

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
September 29, 2015

Present: Karen Burkinshaw, Laurine Ferrarini, Richard Lacasse, Linda McClay, Norman Muller, and three unit owners.

Mr. Muller called the meeting to order at 6:30 p.m.

New owners of Unit 85, Mark and Joyce Lincourt, attended the meeting and were welcomed to our community.

Comments from the Floor:

Q.: A spill occurred in the Unit 31-34 common hallway and the rug needs to be cleaned.

A.: We will look into this issue.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the August 25 open meeting.
Vote: Passed.
- A motion was made and seconded to accept the minutes of the September 15 closed meeting.
Vote: Passed.

Notes from September 15 Closed Meeting:

- Trustees discussed the weed problem behind many of our buildings and have decided to delay taking any action until next spring. We were given a price of \$1,700 to weed the back of three of our eleven buildings.
- A motion was made and seconded to hire R. J. Raymaker to clean the catch basins on the property. Vote: Passed. They were last cleaned in 2012.
- The Building 4 roof replacement project is complete. The contractor repaired and returned all the broken screens.
- A motion was made and seconded to hire Mass Tree to remove a diseased and dying Norway maple located between Buildings 6 and 7 at a cost of \$550. Vote: Passed.
- A motion was made and seconded to replace the backup batteries in all smoke detectors in the common areas and to replace the seven light sensors on the property. Vote: Passed.
- The front door to Units 85-86 has a rotted threshold. A motion was made and seconded to have Tom repair this as soon as possible. Vote: Passed.

Landscaping:

- Gleason & Johndrow were on the property this week doing weeding. Laurine will look into this.
- Because we are expecting significant rain this week, Laurine will shut off the irrigation system in order to save water.
- The irrigation system is due to be shut down for the winter in the next week or two.

Grounds/Property:

- We are still looking at entrance sign replacement. We received one quote of over \$3,000 for a new sign.
- We are still looking to get our catch basins cleaned before the cold weather arrives.
- The Building 5 and Unit 85-86 sidewalk projects are complete.
- The dying tree between Buildings 6 and 7 was removed and the stump ground down.
- We still need to get a price to have the plantings between Buildings 2 and 3 removed.

At this point, Ms. Burkinshaw arrived and assumed control of the meeting.

Finances:

- As of today, we have \$9,855.34 in checking and \$139,762.33 in savings for a grand total of \$149,617.67.
- As of today, we have \$3,461 in arrears involving six unit owners. Three of these accounts are in collections.
- As of today, we have collected \$4,395 of the snow removal assessment from 62 owners. The entire assessment is due by October 31, 2015.
- Trustees reviewed our budget versus actual expenditures for the year for planning purposes. One item of concern is our most recent quarterly water bill for June-August. The bill for water usage on the property (NOT INCLUDING IRRIGATION WATER) was slightly over \$11,000.
- We budgeted \$5,000 for irrigation water for the year and our actual total bill for the year is \$3,800. This is due to Laurine's careful monitoring of the irrigation system.

Buildings:

- A motion was made and seconded to have the Unit 1-4 front common hallway repainted at a cost of \$1,350. Vote: Passed. Richard will make arrangements with the painter.
- The pavers in front of Building 2 and the cement at the mailbox area have been cleaned and sealed.
- Some residents are using their decks and patios to store junk and other personal property. We will look into having a cleanup weekend in the spring to encourage people to clean up these spaces.
- The Meeting Room restrooms need new toilets. One toilet is broken and the others are not very efficient. We will get prices for replacements.
- All smoke alarm backup batteries in the common areas were replaced on September 28.
- Some of the windows in the common hallways are not working properly and need to be replaced. We will get prices and consider this in the spring.

Unit Issues:

- There are currently four units for sale on the property—two garden units and two townhouses.
- Some of the owners of rented units are very slow in returning required paperwork. We will look into this issue.

Old Business:

- Trustees discussed some ongoing maintenance issues (dumpster surround, underground drainage pipes from roof downspouts, adding rain handlers to other buildings, etc.) and we will get updated prices in order to set priorities for the remainder of this year.

There being no further business, the meeting adjourned at 8:25 p.m.

Our next open meeting will be on Tuesday, October 27, at 6:30 p.m. in the Meeting Room. All residents are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Save water. Our water bill keeps increasing.
2. Have you checked your furnace filter lately? It needs to be cleaned or replaced even in summer if you use your a/c.
3. Have you replaced the backup batteries in your smoke alarms this year?
4. When is the last time you cleaned your dryer vent hose? Lint build-up is a fire hazard.