

STONE TERRACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
at THE CLUBHOUSE
September 17, 2025

1. The meeting was called to order at 3:00pm. In attendance for the Board of Directors were David Duval, Pam Saidla, Jack Blouin, Tom Lopez and Ron Gomes. In attendance representing Evergreen Management Group was Pauline Martin, Association Manager.
2. Open Session. There were three (3) unit owners present.

An owner expressed concerns that no advance notice was sent out to the owners that Clough Landscaping was performing work behind Building 265, the owner was informed that Clough Landscaping did not provide us with a scheduled date. The owner asked if the pool season could be extended an additional week after Labor Day, the Board took the request into consideration. Owner stated that she was unaware that the Board did not hold meetings for the month of July and August, the owner was informed that this was written in the June meeting minutes which were posted on TownSq.

Catherine Cavanaugh inquired if the automatic door in Building 245 would be repaired, Jack Blouin advised that this will be repaired by the electrician soon. Catherine reported that she scrubbed and cleaned the pool chairs and tables before they were stored away for the season, the Board thanked her for her efforts. Catherine suggested that the heavy-duty mats by the elevator garage doors be cleaned, Management will inform Best Quality to clean these mats when they perform the fall Common Area carpet cleaning.

Open Session ended at 3:15pm.

3. The Board ratified the Meeting Minutes of the June 11, 2025, Board Meeting.
4. Financial Reports: The Board reviewed the June thru August 2025 Financial Reports. The June thru August financials were unanimously approved by the Board and will be posted to TownSq.

Operating cash on hand \$65,227.82, Operating reserves on hand \$42,946.48, and there is \$162,024 invested with Edward Jones. There is a CD maturing on October 31, 2025, Pam Saidla is monitoring the rates.

5. Administrative Matters: The next meeting is the Annual Meeting scheduled for October 4, 2025, at 10:00AM, the next Board Meeting is scheduled for October 15, 2026, this will be a Closed Board Meeting.

The Board is required to hold only four Open Board Meetings per year, every quarter. The remainder of the Board Meetings will be closed.

6. New Business/Old Business in following the Meeting Agenda:

6.1 The Board ratified their email approval vote for Kevin Clough Landscaping to grade, loam, and hydroseed the area behind Building 265 where the work was completed by the City of Manchester to address the erosion issue. The cost was \$6,500. The Board will monitor the area for erosion and any concerns will be reported to the City of Manchester engineers.

6.2 The Board ratified their email approval vote for the generator repairs in the amount of \$3,483.88. The work has been completed by Power Up Generator Service Co.

6.3 The annual fire system inspection is scheduled for September 18, 2025. Owners have been notified of the inspection. The inspection is being completed by Fire Protection Team.

6.4 The Board ratified their approval of the 2026 Budget. The 2026 Budget reflects a \$10.00 increase, making the 2026 monthly condo fee per unit \$360.00. The 2026 Budget will be ratified by the owners at the Annual Meeting.

6.5 The Board reviewed the proposal received from Alliance Landscaping for turf aeration and overseeding in the amount of \$1,000. The Board agreed to not have this work done at this time.

6.6 A discussion was held on the landscaping conditions behind Building 245. Jack Blouin will reach out to Brindle Landscaping to pull weeds and to clean up the area.

6.7 The Board discussed the recent service call from All Drains to clear and camera the water pipelines for the Clubhouse bathrooms. The water lines underneath both restrooms and clubhouse are not angled which is causing both bathrooms to clog occasionally during the pool season. Management will reach out to Sanford Plumbing & Heating to inquire the cost to install new high power flushing toilets and their recommendations.

6.8 Jack Blouin provided the Board with an updated 7-year plan for future upgrades, repairs, and preventative maintenance. The 7-year plan is attached to these meeting minutes and will also be posted on TownSq.

6.9 Management will reach out to Denron Plumbing to inquire on annual preventative maintenance on the new boilers installed last year for both buildings. The Board would like Denron to be the vendor of choice for issues and service calls related to heating and hot water for Buildings 245 and 265. Sanford Plumbing will be used for servicing the Clubhouse newly installed boiler system which they recently replaced.

There being no further business, the meeting was adjourned at 4:24pm, with the unanimous consent of those present.

Respectfully Submitted,

Pauline Martin

Pauline Martin
Association Manager

HOA 7 Year plan updated 9/01/2025

Future Upgrades, Repairs and Preventive Maintenance

-new garage heaters (replace as needed)	approx. \$ 25,000 each
-new garage door / service door in building 245	approx. \$ 17,000
-New emergency generators for both buildings	approx. \$ 80,000 (lifetime 20 to 30 years)
-New fire control panels for both buildings	approx. \$ 60,000
-hallways and parking lots cameras for both buildings	approx. \$ 50,000
-Elevator upgrade / replacement in both buildings	approx. \$100,000 (lifetime 23 to 30 years)
-new irrigation system for both buildings	approx. \$175,000
-rug squares for both buildings common areas	approx. \$185,000
-parking lots / driveway	approx. \$190,000

Approx. cost for repairs / updates	\$ 882,000