

NOTICE/AGENDA
Board of Directors Meeting
March 29, 2022
Meadows House 1:30 p.m.

1. Call to Order:
2. President's Comments: Code of ethics/code of conduct
Document request procedure
Committee chair recognition
3. Approval of Minutes: Board of Directors Meeting February 22, 2022
Board Workshop March 2, 2022
4. Manager's Report: Mark Stilwell
5. Report on CDs and Investments: Tim Graham

Delinquencies: Tim Graham
6. Covenants Committee Report: Carol Skupeen
7. ARC Committee Report: Carole Tannenbaum.
8. Communication Committee: Timothy Myers
9. Covenants Violations:
 - Pickup parking overnight in Lakemont (this is a repeat violation; fine imposed at January 2022 meeting of \$50 has been paid. Repeated violation on January 28 and was fined \$100 at February 22, 2022 Board meeting (this fine has not been paid.) New pickup parking violation on February 26, 2022.
 - Pickup parking overnight in Ridgewood (this is a repeat violation; fined at January 2022 Board meeting for December violation, violated again January 21, 2022 (too late to be reviewed at January meeting) sent to Board February 22; Fine \$100 imposed for repeat violation. Not paid.
 - Overnight parking in the street in Mayflower. February 1 warning letter; March 5 second violation overnight parking in the street (different vehicle) sent to Board March 29, 2022 (no fines have been imposed as yet)
10. Appeals:
 - Acceleration of assessments

11. Old Business:
 - Pool bathrooms
12. New Business:
 - LED Communication sign board
13. Appointments:
14. Committee Reports: Enclosed
 - Architectural Review Minutes
 - Landscaping Minutes
15. Homeowner Comments:
16. Adjourn:

CODE OF ETHICS AND RULES OF CONDUCT
BOARD of DIRECTORS and VOLUNTEERS
THE MEADOWS AT MARTIN DOWNS HOMEOWNERS ASSOCIATION

The Board of Directors of The Meadows at Martin Downs Homeowners Association has the obligation and duty to make decisions for the entire community and is responsible to set a standard and a tone for behavior that is conducive to the best interests of the entire community. The Board of Directors of the Meadows at Martin Downs Homeowners Association hereby adopts the following code of ethics and code of conduct that are applicable to all Board Members serving the community:

1. The Board of Directors will use its best efforts at all times to make decisions that are consistent with high principles and to protect and enhance the safety and property value of the residents.
2. No gifts over \$25 will be accepted by any volunteer from any resident, contractor, or supplier.
3. The Board Members will protect confidentiality of other Board Members' personal lives, as well as all residents' personal lives.
4. No promise of anything can be made to any subcontractor, supplier, or contractor during negotiations, unless approved by the Board as a whole.
5. Any Board Member convicted of a felony will voluntarily resign from his/her position.
6. Language at Board Meetings will be kept professional. Personal attacks against Co-owners and Board Members are prohibited and are not consistent with the best interest of the community.
7. It is understood that differences of opinion will exist. They should be expressed in a clear and business-like fashion.
8. Proper parliamentary procedure should be followed to have such dissenting positions stated clearly within the official records of the Association
9. A Board Member may not knowingly misrepresent any facts to anyone involved in anything with the community that would benefit himself/herself in any way.
10. No Board Member may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers. Any potential or actual conflict of interest must be disclosed to the other Board of Directors.

This resolution is adopted this _____, at a Board meeting where a quorum of the Board was present and will become effective immediately. Upon approval, each new Board Member will be required to agree to this code of ethics and rules of conduct.

MINUTES

The Meadows at Martin Downs
Homeowners Association, Inc.
Board of Directors/Members Meeting
February 22, 2022
1:30 p.m.

The meeting was held at the Meadows House, with telephonic dial-in access via freeconferencecall.com.

Present:

Claudia Tracey, President
Ida Corrigan, Vice President
Timothy Graham, Treasurer
Barbara Paxton, Secretary
Merry Bering, Lakemont Director
Dee Nester, Director at Large
Timothy Myers, Greenwich Director
Mark Stilwell, Property Manager

The meeting was called to order at 1:31 p.m.

President's Comments: Mrs. Tracey announced that starting today the homeowner comments portion of the agenda would be right after approval of the minutes of the previous meeting.

Approval of Minutes of Board Meeting January 25, 2022: Timothy Graham said one change was needed, as follows: regarding the special assessment "The delinquency date will be the month of May and late fees and interest will be posted according to our collection procedures." *Barbara Paxton made a motion to approve the Minutes with the change, seconded by Timothy Myers. Vote was unanimous in favor.*

Homeowner Comments:

The following homeowners addressed the Board:

Brian Guthrie, Mayflower. Regarding security issues and lighting and asked what is being done to reduce speeding.

Donald Britton, Foxboro. Requested copy of the audit. Mr. Britton will receive a copy when it is available.

Patricia Vanlandingham, Foxboro. Comments regarding audit.

Margaret McGrath, Foxboro, asked about the frequency of gutter cleaning on the capris.

Manager's Report: Copy of report attached. Mr. Stilwell reported to the Board on the bid process for the bathrooms at the pool area. After discussion the Board instructed Mr. Stilwell to email the contractors who had been provided bid packages, as well as additional contractor, extending the bid process to March 15.

Report on CDs and Investments: Timothy Graham, Treasurer, reported there are four CDs in the Operating Account that will mature by March 3; these will be rolled over. Maturity dates are February 15, February 22, February 28 and March 3. There are four CDs in the Reserve Account which will mature between now and July and these will also be rolled over. Regarding the special assessment, 510 owners have paid in full, 297 owners have paid half and 25 owners have not paid at all. Approximately \$500,000 has been collected.

Delinquencies: Mr. Graham. There is one account past due 90 days, in collection.

Covenants Committee report: Carol Skupeen, Chair. Two fines were confirmed and one waived.

ARC Committee Report: Carole Tannenbaum, Chair. A draft ARC Guideline change was presented to the Board. This will be reviewed under New Business.

Covenants Violations:

- xxxx Waterfall Blvd. Repeat pickup truck parking violations. *Barbara Paxton made a motion to impose a fine of \$100. Seconded by Ida Corrigan. Vote was unanimous in favor.*
- xxxx Essex Court. Repeat pickup truck parking violations. *Barbara Paxton made a motion to impose a fine of \$100. Seconded by Timothy Myers. Vote was unanimous in favor.*
- xxxx Brighton Way. Unapproved flag on display. The flag was removed in a timely manner and the Board did not take action. No motion was required. No fine was imposed.

Appeals: Homeowner in Mayflower has a tenant moving from one of their properties to another of their properties in the Meadows. They requested the Board waive application and background check fees. After review, the Board took no action as the Governing Documents are clear that all prospective buyers and tenants undergo this process and pay the required fees. The Board does not have the authority to change the applicability without an amendment to the Declaration.

Old Business: None

New Business:

- ARC Guidelines. Carole Tannenbaum presented to the Board changes to the ARC Guidelines on behalf of the ARC Committee. The Board reviewed the proposed changes and *Ida Corrigan made a motion to approve, seconded by Timothy Myers. After discussion, the vote was: Corrigan Yes, Graham Yes, Nester Yes, Tracey Yes, Myers Yes, Paxton No, Bering No. At this time Ida Corrigan made a motion to reopen the ARC Guidelines for further review, seconded.*
- Discussion ensued regarding the Guidelines attached to these Minutes.
- Under Lighting and Lighting Fixtures, this section was accepted as written.
- Under Front Entry and Walkway Lights, this section was accepted as written.
- Under Patio/Lanai/Screen Enclosures Hanging String Lights, the section referring to height restriction was changed to: 10 foot for 4 plex units (Stamford and Sun Terrace) and 8 foot for single family and duplex (Capri) units. The time these lights must be turned off was changed to midnight.
- Under Security Lighting, this section was accepted as written.
- Paint Colors; this section was accepted as written.

Ida Corrigan made a motion to approve as written including the changes to Patio/Lanai/Screen Enclosures Hanging String Lights, seconded by Barbara Paxton, Vote was unanimous in favor.

- There were three other issues which the ARC brought to the attention of the Board:
Holiday or Seasonal flags: The wording is to be the same as in the Use Restrictions of the Declaration of Covenants and Restrictions, as follows:
“Decorative flags (one per home) may be displayed without ARC approval, provided they are neat and clean, affixed to the building in accordance with ARC Guidelines and Rules and Regulations, and are not in conflict with the Community Wide Standard.”

The Committee requested adding a rule stating “ No plaques or wall art allowed on the front or side of units in Foxboro and Ridgewood.” *Ida Corrigan made a motion, seconded by Merry Bering to change the wording to “all units.” Vote was unanimous in favor.*

- Decorative plaques: Current ARC Guidelines, page 10,C:
NAME AND HOUSE NUMBER SIGNS/DECORATIVE PLAQUES.

With regard to Capri model ((duplex) Units in the Villages of Foxboro and Ridgewood, decorative signs/plaques/wall art also must meet the following guidelines in addition to those of Paragraph A are not permitted on the front or side of the unit walls.

Said last name or house numbers sign/plaque may only be attached to the wall to the right or left of the front door just under the carriage lamp; or to the left or right of the garage door just under the carriage lamp. Said sign/plaque must be affixed flat against the surface of the wall.

- Leash length: It was suggested we follow the Martin County guideline. No change was made to the Rules & Regulations.
- Rules & Regulations: Two sections of the Rules & Regulations were discussed:
- Rule #7, page 2 of 4, revised as follows:

Residents are required to notify the Guard House in advance when expecting guests, deliveries (including food) and service vendors. Pet sitters may enter after hours and on Sundays and holidays to care for residents’ animals.

~~Except for pet sitters as set forth immediately above, delivery of flowers, medical supplies and/or equipment, food, mail and utility services, All commercial vehicles, marked and unmarked, moving vans/trucks, trailers and vendors shall be denied access to the property before 8:00 a.m. Monday through Saturday, and all day on Sunday, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. All commercial vehicles/vendors/contractors must leave the property NO LATER THAN 8:00 P.M. Pet sitters, food delivery, flower delivery and delivery of medical supplies and/or equipment must be called in or authorized by a call from the gate to the resident to gain access.~~

- Rule #20: Display of flags. After a brief discussion, it was decided to make no changes to the flag restrictions.

Communication Committee:

Timothy Myers presented a charter for a Communication Committee (attached.) This will be an ad hoc committee which will work with the Board and management to create and adhere to a master communications plan which will include but is not limited to the publication of newsletters, Meadows’ website, the tv message board and periodic email blasts. *Motion, seconded and unanimously approved.*

xxxx Ridgewood Place: Homeowner request to remove an Oak tree at the front of the property. Ida Corrigan made a motion to remove, no second. Homeowner to be advised they may submit a request to the Landscape Committee to remove the tree at their own expense.

Appointments:

- Appointment of Patricia Vanlandingham as Foxboro Representative on the Covenants Committee. *Ida Corrigan made a motion to approve, seconded by Dee Nester. Vote was unanimous to approve.*
- Appointment of Melanie Britton as Alternate Foxboro Representative on the Covenants Committee. *Dee Nester made a motion to approve, seconded by Ida Corrigan. Vote was unanimous to approve.*
- Appointment of Wendy Wieber as Alternate Lakemont Representative on the Covenants Committee. *Dee Nester made a motion to approve, seconded by Ida Corrigan. Vote was unanimous to approve.*

Homeowner Comments: Several homeowners in attendance spoke about their concerns regarding the special assessment.

Adjourn: Ida Corrigan made a motion to adjourn, seconded by Claudia Tracey. Adjourned at 4:24 p.m.

Submitted,


Barbara Paxton, Secretary

Workshop Meeting
Board of Directors
March 2, 2022, 1:00 p.m.
The Meadows House

The purpose of the meeting was to review Mathers Engineering report on the tennis and pickleball courts.

In attendance were:

Claudia Tracey, President
Timothy Graham, Treasurer
Barbara Paxton Secretary
Dee Nester, Director at Large
Timothy Myers, Greenwich Director
Mark Stilwell, Property Manager

Also present was Yuri Parraga, incoming Lakemont Director. Ida Corrigan, Vice President and Merry Bering, outgoing Lakemont Director were not present.

Bill Mathers and Jerry Hayhurst from Mathers Engineering presented their recommendations and answered questions from the Board.

Discussed were the following:

- Options including repairing the courts with new coating or scarifying and replacing the surface; the recommendation for the surface was Pro Bounce.
- A topographical survey is needed and Mr. Hayhurst recommended this be arranged promptly.
- Keep the existing fence posts.
- Keep the existing light poles; cut off the tops and add light shields
- Get an electrical engineer involved; Hayhurst recommended Arlington Electric

The number of pickleball courts is to be determined by the Board. If the decision is to have four pickleball courts, the pavilion between courts 2 and 3 would have to be removed and relocated outside the court area. The surface needs to be made flush and electrical and plumbing would have to be moved. Permits will be required for this. Mr. Hayhurst said it would be logical to keep the pavilion and have only 2 courts but this will be a Board decision.

Pro Bounce surface was recommended even though it is more costly because it is easier on the legs and knees and would be a safer surface. Hayhurst referred to it as a "senior" surface. Mr. Hayhurst commented there is more long term maintenance value with Pro Bounce.

New Vinyl fencing and fence cap would be needed, and electronics if desired. Mrs. Tracey said we would most likely use the existing FOB system.

Separate specs and bids are needed to salvage the light poles.

Core samples are recommended: Universal Testing, Fort Pierce, was recommended. Test also areas that appear to be in good condition, as well as those which are obviously not.

Shrubbery may need to be removed due to root damage.

Options:

- #1 Take all posts down, scarify to grade, regrade, add new sidewalks
- #2 Salvage posts, etc

Mr. Hayhurst also recommended that the Board set funds aside for warranty as inspections will be required.

Fencing: add between tennis and pickleball courts

Whichever coating is chosen, the warranty is only 7 to 10 years.

Mr. Hayhurst said Mathers Engineering could help write the specs and review bids and will be available to do inspections during construction.

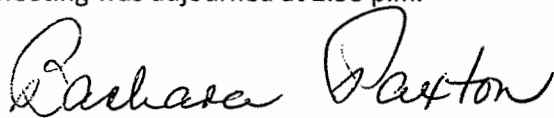
It is not necessary to install an ADA compliant water fountain, but it could be done. Another water line would need to be run rather than find/repair old line.

No work could be done during rainy season so construction probably could not start until approximately November assuming specs and bids are done and contract approved by legal counsel.

Homeowner Don Britton asked why the Board did not use Mathers Engineering for the playground and pool bathroom projects. Mr. Hayhurst said Mathers declines to do playgrounds, it is not their expertise and insurance is an issue for integral equipment safety.

Another homeowner asked if there will be a system in place for dust control to the areas of the other amenities. There will be a standard for dust control and the construction materials will be stored inside during the construction period.

Meeting was adjourned at 2:58 p.m.

A handwritten signature in cursive script that reads "Barbara Paxton". The signature is written in black ink and is positioned below the text of the meeting adjournment.

MANAGER'S REPORT – MARCH 2022

- A. Pressure Cleaning: Pressure cleaning sidewalks and driveways in Brighton. We are running behind and are looking for an additional employee.
- B. Landscape: Two (2) cuts in March
- C. Fertilization/Pest Control: Weed control and fungus; shrub fertilization complete
- D. Miscellaneous Updates:
- Guest parking issue
 - Rules & Regulations/Guidelines and Policy Statements sent to all owners and tenants
 - Road work update
 - Workers comp audit
 - Annual financial audit available in office
- E. Completed/in Progress:
- Door Repairs, Painting: 11 repair/paint
 - Sidewalk repairs: working in Brighton (tree roots)
 - Work on project contracts and negotiation
 - Root barrier along center island Waterfall Blvd.
 - Annual gutter cleaning complete
- F. Future Projects
- Tennis courts and lights
 - Pool bathrooms
 - Playground
 - Road resurfacing
 - Painting in Ridgewood and Lakemont
 - Gate at pool
- G. Vacant positions
- Covenants: need alternate for Brighton, Greenwich, and Ridgewood