

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Annual Meeting Minutes
July 28, 2020

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, Rosemary Thompson, Al White, and 11 unit owners.

Ms. Burkinshaw called the meeting to order at 7:05 p.m. This year's meeting was held outside, in the area bordered by Buildings 3, 4, and 11, to allow for social distancing as required.

Welcome:

- Ms. Burkinshaw welcomed everyone including the new owners who joined us this year—Michelle Gonzales (Unit 21), Teresa Dowers (Unit 38), Richard Perreault (Unit 61), and Slawomir Madro (Unit 71).

Meeting Minutes:

- A motion was made and seconded to waive the reading of the July 30, 2019 Annual Meeting minutes. Vote: Passed.
- A motion was made and seconded to accept the minutes of the July 30, 2019 Annual Meeting minutes. Vote: Passed.

Improvements:

- A complete list of improvements made since last year's Annual Meeting was included in our spring newsletter. The updated list is also appended to these minutes.
- In the coming year, we anticipate completing improvements behind Buildings 5, 6, and 7, as well as replacing another roof.

Sense of Community:

- Thanks to everyone who helps out: Don Dominique for keeping the weeping fig trees trimmed, and Laurine Ferrarini for preparing and maintaining the flowers at the mailbox area as well as the two whiskey barrels of flowers at the entrance and trimming the bushes behind Building 3.
- Thanks to everyone who read all the material we send out and follow the rules and regulations.
- Thanks to the people who alert us when they see something that needs attention.
- Thanks to the Trustees who spend countless hours doing whatever needs to be done.

Reminder:

- Completed 2020 PROFILES are due by August 10.

Election of New Trustee:

- Richard Lacasse's term is up as of this Annual Meeting and he has agreed to run again. No one else ran for the position and there were no nominations from the floor so Richard is hereby elected for another term ending in July 2023. Congratulations Richard!!!

Questions from the Floor:

Q.: Is it the job of the landscaper to pick up the trash that accumulates at the entrance?

A.: No. If anyone wants to do this, it would be a great help.

Q.: The arbor vitae behind Building 6 need to be trimmed and topped off.

Q.: The arbor vitae behind Building 6 should not be allowed to get too tall.

A.: The arbor vitae behind Building 6 will be trimmed in the fall after we have an opportunity to get input from the owners in that building.

Q.: Why was the deck skirting replacement at Building 3 started in the summer?

Q.: Why were the bushes behind Building 3 "butchered" this year?

- A.: The bushes needed to be trimmed so the deck skirting project could be done. They will grow back next year. The deck skirting is taking longer than normal due to the excessive heat as well as the shortage of available lumber. We have never had a problem getting lumber for our projects but the pandemic has now caused unforeseen shortages and we have had to wait for lumber to be available.
- Q.: Some of the contractors and landscapers smoke while working. I don't want them smoking near my unit.
- A.: A few years ago, a proposal to ban smoking on the property was soundly defeated by the owners. To keep smoke out of your unit while workers are around and smoking, you may want to keep your doors and windows closed while work is being done around your unit.
- Q.: The landscapers do not always do a complete job of mowing the property. They sometimes skip areas.
- A.: The landscapers try to finish their job as fast as possible. If you see a problem, please bring it to our attention IMMEDIATELY so we can call the landscaper and get the problem corrected. It does no good to inform us of this weeks after it happens.
- Q.: The Unit 20 deck steps do not seem to be sitting on the ground.
- A.: We will check this out.

There being no further business, a motion was made and seconded to adjourn the ANNUAL MEETING at 7:35 p.m.

Respectfully submitted,



Norman Muller
Vice President

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Accomplishments August, 2019 to July, 2020

MAJOR PROJECTS:

- New deck skirting installed on Building 11
- Roof replaced on Building 1
- New railings added to front of Building 10
- Rear common hallway windows replaced on Building 4
- Rear common entrance doors replaced on Building 4
- Roof replaced on Building 8
- New railings added to front of Building 6
- Replaced broken railings at Units 63-54
- New main dumpster pad

MAINTENANCE PROJECTS:

- Knotweed (bamboo) behind Buildings 4 and 5 treated
- All lamp posts on the property repainted
- Sensor lights installed on front doors of Building 1
- Repairs made to perimeter fence
- Building 4 and 7 cable boxes replaced
- Several sets of deck stairs were replaced
- All charmstone on property was checked and repointed as needed
- All buildings on the property received three pest control applications
- New deck skirting was installed on the visible ends of decks at Units 17, 26, and 43
- Three diseased trees were removed and a new tree was planted adjacent to Building 11

- Cracks in asphalt were repaired
- Front entrance doors at Building 1 were repainted
- Batteries in all common area smoke alarms were replaced
- Gates were removed from large dumpster area to facilitate access
- Replaced outside faucets at Units 71 and 85
- Fall cleanup was done on the property, including cleaning of gutters/downspouts
- Front common hallways at Building 4 were repainted
- Building 8, 9, and 10 waste pipes were cleaned
- Cellar doors in Buildings 1, 4, and 11 were labeled
- A number of sprinkler heads in the irrigation system were replaced to provide more effective coverage
- Relocated Building 1 doorbell/intercom system to allow easier access
- Spring cleanup of property was done including cleaning of gutters/downspouts
- Repaired main dumpster light after it failed during March 23 power outage
- Stone wall adjacent to our entrance sign was power washed
- Hill behind main dumpster area was cleaned of trash and debris
- Unused path between Buildings 1 and 2 was removed and the area was loamed and seeded
- An area of charmstone in front of Unit 38 was completely rebuilt
- A number of plantings were replaced in front of Building 8
- Lawn edging was replaced behind Building 5
- Mulch was applied to all plant beds and other strategic areas
- Decorative flower pots were placed at the mailbox area
- Barrels of flowers were placed at the entrance and on mulched area beside Building 1
- Faulty waste line at Unit 38 was replaced
- Columbia Gas painted all exposed gas pipes and gas meters on the property
- Removed two diseased trees between Buildings 6 and 7 and trimmed remaining two trees
- Catch basin cleaning

OTHER:

- All dumpsters on the property were replaced with new ones when Republic Services replaced Waste Management as city trash contractor.
- Area behind Buildings 2 and 3 was inspected and a yearly report was submitted to the Chicopee Conservation Commission.
- A new storm door standard was selected to replace the discontinued model. Approved models include Anderson Series 6, Anderson Series 8, and Home Depot EMCO Model 400 Traditional.
- Trustees met with a tree expert from 16 Acres Garden Center to discuss appropriate tree replacements for various spots on the property.
- Trustees looked into paying Association bills online but decided against this as we would lose the checks and balances built into our current system.
- Rules and Regulations were updated effective January 1, 2020 and copies were supplied to all owners.
- Trustees adapted regular meetings to continue our work during the pandemic.

WORK IN PROGRESS: As of July 28, the following projects have been approved but have not yet been completed due to issues related to the pandemic:

- Catch basin repairs
- Relining of parking spots and asphalt patching
- Repairs of berm damage
- New deck skirting on Building 3
- Refurbishing of signage on Buildings 1, 4, 5, and 11