

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Minutes of the Annual Meeting**  
**July 27, 2010**

Present: Karen Burkinshaw, Lynn Donah, Steven Judd, Richard Lacasse, and Norman Muller. Owners of 31 units were in attendance; 22 owners could not attend but returned proxies. We did not hear from the other 33 owners.

Ms. Burkinshaw called the meeting to order at 6:35 p.m. and welcomed the group.

A motion was made and seconded to accept the minutes of the 2009 Annual Meeting. Vote: Passed.

Financial:

- Karen briefly discussed our year to date financial position. We are very much on track, so far.

Improvements:

The following improvements were made on the property since the 2009 Annual Meeting:

- Decks in Buildings 1, 2, and 11 were rebuilt.
- An erosion project was completed behind Building 2. A good amount of rain water from the roof of Building 2 was piped directly to the bottom of the hill to prevent further erosion.
- The city of Chicopee repainted all of the fire hydrants on the property.
- Front doors on Buildings 1 and 4 were repainted.
- Cellar stairs in Building 1 were fitted with metal edging to reduce the trip hazard.
- A new cellar floor was constructed in Unit 41.
- Deteriorated outside handrails were replaced on Units 40, 51-52, 53, 59-60, and 61-62.
- Badly deteriorated front stairs on Units 9 and 10 were replaced with new precast steps.
- A bamboo eradication project was started behind Buildings 4 and 5.
- The large evergreen tree near the mailbox area was removed. Unfortunately, we also lost three mature trees due to storm damage. These were located in front of Unit 81, in front of the Meeting Room, and to the south side of Building 11.
- All of the six-foot perimeter fence was replaced behind Buildings 5 and 6.
- Two small pear trees were planted, one near the mailbox area and the other in front of Unit 26.
- The cement walkway in front of Units 61-62 was replaced.
- The Post Office agreed to change our address description from "Apt." to "Unit".
- The Board started to think about electric car charging areas.

Current Projects:

- Waterproofing and rainwater diversion in front of Building 5.
- Repair/replacement of the Meeting Room floor.
- Landscaping in front of Building 9 is due to be replaced shortly.

Reminders:

- Please read the materials we send you. Also, please check our website for copies of the rules and regulations, bylaws, meeting minutes, printed forms, etc.
- 2010 Profiles are due August 1. Late submissions will be fined.
- Trustees are NOT paid for their time and work. Everything they do is done voluntarily.
- Contractors are hired by the Association and work for the Association, not for individual unit owners.
- Front doors on townhouses have windows. Owners are free to add frosted glass or other covering.
- Please clean up after your pets.
- Please be considerate when smoking on the property. Dispose of smoking materials and other trash properly.
- Drive carefully and slowly. We have children on the property.
- Please clear decks of snow in the winter.

#### Safety Issues:

- Keep gas grills away from siding, deck walls, and other combustible materials.
- Change your furnace filters regularly and avoid storing stuff near the furnace.
- Drive slowly on the property.
- Clean your dryer venting at least yearly and make sure venting is made of heavy metal. Plastic dryer venting is illegal in Massachusetts.
- Clean bathroom vent fan regularly and insure nothing is blocking the air flow.

#### Deck Cleaning:

- If you are interested in having your deck power washed, please fill out and return the form that was included in your Annual Meeting packet.

#### Condo Expo:

In April, two Board members, Karen and Norman, attended a one day condo exposition in Boston. Many products and services were on display and there were formal presentations by attorneys, accountants, and professional condo managers. Presentations were informative and we were able to ask specific questions of these people. Some of the important things we learned:

- We are self-managed. If we were to hire a property manager, our condo fees would need to increase by \$25 to \$40 per month.
- We are fortunate to not have to deal with foreclosures. Our rate of overdue condo fees is very low.
- Some condo associations are considering making their entire complexes non-smoking.
- Mold is a big problem in some complexes.

#### Trustee Introductions:

- Each trustee had the opportunity to introduce him/herself to everyone and describe what he/she does for the Association.

#### Board Elections:

- Karen Burkinshaw's and Norman Muller's terms were up this year and both agreed to run for reelection. Since there were no other nominations or volunteers, Karen and Norman will each serve another three year term. Congratulations!

#### Comments from the Floor:

- Q. Can a couple of the plantings on the east side of the entrance be removed or can a mirror be installed to provide better visibility for vehicles entering and leaving the property?
- A. We will look into both possibilities.
- Q. Why is the small dumpster one parking place away from the end of the parking area?
- A. That parking spot is used for most of the winter by our snow removal company to park the equipment that they leave on the property.
- Q. What can be done about the tree between Units 50 and 51 that is near the fence and whose roots are all above the ground? The roots are a trip hazard.
- A. We will look at the area and perhaps have the tree removed next year.
- Q. There is no grass behind Buildings 6 and 7.
- A. There are a lot of roots at ground level and the large trees on the other side of the fence prevent the sun from shining on that area.
- Q. Why aren't signs posted when the landscaper uses chemicals on the property?
- A. There were signs posted but they were not placed where they would be noticed. We will work with our landscaper to correct this problem. Our landscaper is usually on the property every Tuesday.
- Q. The front door to Units 83 and 84 needs to be adjusted.
- A. We had the door replaced last year. That is an old building and in order to correct the problem, we would have to replace not only the door but also a good part of the wall on either side. This would be a very expensive project and since it only affects two units, it is not a high priority.
- Q. How many units on the property are rented?
- A. Currently, we have 8 units rented. All of the other units are owner occupied.



- Q. Currently, how many owners are original owners?
- A. We currently have between 15 and 20 original owners.
- Q. Why can't reserves be used to make cellar floor repairs instead of an assessment?
- A. Reserve accounts cover very specific capital items such as roofs or asphalt. Cellar floor repairs and erosion control projects are not considered capital items therefore reserves cannot be used for those items. They are classified as extraordinary maintenance items and according to legal advice, are correctly covered with an assessment.
- Q. A list of unit numbers of missing profiles should not have been posted at the mailbox area. That is an invasion of privacy.
- A. Our intent was to insure everyone remembered to turn in a profile by the deadline in order to avoid having to levy fines. In the future, we will issue a general reminder.
- Q. What is the deadline for paying the assessment?
- A. The due date is October 1; however the grace period applies so it must be received by October 10, 2010. Assessments received after October 10, 2010 will be considered late and late fees will be applied.
- Q. Can notices be sent via email?
- A. We are trying to move away from paper notices. In the future, everyone with an email address will receive notices electronically. People who do not have email will continue to receive paper notices. We also try to save on postage by taping notices to the front doors of each unit. As an example, the Annual Meeting packet was taped to most owner's front door. The cost of postage for each packet would have been \$1.05 plus the cost of an envelope.

There being no further business, the meeting adjourned at 8:07 p.m.

Respectfully submitted,

  
Norman Muller  
Vice President