

**EVERGREEN
MANAGEMENT GROUP**
AN ASSOCIA® COMPANY

**The Neighborhoods At Woodland Pond
Board of Directors Meeting
Meeting scheduled for October 13, 2026, at 6PM
Location: Woodland Pond Clubhouse
Agenda and Management Report**

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- 1. BOARD MEETING COMMENCES: _____ PM.**
- 2. OPEN SESSION: OPEN BOARD MEETING. Limited to 30 minutes.**
- 3. MEETING MINUTES APPROVAL:**
 - 3.1 Ratify/approval of the August 10, 2026, Meeting minutes.
- 4. FINANCIALS:**
 - 4.1 Ratify July thru August financials. Please advise of any questions on the financials prior to the meeting date.
- 5. MANAGEMENT REPORT:**
 - 5.1 The next meeting _____.
- 6. NEW/OLD BUSINESS:**
 - 6.1 Task list review.
 - 6.2 Board to meet with tree companies for quotes
 - 6.3 Tennis courts closing date.
 - 6.4 Seasonal HVAC/Heat service, Highline has work order.
 - 6.5 Entrance way & bathroom space heaters, status on operational.
 - 6.6 Pool bathrooms have been winterized.
 - 6.7 Countryside lawn fertilizer treatments.
 - 6.8 Fidium update.
 - 6.9 Coat hanger.
 - 6.10 Garage shed bathroom, mold mitigation.
 - 6.11 Pool house/pool bathrooms painting quote.
- 7. EXECUTIVE SESSION:**
- 8. BOARD OF DIRECTORS ASSOCIATION UPDATES**
- 9.0 ADJOURNMENT.**

Submitted by:

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Pauline Martin
Association Manager

(*) Enclosures

(**) Previously sent, bring the materials with you to the meeting.

Please contact me 48 hours in advance of the meeting with any questions you may have so that I can be prepared to address them at the meeting. Thank you.

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THE NEIGHBORHOODS AT WOODLAND POND
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 10, 2026
Approved

1. The Board Meeting was called to order at 6:00pm. Board Members present were: James Hulbert, Stephen Dacey, Steve Tetrault, Ashley Prindle, and Missy German. Present from Evergreen Management was Pauline Martin, Association Manager.

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

Bob Brule from Cedar Edge suggested the pool bathrooms and pool house be painted.

Owners discussed their concerns of Fidium doing work within the Associations, Donna Gamache who previously worked for Eversource explained that all utility providers have a utility easement.

Open Session ended at 6:11pm.

3. Management Report:

- 3.1. The next meeting will be held October 13, 2026, at 6:00pm.

The Annual Meeting for Voting Members is scheduled for December 7, 2026, at 6:00pm.

- 3.2. Meeting Minutes: The April 14, 2026, Meeting Minutes were ratified by the Board.

- 3.3. The financial reports for March thru June 2026 financials were ratified by the Board.

The Board agreed to move \$35,000 from the Columbia Reserve Account into a 14mos CD at 3.99% AP with Eastern Bank, and to roll the expired CD (6/18/26) into a 10mos CD at 3.99% APR with Eastern Bank.

4. New Business/Updates:

- 4.1 The new sign on Countryside Blvd will be installed on August 11, 2026.

- 4.2 The Board reviewed the proposal received from NE Sealcoating, Property Innovation, and Mr. Pothole, to repair the upper parking lot side entrance cement and along the sidewalk and granite curbing. The proposals ranged from \$1650 to \$17,250. The Board agreed to table this.

- 4.3 The Board reviewed the painting quotes received from RES Painting, Bob's Residential Painting, and Wash Me Fix Me. The quotes are to paint the walls and trim in the office entry hallway and foyer entry. The Board approved the quote from RES Painting in the amount of \$1,400. RES Painting will be asked to also submit a quote to paint the upper clubhouse bathroom, both pool bathrooms and the pool shed.

- 4.4 The Board ratified their email approval vote for Alliance Landscaping to install a mulch bed around the American Flagpole in the amount of \$1,066.

- 4.5 Missy German suggested a committee be formed to review the governing documents. After discussion, this topic will be included in the Annual Meeting agenda to discuss with the voting members of each Association. The Annual Meeting is scheduled for December 7, 2026, at 6:00pm.

4.7 Missy German has reached out to Fidium to obtain the cost for internet for the Clubhouse, Fidium has quoted \$140 per month for internet, router, and 4 phone lines. Comcast is currently charging \$293 per month for these services. Missy will reach out to Fidium to determine what the installation entails and if they will need to dig in any landscape areas or building structure to install the internet service.

4.8 It has been reported that there is possibly a beaver in the detention pond located behind 51 Redwood Way at Cedar Edge. Critter Control has submitted a proposal to trap and remove the beaver in the amount of \$1680. A resident at Cedar Edge, Bill Blue, provided information on beavers and muskrats which look alike. There are no noted beaver dams being built, therefore, the Board agreed to table this and will monitor the area.

4.9 Missy German suggested mediation between The Neighborhoods at Woodland Pond, Cedar, Edge, and Woodview Townhomes to determine the responsible party(s) to maintain the section of roadway on Woodview Way, located directly behind the clubhouse. A majority of the Board agreed to table this topic until the spring. Missy recommended this should not be tabled until the spring and a resolution between all parties should be made this year so any expenses related to maintaining this roadway by the responsible party(s) could be included in the 2027 Budgets.

Adjournment: The meeting adjourned at 7:39pm with the unanimous consent of those present.

Respectfully submitted,

Pauline Martin
Association Manager

ACTION ITEMS OCTOBER

Open Items:

PAINTING OF RESTROOMS

NEEDS BOD'S APPROVAL

Sports station/roku

Missy working with Fidium - email sent 10/8 asking her for a status

THEATRE ROOM

REPAIRS TO RIPPED SEATS

Kit purchased & tested 1 CHAIR - staff working around rental schedule to complete job
This will be done on a piecemeal schedule blocking off the back row as we work on sections

TENNIS COURTS CLOSING DATE?

ISSUE NOTICE = MAILCHIMP & WEB

SCHEDULE REMOVAL OF NETS

POST SIGN - CLOSED FOR SEASON

ADD PADLOCK & REMOVE

COMBINATION LOCK

BOD to provide closing date

Xmas deco's installed

Xmas deco's removed

11/30/26

1/7/27

BOD to approve & staff will reach out for volunteers

LIGHT BULBS REPLACEMENTS

THEATRE ROOM

4/21/25

RIGHT WALL - LAST LIGHT IS OUT - waiting for more burnt bulbs to report

BROKEN WINDOWS

Staff to work together and test each window & provide a report

COMPLETED ITEMS:

Flag pole lights 9/23

LOWER LEVEL/POOL DRAINAGE ISSUE 9/30

POOL CLOSING ITEMS:

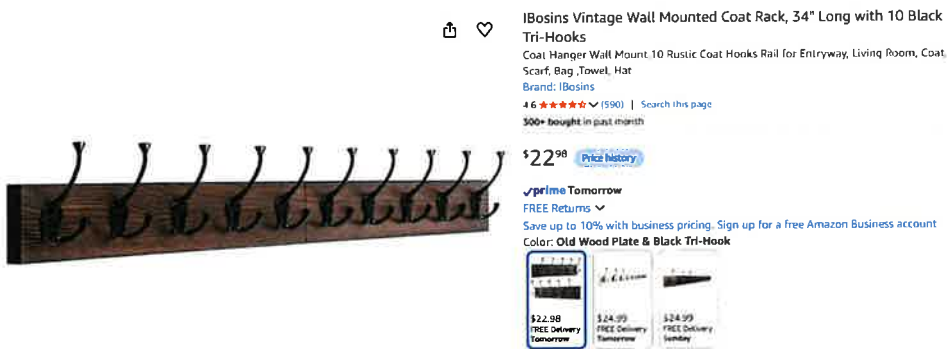
mail chimp notice issued 2 weeks before closing date 8/24

- POST CLOSED SIGN & PADLOCK GATE 9/14
- BRUCE TO CLOSE POOL/SPA 9/21
- EVERGREEN TO MOVE FUNITURE GARAGE/RESTROOMS 10/1
- CLEANING OF SECURITY CAMERA 9/21
- REPLACE DOORKNOBS 10/1
- REMOVE SIGNS/THERMOSTATES 9/21
- Turn off GFCI switch for pool light 9/21

Pauline Martin

From: Lois LaRonde
Sent: Friday, October 9, 2026 8:26 AM
To: Missy and Rich German; James Hulbert; Steve Tetrault; Stephen Dacey; Ashley Prindle
Cc: Louise Fulling; Pauline Martin
Subject: Re: Suggestion made to Office Staff for Coat/Clothing Rack
Attachments: IMG_6596.jpeg; IMG_6597.jpeg

Follow Up Flag: Follow up
Flag Status: Flagged



Missy:

I would like to throw another option out for a coat rack. There is one rack just inside the side door that has 5 hooks. If a few items are moved, more racks can fit between the office doors and the janitor's closet (2 10 hook racks). In total, there would be enough room for 25 single coats (double the coats = 50+). If we allow 75 guests I think that would be sufficient room for coat storage.

I did a quick search on amazon to find this example. With more time I may be able to find a style that would match the 5 hook that is currently in the hallway.

Pauline can you add this topic to the agenda? Also, this summer Jim questioned limited parking for events. I suggested lowering the 75 guests down so that parking is not such an issue. During the winter about ½ of the lower parking lot is taken up by snow removal equipment. Perhaps that has already been discussed by the BOD, if not they may want to have a discussion about the parking issue.

Thank you,

Lois

From: Missy and Rich German <mrgerman@comcast.net>
Sent: Thursday, October 8, 2026 12:04 PM
To: Lois LaRonde <LFox@evergreenmgt.com>; James Hulbert <jimhulbert59@gmail.com>; Steve Tetrault <steve.tetrault@cbrealty.com>; Stephen Dacey <sdacey63@gmail.com>; Ashley Prindle <anprindle@comcast.net>

Pauline Martin

From: respainting@comcast.net
Sent: Tuesday, September 1, 2026 11:28 AM
To: Pauline Martin
Subject: RE: Woodland Pond Clubhouse Interior Painting

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Pauline,

The bathrooms were painted back in April of 2022 for \$3,200.00. To redo with the same spec would be \$4,000.00 with inflation and increased paint costs.

The exterior painting of the bathhouse would be \$1,800.00 including materials and labor.

Ryan

On 09/01/2026 10:45 AM EDT Pauline Martin <pmartin@evergreenmgt.com> wrote:

Can you give us pricing to paint the pool bathrooms? The pool is closing on 9/14. We were just trying to plan ahead before we store some of the pool furniture back in the pool bathrooms.

Pauline Martin, CMCA, AMS

Community Association Manager

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