

## MINUTES

The Meadows at Martin Downs  
Homeowners Association, Inc.  
Board of Directors Meeting  
Tuesday, September 26, 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; Timothy Graham, Brighton Director; William Gilmour, Ridgewood Director, Yuri Parraga, Vice President, and Neil Wertheim, Mayflower Director.

The meeting was called to order at 6:03 p.m.

President's Comments: President Carr reported that Property Manager Mark Stilwell's employment has been terminated. Upon the advice of our attorney, there will be no further information other than that this is an HR matter and is private.

On another matter, President Carr clarified the recently amended Amendment XX. Two Hundred seventy-eight (278) homeowners can create a petition and bring it to the Board. The Board will review it and then send it to the attorney. and the Board at that point will turn it over to our attorney for review and recommendations. When the Meadows' attorney reviewed our Amendment changes, she cleaned up all the language for it was convoluted and had illegal procedures. The Board has the fiduciary responsibility for the operation of the community. .

Approval of Minutes:

Regular Board Meeting August 22, 2023. *Patricia Vanlandingham made a motion to approve the minutes as written, seconded by Dolores Nester. The vote was unanimous in favor.*

Timothy Graham resigned due to personal reasons, effective 11:59 p.m. September 26, 2023. Frederic Ammon has agreed to fill out the balance of Mr. Graham's term as Director of Brighton. *Patricia Vanlandingham made a motion to approve Mr. Ammon as Director for Brighton Village, effective at 12:01 a.m. September 27, 2023. Seconded by Yuri Parraga. The Vote was unanimous in favor.*

Manager's Report: Mr. Carr introduced Angela Fescine, our new Property Manager, and gave a little information about her background. Ms. Fescine gave a brief report on current projects.

Report on CDs and Investments: Patricia Vanlandingham. Complete report is attached to these Minutes.

Delinquencies: Patricia Vanlandingham. There are only six accounts more than 90 days past due.

Finance Committee: Patricia Vanlandingham. The Committee met September 25. The committee is working on improving the budget format for next year.

ARC Committee Report: James Slattery, Interim Chairperson not present, no report.

Communications Committee: Timothy Myers, Chairperson was not present. The Committee met the second week of September; finished getting the newsletter ready for distribution.

Covenants Committee: Blaine Keller, Chairperson was not present.

Covenants Violations:

- RV44: Trash cans left out past collection. This homeowner has been a constant repeater and was fined \$100 at the August Board meeting for the same violation. *Timothy Graham made a motion to impose a fine of \$100, seconded by William Gilmour. The vote was unanimous in favor.*
- RV45: Fined \$50 for the same violation at the August Board meeting. *Dolores Nester made a motion, seconded by Neil Wertheim, to impose a fine of \$100. The vote was unanimous in favor.*
- V46: Contractor's vehicle obstructing the sidewalk on August 26. Requested to pull the truck up so his vehicle would not block the sidewalk. The contractor made a rude response and refused to comply. *William Gilmour made a motion, seconded by Patricia Vanlandingham, to impose a fine of \$50. The vote was 5-1 with Yuri Parraga abstaining. The vote passed.*

Appeals: There were no appeals.

Old Business: A vote was needed to reaffirm the discussion from the July 13, 2023 Board Meeting to establish the date of October 1, 2023 to be the effective date for raising the estoppel fee to \$250 and to establish a \$500 capital contribution fee. *Yuri Parraga made a motion, seconded by Patricia Vanlandingham to establish these fees. The vote was unanimous in favor.*

Paint contractor selection: Nine bids were received. The company selected is Brush N Roll; the work is to begin next week with completion by Thanksgiving. The contractor will paint doors but not windows, sliders or hurricane shutters. Decorative shutters will be removed and painted. The Meadows maintenance crew has done the stucco repair in preparation for painting.

Discuss update for tennis courts: The contract is at our attorney's office for review and permitting is in the works. The projected start date is November, to be done by the end of the year.

New Business:

- Discuss purchasing a new printer/copier/scanner/fax for the HOA office. The machine selected is a Canon, purchased from Stuart Business Systems at a cost of \$7,295. No motion is needed; the funds are to come from the Equipment Replacement Fund.
- Tabled 8/22/2023: Purchase 10 Ring cameras for the playground, tennis courts, pool and parking lots at the Meadows House and Recreation Area at a cost not to exceed \$2,000. *William Gilmour made a motion to approve, seconded by Dolores Nester. The vote was unanimous to approve.*
- Discuss the color to be approved for painting driveways. After discussion it was decided to leave the currently approved "White Cloud" color in place.
- A Budget Workshop Meeting is scheduled for October 17 at 6:00 p.m. The October Board meeting has been moved to Thursday, October 26 at 6:00 p.m. due to Halloween.
- Tee-Shirts for employees: New tee shirts are to be ordered for the field employees in a material which is cooler and more protective from the sun's rays. These may be ordered with attached hoods for additional protection. Polo shirts will be ordered for the office staff with the Meadows logo and their names embroidered on the front.

- Printing estimate: The recently revised ARC Guidelines, Landscape Guidelines, Policy Statements and Rules & Regulations are to be mailed out to all homeowners. *A printing company has been contacted to print the revised documents. Patricia Vanlandingham made a motion that printing costs will not exceed \$4,500, seconded by Yuri Parraga. The vote was unanimous in favor.*
- The Association has retained the services of a new IT company, Orbis One. A presentation will be made by Orbis One at the October 26 Board Meeting.

Committee Vacancies:

- Timothy Keefe has volunteered to serve on the Architectural Review Committee as an alternate for Mayflower Village. *Yuri Parraga made a motion to approve Mr. Keefe, seconded by William Gilmour. The vote was unanimous in favor.*
- Covenants Committee: Need Foxboro representative, alternates for Brighton, Foxboro, Greenwich, Mayflower and Ridgewood.
- ARC: Need a chairperson and alternates for Foxboro and Ridgewood.
- Landscape: Need alternates for Brighton and Foxboro.
- Hurricane Committee: Need a chairperson.

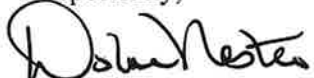
Committee Reports: Attached

- Architectural Review Minutes
- Landscape Committee Minutes
- Covenants Committee Minutes

Homeowner Comments:

Adjourn: Yuri Parraga made a motion to adjourn, seconded by Neil Wertheim. The meeting was adjourned at 7:55 p.m.

Respectfully,

  
Dolores Nester, Secretary