

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION  
Meeting Minutes  
November 19, 2019

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, Rosemary Thompson, and Al White. There were no other unit owners present.

The meeting was called to order at 6:30 p.m.

Comments from the Floor: None

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the November 5 meeting. Vote: Passed.

Finances:

- As of today, we have \$22,052.32 in checking and \$174,981.32 in reserves for a grand total of \$197,033.64.
- As of today, we have \$1,729 in arrearages involving seven unit owners.
- Trustees examined our current budget and discussed a 2020 budget. **A motion was made and seconded that we adopt a budget of \$254,714 for 2020 that will result in monthly condo fees of \$245 for two-bedroom units and \$192 for one-bedroom units. Vote: Passed.**

Landscaping:

- Fall cleanup has begun and will be completed shortly.
- Some spot reseeding will be done this fall.
- Flowerpots by the mailbox and the two whiskey barrels have been stored for the winter.
- In spring, we will start to upgrade our irrigation system.

Grounds/Property:

- All catch basins have been inspected. We will need to have some minor repair work done in the spring.
- Trim around the Buildings 4 and 7 cable boxes will be repaired soon.

Buildings:

- We will move the doorbell/intercom system in Building 1 in January.
- Wall paint in the Unit 5-8 common hallway has been touched up.
- Building 4 front common hallways have been repainted.
- Windows have been ordered for the rear common hallways at Building 4.

Snow Removal:

- A container of sand/ice melt has been placed at the mailbox area.

Unit Issues:

- Trustees discussed several minor unit issues.
- Closings will take place in the near future on Units 38 and 61.
- Unit 21 is currently for sale.

Old Business:

- Trustees finalized work on the revision of our rules and regulations. A motion was made and seconded to accept the revised Rules and Regulations with an effective date of January 1, 2020. Vote: Passed. As indicated, the revised rules will go into effect on January 1, 2020. Copies of the revised Rules and Regulations will be delivered to everyone's door before the end of November along with our fall newsletter and other important condo information. Please be on the lookout for them.

New Business:

- Our next open meeting will be on Tuesday, December 3. We are not planning to have a second meeting in December.

There being no further business, the meeting adjourned at 7:30 p.m.

Our next meeting will be on Tuesday, December 3, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller  
Vice President

**Reminders:**

1. A container of sand/ice melt is located at the mailbox area. Be sure to keep a container of this stuff near your front door for those icy mornings.
2. Cold weather is here. Please remove all decorations, potted plants, pumpkins, etc. from your steps and plant beds. Snow shoveling crew and landscapers are not responsible to remove your decorations, especially rotting pumpkins.
3. If you have an outside faucet in front or behind your unit, please shut off the water supply in your unit to the outside faucet so the pipes do not freeze. A frozen pipe could cause a flood in your cellar.
4. Condo fees increase on January 1. If you have automatic payment in place, you need to adjust the amount.
5. Cold weather is no excuse to drive faster. Speed is 10 MPH.