

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
January 28, 2020

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, Rosemary Thompson, Al White, and one unit owner.

Ms. Burkinshaw called the meeting to order at 6:30 p.m.

Comments from the Floor:

Q.: Visitors should not park in the entrance as it impedes access and visibility especially when there is snow on both sides of the entrance.

A.: We will try to monitor this more closely.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the January 7 meeting. Vote: Passed.

Finances:

- As of today, we have \$11,288.62 in checking and \$191,276.22 in reserves for a grand total of \$202,564.84.
- As of today, we have arrearages of \$2,118 involving 10 owners. Most of these are small amounts (underpayments and outstanding fines) and one account is in collections.
- One of our CD's matured yesterday and CD rates were checked at 5 local banks. A motion was made and seconded to purchase an 11-month CD at First United Bank. Vote: Passed.
- We currently refer an account to collection when the balance exceeds \$500. Now that condo fees have increased, we need to modify this policy. A motion was made and seconded to refer accounts to collection after two months of condo fees are owed. Vote: Passed.

Insurance:

- Our master insurance policy renews on January 30 and an email vote was taken so we could renew on time. A motion was made and seconded to reaffirm our vote to renew our insurance with GNY for the coming year. Vote: Passed.

Snow Removal:

- As reported previously, damage to grass areas and berms will be addressed in the spring.

Landscaping:

- We need to update our lawn care contract.
- Trustees discussed last year's lawn care and whether or not to solicit quotes from other landscapers for this year. A motion was made and seconded to rehire Setter Landscaping for the 2020 season. Vote: Passed.
- We plan to have several diseased trees removed and replaced this year.
- We are still planning to improve our irrigation system.

Grounds/Property:

- Trustees discussed the planned replacement of our large dumpster pad this year. Once plans are finalized, we will solicit several quotes for this job.
- We are getting quotes to have the parking areas relined and renumbered.
- A motion was made and seconded to hire Paul Folta to clean the Building 8, 9, and 10 waste pipes as soon as weather permits. Vote: Passed.

Buildings:

- AI will handle the relocation of the Building 1 doorbell/intercom system with Holyoke Lock.
- A motion was made and seconded to replace a broken door closer on Building 4 at a cost not to exceed \$300. Vote: Passed.
- After considering two other quotes, a motion was made to hire Tom Stebbins to replace the rear doors of Building 4. Vote: Passed.

New Business:

- Trustees again looked at a list of possible projects for the coming year. We are still gathering information, prices, possible providers, etc. In the near future, we hope to finalize our project list for the season.
- This year's Condo Expo will be held on Tuesday, March 31, in Boston.
- We will be scheduling a meeting for new owners soon.
- Future meeting: Tuesday, February 11.

There being no further business, the meeting adjourned at 8:30 p.m.

Our next meeting will be on Tuesday, February 11, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. Keep your ice melt can near your front door for those icy mornings.
2. If you transport a box of recyclables to the dumpster, dump the contents of the box into the recycling dumpster then BREAK DOWN and flatten the box before putting it in the dumpster. As more people shop online, intact boxes are becoming a problem. If caught, violators will be fined.
3. As you plan your spring maintenance projects, check your smoke alarms to be sure they are still working.