

Meadowlands Condo Association

Minutes of the Meeting of the Board of Directors

July 8, 2025

Board members in attendance: Norma Couture/Ray Harvey/Ralph Mancinelli/Ronald Saunders. Annette Sturtz was unable to attend. A quorum was present.

Meeting called to order 4:01pm

Executive Summary

This a special, non-regularly scheduled meeting of the board, to discuss issues of importance prior to the next meeting in August. The board discussed the current financials, including the need to manage expenses and cash flow. An event where the owner of Unit 28B cut back and destroyed a bush despite being counseled not to by a board member was discussed and remedies put forward. Miscellaneous issues regarding landscaping, driveway reconstruction, chimney cleaning and sewage clean out access were discussed.

Review of Financials

- An update on current financials and year-to-date expenses and income was presented.
 - Bank balance at the end of July is expected to be \$63,693
 - Specific accounts payable were discussed. Certain payments should be held until the end of the year to manage cash flow.
 - It was noted that having a cash buffer in the checking account was important to cover unexpected expenses.

Operations

- Owner issues
 - Unit 28B owner wished to have the bush in front of the unit trimmed back. The owner was counseled by Ralph that the landscaper would take care of it, and not to trim the bush themselves. The following day the unit owner cut the bush back causing serious damage, necessitating the removal and replacement of the bush.
 - Remedies were discussed by the board including re-configuring the shrubbery or extracting the damaged bush. The landscaper advised total bush replacement.
 - The board discussed remedies including a fine and restitution by the owner.
- Landscaping
 - AGM, the landscape contractor, has noted their staff shortage. Despite that, they have maintained the level of service required. However, with the contract expiring in March 2026, the board should be prepared for any possible service interruptions and think of contingencies.
- Driveways
 - No date has been set for the 36A-C driveway reconstruction. It's assumed this will be on short notice. Driveways have been marked out for electric lines. Arlington Paving will provide the invoice immediately upon completion.

- Sewage
 - Sewage clean out access and main water shut off must be located. Ralph will contact the City of Keene for assistance, including any plans or drawings.

Action Items

- Get a price from the landscaper for the removal/relocation of the damaged bush.
- Determine the appropriate fine amount for the unauthorized bush trimming and communicate it to the owner.
- Follow up with the City of Keene to obtain any available records or drawings related to the condo's plumbing and drainage infrastructure.
- Mark the locations of known clean-outs and water shut-off valves to facilitate future access.

Meeting concluded – 4:54pm

Next board meeting – August 13, 2025

Respectfully submitted by

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

August 8, 2025