

MINUTES

The Meadows at Martin Downs
Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, June 27, 2023
6:00 p.m.

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

Present: Joseph Carr, President; Patricia Vanlandingham, Treasurer, Dolores Nester, Secretary, William Gilmour, Ridgewood Director and Neil Wertheim, Mayflower Director and Mark Stilwell, Property Manager. Timothy Graham, Brighton Director, dialed in. Yuri Parraga, Vice President was not present and did not dial in (excused absence),

President's Comments: We are basically in the midst of a lot of changes and updates trying to get the covenant changes done. We've had input from the neighborhoods, so we are going to move forward with that. The next meeting will be as Voting Members representing the communities. Tonight is more about the Rules & Regulations we are making changes in and about the financials. Basically, things are going smoothly although we have had some problems with young people defacing the playground. All things that were planned such as landscaping are moving forward.

Approval of Minutes:

Workshop Board Meeting of May 2, 2023: *Dee Nester made a motion to approve, seconded by Patricia Vanlandingham. Vote was unanimous in favor.*

Board Meeting of May 30, 2023: *Dee Nester said there were two versions in the board package with the second version being the correct one. Patricia Vanlandingham made a motion to approve the corrected Minutes, seconded by William Gilmour. Vote was unanimous in favor.*

Manager's Report: Mark Stilwell.

Mr. Stilwell spoke about the following topics:

- Street signs which are becoming very faded and are being replaced.
- Pool heater/chillers: bad breakers have been replaced and this should solve the problem.
- Cameras at the pool area do not cover the playground; perhaps a couple more cameras should be added for better coverage due to recent vandalism.
- The mailboxes throughout the community are in very bad condition. It is the responsibility of the Association to maintain them, and some are in such poor condition they may need to be replaced.
- The semi-annual irrigation pump maintenance was done.
- Paint specification selection: we have specs from Sherwin Williams and Benjamin Moore.
- Other upcoming projects are replacing the shower water heater at the pool; purchasing and installing benches for school children; staining the pool deck and a shade for the trellis/pool deck.

Mr. Gilmour asked about Xtreme Landscaping starting next Monday and commented that the areas between the Capri units are very weedy and need attention.

Mr. Wertheim asked if the existing work orders for shrub and sod replacement will be done by Xtreme and was assured they will have the complete list.

Report on CDs and Investments: Patricia Vanlandingham. Mrs. Vanlandingham said two Operating CDs matured last week (Hotwire, this will roll over) and two will mature June 29 from the Reserve; these will go to cash for tennis courts and special assessments and one in July which will go to cash for special projects. There is a total on hand of \$971,474 in operating cash spread over three accounts; \$417,000 in cable money

which includes the CDs, and \$1,180,404 in reserve funds available. We currently have \$8,709 more than we need. Budget summary, as of the end of May total operating expenses are \$80,998 under budget year to date but we still have not funded the compliance officer and haven't spent the landscape saving fund. Revenue budget, we are \$5,600 over what we are supposed to collect so we are in good shape revenue-wise.

Delinquencies: We have very few delinquencies, two are in serious delinquency and four or five total are in collection for past due accounts.

Finance Committee: Met this week. Working on finalizing the Xtreme contract. We have worked with the budget to identify the "surplus cash" we have on hand which is \$488,648 net equity in our bank account. This represents about one and one-half months of expenses, so we are right where we need to be. The committee will meet monthly, the Monday prior to the Board meeting. We are working on the budget for 2024, creating a timeline and hope to have a final proposed budget by mid-October.

ARC Committee: James Slattery, Interim Chairperson, was not present.

Communications Committee: Timothy Meyers reported via telephone dial-in. The newsletter has been finalized. The Committee is meeting again the first Tuesday of July. Agenda and Manager's Report will be emailed to the Communication Committee when the Board Package is sent out.

Covenants Committee: The Covenants Committee met on June 20 and confirmed two fines.

Covenants Violations: There were no violations to review at this meeting.

Compliance officer: working with MDPOA for new systems at the gate. Possibility of having the guard at night drive around in the golf cart and do violation reports. There would be a reader at the gate so residents who have a QR code could open the gate that way. The guard would have an iPad for notifications and to open the gate remotely. Emergency service providers would have the ability to open the gate. Currently, MDPOA monitors emergency calls and automatically open the gates for fire rescue, etc.

Appeals: There were no appeals.

Old Business:

Tennis/Pickleball update: Bill Gilmour. We are looking at possibly adding 4 or 5 feet so the courts are not so crowded. Mr. Gilmour is following up on engineering.

Mr. Stilwell told the Board he met with Structure Works and is getting a quote to use the existing FOB system for access to the tennis/pickleball courts. He also met with Hotwire to see if any additional Wi-Fi is needed.

Election Schedule: The Board is changing the way the elections are done. The next elections will be done in 2024 with Director at Large, Foxboro and Lakemont and in 2025 with Brighton, Mayflower, Ridgewood and Greenwich. This is a change from previous years when all six villages and Director at Large were elected in the same year. All Directors will take their place on the Board at the Annual Meeting.

Lighted stop signs and rumble strips were discussed. *Dolores Nester made a motion which was seconded to install rumble strips at three locations (the Greenwich stop sign, Pool stop sign and Mayflower crosswalk) at a cost not to exceed \$3,750. The Vote was unanimous in favor, with Timothy Graham voting telephonically.*

Thermoplastic paint stripes were discussed. Mark Stilwell is to research this, the cost is not to exceed \$3,750 for both rumble strips and striping. *William Gilmour made a motion seconded by Neil Wertheim, to add diagonal stripes at a cost not to exceed \$3,750, as stated above. Vote was unanimous in favor.*

Additional items discussed were:

- The insurance appraisal is nearly ready.
- Paint specification selection: use both specs and send out for bids.
- The next 3 items will be discussed at the July 13 meeting following the Voting Member Meeting:
- Driveway color
- Driveway aprons
- Window mullions (grilles): 4-6-9 or plain

New Business:

Mrs. Vanlandingham spoke to the Board concerning the installation of a bench and concrete pad in the north cul-de-sac in Foxboro which would be privately funded. This requires a Board vote because the area where it would be installed is common property. *Neil Wertheim made a motion, seconded by William Gilmour to approve, vote was unanimous in favor with Timothy Graham voting telephonically.*

Mr. Carr brought up installing two 8-foot benches for school children at the area south of the driveway from the Meadows House. *Neil Wertheim made a motion, seconded by William Gilmour to install two 8-foot benches at a cost of approximately \$678.85 each plus \$50 each for a mounting kit. Vote was unanimous in favor.*

Committee vacancies are to be posted on the Meadows website and Facebook and an email blast is to be send out to the entire community asking for volunteers.

Appointments:

Committee Reports: Attached
ARC, Landscape, Covenants

Homeowner Comments:

Meeting adjourned at 7:58 p.m. – Motion made by Neil Wertheim, second by William Gilmore, Vote unanimous.

Respectfully,



Dolores Nester, Secretary