

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Minutes of the Annual Meeting**  
**July 30, 2013**

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay and Norman Muller. In addition to the Trustees, owners of 21 units were in attendance. Eighteen owners could not attend but returned proxies. We did not hear from the other 41 owners.

Ms. Burkinshaw called the meeting to order at 6:30 p.m. and welcomed the group. She introduced the other Trustees and welcomed three new owners to the property this year.

Minutes of the 2012 Annual Meeting:

- A motion was made and seconded to waive the reading of the minutes of the July 31, 2012 Annual Meeting and to accept the minutes as previously provided. Vote: Passed.

Financial:

- Ms. Burkinshaw explained in detail where everyone's \$195 monthly condo fee went to in 2012. In particular, the cost of water and sewerage is increasing every year and our last few increases in our monthly condo fee have just about covered the increase in water rates. As other expenses increase, we have to control other spending.
- Ms. Burkinshaw also looked at our 2013 year-to-date income and expenses. So far this year, we are on track. A couple of accounts will go over budget but, in general, we are in good shape so far.

Accomplishments since July 31, 2012:

- Grounds: Front entrance sign was repaired and repainted and flowers were planted. Oil-stained parking spots were cleaned and asphalt cracks were sealed. All catch basins on the property were cleaned. Ornamental trees were pruned. All outside pole lights were cleaned and fitted with fluorescent bulbs. Eight zone valves and two rain sensors were replaced in our irrigation system.
- Buildings: The upper front part of Building 8 was resided. Building 4 was power washed, rotted trim replaced, and the exterior was repainted. Two backflow valves were installed in Building 11 and a problem floor drain was permanently removed from the cellar. Building 5 deck stairs were refurbished and reinforced. Building 6 decks were refurbished and new larger downspouts were installed on the rear of the building. All gutters on the property were secured with screws in place of nails and a portion of the rear gutter on Building 2 was replaced with Rain Handlers. A foundation crack was repaired on Building 3. We are working with Mass Save to provide energy saving retrofits to unit owners.
- Meeting Room: The original water heater was replaced with a new one. Water pipes were relocated from an outer wall to the interior to prevent freezing in winter. A new sink and cabinet unit was installed in the men's room. More work on the kitchen area was completed. New emergency lights and exit signs have been purchased and will be installed soon.
- Administrative: Many hours were spent applying for FHA approval. We were not approved but we may continue the process at a later date. We spent time learning about and complying with the new mulch law. Our rules and regulations are being revised and will be issued shortly. A new satellite dish policy and a leaking fluids on common elements policy have been adopted.
- Yearly Maintenance Projects: Gutters and downspouts are cleaned as needed throughout the year. Smoke alarm batteries in common areas are replaced every year. Light sensors for outside lights and rain sensor batteries are replaced every year. Broken fence pickets are replaced.

Slope Remediation Issue:

- Ms. Burkinshaw explained the problem began when a large tree uprooted during Hurricane Irene, leaving a large hole on the side of the hill. We interviewed three engineering firms and hired one to examine the problem, do soil testing, and come up with a solution. We were given four possible solutions ranging from moderate cost to millions of dollars. We then hired Northeast Environmental Solutions to help with the application and permitting process as well as the actual repair. Materials are currently being prepared to be presented to the Chicopee Conservation Commission. They may accept our proposal or refuse it and recommend a different solution. Only after the Conservation Commission acts on our application will we know what the "fix" is and what it will cost. We will pass on information as we get it.

Reminders:

- We are relying on email to cut down on paper usage. Check your email often and read what we send you. This includes reminders as well as important snow plowing updates, etc.
- 2013 Profiles are due to us by August 10. After that date, fines will be levied for missing profiles.

- We are self managed and the five trustees spend many, many hours each month on condo business—far more hours than a paid manager would. Trustees are NOT paid and like all owners, pay their condo fee each month.
- Please do not bother contractors as they work on the property. They do not work for individual unit owners—they work for the Association.
- You can contact Trustees by calling us at 413-388-1221 at any time. During normal working hours, the answering service emails all Trustees. At night and on weekends, the service will call a designated Trustee to convey any messages. You can also write letters/notes. We appreciate hearing from owners when concerns arise but there is no need for nasty notes or verbal bullying. We are all owners and we should all be concerned.
- Speed limit on the property is ten miles per hour. Please drive slowly on the property.

#### Updates:

- Building 7 is the only building that remains for deck refurbishment. We may have to purchase the Trex for the project this year because the Trex color we need will no longer be available after this year.
- Owners who wish to replace their slider should fill out a slider replacement application form, which can be found on our website. If approved, the Association will pay one half or up to \$750 towards a new slider.
- Replacement windows are an owner responsibility but owners still need to ask permission from the Association to replace windows.
- All original stair rails on the property will be refinished this year.
- Our next big project will be the residing of Building 1 and that will probably happen next year.

#### Sense of Community:

- Trustees wish to thank the following people: Carolyn Sowa for helping us design a new color scheme for our entrance sign, Waldo Goodermote for planting flowers at the front sign, Denis Chabot for putting out and removing flags and helping with many small tasks on the property, Norman Muller for cleaning and refurbishing the outside lights on the property, and the many people who plant flowers, pick up trash, and do countless small things to keep our property looking good.
- Owners should feel free to present ideas for landscaping or other improvements to the Trustees.

#### Board Elections:

- The terms of Karen Burkinshaw and Norman Muller are up this year and both have agreed to run for reelection. Since there were no other nominations or volunteers, Karen and Norman are elected to serve for another three-year term. Congratulations, Karen and Norman.

#### Questions/Comments from the floor:

Q: Is anything being done about the moldy charmstone on Building 8?

A: We looked under the siding when it was replaced last fall and did not find any leakage. The irrigation system is off in that area so that is not the cause. We will clean up the mold and continue investigating.

Q: Can the last arbor vitae on the house side of the entrance be removed to improve visibility for cars entering and leaving the property?

A: We will look into this and see what can be done.

Q: What can be done about people cutting the corner when driving onto the property?

A: We may be able to paint a line on the asphalt or place an orange cone in the road.

Q: Where are we with new mailboxes?

A: The metal doors to the mailboxes are in bad shape and the mailbox buildings are also deteriorating. We have some money set aside for this project but not enough. We will need to work on this issue.

Q: Were Trustees reimbursed for attending the condo conference this year? Trustees should not need to use their own funds to conduct condo business. They should be repaid for their expenses.

A: Last year, after receiving a complaint, we got a legal opinion that it is legitimate to be reimbursed for condo related expenses. This year, Trustees were reimbursed for mileage, tolls, and parking for the condo conference.

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

Respectfully submitted,



Norman Muller  
Vice President