

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Minutes of the Annual Meeting
July 31, 2012

Present: Karen Burkinshaw, Richard Lacasse, Linda McClay, and Norman Muller. In addition to the Trustees, owners of 20 units were in attendance. Twenty owners could not attend but returned proxies. We did not hear from the other 41 owners.

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

Meeting Room Wall Displays:

One chart showed all improvements made to our buildings and property in the last 23 years and another listed terms of office and names of all Trustees since 1989. Pie charts showed where monthly fees were spent for the years 2010, 2011, and first half of 2012. Other charts compared expenses for 2010, 2011, and 2012 and another chart showed actual versus budgeted expenses for the first half of 2012.

Minutes of the 2011 Annual Meeting:

- A motion was made and seconded to waive the reading of the minutes of the 2011 Annual Meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the 2011 Annual Meeting. Vote: Passed.

Financial:

- We are doing well because we are able to control most expenditures. Two areas over which we have NO control are water/sewerage and insurance. Since 2010, we have raised condo fees by \$5.00 each year. From 2010 to 2011, our water/sewerage expense increased by \$5.51 per unit per month. This year's water/sewerage expense will increase by a greater amount since the city of Chicopee increased the water rates on July 1. From 2010 to 2011, the cost of our master insurance policy increased by \$2.63 per unit per month. This year, our insurance premium increased significantly. The net result is that each year, the increase in water/sewerage and insurance is significantly more than the \$5.00 increase in condo fees. As you are well aware, all other expenses are increasing, as well.
- The city of Chicopee has announced increases in sewerage rates beginning in 2013 so we expect our water/sewerage bills to go even higher.
- Please note, the water used for irrigation is separately metered, we do not pay sewerage fees on water used for irrigation, and we ARE making efforts to control our irrigation water expense.

Roof Truss Update:

- Our roof truss project concluded in January of 2012. All roof trusses on the property were repaired and our insurance covered most of the cost of this project. We thank everyone for their cooperation in allowing our contractor to access their attics to make repairs.

Building 2 Erosion Issue:

- In the last year, several trees have fallen into the dingle behind Building 2 and we seem to have an erosion problem. We contacted three engineering firms who each did cursory inspections and then each gave us a proposed plan to investigate the matter. We hired the firm of Tighe and Bond of Westfield to conduct a survey of the area, do soil samplings, test borings, and such other investigations as they deem necessary to determine the scope of the problem and make recommendations for solving the problem. The investigations and tests will be done this year. Any necessary repairs will be done next year because the permitting process to do any repairs in wetlands areas is lengthy and time consuming.
- We anticipate being able to cover the cost of the investigative process from our maintenance budget this year. Once we are given a report of findings and a description of scope and cost of repairs, we can plan our 2013 budget accordingly.

Accomplishments since July, 2011:

- Replacement of eight-foot high stockade fence behind Buildings 6 and 7 which concludes our fence replacement project. In the last five years, all perimeter fencing has been replaced.
- Installation of a French drain to divert rainwater behind Building 3.
- Refurbishment of Building 10 decks.
- Replacement of downspouts with larger ones behind Building 7.
- Piping downspouts under sidewalks in front of Buildings 3, 8, and 11.
- Replacement of front steps at Units 9-10, 49-50, and 71.
- Completion of roof truss repair project with insurance covering 96% of cost.
- Refurbishment of Building 5 decks.
- Repainting of lines and numbers in parking areas.
- Submitted initial application for FHA approval and we expect to submit additional documentation very shortly.
- Began process of dealing with erosion issue behind Building 2.

Maintenance Projects since July, 2011:

- Patched cracks in the asphalt parking areas.
- Trimmed and removed some trees in August and November and again this spring due to the damage done by the June tornado, August hurricane, and October snowstorm.
- Cleaned gutters and downspouts in fall and spring and secured all roof ridge vents. Our roofs all seem to be in good condition at this time.
- Replaced backup batteries in all smoke/co2 alarms in common areas.
- Repaired broken downspout drains behind Buildings 2 and 3.
- Replaced broken pickets on perimeter fencing.

New Policies Enacted since July, 2011:

- No salt on stairs policy: Owners of units where new stairs are installed will be liable for damages caused by applying any type of salt-based products on steps.
- Attic insulation policy: Owners wishing to increase attic insulation must request permission from the Board and must use licensed, insured contractors to do the work.
- Exterior improvement policy: Association is not responsible for embellishments (lawn ornaments, window well covers, etc.) or individual plantings in the common areas. Once planted, plantings become the responsibility of the Association to maintain, trim, and if necessary, remove.

Future Projects Being Seriously Considered:

- Refurbish/repair entrance sign.
- Reside Building 1 and top front of Building 8.
- Repaint/repair top of Building 4.
- Additional work on Meeting Room (kitchen area, new water heater, etc.).
- Additional downspout replacement around the property.

Updates:

- We are cutting down on paper and mailing costs by using email whenever possible. If you change your email address, be sure to notify us.
- Please read newsletters, notices and reminders we send you as well as notices at the mailbox area. This is your community and you should know what is going on.
- We are self managed and trustees are not paid for the many hours they put in every month. If we hired a manager, the cost would be from \$25 to \$40 per unit per month and your condo fees would increase accordingly.
- All contractors on the property work for the Association not the unit owners. Please direct all comments, complaints, etc., to the Association.
- You can contact the Association in writing or by calling our answering service at 388-1221, or by emailing us at Clearviewheights@aol.com. Do not call individual trustees.

Sense of Community:

- The Trustees would like to thank everyone who takes pride in their community and who do things such as planting flowers, picking up trash, picking up after their pets, and being generally good neighbors.

Board Elections:

- The terms of Brian Gauthier and Linda McClay are up this year and both have agreed to run for reelection. Since there were no other nominations or volunteers, a motion was made and seconded to elect Brian and Linda to serve another three year term. Vote: Passed.
Congratulations, Brian and Linda!

There being no further business, the meeting adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Norman Muller". The signature is written in dark ink and is positioned above the printed name and title.

Norman Muller
Vice President