

Meadowlands at Keene, Condominium Association Handbook



February 24, 2025

Meadowlands at Keene, Condo Association

This is a quick reference guide to help owners understand the workings of our association. For more in-depth information, the BY-LAWS of the association and THE RULES WE LIVE BY are on our website:

meadowlandsatkeene.com.

Meadowlands at Keene Condominium Association is a Condominium Community registered with the State of New Hampshire and located in Keene, NH. Its inception was in 1986. It is made up of 36 individual units with common property.

The Association is governed by registered Bylaws which have been established under the laws of New Hampshire. The organization has established "Rules We Live By." These are guidelines we ask our membership to abide by to promote respect and consistency in our community.

The Association is served by five elected Board of Directors who each serve three-year terms. The purpose of the Board is to oversee the financial and physical needs of the organization.

The Association has one annual meeting a year for the purpose of electing Directors, ratifying yearly budgets, changing Bylaws, and maintaining communication with membership. There are also three informational/ non-voting meetings throughout the year to promote transparency and general question/ answer sessions. With Covid, open meetings were limited.

The Association is driven by the yearly budget, financed by the Homeowners' monthly dues. Monthly dues and Special Assessments are established by the Board of Directors based on required services, maintenance, repairs, and capital improvements.

BOARD OF DIRECTORS

President: Norma Couture – norma@normacouture.com

cell: 603-209-4918

Treasurer/Clerk - Annette Sturtz – pnbstz@gmail.com

Secretary – Ray Harvey – rnharvey@gmail.com

Director - Ralph Mancinelli – mance32a@gmail.com

Director– Ron Saunders – ronaldtsaunders@gmail.com

Directors are elected to a 3-year term. Directors' terms are renewable at the Annual Meeting by membership vote. In the event of a vacancy, the position will be filled by a vote of the remaining Directors, and the term will be for the remainder of the term of the Director so replaced.

The principal officers of the Association shall be the President, Treasurer and Secretary. The Board of Directors may appoint such other officers as they may deem necessary and, with the exception of the President, no officer need be a member of the Board. Any officer elected or appointed by the Board may be removed at any time by an affirmative majority vote of the whole Board. Officers can be appointed by the Board at any time throughout the year.

Other Contact Information

1. Meadowlands Association – Email – meadowlandassoc@gmail.com
2. Meadowlands Assoc. Website: www.meadowlandsatkeene.com
3. Accountant – Steve D'Alessio of D'Alessio and Associates
Office: 603-352-1000
4. Meadowview Knolls Representative - Elissa Harvey (38D)
president@mvkassn.com cell: 954-646-4673
5. Master Insurance Provider – CAU – Melcher and Prescott.
Agent, Linda Bolte - Office: 603-737-6673
6. Community Fuel Supplier - L&G Propane – 603-352-0583
7. Landscaper/ Snow Removal - AGM Landscaping – 603-352-3355
8. Trash Removal – Monadnock Disposal Services – 603-532-8088

Schedule of Fees

HOA Dues are \$410 per month for the year 2025

HOA dues are to be paid on or before the 1st of each month. Checks should be made payable to Meadowlands Association and mailed to Meadowlands Association, 22B Stonehouse Lane, Keene, NH 03431; **OR** drop your check in the plain black box located in the postal box area

Late HOA Dues - \$25.00 per month

Returned Checks - \$45.00

New Member Capital Reserve / Transfer Fee - \$1,000.00

- This is a capital reserve fee for new owners due upon purchase

Current Member Refinance Fee - \$75.00

- This fee is assessed to current members for refinancing, mortgage information or other verification needs

Rubbish/Recycling Pickup

Monadnock Disposal Services is the provider for our rubbish and recycling needs. There is a dumpster across from the postal box area, and owners are welcome to use it for household trash. The dumpster is emptied once a week.

If you are having construction work done in your unit, the contractor cannot use the association dumpster and is responsible for providing his/her rubbish removal. Contractors ARE NOT allowed to bring a dumpster onto our property and must remove any rubbish at the end of each day. Nothing can be left outside a unit.

Recycling totes are located in the dumpster area and are emptied every other week. The following are considered recyclable and should be placed in the totes:

- Plastic Bottles and Containers #1 and #2
- Aluminum beverage cans – pie tins are recyclable
- Steel cans – includes food cans & pet food cans
- Glass Jars & Bottles - Beverage / Food Grade jars & bottles only

These items can be commingled, and can go into any tote

Paper and Cardboard go into the dumpster. CARDBOARD MUST BE BROKEN DOWN BEFORE GOING INTO THE DUMPSTER.

Owners are welcome to take their recycling to the Keene recycling center free of charge.

Owners or Occupants Names and Addresses

Building 24

24A – Linney
24B – Sheila VanBlarcom & Jim Gibbons
24C – Terri Shields
24D – Grace Pierpoint & Ray Bauer
(Linda & Andy Hadden)

Building 26

26A – Andy Paciulli
26B – Gail Bonski
26C – Esther Scheidel (Kayte. Scheidel)
26D – Paul and Carol Hoffman

Building 28

28A – Moe & Shawn Kelley (Steve D'Alessio)
28B – Eleanor Norman
28C – Annette Sturtz
28D – Kenneth Krigelman

Building 30

30A – Rob Stack
30B – Tina Hoppock & Tim Keating
30C – John and Norma Couture
30D – Larry and Susan Thode

Building 32

32A – Ralph and Linda Mancinelli
32B – Debbie Lucey
32C – Susan Fratus
32D – Finnell and Turant

Building 34

34A – Bob Felock
34B – Selvam Jayaval (Carl Gildemeister)
34C – Lisa Spring
34D – Kathy Maguire

Building 36

36A – Betsy Dubois
36B – Carol Kay
36C – Ronald Saunders
36D – Carol Liberti

Building 38

38A – Carolyn Blastos
38B – Duane and Martha Towns
38C – Jeff Cohen
38D – Ray and Elissa Harvey

Building 40

40A - Phil and June Jones
40B – Kathleen Donovan (Brian Donovan)
40C – Jackie Furlone
40D – Marilyn Gemmell

Meadowland Association – Committees

“Many hands make light work” – As a community, we are made up of many different types of talents. Our Directors and Officers are volunteers who help to maintain our community and the beautiful surroundings we all share. As Unit Owners, we are all responsible for the upkeep and operations of our Association. The more we take on ourselves as volunteers, the less of an impact it will have on our overall budget and expenses.

Grounds Committee – Meet throughout the year to brainstorm and make recommendations for the physical surroundings of our property. Organize gardening activities throughout the year.

Building Committee – Meet throughout the year to address building needs and organize repairs. Schedule replacement of roofs and new front porch construction.

Newsletter Committee – Would love a volunteer or two to work on a newsletter.

Procedure for Unit Repair or Construction Needs

- Owners have the right to maintain and make changes to the inside of their unit at any time. Any structural alteration or addition must be approved in advance by the board. Changes cannot compromise the structural integrity of the building or the rights of neighbors. Any applicable city permits are the responsibility of the owner and changes must be submitted to the board for approval in advance.
 - All changes to the front of a unit, such as windows (style, size), front doors, garage doors, need to be approved by the Board in advance. No HVAC venting, electrical outlets, or any other change/addition may be made to the front of a unit without the prior permission of the Board.
1. Any changes to the back of the units, such as patios, adding sunrooms, gutters, skylights, need to be approved by the Board in advance. No additional construction can be done to the common areas.
 2. Unit Owners have the right to contract with any contractor of their choosing. Any unit owner who hires a contractor to do work in their unit should have the required insurance coverage including \$1 Million General Liability, Workers Comp, and Commercial Auto. They should request a current Certificate of Insurance (a snapshot of coverage) and file it with the Board.
 3. Where a unit owner hires a contractor to do work in their unit, and that contractor's work will include being on the outside of the unit, i.e., on a ladder or roof, etc., the Board requires evidence of insurance including Workers Comp prior to starting the work. Meadowlands does not need to be a named insured.
 - It is asked that, when possible, all repairs or construction be scheduled within the typical business day of 8:00 to 5:00 to avoid disruptions of other unit owners privacy and use of their property.
 - Storage of supplies during any construction project need to be kept in owner's garage or secured out of sight of other Unit Owners. Any construction rubbish needs to be taken away and cannot go into the dumpster.
 - All repairs/replacements of windows, skylights, doors, garage doors and framing are the responsibility of the homeowner.
 - All repairs/ replacements of sunroom roofs, sliders and skylights are the responsibility of the homeowner.

- All repairs to the outside physical structure, siding, main building and garage roofs, steps/rails and driveways are the responsibility of the Association.

Procedures for Emergencies, Insurance Claims and Building Needs

IF YOU HAVE A MEDICAL EMERGENCY OR A FIRE, CALL 911

Damage to the Inside of your Condo

1. Contact Your Insurance Company

- a. Your Insurance Company will start the process of assessing the damaging, appraising the cost and assign responsibility of costs (Owner, Owner's Insurance, or Association Master Insurance Policy)
- b. Your Insurance Company will contact the Association's Master Insurance Company

2. Contact the Association Directors.

3. Any Insurance claims that fall to the Association will be paid directly to the contractors by the Association.

Keep in Mind: All owners have the right to choose their own contractors. All contractors must be insured as mentioned beforehand.

Damage to the Outside of your Condo

1. Contact the Association Directors

- a. The Association will assess the damage and create an Incident report
 - b. Once an Incident report has been created
 - i. A contractor will be assigned to assess the damage
 - ii. Association Insurance will be contacted if damage is substantial
 - iii. Once costs are determined, a contractor will be hired to make repairs
2. Do not make repairs without the knowledge of the Association. Association reserves the right to inspect repairs for quality and completeness.

Outside Liability (outside injury, other)

1. Contact the Association at first convenience
 - a. The Association will create an Incident report and investigate the situation
 - i. Association Master Insurer will be contacted to report the incident
 - ii. If incident involves landscaping / weather related incident, Landscaper's Insurance will be contacted.
 - iii. Insurance companies will assess responsibility and/or liability
 - b. If incident happens within the surroundings of the unit (steps, deck, driveway/common area):
 - i. Contact Homeowners Insurance Company
 - ii. Contact Association in writing with details of incident and Association will notify the Master Insurer.

Landscaping Concerns, Recommendations or Requests

1. Contact the Association in writing or by email
 - a. Board of Directors will meet and assess the request
 - b. Outside changes need to be approved by the Directors even if change is at the Homeowner's expense

Recommended Yearly Maintenance/Inspections to Your Unit

- Maintain and/or replace Smoke Detectors.
- Maintain and/or replace Carbon Monoxide Detectors.
- Maintain your Furnace yearly. Check for gas leaks and proper ventilation.
- Inspect and clean Fireplaces/Chimneys – required by Master Insurer
- Washer lines – lines should be checked for cracking or disrepair.
- Inspect Dryers – Fire Department recommends yearly inspections of dryers for proper operation and excessive lint build up.
- Dryer Vents – Inspect for excessive lint build up. All dryer vents were to be converted to metal on or before July 31, 2022
- Check crawl space for proper sump pump operation, mold, and insect damage
- Check attics for proper ventilation and/or moisture or leakage

Meadowview Knolls Association

**24 Skyview Circle
Keene, NH 03431**

Email: Elissa Harvey at: president@mvkassn.com

Meadowview Knolls (MVK) is our parent organization. When the homes on Skyline Drive, Morgan Lane, Newbury Lane and Summit Ridge Road, plus the three condominium associations (Meadowlands, Stonehouse Commons and Summit Ridge) were built, Meadowview Knolls was created to oversee the sub-associations, common land, clubhouse and pool. These amenities are shared by the sub-associations which are comprised of 141 homeowners/members. Meadowview Knolls maintains its own By-laws and organizational procedures.

This organization bills the membership a bi-yearly HOA fee to cover the costs of the shared amenities and property. Meadowview Knolls HOA dues are mandatory and late fees will be attached for non-payment.

Each Association has an appointed representative to sit on the MVK Board and carries the voting rights of its number of units. **Meadowlands has 36 votes and our representative is Elissa Harvey.**

In recent times MVK established an annual meeting in which all members of the sub-associations can assemble and vote on proposed budgets, Bylaws and critical business requiring a full membership vote. Our owners have voting privileges, but an owner can assign their vote to anyone via proxy.

There can be restrictions on the amenities based on specific situations or MVK Board rulings.

Owners have an absolute right to contact the Meadowview Knolls board directly with any ideas, suggestions or concerns. You also can contact your Association Representative to intercede for you.

Meadowlands Representative to Meadowview Knolls is Elissa Harvey 954-646-4673

- Acts and votes on Behalf of Meadowland Association
- Attends necessary meetings with Meadowview Knolls Directors
- Communicates information to membership about Meadowview Knolls activities
- Reports to Meadowland Directors
- Maintains Clubhouse key and membership requests
- Maintains Pool code and distributes it to paid membership
- Member of the Executive committee for Meadowview Knolls