

Meadowlands Condo Association

Minutes of the Meeting of the Board of Directors

August 14, 2025

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 2:58pm

Executive Summary

Before discussing current issues, the board members reviewed and approved the minutes from one previous monthly meeting and two special supplemental meetings. This meeting discussed the current financials, including balances and pending accounts payable, as well as income from dues, CD, and interest. The board approved a request from the owner of unit 30A to remove a fireplace and chimney and replace with a window, pending more specific information. Lighting, including moving a light post near the storage shed as well as installing solar lights was discussed. Additional discussion included relocating the Association water faucet closer to the storage shed. Rental restrictions were discussed to prevent future master insurance increases and maintain property values. Budget planning for next and future years was discussed with emphasis on increasing costs for roofing and insurance, highlighting that the board has a history of not instituting assessments. Landscaping and building issues were reviewed with an eye to replacing vinyl siding in the future due to UV degradation. Coordination of maintenance work with homeowner schedules was noted as a concern.

Administration

- Approval of previous meeting minutes
 - *Motion by Ralph* to approve the minutes from June 11, 2025, second by Ray. The board voted unanimously to approve
 - *Motion by Ray* to approve the minutes from June 28, 2025; second by Ralph. The board voted unanimously to approve.
 - *Motion by Ron* to approve the minutes from July 8, 2025; second by Ray. The board voted unanimously to approve.

Review of Financials

- An update on current financials and year-to-date expenses and income was presented.
 - Year to date income from dues is \$121,655. Additional income expected from invested fund interest.
 - Bank balance is \$75,580.80; CD balance is \$31,153.34
 - Loan balance is \$48,790.52
 - Checks were drawn for landscaping, electrical work, and driveway reconstruction in the amount of \$12,125.54. Arlington Paving has been paid in full for driveway reconstruction.
 - Additional capital expenses are planned in the near term for porch handrails/reconstruction and building roofing.

- Outstanding invoices from 2023 have been paid.
- The CD is due for renewal in February 2026.
- The Unit 28B homeowner who was fined by the Association for proceeding with shrub trimming, despite being counseled by a board member not to and thus damaging the shrub beyond repair, has paid a fine of \$600 to the Association.

Roofing and Roadways

- The roofing project for Building 34 was discussed noting the need to minimize disruption and expected timeline and payment process. The need to accommodate residents who are unable to walk to their car after they are relocated was highlighted, including the potential use of a golf cart for transport.
- Metal flashing will be replaced on two shed dormers.
- Upon completion of roofing, road sealing and striping is planned. The need for planning was also highlighted to accomplish the project within the proper timeframe and accommodate residents' ability to use their vehicles.

Chimney and Dryer Vents

- Insurance required chimney inspections were discussed with special note that some homeowners have yet to complete the required inspection. Four units remain uninspected. Ray will follow-up with owners to ensure compliance. The possibility of fines was discussed for homeowners who do not comply with this crucial inspection.
- Shamrock Chimney services was mentioned as a potential provider for yearly inspection. Their price was noted as reasonable and possibly even more negotiable for next year's inspection cycle.
- The board needs confirmation of dryer vent cleaning, with 28 units remaining. Durling Company is the provider, and the board discussed negotiating a per unit price (paid by homeowners) for yearly work.

Operations

- The board discussed the number of units currently being rented in the Association and the potential impact of rental restrictions due to insurance regulations. The master insurance will increase the premium amount when the amount of unit rentals is over 25% of the designated number (36) of occupied units.
- Proposed change to the by-laws regarding restrictions to the amount of unit rentals allowed by the Association will be necessary. Current homeowners and prospective owners will need to be informed of this change as they would be responsible for additional insurance coverage costs, currently in the range of \$7000, should their property be over the allotted number (9) allowed.
- This change to the by-laws will require discussion and approval by homeowners at the next annual meeting.

Miscellaneous Issues

- Work request for Unit 30A
 - Chimney/fireplace removal and replacement with a standard window.
 - *Motion for approval by Annette, second by Ralph.* Board voted unanimous approval pending further clarification regarding stack removal and capping.
- A change was proposed to move the existing light post from the corner of the shed to the dumpster area. A cost estimate, including the cost of a new post and electrical work was offered at \$675. The board will explore further prior to project approval
- The addition of solar lighting around the property to improve safety and visibility was discussed. Norma has purchased four solar lights as a test of the viability of the project.
- Relocation of the water faucet to a more convenient location near the shed was discussed to allow better accessibility for watering areas of the property. The possibility of a property irrigation was proposed as a possible future project.
- Skylights were discussed as part of the roofing project. Two skylights purchased by the roofing company are being held in the shed for use on future units. Unit owners will be responsible for the cost when the skylights are installed.
- Landscaping issues around particular units was discussed with the need to clear weeds and reclaim overgrown areas.

Budget Planning

- The need to start thinking about the 2026 Association budget was raised including increasing costs for master insurance, landscaping/snow removal, and future roofing, noting the increasing costs of materials on future budgets.
- The planning for future years includes aiming to complete two roofs annually.
- An active discussion on different budgeting philosophies and the need to increase revenue included discussing the potential for dues increase or assessment. There was some concern raised that any increase in dues should be a result of an active need for revenue, not simply to build reserves.
- The advantage of vinyl siding was noted as reducing maintenance costs compared to other associations. The replacement of worn and sun-bleached siding throughout the Association was raised as a potential future project.
- The board agreed that long term planning was essential to accommodate annual expenses and on-going capital project costs that increase yearly.

Action Items

- Verify the level of inspection performed on the chimneys and follow up with homeowners who have not completed the required inspection.
- Coordinate with the driveway paving and sealing contractors to develop a plan for the work, including managing access and parking, and communicate the plan to all owners

Meeting concluded – 4:35 pm

Next 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