

MINUTES

The Meadows at Martin Downs
Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, May 30, 2023
6:30 p.m.

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

Present: Joseph Carr, President; Yuri Parraga, Vice President, Dolores Nester, Secretary; Directors Timothy Graham, William Gilmour, Neil Wertheim and Mark Stilwell, Property Manager. Treasurer Patricia Vanlandingham was out of town and attended via phone.

There was a quorum. The meeting was called to order at 6:29 p.m.

President's Comments: Mr. Carr stated that as the agenda was quite lengthy, he was not making comments at this time.

Approval of Minutes:

Board Meeting March 28, 2023: *Dolores Nester made a motion to approve, seconded by William Gilmour, vote was unanimous.*

Board Workshop Meeting April 10, 2023: *Dolores Nester made a motion to approve, seconded by Yuri Parraga, vote was unanimous.*

Board Meeting to elect officers following Annual Meeting April 25, 2023: *Yuri Parraga made a motion to approve, seconded by Neil Wertheim, vote was unanimous.*

Book Exchange: Adriana Carr suggested the Board authorize a book exchange for children, to be installed at the playground. There would be no cost to the Association and several mothers have agreed to be responsible for maintaining the books and keeping the installation in good order. *William Gilmour made a motion to approve, seconded by Yuri Parraga, vote was unanimous.*

Manager's Report: Mark Stilwell. Report attached, see Topics. Specific items discussed were three main line irrigation breaks, new pool contract and office lighting.

Report on CDs and Investments: Patricia Vanlandingham, Treasurer, was out of town. Her report was given to Mr. Carr to present to the Board.

Delinquencies: Some delinquencies but collections are in good shape.

Finance Committee: No report.

ARC Committee: James Slattery, Interim Chairperson, was not present. A Chairperson is needed as Mr. Slattery is unable to take the position.

Communications Committee: Timothy Myers was not present. Janet Shiller gave a brief report. The committee is working on producing the newsletter to be included in the July maintenance mailing.

Covenants Committee: No report.

Covenants Violations:

- V37: Oil-stained driveway. The first letter was sent January 12, 2023, to clean the driveway, a second letter was sent March 30. The driveway has not been cleaned as of today. *Timothy Graham made a motion, seconded by Dolores Nester, to impose a fine of \$50. The vote was unanimous.*
- V38: Two violations of pickup parked in driveway, same vehicle. The first letter was sent May 2nd, a second letter was sent May 15 for the additional violation. *William Gilmour made a motion, seconded by Dolores Nester, to impose a \$50 fine. The vote was unanimous.*

Appeals: An appeal was submitted for the Board to waive late fee and interest of \$65.84 on account from November of 2019. Per our bookkeeper, this owner was late in 2016 and that late fee/interest was waived in 2018. He received a one-time credit. This late/interest is from the 4th quarter of 2019. We have not had a request to waive this fee until March of this year. *Timothy Graham made a motion, seconded by Yuri Parraga, to deny the appeal. The vote was unanimous.*

Old Business:

Landscape and Pest Control/Fertilization Contracts: The Association has received several bids. The three which are being considered are: Xtreme Landscaping \$536,801; Valdez Landscaping \$681,000 and Complete Property Maintenance (CPM) \$758,831. After discussion, Patricia Vanlandingham made a motion to contract with Xtreme Landscaping. Further discussion ensued concerning an additional fee for Travis Pest Control to provide interior service to the Meadows House, guardhouse, pool area and maintenance building which brought the contract price to \$550,071.29. *As a result of this discussion, Mrs. Vanlandingham rescinded her motion. She then made a new motion to approve a contract with Xtreme Landscaping for \$423,549.01 to include additional cuts and trims and approve Xtreme Fertilization/Pest Control at \$125,442.88. The motion was seconded by Yuri Parraga and unanimously approved.*

Mrs. Vanlandingham then made a motion to approve Orkin for interior pest control for the HOA buildings (clubhouse, guardhouse, maintenance building and pool area) at a cost of \$3,265 annually. Seconded by William Gilmour. The vote was unanimous.

Tennis/Pickleball Courts: *Yuri Parraga made a motion to go forward with the proposal by Pcisports (Papico Construction), seconded by William Gilmour. After discussion, Ms. Parraga rescinded her motion and made a motion to contract with Pcisports, Option #2 for 2 tennis courts and 4 pickleball courts at a cost of \$217,580. William Gilmour seconded the motion. The vote was unanimous.*

The contracts for Landscaping, Pest Control/Fertilization and Tennis/Pickleball Courts are to be emailed to Deborah Ross to prepare official contracts.

The next order of business was the schedule for election of Directors. It is the desire of the Board to hold elections in the first part of the year so all homeowners will have an opportunity to participate in meetings in person, as many of our homeowners are seasonal residents. *After discussion, Pattie Vanlandingham made a motion to hold the first set of elections (Director at Large, Lakemont and Foxboro, in January of 2024, and the second group (Mayflower, Brighton, Greenwich and Ridgewood) in January of 2025. Neil Wertheim seconded, and the vote was unanimous.*

Roads: Mrs. Nester told the Board her concerns with the road resurfacing. Mr. Carr said the company that did the work will come to the property and tour the community to identify areas which need to have repair done.

Welcome Committee: Janet Shiller spoke about a committee which is being formed to welcome new owners and inform them of rules and regulations and explain how to contact the office for work orders and other information. Meetings times will be scheduled once a month for new residents and she asked that a director from the communities that are represented by the new residents also be in attendance.

New Business:

- Approval of proposed amendments to Article XVI, Article XVII And Article XX. Language drafted by attorney Deborah Ross is attached.
- Article XVI and Article XVII: Provides that the Board of Directors shall determine the schedule of painting, which building will be painted, and may schedule the painting of the buildings within the Neighborhood in phases.
- Article XX: Streamlines the amendment procedure to simply provide approval by fifty-one percent (51%) of the Unit Owners voting in person or by proxy at a duly convened meeting of the members at which a quorum is present.

Dolores Nester made a motion to approve the proposed amendments as outlined above, seconded by Patricia Vanlandingham. Vote was unanimous. A schedule is to be devised for required meetings.

Discussion followed on lighted stop signs and rumble strips. No motions were made.

Appointments:

- Covenants Committee: Move Blaine Keller from Ridgewood representative to Chair and move Dee Beers from Ridgewood alternate to Ridgewood representative. *Yuri Parraga made a motion to approve both, seconded by William Gilmour. Vote was unanimous.*

Landscape Committee: No report

Covenants: No report

Committee Reports: Attached
ARC, Landscape, Covenants

Homeowner Comments:

Adjourn: *Yuri Parraga made a motion to adjourn, seconded by William Gilmour. The meeting adjourned at 8:37 p.m.*

Respectfully,


Dolores Nester, Secretary