

Highbridge Landing HOA Meeting
February 26, 2026
10:00am

Attendance: Ron France, Linda Burns, Jim Feinburg, Patrice Marschall

Meeting called to order: Jim Feinburg, Patrice Marschall

Approval of November 21, 2025 meeting minutes

Financial report received by Ryan and reviewed

Old Business:

- Request to PMA to give us quotes in writing and written bills when work is completed
- Follow up on PMA sending out monthly delinquency letters
- Update on transformers they do belong to National Grid
- Delinquency letters to the owners continued
- Welcome letters to new owners

New Business:

- Work orders need to be emailed to all of us and we all need to decide on a protocol. We talked about having Brandon filter the work orders letting owners know if the request is their responsibility or HOA's
- It is not in the contract for TLC to shovel in front of the garages its the owners responsibility

- Review the house rules at the annual meeting
- Compile a maintenance newsletter to the owners on exactly what is covered by HOA and what the owners responsibility is.
- Also give a list of suggested contractors to contact if needed
- Remind PMA to walk the property monthly
- Make a list for PMA on what to do for premature maintenance
- Hire a plumber to cowhat belongs to HOA and what belongs to owners
- Ron will look at this months report and ask Brandon if letters have been sent out
- PMA and board approval for outside structural work
- Review outside water spigots in the spring
- Schedule gutters to be cleaned in the spring
- We agreed to ask landlords to inspect their properties and give them a checklist to date and sign.
- ADD TO HOUSE RULES: Landlords responsibility to inspect the property and NO PARKING along the berm November to May you will be towed at owners expense
- We will renew the contract with TLC
- Ron will ask Brandon if the apartments next to 207 is included with paying for snow removal in the contract with TLC

Meeting adjourned: Linda Burns, Jim Feinburg

Next meeting to be scheduled