

**MINUTES
BOARD OF MANAGERS
MERIDIAN LAKE PARK CORPORATION
TUESDAY, SEPTEMBER 19, 2023
4:00 P.M.**

Present by Zoom: Scott Winn
 Hilary Kunz
 Sherri Twilleger
 Dustin Gaspari
 Will Hamilton
 Allie Cote
 Joe Robinson, Toad Property Management

The meeting was called to order at 4:13 p.m. and a quorum was declared.

Will made a motion to approve the minutes of the August 15, 2023 meeting. Hilary seconded the motion and it was unanimously approved.

Joe explained 34 responses had been received so far for the amendment to the Bylaws with 32 approvals and two opposed. Joe explained Dustin had started to reach out to owners in the neighborhood to remind owners to vote. Joe said two additional reminders would be circulated via Election Buddy during the remaining 5 weeks of the election process. Additional reminders could be sent to owners via email. Joe said 8 emails had been undeliverable and some owners had said emails had been received but only one person in a household had received the email. Joe agreed to update a spreadsheet to show the owners who had already responded so the Board would only reach out to owners who had not yet voted.

Joe said the Collection Policy had been posted on the website and the Collection Policy would be adopted by the Board at the next meeting to complete the full 30 day notice period.

Prior to the meeting Joe circulated a delinquency report to the Board. Joe said there had been some updates to that report. Joe explained all delinquent owners had been contacted and some owners were in the process of updating payment information on the portal. Joe said one owner was objecting to a Design Review Fee although Kent Cowherd, Architect, had been involved in the preliminary review and payment had been made by the Association to Kent. Dustin suggested the owner be charged \$210 for Kent Cowherd's time and the Design Review Fee would be charged once the owner was ready to move forward. Joe agreed to reach out to the owner to explain the preliminary review had focused on wetland issues specific to construction plans on that lot.

It was agreed future preliminary reviews, which required the involvement of an architect, would be charged for the architect's hourly rate.

Joe agreed to follow up again, in writing, with some owners regarding delinquent dues and one vacant house had open windows despite the drop in temperature and Joe agreed to notify the owner. Joe said one owner had made a \$734.61 payment. After discussion it was agreed Joe would reach out to the owner to discuss the outstanding late fees. Joe agreed to circulate an updated delinquency report in approximately a week to provide a current update.

Dustin said one insurance company had initially refused to help regarding the pending litigation and the second insurance company was slow to respond. Dustin said if the Association had to fund the legal expenses it would be necessary to levy a special assessment against all owners to cover those costs. Scott explained the Board had

reached out to several attorneys and the insurance companies in an attempt to resolve the matter. Once more information was available the Board would schedule a meeting to discuss. Joe confirmed there was currently \$1,521 in the Checking account and approximately \$15,000 in the Reserve account. Funds from the October dues invoices would be coming in shortly.

Dustin made a motion to transfer \$5,000 from the Reserve account into the Checking account. Will seconded the motion and it was unanimously approved.

Board members were asked to send Dustin and Beth Appleton, general legal counsel, questions for the insurance coverage counsel and litigation counsel and a meeting set up to address those questions. Hilary suggested mediation be considered for future cases. Joe agreed to attempt to set up a meeting with legal counsel for Tuesday, September 26, 2023 at 4:00 pm so the various attorneys could answer questions for 15 minutes each.

The next scheduled Board meeting would be October 17, 2023.

At 5:29 p.m. Will made a motion to adjourn the meeting. Sherri seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management

DRAFT