
The Meadows Condominium Association at South Down Shores Frequently Asked Questions

Summary of changes: FAQ updated July 2025 to reflect new mailing address for The Meadows.

FREQUENTLY ASKED QUESTIONS - THE MEADOWS

WELCOME TO THE MEADOWS

This document answers questions and concerns unit owners and potential buyers may have about The Meadows, its management, and operation. It is not a legal document and does not take the place of The Meadows By-Laws. Rather, it provides information in non-legal language to help minimize problems and make living at The Meadows as enjoyable and trouble-free as possible.

The By-Laws were first written in 1984 and remain as written. Amendments made over the years are added on the original set. In order to understand all regulations, it is necessary to review the entire Bylaws documents (75 pages in total).

Please contact the Board with any questions. We want to be as helpful as possible to avoid any situations.

Board of Directors, Meadows Condominium Association

MANAGEMENT

Q. How is The Meadows managed?

A. The Meadows is self-managed by a volunteer Board of Directors consisting of seven-unit owners. The Board meets once a month to discuss and schedule appropriate action on repair requests and comments by owners, review the budget, and approve expenditures. There is an Annual Meeting on the fourth Saturday in June, at which all owners meet to elect directors, share their views, and approve the budget for the next fiscal year. Information and Association updates are sent via email to all residents who have provided their email addresses.

MONTHLY DUES

Q. How do I pay my monthly dues?

A. Dues are payable on the first of the month and if received after the 15th of the month, there is a late fee that will be charged. Monthly condominium dues should be mailed to:

The Meadows Condominium Association
1 Garden Cir
Laconia, NH 03246

There is also a lockbox at the mail house where you can deposit your dues check or and/or any correspondence for the Board of Directors.

WEBSITE

Q. Does The Meadows have a website?

A. The Meadows Condominium Association has a page on the South Down website.

<https://www.sdshores.com> > Villages > The Meadows. All Condo documents are on the Meadows site, please scroll down to the bottom of the Meadows site for the list of documents.

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EMAIL ADDRESS

Q. Does the Meadows have an email address?

A. The Meadows' email address is: meadows.bod@gmail.com and is the preferred method of corresponding with the Board of Directors. Emails sent to this address are automatically forwarded to all Board Members.

DOCUMENTS

Q. How do I acquire official documents?

A. The By-Laws, Residency Regulations and many other documents are available on our website. If there are any other documents needed, please contact the Board at meadows.bod@gmail.com

BUYING A UNIT

Q. I am considering buying/selling a Meadows unit. What should I do first?

A. There are several important sections of the Association By-Laws which should be consulted before buying a unit. Please check our web page for the document titled Sale of a Unit for details on required notifications, insurance, and financial information.

A \$250 fee is charged to buyers for processing the necessary documents within a minimum 2-week time frame. Expedited sale processing incurs an additional \$150 charge. New buyers are required to contribute an amount equal to 2 months current condominium fees to the Capital Reserve Fund.

INSURANCE

Q. As a unit owner at The Meadows, what should my insurance policy cover?

A. The Meadows Association requires that unit owners, as part of their homeowner's insurance policy, carry Dwelling coverage against structural interior claims which result from a loss. The Master Policy has a \$20,000 deductible on each unit. The unit owner is responsible for this cost should any damage occur to the unit before the Master Policy covers the damages. Unit owners should review their insurance coverage and increase both the Dwelling and Personal Property coverage if necessary. Please forward a copy of the Declaration page of the policy to the Meadows Board of Directors each year upon renewal of the policy. More information on insurance is on The Meadows website.

GATE CODES/ELECTRONIC PASSES

Q. How do I set up my gate code and get electronic passes for my vehicles?

A. Contact Evergreen Management. (603) 527-8147

RENTING

Q. May I rent my unit?

A. Units must be owned and occupied for at least 5 years before qualifying for rental status. This rule supersedes any South Down/City of Laconia rental policies. Once the 5 years are met, units may be rented for a minimum of one year and occupancy is limited to the tenant, his/her family and guests. The Board of Directors needs to approve the rental before a tenant lease is signed. A rental unit requires special insurance coverage. Tenants are not allowed pets. Tenants need to acknowledge and abide by Meadows Residency Regulations, available on The Meadows web page.

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REQUESTS FOR MAINTENANCE

Q. How do I make a request for maintenance?

A. Requests for services are done by completing the Maintenance Request Form and forwarding it to the Directors by e-mail or by dropping into the secure mailbox. The form is found on the Meadows Village page of the South Down website; paper copies are also found in the glass box at the mail house. Requests require approval of the Board, which might not be possible until the next board meeting. We do attempt to respond as quickly as possible.

REQUEST FOR SPLIT SYSTEM INSTALLATION

Q. I want to install a Mitsubishi Split System.

A. Requests for installation or modification of split systems first require the approval of the Meadows Board and then South Down Building Committee (SDRA). A Minor revision application (MRA) must be completed and submitted with the required documentation to the Board of Directors. After review and approval by the Board it will then forward the MRA and all documentation to SDRA for approval. Only a system with 60 decibels or less will be considered. No work can be started until unit owner receives approval from SDRA. The Minor Revision application is found on the South Down website under Amenities/Documents > Fees and Forms > Building and Remodeling > Minor Revision Application. Owners must comply with SDRA's requirement to shield the outside unit with evergreen landscaping or vinyl siding. Once the unit is installed The Meadows has the paint color for the unit owner to paint the outside lines to match the siding. Please contact the Board if you have questions prior to starting any work.

AIR CONDITIONERS

Q. May I use a window A/C unit or ducted A/C system?

A. Window unit and/or ducted systems with outside compressors are not permitted.

STRUCTURAL ALTERATIONS

Q. May I make structural changes to my unit?

A. Modifications to the interior must have a maintenance request form prior to modifications per the by-laws. The unit owner is responsible for obtaining and submitting certificates of insurance on their contractors with the maintenance request. Per the Meadows by-laws section 5-100 unit owners may not make modifications to the exterior of the homes. Please contact the Board for more information or questions.

PARKING

Q. What is the parking situation?

A. Each unit was provided with a specific driveway for parking of two cars. Expansion of the driveway is not permitted by South Down as South Down is a PUD – Planned Unit Development. PUD limits the amount of green space we have for additional expansions. We have exceeded our PUD green space per South Down and cannot add additional parking spaces or expand driveways. There is no parking on the grass. There is overflow parking on Harvest Lane or at the Recreational area off Outerbridge. Golf carts, snow mobile and/or trailers are not permitted to park on the grass.

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DOGS

Q. What are the rules concerning dogs?

A. Dogs must be kept on a leash and/or under the control of their owners at all times. Owners are responsible for cleaning up after their dogs in a timely manner.

FENCES

Q. Who is responsible for the maintenance of the picket fences and arbors at the front of the units?

A. Upkeep of the front fences and arbors are the responsibility of the Association; however, owners must maintain the arbor area associated with their units. Fences may be installed around a patio with prior permission of the Board. The fence must be the same height and style as the picket fence in the front arbor area.

CHIMNEYS

Q. Who is responsible for chimney cleaning and maintenance?

A. The maintenance and cleaning of chimneys are the responsibility of unit owners.

TRASH COLLECTION

Q. When is trash collected?

A. Trash is picked up early every Tuesday morning. All trash should be packaged in large bags, tied off and placed in containers with a fitted lid. Recycled materials need to be placed in a clear plastic bag and set beside the trash container.

GARAGE DOORS

Q. My garage door is wood. May I replace it with a metal or vinyl door of the same design?

A. Yes, it can be replaced with vinyl, a maintenance request must be submitted for Board approval. The door must have the same design consistent with the existing designs in The Meadows.

EXTERIOR DOORS AND STORM DOORS

Q. Who is responsible for maintaining front storm doors and exterior doors?

A. Unit owners are responsible for the repair and maintenance of storm doors and exterior doors including patio doors. Doors may be replaced at the owner's expense after submitting a Maintenance form and Board approval. All storm doors must be full-length glass design. Exterior doors must have the existing door design. Patio doors must have grilles (lattice) to match the window design.

COLOR OF ENTRANCE DOORS

Q. May I paint my front door a color other than titan white?

A. No

SANDING WALKWAYS

Q. Who is responsible for sanding the walkways and driveways?

A. In between storms the unit owner is responsible for keeping the walkways and driveways safe from ice and slush. Please only use Calcium Magnesium Acetate (CMA) melt on the brick pavers to prevent damage to the pavers.

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RESPONSIBILITIES OF THE ASSOCIATION

Q. Briefly, what are the basic responsibilities of The Meadows Condo Association?

A. The Association is responsible for:

- Roof repair and replacement
- Building painting (outside)
- Snow plowing
- Grass cutting
- Tree and shrub trimming
- Road and driveway repairs
- Drainage and other site maintenance

RESPONSIBILITIES OF OWNERS

Q What are owners responsible for?

A. Owners are responsible for:

- The general maintenance and upkeep of their units and Limited Common Areas. Owners are generally responsible for doors, locks, windows, garage doors, front and storm doors, patio doors, lighting fixtures, outside faucets, chimneys, patio pavers and patio fences and maintenance of "personal" gardens. Any replacement of windows, doors and lighting fixtures must conform to existing designs.
- Personal gardens are allowed within 3' of the unit. Some owners have gardens outside of the 3' perimeter. The owner is responsible for maintenance of that garden. Please do not start a new garden outside of the 3' perimeter without permission of the board. At the time of sale, the owner must inform the buyer of the garden areas. Should the buyer not be willing to maintain the garden the unit owner must remove all plantings and grass over the area.
- Hot water heaters must be replaced at the end of the warranty. The Board has the list of warranties and will notify owners when the warranty is expiring. Unit owner must submit proof of new warranty information to the Board. Washing machine hoses must be FloodChek type hoses. When installing new washers, the hoses must be replaced with new FloodChek hoses. Maintain a copy of the replacement receipt in case of a flood issue to prevent liability on yourself.

IMPORTANT CONSIDERATIONS

Q. What are some things an owner should keep in mind?

A. Owners should know how to or be aware of the following:

- Shut off main water supply if leaving for an extended period
- Turn off and drain outside faucets in winter. Disconnect all garden hoses by November 1st.
- Monitor dryer vents: Keep clear of snow in winter months and clean regularly.
- Know location of unit water shut off.