

**THE NEIGHBORHOODS AT WOODLAND POND
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

January 27, 2026

Approved

1. The Board Meeting was called to order at 6:04pm. Board Members present were: James Hulbert, Stephen Dacey, Ashley Prindle, and Missy German. Steve Tetrault was unable to attend. Present from Evergreen Management was Pauline Martin, Association Manager.

2. Open Session: Owners in attendance addressed the Board.

Nancy Walsh requested permission to park her vehicle at the Clubhouse parking lot during snow removal cleanup at Woodview. The Board advised they would discuss her request during the Board Meeting.

An owner inquired if Highland Homes will be installing riff raff on the hillside along Knollwood Way, where water is eroding the hillside located behind Checkerberry Way. The developer did not install a riff raff as per the building plans, Jim Hulbert will reach out to the Highland Homes Board of Directors.

Open Session ended at 6:14pm.

3. Management Report:

3.1.The next meeting will be held in April and will be scheduled at a future date.

3.2.Meeting Minutes: The September 8, 2025, Meeting Minutes were ratified by the Board.

3.3.The financial statements for August thru December 2025, were ratified by the Board.

There are two CD's expiring on 2/1/26, both CD's are with Eastern Bank. The board approved rolling one CD with Eastern Bank for 10mos at 3.40%, and the other with Bank of New England for 12mos at 3.25%.

4. New Business/Updates:

4.1 The Board reviewed the task lists from July thru September. The Board agreed to replace three heaters in the Clubhouse which are failing, the heater on the upper floor between the double doors, heater in the stairwell and the lower-level exit door. Lee Fetzner will be notified to order three new heaters.

4.2 The Board reviewed the updated proposals from Sousa Signs and Classic signs to replace the 4'by 6' sign on Countryside Blvd. The current sign has been chewed by squirrels. The Board requested EMG obtain proposal from both vendors to include only the 4' by 6' sign, and not the smaller sign on the corner of Riverwood's entrance. This sign was cleaned by Stephen Dacey last summer and will not be replaced at this time.

4.3 Fidium has submitted a contract to Jim Hulbert to install fiber optic within the neighborhoods. EMG will reach out to the representative at Fidium to coordinate a meeting with the Board Presidents of each Association.

4.4 The Board discussed the lottery system in place for clubhouse reservation dates for Thanksgiving, Christmas Eve, Christmas Day and New Years, along with Easter and the 4th of July, as these dates are very popular for clubhouse reservations, including the week before and after Thanksgiving, Christmas,

and New Year's Day. The lottery takes place each February for Easter and the 4th of July, and another in August for the remaining holidays for the year. The Board agreed to follow this process.

A notice will be drafted and sent to all residents advising of the lottery process and the deadline dates for names to be submitted to the Clubhouse staff interested in reserving the clubhouse for any of these popular holiday dates.

4.5 The Board agreed to revise the Clubhouse Reservation Agreement to include language that the Clubhouse is not responsible to provide residents with supplies for their reservation events such as paper products and utensils or food and water.

4.6 The Board discussed options for a new bookshelf for the library. The Board authorized the Clubhouse staff to purchase a new bookshelf at a cost not to exceed \$200, and the bookshelf must be white in color.

4.7 The Board discussed the request from the owner from Woodview to park her vehicle in the clubhouse parking lot while her driveway is being cleared of snow. After discussion, a majority of the Board agreed that owners should park their vehicles within their developments rather than using the Clubhouse parking lots for overflow parking during snow removal cleanup.

Adjournment: The meeting adjourned at 7:06pm with the unanimous consent of those present.

Respectfully submitted,

Pauline Martin
Association Manager