

MINUTES

The Meadows at Martin Downs
Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, November 28, 2023

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; Frederic Ammon, Brighton Director; William Gilmour, Ridgewood Director, Yuri Parraga, Vice President, Neil Wertheim, Mayflower Director and Angela Fescine, Property Manager.

A quorum was present.

Call to Order: The meeting was called to order at 6:07 p.m. immediately following adjournment of the Voting Member Meeting which began at 6:00 p.m.

President's Comments: President Carr spoke about landscaping for the Meadows; the Association will be terminating the contract with Xtreme Landscaping. Landscaping will be done in-house by Meadows employees. Jorge Green, who was landscaping supervisor with CPM (our landscaping company prior to Xtreme) will be working directly for the HOA as Operations Manager. He will report directly to Property Manager Angela Fescine and will supervise not only the landscaping but also maintenance, irrigation and pressure cleaning operations. Landscaping equipment has been purchased, using funds from the equipment reserve. This includes three mowers and various other landscaping equipment such as trimmers, blowers, sprayers, etc. A used dump truck will also be purchased for hauling landscape debris to the dump. All the equipment will be housed in the maintenance building and secure outside storage area.

In response to a question from the audience, Mr. Carr said concerning changes to the election schedule beginning in 2024 was unanimously approved by the Board via a Written Consent which was approved by the Association attorney. This will be addressed at a Voting Members Meeting on December 12th. The only item on the agenda will be "To affirm a one-time Bylaw change to the election schedule."

Approval of Minutes:

Board of Directors Workshop Meeting October 19, 2023. *Yuri Parraga made a motion to approve, seconded by Patricia Vanlandingham. The vote was unanimous in favor.*

Regular Board Meeting October 26, 2023. *Frederic Ammon made a motion to approve, seconded by Yuri Parraga. The vote was unanimous in favor.*

Special Board Meeting November 10, 2023. *Patricia Vanlandingham made a motion to approve, seconded by Neil Wertheim. The vote was unanimous in favor.*

Manager's Report: Angela Fescine, Property Manager, gave a brief report on current projects. See attached.

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

Delinquencies: Patricia Vanlandingham.

Finance Committee: Patricia Vanlandingham.

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

Communications Committee: Timothy Myers, Chairperson.

Covenants Committee: No report.

Covenants Violations:

- V50 ARC violation. House numbers are bronze, only black is the approved color. A letter was sent October 2 regarding the incorrect color, a second letter was sent on November 3 referring the homeowner to the Board for non-compliance in replacing the numbers with the correct color. *Patricia Vanlandingham made a motion, seconded by Frederic Ammon, to impose a fine of \$50. After discussion by the Board, Mrs. Vanlandingham rescinded her motion, and the violation was tabled pending receipt of more information.*
- V51 Side and back yard was not being maintained; it is very overgrown. A letter was sent October 9 requiring the homeowner to clean up the yard by October 25. On November 1 it was noted the yard was still overgrown. On November 3 a letter was sent referring the homeowner to the Board and advising them a fine could be imposed. *Yuri Parraga made a motion, seconded by Patricia Vanlandingham, to impose a fine of \$50. The vote was unanimous in favor.*
- V52 The tenant moved out on Sunday, October 29, which is against the Rules & Regulations and a pickup truck with trailer was in the driveway obstructing the sidewalk. The homeowner received a copy of the letter which was addressed to the tenant referring them to the Board and advising them a fine could be imposed. *William Gilmour made a motion, seconded by Yuri Parraga, to impose a fine of \$50. The vote was unanimous in favor.*

Appeals:

- A This new owner has property in Brighton (purchased June 20, 2023) and also a home in Maryland. The statement for the third quarter was sent to the Brighton address and not forwarded. The owner said the fourth quarter statement did not reach her as well. However, our bookkeeper said she sent it to both addresses. The owner has requested our bookkeeper to send her quarterly statements via email from now on and is requesting late fees and interest be waived. *After discussion, Frederick Ammon made a motion, seconded by Patricia Vanlandingham, to deny the appeal. The vote was unanimous.*
- B This owner was late once before (in 2019) and late fees and interest were waived then. They always pay close to the delinquent date and this quarter their check was dated October 30 and postmarked from Milwaukee, Wisconsin on October 27 and received by our bookkeeper on November 3. The 4th quarter maintenance was due on October is was late as of October 31. They are requesting late fees and interest be waived. *After discussion Frederic Ammon made a motion, seconded by William Gilmour, to deny the appeal. The vote was not unanimous; Yuri Parraga and Neil Wertheim voted No.*
- C This owner is usually a last-minute payer; her bank sends her payment out too close to the due date. She is requesting the late fees and interest be waived and indicated she has taken steps to ensure she is not late again. After discussion, the Board tabled this appeal pending additional information.

Old Business:

The budget was not disapproved. A Voting Members Meeting will be held December 12 regarding a revised budget for 2024.

New Business:

After discussion concerning color approval for driveway painting, *Dolores Nester made a motion, seconded by William Gilmour, that the only color approved is Behr brand PFC-72 "White Cloud". Approval letters must specify this. The vote was unanimous in favor.*

There was discussion on flags but no motions were made.

Approval of new audit company: *After discussion, Patricia Vanlandingham made a motion to approve Gerstle, Rosen & Goldenberg, P.A. to replace our current CPA firm. Seconded by Yuri Parraga. The vote was unanimous in favor.*

Neil Wertheim made a motion, seconded by Patricia Vanlandingham, to approve employment of Jorge Green as Operations Manager for The Meadows. The vote was unanimous in favor.

Patricia Vanlandingham made a motion, seconded by Neil Wertheim, to approve C&W Technologies as our computer monitoring firm to replace Orbis One. The vote was unanimous in favor.

Approval of a new IPM contract was on the agenda but was tabled.

Update on Xtreme and the end date for their services. No motion, but possibly about ten days from the date of this meeting.

Committee Vacancies:

- 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.

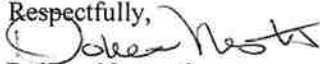
Committee Reports: Attached

- 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 8:07 p.m.*

Respectfully,


Dolores Nester, Secretary

Operating

<u>Bank</u>	<u>Type</u>	<u>Date</u>	<u>Amount</u>		
B of A	Operating Checking (6999)	11/24/2023	\$ 256,538		
B of A	Operating Savings (7040)	11/24/2023	\$ 50,197		
Seacoast	Payroll	11/24/2023	\$ 19,206		
ML	Operating CD (1/19/2024 4.80)	11/24/2023	\$ 100,000	Valley National Bank,	\$ 102,756.69
ML	Operating CD (1/19/2024 4.85)	11/24/2023	\$ 177,000	Webster Bank, Stamford	\$ 181,946.13
ML	Operating Cash (ML)	11/24/2023	\$ 0		
	Total Operating Cash Available		<u>\$ 602,941</u>		
ML	Insurance CD (11/21/2023 4.70)	11/24/2023	\$ -		
	Insurance CD (11.1.2023 5.00)	11/24/2023	\$ 188,875	Seacoast	
ML	Insurance Money Market Fund	11/24/2023	\$ 564,342		
	Total Insurance funds available		<u>\$ 753,217</u>		
	Annual Budgeted		\$ 746,446		
Seacoast	Cable	11/24/2023	\$ 181,743		
ML	CD (6/28/2024 5.25)	11/24/2023	\$ 200,000	PNC	\$ 203,845.23
ML	CD (4/5/2024 5.35)	11/24/2023	\$ 75,000	Wells Fargo	\$ 76,503.04
			<u>\$ 456,743</u>		
	Grand Total Operating Funds		\$ 1,812,901		

Reserves

<u>Bank</u>	<u>Type</u>	<u>Date</u>	<u>Amount</u>		<u>Current Value</u>
B of A	Reserve Checking (7312)	11/24/2023	\$ 84,397		
B of A	Reserve Savings (7338)	11/24/2023	\$ 143,376		
	ML MM	11/24/2023	\$ 427		
ML	CD (11/6/2024 5.50)	11/24/2023	\$ 200,427	NexBank, Dallas, TX	\$ 200,151.91
ML	CD (1/25/2024 5.30)	11/24/2023	\$ 125,000	Mizhou Bank, NY, NY	\$ 127,533.59
ML	CD (2/23/2024 4.85)	11/24/2023	\$ 200,000	Charles Swab, Westla	\$ 206,839.91
ML	CD (4/19/2024 4.80)	11/24/2023	\$ 100,000	Morgan Stanley, Salt	\$ 102,546.54
ML	CD (5/8/2024 5.10)	11/24/2023	\$ 150,000	Wells Fargo, Sioux Fa	\$ 153,839.40
			<u>\$ 1,003,627</u>		\$ 590,759.44
	Reserve Balance required as of 10/31/2023		\$ 1,194,940		

Expenses in November

Papico Deposit	\$ 179,445
Brush and Roll	\$ 33,972
Engine World	\$ 15,844
Brush and Roll	\$ 15,360
Brush and Roll	\$ 15,360
	<u>\$ 259,981</u>
Requirement as of 11/8/2023	\$ 934,958
Over/(Under)	\$ 68,669


11/28/2023