Meadowlands Condo Association

Board of Directors Meeting Minutes

October 8, 2025

Board Members Present: Norma Couture, Ralph Mancinelli, Ronald Saunders, and Annette Sturtz. Ray Harvey joined via teleconference. A quorum was present, and the meeting was called to order at 4:05 PM.

Executive Summary

At the outset of the meeting, board members reviewed and approved the minutes from the September 11 and September 28 meetings. The agenda included discussions on current financials, including account balances, pending accounts payable, and income derived from dues, certificates of deposit (CDs), and interest. In addition, the board addressed topics related to the maintenance and improvement of the grounds, with plans for landscaping, routine tasks, tree removals, and staking. The proposed agreement with the grounds contractor, AGM, was considered, and the board agreed to an annual landscaping and snow removal contract for the 2026-2028 period, with pricing set to remain stable. Other matters included skylight replacements, the installation of Association-owned water faucets and metering, progress on dryer vent cleaning, and the possibility of organizing a holiday party or another social event in the spring.

Administration

Approval of Previous Meeting Minutes:

- Ron made a motion to approve the minutes from September 11, 2025, which was seconded by Ralph. The board unanimously approved the motion.
- Ralph then made a motion to approve the minutes from September 22, 2025, and Ray seconded. The board unanimously approved this motion as well.

Clarification and Amendment of August 18, 2025 Minutes:

- The board discussed the need for clarification regarding the August 18, 2025 minutes. When amending previously approved minutes, the original documented minutes must be preserved for historical purposes, and the amended minutes, clearly noted as such, may be posted publicly.
- Ralph moved to amend the minutes of August 18, 2025, and Annette seconded; the board voted unanimously in favor. Ron then motioned to approve the revised copy of the August 18, 2025 minutes, seconded by Ralph, with unanimous approval.

Review of Financials

An update on current financials and year-to-date expenses and income was presented to the board.

Year-to-date income from dues amounts to $132,035, with additional income anticipated from invested fund interest. The bank balance stands at $11,014.26, and the CD balance is $31,361.57.

The current loan balance is $46,955.06. Projections estimate the end-of-year balance to be between $20,000 and $25,000.

Landscaping and Grounds

AGM Landscaping Contract:

In preparation for the 2026 budget, the board discussed the terms of the contract with AGM, the landscaping contractor. The scope of landscape work is being adjusted due to climate factors, and the contract currently includes 25 mowings and 35 saltings. In the prior year (2024/2025), there were 60 saltings. AGM has agreed to maintain the current annual price of $41,000 for the 2026-2028 contract period. Ralph recommended that the board continue working with AGM and commit to this agreement.

Additional Grounds Work:

Staking, removal of shrub debris, and tree trimming are anticipated to incur extra costs outside the contract, estimated at $1,600, which will be budgeted accordingly. The board has planned for cleaning out the side of the drainage area and trimming trees along the property border. Pratt, a tree company, will be responsible for chipping branches and removing the maple tree near the parking area of units 34/36.

Water Access and Metering:

The board discussed difficulties in accessing water for the grounds, primarily due to the lack of convenient faucets and the expense of removing and reinstalling the meter each spring. A suggestion was made to relocate the current faucet meter inside the building crawl space, with the faucet extending through the wall.

Chimney and Dryer Vents

Insurance-mandated chimney inspections were reviewed, with special attention to the fact that some homeowners have yet to complete the required inspection for chimney and dryer vents. Three units remain uninspected, but these are expected to be addressed soon. Ray will follow up with owners regarding both chimney and dryer vent inspections.

Skylight Replacements

The Association covered the expenses for repairing the internal skylight area in Unit 34C. During the skylight replacement, damage occurred to the ceiling area which was linked to the deterioration of the underlaying plywood. The roofer is responsible for purchasing the skylights used in the replacement process. The board plans to review and confirm the actual cost associated with skylight installation, as prices have increased due to improvements in the new skylight models, which now include built-in shades.

Roofing

WE Brown will provide estimates for roof replacement in Units 36 and 38, scheduled for 2026.

Miscellaneous Issues

The board considered hosting another holiday party at the clubhouse; however, this idea was set aside due to declining attendance, the possibility of unfavorable weather, and busy schedules. Instead, the possibility of a spring or summer Association gathering was proposed as an alternative for members to connect.

Budget Planning

The board discussed preparation for future budget planning to address upcoming expenses and contract commitments.

Meeting Adjournment: The meeting concluded at 5:06 PM.

Next Meeting: The next regularly scheduled board meeting will be held on November 13, 2025.

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

November 10, 2025