

# **CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**

## **Meeting Minutes**

**March 22, 2016**

Present: Karen Burkinshaw, Laurine Ferrarini, Richard Lacasse, Norman Muller, and two unit owners.

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

### Comments from the Floor:

Q.: There is a large gap under the fence separating us from the brick yard next door and the wind constantly blows leaves and other debris onto our property. What can be done?

A.: We will be having our fence inspected this spring and we will look into possible solutions to this problem.

Q.: Someone near the entrance end of our property is having loud evening parties and the noise extends late into the evening.

A.: If the offending unit can be identified, we will levy fines. The other solution is to call the police at the time this happens.

### Meeting Minutes:

- A motion was made and seconded to accept the minutes of the February 23 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the March 8 closed meeting. Vote: Passed.

### Notes from March 8 Closed Meeting:

- This year, we requested landscaping quotes from six different landscaping contractors. Two responded with detailed quotes. After lengthy discussion, Trustees decided to offer the contract to Gleason & Johndrow.
- Loam has been installed in front of Unit 39 to correct the "ponding" problem. We now need to develop a permanent solution to deal with downspout water in front of Building 5.
- Trustees discussed the possibility of having a "cleanup day" this spring and decided to poll owners to see if there is any interest in this activity.

### Finances:

- As of today, we have \$28,273.25 in checking and \$163,121.52 in savings for a grand total of \$191,394.77.
- As of today, we have arrearages of \$2,626 involving 7 owners. Five of these are very small amounts; two are significant.
- The snow removal assessment is now completely paid.
- Trustees examined and discussed the February financial statements.

### Snow Removal:

- We have not incurred any snow removal expenses so far this month. Since we budget on a calendar year basis, we still need to be concerned about snow removal later this year.

### Landscaping:

- Irrigation box covers are being ordered to replace broken ones on the property.
- Trustees discussed lack of grass behind Buildings 6 and 7 with our landscaper and he will get back to us with recommendations.
- Trustees met with Ben Premo of Gleason & Johndrow immediately prior to tonight's meeting to sign the landscaping contract for this year's services. Actual work will begin as soon as weather permits. A letter will be sent to the other landscaper thanking them for giving us a quote.

### Grounds/Property:

- We expect remediation work behind Building 2 will be scheduled soon.
- We will be having our perimeter fence inspected this spring.

- The front entrance sign replacement saga continues.
- We anticipate having a speed bump installed on the property in late April.

#### Buildings:

- We will contact the Home Depot representative to see when we may expect to see a quote for front door replacement for Buildings 4 and 11.
- The rain handlers behind Building 1 need minor repairs.
- We are waiting for an update to last year's Deck Condition Report.
- Missing roof drip edge will be addressed when gutters and downspouts are cleaned later this spring.
- We are looking for suggestions on how to improve outdoor lighting at the entrance.
- We received a proposal from Tom Stebbins to repair/refurbish the Unit 82, 83, 84 decks. A motion was made and seconded to hire Tom Stebbins to do this work as soon as possible. Vote: Passed. Norman will schedule this with Tom.

#### Unit Issues:

- Units 2, 3, and 14 are currently under contract.
- Yesterday, a renter was observed leaving several bags of trash on the ground near the small dumpster area. The unit owner will be notified.

#### On-Going/Other:

- A motion was made and seconded to hire 4-Seasons Property Maintenance to camera inspect the sewer lines of Buildings 4, 5, 6, 7, and 11. Vote: Passed. Norman will schedule this for late April.
- We will schedule catch basin cleaning for late April.
- This year's Condo Expo will take place in Boston on May 24. Some Trustees will attend this event.

#### New Business:

- We recently polled owners about the possibility of hiring a truck/container to be placed on the property for a "cleanup day" to be held this spring. Twenty-seven unit owners responded with 23 owners interested and 4 owners not interested. Details will follow.
- Trustees discussed deck awnings. Owners can, with Board permission, install awnings over their decks.
- As a result of several problems last year, Trustees will have new locks installed on all irrigation control boxes on the property.

There being no further business, the meeting adjourned at 8:20 p.m. Our next open meeting will be on Tuesday, April 26, at 6:30 p.m. in the Meeting Room. All residents are invited to attend.

Respectfully submitted,



Norman Muller  
Vice President

#### Reminders:

1. The weather is improving but we could still have snow and ice. Keep your can of sand by your front door for those icy mornings.
2. Are your smoke alarms up to date? Have you changed the batteries this year?
3. Are you picking up after your pet? No one wants to step in or look at your pet's poop. Violators will be fined.
4. Please be considerate of your neighbors when entertaining outside on your deck. Noise/music should stop by 10 p.m.