

## **CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**

### **Meeting Minutes September 30, 2014**

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, and one unit owner.

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

#### Comments from the Floor:

- The new mailbox area is very nice and the flowers at the mailbox are beautiful as are the flowers at the entrance sign. Thank you to the owners who took the time to add the flowers.

#### Meeting Minutes:

- A motion was made and seconded to accept the minutes of the August 19 open meeting.  
Vote: Passed.
- A motion was made and seconded to accept the minutes of the September 9 closed meeting.  
Vote: Passed.

#### Notes from September 9 Closed Meeting:

- The Chicopee Building Inspector looked at the Building 4 decks. Although they were built to code in 1989, building codes have since changed. The decks are three stories high and the inspector has strongly recommended we retrofit these decks to conform to current building codes. This would involve adding additional footings, heavier corner posts, and using bolts to attach joist hangers and ledger boards instead of the current nails. A motion was made and seconded to hire Tom Stebbins to retrofit the Unit 27-28 decks as described above. Vote: Passed. We will continue this project for the remaining three sets of decks on Building 4 in the spring.

#### Finances:

- As of today, we have \$7,569.90 in checking and \$139,597.34 in savings for a grand total of \$147,167.24.
- We discussed the changes that United Bank is making in dealing with our accounts that will eventually change the way we pay our bills. No decisions were made and this discussion will continue.
- As of today, we have arrearages amounting to \$2,158 involving four owners.
- As of today, 12 owners have not begun to pay any amount of their assessment and 67 owners have paid 100% of the assessment. The assessment is due in full by October 15. To date, three reminders have been sent out with the third reminder being delivered to owners in mid September.

#### Lawn Care/Landscaping:

- We received a quote to reseed behind Buildings 6 and 7 at a cost of \$2,437. A motion was made and seconded to accept this quote and have the work done. Vote: Passed.
- Trustees decided to table all bush replacement until early spring.
- Trustees will be soliciting bids for 2015 lawn care this fall instead of waiting until spring.

#### Unit 85 Update:

- An estate representative has been appointed by the Probate Court and that person will take control of the unit on October 2. The attorney representing the estate has also been presented with a current statement of monies owed to the Association.

#### Mailbox Project:

- The project is completed. Our total cost over the past two years is \$18,859.55.
- A motion was made and seconded to purchase and install an enclosed three foot by three foot bulletin board that will be used to post official condo business. Vote: Passed.

#### Buildings:

- Several owners have scheduled Bingle Electric to replace their AC disconnect boxes.
- We received a quote of \$2,222.25 to replace the front steps of Units 11-12 and 13-14 using the current wrought iron railings. We are also looking into the possibility and cost of building new steps on site.
- Foundation crack repairs at Units 35-36 and 39-40 have been completed. Repairs at Units 19-20 should be completed soon.
- In mid September, all smoke/coalarms in the common areas of Buildings 1, 4, and 11 were checked and tested and backup batteries were replaced.

#### Grounds/Property:

- We have a few dead trees on the property. A motion was made and seconded to hire Mass Tree to remove dead trees and their roots in front of Units 26 and 35 and arbor vitae roots behind Unit 47. Vote: Passed.
- We seem to have a lot of bees in front of Building 5. Norman will call American Pest to have this issue resolved.

#### New Business:

- Based on a recommendation from our insurance agent, we will increase our employee dishonesty insurance coverage when we go out to bid on our 2015 master insurance policy.
- Trustees took a first look at proposed changes in our snow removal contract. Discussion will continue at our next meeting.
- A motion was made and seconded that, effective immediately, any condo fees received after our daily U. S. Post Office mail delivery or 5 p.m., whichever is later, will be considered late and subject to a late fee. Vote: Passed.

There being no further business, the meeting adjourned at 8:35 p.m. Our next open meeting will be on Tuesday, October 28, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller  
Vice president

#### Reminders:

1. October is fire prevention month. Heating season is here! Replace furnace filter and move flammables away from your furnace and water heater. Check smoke/coalarms to be sure they are working properly and change the backup battery if needed.
2. Place trash in the trash dumpsters and recyclables in the recycling dumpsters. Break down boxes.
3. Numbered parking spots are for each owner's exclusive use. Make sure your guests park in your spots or visitor parking. Do not use other owner's spots unless you have their permission.