

Clearview Heights Condo Association

Meeting Minutes

August 25, 2026

Present: Brian Gauthier, Brian Dominick, Carolyn Sowa, Jennifer Vincelette, and 6 unit owners representing 6 units.

The meeting was called to order at 6:30 PM.

Approval of Previous Minutes The Board reviewed the minutes of the July 28, 2026 meeting. A motion was made, second and approved unanimously.

Financial Report The following balances were reported:

- Checking: \$36,119.04
- Reserve Accounts: \$379,098.19
- Total Funds: \$415,217.23
- Accounts in arrears: \$630 involving 3 unit owners

Several outstanding payments had recently been received but had not yet cleared.

Grounds and Property

Landscaping: Previously identified miscellaneous landscaping work has largely been completed. New plantings near Units 41/42 remain pending.

Irrigation: The irrigation contractor performed repairs, including replacement of several damaged sprinkler heads and installation of alternate-style heads intended to reduce future mower damage. Additional previously unidentified leaks and damaged components were also discovered. The Board discussed obtaining an evaluation of the overall irrigation system due to its age and ongoing repair needs.

Units 65/66 Parking Area: The previously identified sinkhole/parking-area repair has been completed.

Units 19/20 Steps: Mike Theroux will evaluate the settling steps and determine whether repairs can be made. The Board will request advance scheduling information so affected owners can be notified and use alternate entrances while work is underway.

Miscellaneous Maintenance Mass Appeal submitted an estimate of \$3,090, with a \$225 discount if the entire group of maintenance projects is approved. The work includes various deferred maintenance items throughout the property. A motion was made and seconded to approve the Mass Appeal proposal for \$3,090 less the \$225 discount. The motion passed unanimously. Any additional work or costs discovered during the repairs will be reported to the Board before proceeding.

Step and Railing Replacement The Board received pricing from Custom Railings for replacement of two railings serving Units 27–30. A motion was made to approve the proposal for \$1,950. The motion was made, seconded and passed unanimously. The contractor advised that installation of the previously approved replacement steps may begin soon. Affected unit owners will be notified in advance. Some locations may require additional concrete work (with Mike Theroux) and may therefore be inaccessible longer than a typical one-day replacement. Coordination between the step contractor and Mike Theroux will be arranged as necessary.

Gutter Cleaning Mass Appeal has been asked to provide an estimate for fall gutter cleaning. The estimate has not yet been received.

Water Intrusion Issues

Unit 39: Water intrusion appears potentially related to grading and heavy rainfall. The Board will have Mike Theroux attempt an interior repair and will ask the landscaper to evaluate/regrade the front of the building to direct water away from the structure.

Unit 15: Ongoing drainage and grading problems behind Unit 15 worsened following recent heavy rainfall and resulted in basement water intrusion. The Board previously discussed the matter in closed session on August 11, 2026. A motion was made, seconded and unanimously approved Mass Appeal to perform grading, drainage, and related repairs for \$10,837. Additional repairs may be necessary once the area is opened and fully evaluated.

Pet Rules The Board discussed inconsistencies among the Association's governing documents regarding the permitted weight of dogs. The recorded governing documents reviewed by the Board reference a 20-pound limit, while the current Rules and Regulations reference 45 pounds. A possible historical amendment referencing another weight was also discussed but has not yet been located or verified. Board members will continue researching the recorded documents and amendments before determining the appropriate enforcement standard. The Board also reiterated that dogs must be leashed whenever outside a unit and that the Association's rules prohibit renters from keeping pets.

Unit 4 – Window Replacement The Board reviewed a request from Unit 4 to replace windows through Window World. A motion was made and seconded to approve the replacement provided the new windows match the exterior appearance of the building and applicable Association requirements are followed. The motion passed unanimously. The unit owner will be notified of the approval.

Unit 49 – Slider and Storm Door Replacement The Board reviewed Unit 49's request to replace the existing slider and front storm door. The Board agreed that the owner may proceed with the replacements in accordance with Association requirements. The owner will be advised that the Association's slider reimbursement policy provides reimbursement of 50% of the eligible door cost, up to \$750, subject to verification following completion. Installation costs are not included in the reimbursement. The front storm door remains the unit owner's responsibility.

Banking The Board discussed the possibility of changing banks due to service charges and other account concerns. Following recent discussions with the current bank, several issues have been corrected or are being addressed, including account fees and interest rates. The Board agreed not to pursue changing banks at this time. The Board also discussed obtaining a debit or credit card for routine Association expenses. Concerns were raised regarding internal financial controls because checks currently require two signatures. No card will be obtained at this time.

Reserve Funds / Certificates of Deposit The Board discussed whether a portion of reserve funds could be placed in certificates of deposit to obtain a higher interest rate. Options discussed included a six-month CD or multiple smaller CDs to maintain greater access to reserve funds. The Board also discussed potential early-withdrawal penalties and tax implications. Because of current and potentially significant property repair needs, including the newly discovered slope issue behind Buildings 2/3, no action was taken and the matter was tabled for future consideration.

Arborvitae Near Unit 69 An arborvitae near Unit 69 is substantially obstructing the sidewalk. The landscaper will evaluate the shrub during the upcoming fall trimming and recommend whether it can be appropriately trimmed or should be removed/replaced.

Slope/Washout Behind Building 3 The Board reported a newly discovered washout behind Building 3 near Unit 17, just beyond the fence. The issue was discovered after landscapers encountered extremely saturated ground. Investigation identified an irrigation line/valve beyond the fence that had apparently been leaking and contributing to the erosion. The irrigation contractor repaired and capped the leak. Because significant erosion has already occurred, Sage Engineering has been contacted to evaluate the area and recommend corrective action. The Board will obtain additional information after the engineering inspection and provide further updates as appropriate.

Comments from the Floor A request was made during owner comments, for the Board to list miscellaneous maintenance work approved through Mass Appeal. A summary was provided.

Additional concerns included:

- Overgrown shrubs and vegetation throughout portions of the property.
- Vegetation contacting buildings and roofs.
- A damaged drainage/downspout pipe near a sidewalk.
- Appropriate timing for trimming certain flowering shrubs.

The landscaper is expected to perform the regular fall trimming in September. The damaged drainage pipe will also be evaluated for repair.

Next Meeting The next open Board meeting is scheduled for September 29, 2026 at 6:30 PM.

A special information meeting is scheduled for September 23, 2026 at 6:30 PM to discuss specific items currently happening on the property.

Executive Session Following completion of the open-session agenda and owner comments, the open portion of the meeting concluded and the Board entered executive session. The meeting was adjourned at 9:15 PM.

Jennifer Vincelette

Clerk