

**STONE TERRACE CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**at THE CLUBHOUSE**  
**March 18, 2026**

1. The meeting was called to order at 2:57pm. In attendance for the Board of Directors were David Duval, Pam Saidla, Ron Gomes, and Chelsea Lalime. In attendance representing Evergreen Management Group was Pauline Martin, Association Manager. Jim Andwood was present as a possible Board Member alternate. Jack Blouin was unable to attend.
2. Dan Russell from NH Elevator was present to discuss the replacement of the elevator electrical board panel and components. The proposal received is \$113,700 per elevator. Both buildings have experienced issues in the past, however Building 265 appears to be the worse currently, with frequent service calls. The Board inquired if a discount could be provided if both buildings were done this year, Dan Russell stated he could provide a discount and will resubmit a quote to include both buildings.

NH Elevator informed the Board that the replacement of the elevator panel and components will take 2-3 weeks to complete, which means that the elevator would be out of commission for this time frame.

3. The Board ratified the Meeting Minutes of the February 18, 2026, Board Meeting.
4. Financial Reports: The Board reviewed the February 2026 Financial Reports. The February financials were unanimously approved by the Board and will be posted to TownSq.

As of March 18, 2026, Operating cash on hand \$79,239, Operating reserves is \$276,509.

5. Administrative Matters: The next Board Meeting is scheduled for April 15, 2026, at 3pm, this will be an Open 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 Chelsea Lalime distributed copies of the Move In/Move Out Draft Policy. The Board was pleased with the verbiage. This will be further discussed at the next Board Meeting.
  - 6.2 The Board discussed the three proposals received to install a keyless entry system for the three entrance doors of both buildings. The Board agreed this will be placed on hold until a future date as the priority at this time is to replace the elevator panels.
  - 6.3 The Board discussed the common area pipe which abuts the exterior building wall of unit 265-112. This pipe has frozen in the past during cold temps and again recently, however once the sun heated the outside wall the common area pipe did thaw out. The Board will be installing additional insulation in the summer and determined that this can be done from the front of the building exterior by removing some of the siding.
  - 6.4 The Board ratified their email approval vote for Fimbel Garage Doors to replace and install a Commercial Operator in the amount of \$5,464.80 at Building 265. This will not affect the garage remotes. This work is scheduled for April 8, 2025, beginning at 8:00am thru 11:00am. EMG will be sending out a notice informing the owners of Building 265 that the garage door will not be accessible during this time.
  - 6.5 EMG will reach out to Champion Cleaning to schedule the annual cleaning of the garage flooring for both buildings and inquire if the price is the same as prior years, the Board instructed Management to schedule the cleaning for April or May.

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Once the garage flooring has been completed, the Common Area carpet cleaning will be scheduled.

There being no further business, the meeting was adjourned at 4:20pm, with the unanimous consent of those present.

Respectfully Submitted,

*Pauline Martin*

Pauline Martin  
Association Manager