

Clearview Heights Newsletter

JUNE 2020

VOL. 26 NO. 2

Welcome to everyone who has recently moved to Clearview Heights.

2020 ANNUAL MEETING ANNOUNCEMENT

The 2020 Annual Meeting will be held on Tuesday, July 28 either in the Meeting Room or outside, or both. This is the Association's 31st anniversary! With the coronavirus pandemic, we are sharing more information with you in this Newsletter than we have in the past. We hope that if you can attend you do, but if you cannot attend, please feel free to submit your question(s) ahead of time. The meeting will begin at 6:30 p.m.

CURRENT BOARD OF DIRECTORS

Karen Burkinshaw, President
Norman Muller, Vice President/Clerk
Dick Lacasse, Treasurer/Web Master

Rosemary Thompson, Director
Al White, Director

ONE BOARD POSITION FOR 2020

Board members are elected for 3-year terms. The current term for Richard Lacasse expires this July. Richard has agreed to run for another term, but any other owner in good standing (no fees overdue) interested in running should contact us by July 13th to get their name added to the Ballot. To learn more about a Trustee's duties and responsibilities, please contact us at (413) 493-8540. You need no special talent or ability to be a Trustee. Each Trustee spends between 10 and 30 hours a month working for the Association on a voluntary basis at no pay or reduction in monthly condo fees.

CONTACTING US

Call the answering service 24/7 at (413)-493-8540 and if possible e-mail us at Clearviewheights@aol.com. **Please do not call a Board member directly.** Our mailing address is Clearview Heights Condo Association, 200 Lambert Terrace, No. 87, Chicopee, MA 01020.

INFORMATION

Visit our website at www.clearviewheights.org to find meeting minutes, By-Laws, Rules & Regulations, insurance and other helpful information.

ANNUAL PROFILE

Enclosed is the **2020 Annual Profile**. There are two different versions: (1) An Owners version that needs to be completed by all Owners, and (2) A Renters version that needs to be completed by all Renters. You will receive the appropriate Profile for completion. The Trustees need this information for our records. Please complete all sections on both sides (if applicable) and return it as soon as possible. Please do **not** complete a section by writing "same as last year", "no change" or "you have it already". If you have an unlisted phone number, please provide it – it may be necessary for a Trustee to contact you on condo business. **If an Owner's Annual Profile is not fully completed and returned by 8/10/20, you will be fined \$25.00.**

LAWN CARE FOR 2020

This is the 2nd year we are using Setter Landscaping for our property maintenance. Based on the comments we received last year, the bushes were trimmed and the mulch was applied much earlier this year than last year. However, as the trimming happened so early, a lot of our flowering bushes were trimmed before all the blooming was done. Next year, we'll try trimming and mulching in mid-June which will delay your ability to plant annuals by two to three weeks later than this year.

WATER CONSERVATION

Water for unit use makes up almost 20% of our Budget. This is the largest line item in our Budget each year. This cost continues to grow as Chicopee's water and sewer rates continue to go up. We appreciate everyone's effort to conserve water, from changing your toilets, dishwashers and clothes washers to models that are more efficient. Thanks to those who do not waste water by leaving a faucet unattended or allow family and friends to do laundry in their units. Water for irrigation use makes up about 2% of our annual Budget. Please report irrigation malfunctions ASAP.

IMPROVEMENTS AND MAINTENANCE PROJECTS SINCE LAST YEAR

Please see the attached list.

UPCOMING/WORK IN PROGRESS IMPROVEMENTS

Please see the attached list.

REMINDERS FOR EVERYONE

Our decks meet the applicable building code. However, they are **not** designed to hold an unlimited amount of weight, such as heavy planters and plants, furniture and/or people. Use common sense and do not overload your deck. Due to recent problems, trees and/or shrubs on decks are prohibited.

Everyone who lives at Clearview Heights is responsible for following the provisions of the Master Deed, the By-Laws and the Rules and Regulations. If you do not have a copy of our Rules and Regulations effective January 1, 2020, you can view them on our website at www.clearviewheights.org or you can request a copy. Violations may be subject to fines.

Caring For Our Asphalt: All parking spaces are periodically checked for vehicle fluid leaks that may damage the asphalt. Once we bring the matter to your attention, you will be fined \$25.00 per month until the problem is resolved. Should leakage damage the asphalt, owners will be assessed the cost of the repair. If there is fluid damage caused by a vehicle that is not your vehicle, you are not responsible, but you must report the damage so you won't be fined.

If you have a damaging fluid spot in your parking space, Speedy Dry can work. Grind it into the spot, wait a day, sweep up the residue. Put Dawn dish soap on the spot, wait a day and then rinse the residue.

Assigned Parking Spaces: Please be sure neither you nor your visitors park in a numbered space that is not one of your assigned spaces.

Parking: Park in your assigned numbered space, not in a visitors' space unless you are expecting guests. There is **NO** long-term parking (longer than 5 minutes) at any time in front of the mail boxes, in front of or near the dumpsters or on the right side of the entrance when entering the property. Violators will be fined and possibly towed. When picking up your mail, please park head-on towards the mailboxes, allowing other cars to pull in beside you. Park at the mailbox area **ONLY** when picking up mail.

Flammable Materials: Be sure all flammable materials are **away** from your furnace and water heater. It is illegal to store propane tanks inside the buildings or to bring them into the buildings, ever.

Proper Disposal of Smoking Materials: As the summer heats up, there is a possibility the bushes and mulch will dry up. A carelessly discarded cigarette can cause a huge fire. Keep a can of sand or water with you to dispose of any smoking materials. Be sure your smoking guests are as careful as you are. Do not ever flick your butts onto the grass or into woods.

Speed Limit: The posted speed limit on the property is **10 m.p.h.** Please be sure you and your guests observe this speed limit. A number of children and pets live on the property and could easily dart out in front of a moving vehicle without warning. Please talk to any delivery drivers or others if they are speeding on the property.

Children Playing & Riding Bikes: Parents/Grandparents need to supervise their children/grandchildren to ensure they are not playing and riding their bikes etc. in the roadways or darting out between cars and putting themselves in harm's way. Massachusetts State law requires that people age 16 or younger, must wear a helmet that meets U.S. Consumer Product Safety Commission requirements when riding any bike, anywhere and at all times. The helmet must fit the head and the chinstrap must be fastened. Bikes are not to be ridden on the grass and bikes & toys are **NOT** to be stored in any common area.

Safety First: In previous years, we received a couple of reports of youths jumping our fence from Ray Ashe Park, or just walking onto the property from Worthington Street, wandering around the property and trying to break into cars. If you are aware of this situation, call the police immediately. The Trustees recommend the following precautions: Be sure to keep your car doors locked at all times. Be sure to keep your doors and 1st floor windows closed and locked when you are not home. Be sure to leave your front light on all night. If you install a sensor that turns the light on at dusk and off at dawn and use an LED light bulb, the cost will be minimal. The extra light will also be appreciated by walkers and those coming home after dark.

Trash and Recycling: Please recycle appropriately. Consolidate your trash; **flatten ALL boxes** and use tied trash bags for your trash. **ALL TRASH MUST BE PLACED INSIDE THE DUMPSTER WITH THE DOORS CLOSED.** Outside contractors and delivery people are NOT allowed to make deposits in our dumpsters at any time.

No bulk items such as rugs, grills, coolers, TVs, construction debris, furniture, etc. **can be discarded in any of the dumpsters at any time.** Contact the Chicopee Department of Public Works at (413) 594-3557 for instructions on what and where you can dispose of your bulk items.

Pets: Pets that go outside must be kept on a leash at all times, and you must always pick up after your pet.

Outside Faucets: If you have an exterior water faucet, be sure the water is turned ON from inside your unit.

Feeding The Birds And Other Wildlife: **Please do not feed the wildlife**, including birds. This means you can't have a bird feeder and you can't throw any food including bread out of your unit for the wildlife.

Noise and Your Neighbors: Community living requires consideration of neighbors – please no loud music after 10:00 p.m. when driving on or off the property. Construction and party noises should not begin before 8:00 a.m. and must end by 10:00 p.m. If someone is having a loud party late at night and you are disturbed, **call the police.**

Reporting a Problem: Report physical problems with the property to our answering service. This includes broken sprinkler heads, safety or structural problems, etc. Report potential criminal activity to the police. This includes strangers on the property doing damage or committing a crime, vandalism, people on the property unknown to you and acting in a suspicious manner, loud party noise, etc. Dirt bikes in Chicopee are a problem. If you see any on the property, please contact the Chicopee police immediately.

Deck Staining: Decks are a common element of the Association. All deck flooring is made of TREX **and cannot be stained without Board approval.** Staining privacy walls and pressure-treated railings does not require Board approval, but you can only use a **Cedar** color stain.

Gate on Your Deck: A gate on your deck is not a common element of the Association. If you have one, you own it and it is your responsibility to maintain it and replace it when needed, but you must obtain Board approval. If you don't have one, but want one, we will put you in touch with our contractor who knows the specifications approved by the Board.

Storm/Screen Doors: Storm/screen doors are not a common element of the Association. If you have one, you own it and it is your responsibility to maintain it and replace it when needed, but you must obtain Board approval if you want to replace your door. All storm/screen doors must conform to the approved standard for the property. Go to our website to find out what approved make and style you can install.

New Slider: If your slider is not working properly, it may need to be replaced. Visit our website at www.clearviewheights.org to get the form for a sliding door replacement. See the form for details.

Awnings: Awnings are not a common element. If you have one, you own it and it is your responsibility to maintain it. If you want to install a new one or need to replace one, you must obtain Board approval.

Windows And Screens: Replacement windows and screens are your responsibility, but you must send a written request to the Board if you want to replace any windows. Screens must be full size.

Improvements To Your Unit: **No construction or remodeling can be done in your unit without Board approval.** Further, all work done in your unit must only be done by a licensed and insured contractor. The Trustees will need copies of your contractor's license and a certificate of Liability Insurance naming you or Clearview Heights as the Certificate Holder. You will probably also need a building permit that your contractor should secure. Construction debris from your unit **CANNOT** be put into our dumpsters. When you are getting quotes for your work, be sure your contractor knows this. Violators will be fined.

Selling or Refinancing Your Unit: In accordance with our By-Laws and Massachusetts General Law 183A 6(d), you must obtain a 6(d) Certificate from the Association before you can sell your condominium unit. You, your realtor or attorney should submit a 6(d) Certificate Request form, found on our Web site, about 10 days before your closing date. The cost is \$100 and you must include a copy of the **Purchase and Sale Agreement**. You may also need a 6(d) Certificate if you refinance your mortgage.

Master Insurance Policy: If you need a "Proof of Coverage" (Binder) for your mortgage, contact Berkshire Insurance Group, Inc. at 413-935-1573.

Renting, Letting or Leasing Your Unit or a Room in your Unit: If you want to rent, let or lease your unit or a room in your unit for money, the term must be for at least 6 months. Please contact the Trustees for details.

Moving: Some people like to use a POD or similar container when moving. Before you arrange for such a container, you must get permission from the Board and you cannot have the container use up more than your assigned parking spaces. Also, no vehicles can be driven in the back of any unit for any purpose.

FINANCIAL REPORTS FOR 2019

Operating Account

Opening Balance as of 1/1/2019	11,491.99
Deposits made in 2019 (condo fees, interest, etc.)	\$197,455.32
Expenses	\$194,025.05
Ending Balance	\$14,922.26

Reserve Account

Opening Balance as of 1/1/2019	\$190,069.61
Deposits made in 2019 (condo fees, interest, etc.)	\$50,706.97
Capital Expenses	\$47,738.44
Borrowed from Reserves to pay for snow removal	\$5,908.34*
Ending Balance	\$187,129.80

* Repaid to Reserves in 2020

Our reserve account is used for capital expenditures including such as asphalt including storm drain replacements, perimeter fence, decks, roofs, sidewalks, buildings (siding, replacement sliders, windows in common areas, doors in common areas, gutters), steps and railings and miscellaneous.

ENJOY YOUR SUMMER!

IMPROVEMENTS AND MAINTENANCE PROJECTS 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 63-64

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 in front of buildings 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

OTHER:

- All dumpsters on the property were replaced with new ones when Republic Services replaced Waste Management as city trash contractor.
- Hill 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.

UPCOMING/WORK IN PROGRESS: As of June 1, the following projects have been approved but have not yet been scheduled due to issues related to the pandemic:

- Catch basin repairs
- Catch basin cleaning
- New main dumpster pad
- Relining of parking spots and asphalt patching
- Repairs of berm damage
- New deck skirting on Buildings 1 and/or 3
- Refurbishing of signage on Buildings 1, 4, and 11