

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Minutes of the Annual Meeting**  
**July 26, 2011**

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay, and Norman Muller. Owners of 23 units were in attendance; 18 owners could not attend but returned proxies. We did not hear from the other 39 owners.

Ms. Burkinshaw called the meeting to order at 6:30 p.m. and welcomed the group. She also introduced the trustees. She invited everyone to read all the information displayed on the walls of the Meeting Room.

Meeting Room Wall Displays:

- Large signs on the walls displayed the results of our nonbinding survey, a chart showing all improvements made to each building in the last 22 years, a chart showing names and terms of office of all Trustees since 1989, and a pie chart showing where each month's condo fees went to.

Survey Results:

The purpose of the nonbinding survey was to gather owner's opinions on three issues dealing with pets, smoking on the property, and electric cars on the property. Forty three out of 86 owners responded to the survey. Here are the results:

- On the question of pets on the property, 32 owners voted to not change current rules regarding pets, 9 owners voted to change the rules so no new pets would be allowed on the property, and 2 owners did not vote.
- On the issue of smoking, 35 owners voted not to ban smoking on the property, 6 owners voted to ban all smoking on the property, and 2 owners did not vote.
- On the issue of allowing electric car charging stations on the property, 9 owners voted to not allow charging stations to be installed on the property, 7 owners voted to allow charging stations to be installed on the property, 26 owners voted to have Trustees do additional research to determine how best to handle the matter of installing charging stations on the property, and 1 owner did not vote.

Minutes of the 2010 Annual Meeting:

- A motion was made and seconded to waive the reading of the minutes of the 2010 Annual Meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the 2010 Annual Meeting. Vote: Passed.

Condo Ownership:

- When you rent an apartment, the landlord is responsible for upkeep, repairs, etc. When you own a home you are responsible for everything. Owning a condo is very different.
- Condo owners need to become familiar with the bylaws and other condo documents so they will know what they are responsible for and what the Association's responsibilities are.
- When in doubt, check with the Association. A quick call or question can help you avoid problems.

Neighborhood Watch:

- Lieutenant Pronovost of the Chicopee Police Department spoke to the group about the Neighborhood Watch program. This program is neighbors helping neighbors. We need to get to know our neighbors so we know who belongs in the neighborhood and who does not. We need to be vigilant and report crimes and criminal activity. For non-emergency help, call the Chicopee Police Department at 592-6341. In an emergency,

call 911. Lt. Pronovost left us literature which will be made available to those who want it.

#### Roof Trusses:

- Early this spring, a contractor working in a unit attic discovered roof trusses that had come apart. Thus far, the Association has had our contractor and our engineer look at this situation. We reported it to our insurance company and they had an adjustor and their engineer look at the problem. Everyone agrees that this was caused by the heavy snow load we had this past winter. We are currently waiting for a report from the insurance company. Everyone assured us that there is NO danger of any of our roofs falling down on our heads.
- Once an appropriate repair is determined, we will need to access every attic on the property to do the repairs and this will require everyone's cooperation.
- As we receive information, we will keep owners informed.

#### Insulation:

- When the condos were built in 1989, fiberglass attic insulation was blown in to a level of R38. Today's guidelines call for attic insulation in our part of the country to be between a level of R49 and R60. Owners may wish to have additional insulation blown in. Trustees are currently working on an insulation policy. Please check with the Association before having more insulation added to your attic.

#### Reminders:

- We are trying to get away from communicating on paper so it is important that we have accurate email addresses from all owners who have email.
- Please carefully read everything the Association sends you. You are responsible for knowing and following the rules of the Association.
- Annual 2011 Profiles are due by August 10.
- Communicate with Trustees by calling us at 388-1221, write us a note, enclose a note with your condo payment, or email us at [CLEARVIEWHEIGHTS@aol.com](mailto:CLEARVIEWHEIGHTS@aol.com).
- Trustees are NOT paid and spend many hours each week working for the Association.
- Contractors on the property are hired by and work for the Association—not for individual unit owners. Please do not give them instructions.
- We replaced some front steps this year. Absolutely no salt products should be used on these steps.
- We will be addressing the erosion problem between Buildings 2 and 3 very shortly.
- We have contracted to replace the last section of fence on the property. This is the eight-foot fence behind Buildings 6 and 7.
- Some people have reported motorcycles racing on Route 391 at night. Nothing can be done about this. State police have a no chase policy for motorcycles on state highways.
- People are always interested in comparing our condo fees to those of other condos. When making comparisons always ask what the condo fee covers. Most of the newer condo developments have individual water meters so, unlike Clearview Heights, water is not included in their condo fees. Some towns charge owners individually for trash removal.
- We are looking to possibly reside Building 1 and the front top of Building 8 in the future.

#### Board Elections:

- Richard Lacasse's term is up this year and he has agreed to run for reelection. Since there were no other nominations or volunteers, Richard will serve another three year term. Congratulations, Richard!

#### Comments from the Floor:

Q. Who is responsible for renters?

- A. Owners are responsible for the actions of their renters.
- Q. Isn't it late in the season to apply mulch to the plant beds?
- A. We have no plans to mulch everything this year. We may apply a small amount of mulch to a few areas that have none.
- Q. Must we get rid of our pets?
- A. No. We surveyed owners about pets on the property, smoking in common areas, and electric cars on the property. The responses are non-binding and simply allowed interested owners to express their opinions.
- Q. Why did it take so long for the decks to be completed? We were without our decks for almost a month.
- A. When we received a quote for the deck work, the contractor specified the number of days it would take and the decks were completed within the given time period. It takes time because the old footings need to be removed and new ones poured and it takes time for the cement to cure. Bad weather and extremely hot weather also need to be factored in.
- Q. Last year, we communicated with the Post Office to change our mailing address from "Apt." to "Unit". They said it would happen and it did not. What can be done?
- A. We will write another letter to the Post Office. Carolyn Sowa has volunteered to look into this and deliver the letter.
- Q. Have all the plants on the property been trimmed?
- A. Pruning is not done. It will continue until all plants have been trimmed.
- Q. The glass in my front door is fogged up. What can be done?
- A. The glass in the front door can be removed and replaced by any owner wishing to do so. Most people prefer the fogged windows.

There being no further business, the meeting adjourned at 8:27 p.m.

Respectfully submitted,

  
Norman Muller  
Vice President