

Meadowlands Condo Association

Minutes of the Meeting of the Board of Directors

August 18, 2025

*A Supplemental Meeting Convened by the Board President
to discuss an issue of importance to the Association*

Board members in attendance: Norma Couture/Ray Harvey/Ralph Mancinelli/Ronald Saunders/Annette Sturtz. A quorum was present, and the meeting was called to order at 3:00pm

Executive Summary

This special meeting was convened to discuss an email sent to all board members by an Association homeowner. The email communication described concerns regarding the repair of the front porch of the unit necessary to stop a chronic leaking condition. The board clarified that the work was a leak fix, not a full porch reconstruction, and emphasized the Association's ownership and decision-making authority over the porch area. The homeowner's complaints about the repair process and personal attacks toward the board president and individual board members were also discussed, with the board deciding to address the concerns through formal communication channels and legal representation, if necessary.

Outline of Discussion

- The board discussed the historical context of a progression of front porch designs over the years. Supporting structure of the original porch was discussed, with steel angle brackets and concrete steps attached to the building foundation. The porch design used for buildings 24 and 26 was submitted and approved by the City of Keene with the issuance of building permits. The City did approve building 24 and 26 porches without a sonotube.
- The absence of a sonotube, which was noted in the homeowner's communication, was highlighted due to a 240 electrical line and the continued use of steel angle brackets, which were approved by the City.

Contractor Discussion

- Discussion with the contractor who was engaged by the board, confirmed that this project was a porch roof repair, not a full reconstruction of the front porch.
- The porch structure is secured **On Three Sides** as approved by the city and the contractor feels this is still viable as the load is minimal
- The contractor feels sonotube is not necessary and was never planned for during this repair and the board acknowledges that sonotube will be added to further design configurations when front porches are replaced as needed.
- The board agrees that the front porch is structurally sound based on all information available and that repairs to the roof will continue.

Rationale for Board Response to the Homeowner

- The Association is the owner of the outer structure of the condo buildings and is responsible for any repairs as well as the general upkeep of the buildings.
- The front porch and decking are part of the outer structure, and the Association undertook ongoing repairs to the porch roof to solve issues with continued water leaks. The construction process is managed by the board and is undertaken at the sole discretion of the board as empowered by the by-laws of the Association.
- At no time did the board communicate to the homeowner that the entire porch would be replaced. This is, and was always intended, to be a repair.
- The board is taking sound action as is its mandate to maintain the integrity of all Association buildings.

Personal and Unprofessional Comments to Board Members

- The board members agreed that the integrity and honesty of the board president, as well as each board member, and the board as a whole, has been besmirched and a collective response is necessary.

Documentation and Communication

- Future communications will reference all past attempts to fix the on-going roof leak in good faith, including a history of email communication. The personal attack on the board members will be cited as irresponsible and unacceptable for a member of the Association community.
- The board will reiterate that the Association is the sole owner of the outer structure involved and is responsible for initiating all repairs. It will also be noted that all attempts to repair the porch roof have been conducted in good faith with proper planning and quality construction endorsed by the City of Keene.
- The board will draft a written response to the homeowner and deliver it via email. Any further communication, if necessary, will be referred to Association legal counsel.
- It was subsequently agreed by the board that the homeowner and unit number would not be identified outside of board discussions in order to maintain confidentiality and email integrity.

Action Items

- Draft a response letter to the homeowner explaining the Association's position and address their concerns.
- Directly respond to the written personal attacks on the board members as unacceptable and offensive to the integrity of each individual and the Association as a whole.

Meeting concluded – 3:30 pm

Next regularly scheduled board meeting – September 11, 2025

This will be an open meeting, available to all homeowners to view the work of the board.

Respectfully submitted by Ronald T. Saunders, Member of the Board of Directors, and Clerk

September 5, 2025