



MEADOW HILL
BOARD PACKET
March 20, 2024



**MEADOW HILL, INC.
EXECUTIVE BOARD MEETING
AGENDA - March 20, 2024**

HYBRID MEETING - IN PERSON AT CLUBHOUSE or VIA (ZOOM)

Zoom link <https://us02web.zoom.us/j/86802011584?pwd=bzRxb1BwZzR0ZG5FUGZGblRmRk5VUT09>

Meeting ID: 868 0201 1584 Passcode: 813487

EXECUTIVE SESSION MEETING 12:30 PM – BOARD ONLY

1. Executive Session – 12:30 PM - Call To Order, Roll Call, Board Members Only
 - a) Delinquencies, Actions, Collections, Attorney Status
 - b) Pending contracts under negotiation
 - c) Pending/current litigation
 - d) Human Resource/Personnel Issues/Actionable Items

OPEN SESSION 1:30 PM

1. Roll Call
2. Presidents Welcome and Remarks
3. Hearings Scheduled - None
4. Minutes
 - February 21, 2024 Minutes - approved.
 - March 6, 2024 Planning Minutes – approved.
5. Financial Reports (Treasurer)
6. Maintenance Superintendent Reports
 - Superintendent Report/Maintenance & Work Order Review
 - Project List
 - Work Orders requested/completed last month.
 - Annual High-Risk Maintenance Inspection –update/status (Walter and Darien)
7. Manager's Report
 - Calendar Review
 - Correspondence
8. Committee Report
 - Grounds Committee
 - Tree Committee
 - Communications Committee
 - Welcome Committee
 - Maintenance Committee
 - Social Committee
 - Long-Term Planning Committee
 - Risk Management
 - Legislative



9. Open Forum – Owners may provide input, commentary, and ask questions (Floor is Open)
10. Business Pending - updates.
 - Increase of owner deductible – Risk Management
 - Aluminum Wiring project update- update from Dan Levine, CPA
 - Hollister House offer/Capital Gains
 - Imagineers Contract
11. New Business
 1. Update on High-Risk Component Violations
 2. Review Bids for Dryer Vent Cleaning
 3. Pickle Ball Court Request
 4. Any other new business to discuss? Variance requests, etc.
12. Adjournment



MINUTES

Meadow Hill Inc.

Minutes of the Executive Board Meeting

February 21, 2024

Executive Session

The Executive Session convened at 12:30 PM. Board Members present: Jim Fuda, Donna Whalen, Ron King, Walter Brownsword, Paul Jenkins. Deb Wellington and Brenda Berk attended remotely. Kristin Davis of Imagineers was in attendance.

Per state law, voting on any issue discussed in the Executive Session is done in the Open Session of the Board of Directors meeting. See Open Session note below for any action necessary by the Board on any item discussed in Executive Session.

Open Session

I. Call to Order- The Open Session convened at 1:35 PM

II. Roll Call – Present: Jim Fuda, Donna Whalen, Ron King, Walter Brownsword, Paul Jenkins. Deb Wellington and Brenda Berk attended remotely.

III. President's Remarks –

The Rewire Project – CPA Dan Levine will check over the financial close to this project and the community will be given a final report.

Mr. Fuda discussed our long-term plans developing along three (3) lanes.

*Develop a Five (5) Year Master Plan in which we will prioritize and invest in our grounds and infrastructure. The plan will be a collaborative effort of Maintenance, Ground, Trees. The Master Plan effort will also include a Long-Term Finance component to develop financing options for the future to fund and prioritize the Master Plan.

* Capital Improvement Plan and Financing will be developed in parallel to the Master Plan and based on recommendations from the Reserve Study to be performed this year.

*Risk management and insurance are crucial aspects of our organization. To minimize loss claims, we need to adopt a proactive approach towards risk management. In order to achieve this, we will implement a multi-tiered effort that involves managing and evaluating our insurance policies and coverages, providing education to our community on managing risks, and developing strategies to reduce and mitigate our loss history.

IV. Minutes – Mr. Fuda informed us that the minutes of the January 2024 Board Meeting and the February 6th Planning Meeting were voted on and approved via email. The minutes are posted on both the Pitera and Meadow Hill websites and were e-blasted to the community.

V. Financial Report – Brenda Berk- Income of \$65,489 which is \$8,687 higher than the prior year's monthly revenue. CAI paid their January rent too late to be included in the January income. Also, the

\$514.47 interest on the key Bank CD was not booked. The miscellaneous income in the amount of \$4301 is the money paid by those unit owners who had panel replacements completed. Salary expenses are over budget due to one week of December booked in January. In addition, there was extra payroll expense due to snow removal. There were two deliveries of salt and one round of applied to our roads by Highlight Landscaping.

VI. Manager's Report – Kristin Davis of Imagineers reported key activities completed and documented in the Executive Board Packet.

VII. Maintenance Report – Darien reported that the red and gray units house numbers have been painted white and put back on the residences. High Risk inspections are almost complete. He reports that there are 4 more that need to be completed. Work orders are up to date.

VIII. - Committee Reports –

Grounds - Mike Proulx. The committee will be doing their Spring walk-around to identify areas that need work. Also, Mike reminded everyone that they will be hosting a “Green Day Event” on May 18th at the clubhouse. This event will be educational and social. Look for a flyer in April!

Mike reported on the health impact the flooding had on the river garden. Bacterial pollutants will not be an issue. To get the ground tested for heavy metals we would have to know which heavy metals to test for. He was informed that the use of heavy metals has decreased. The river garden could be used for above ground plants, but not for root vegetables. He expressed concerns about putting money into the river garden because of the flooding. The committee is exploring the possibility of an alternative site for the garden. You can find more of their findings in the February Board Packet. The Board will take the report on the gardens under advisement for future discussion.

There was no report from The Tree, Communications, or Welcome Committees.

Social Committee- Donna Whalen

There are two upcoming events this spring. On April 25th at 4:00 PM, the Glastonbury Police will give a presentation on Elder Fraud. Residents will be receiving a flyer with more information.

May 18th-The Grounds Committee will be holding a “Green Day Event”. An educational and social event on all things gardening! More information to come.

IX. Long Term Planning Committee

Mr. Fuda informed us that Toni Dolan, Dana Kubachka, and Tim Reid have joined the committee.

X. Risk Management Committee

Deb Wellington and Tom Bailey are working with Bouvier to review our current insurance policies and will develop a report for the Board.

XI. Capital Improvement

We need volunteers for this committee. Anyone interested in joining, please contact Mr. Fuda.

XII. Legislative Committee

Luther Weeks will be our point of contact for all State Legislature and CAI actions relating to Condo Associations.

XIII. Open Forum

Residents were given time to express their opinions and suggestions at this time. Comments and suggestions were made on a. Continuing to use the mosquito dunks in the catch basins, b. A concern that moving the garden up to the road would take away from the curb appeal of the community, c. There should be a handicap accessible bathroom in the clubhouse, or a way to access the bathroom for those who cannot use the stairs. d. Concerns about giving individuals credits for the rewire wasn't in the spirit of the condo association and may set a bad precedent.

XIV. Old Business

- Increase of owner deductible-pending-more information before any decisions are made.
- Aluminum Wiring Project Update – Pending –
- Dryer Vent and gas log cleaning – in progress – every 2 years
- Hollister House Update – offers have been extended and a recommendation from the LTC to the Board is being reviewed and considered.
- Garage Damage to Units 100,112, 126, 128 – Work is completed. Zero loss to the association.

XV. New Business

- Reserve Study status of proposals/selection process – in progress.
- Water heaters in bedrooms. Walter Brownsword gave us this update: Gas water heaters cannot be put in bedrooms in NEW construction. Gas heaters can be replaced in existing structures but will require unit owners to pull a PERMIT from town hall. The installation must be completed by a certified contractor and inspected by the town. Unit owners are responsible for getting a permit and inspection.
- River flooding and garden report – This was covered by Mike Proulx in his Grounds Committee Report.
- Identify the nomination committee and schedule. Directors Ron King and Paul Jenkins will be heading this committee. Ed Litke has also volunteered to help the Committee. The committee will be meeting in March.
- Litigation on Stevas/Unit 6 against the Association and Unit#10 – This is in the hands of our insurance and attorney.

XVI. Votes

A motion to approve the True Green Contract for fertilization cost of \$9,100, was made by Mr. Brownsword, and seconded by Mr. King. The vote was unanimously approved. (7 yes-0 No)

XVII. Adjournment – Motion to adjourn was made by Mr. Jenkins, and seconded by Mr. King, and unanimously approved (7 yes, 0 no)

Time of Adjournment: 2:38 PM

Minutes Submitted by: Donna Whalen-Secretary

Minutes Approved: By email on February 28, 2024

Next Meeting: Planning Committee – March 6th, Executive Board Meeting – March 20th.

Executive Board Planning Committee Meeting Minutes

Wednesday, March 6, 2024

Background and Purpose

The Executive Board is adding a meeting with the purpose of planning and discussing topics regarding the operation and functioning of Meadow Hill. The planning meeting allows more time for the Board to discuss topics in more detail and depth than time permits at the monthly Executive Board Meetings. The planning meeting is open to residents' attendance as it is an open meeting per our by laws. ***No action will be voted on or taken at this meeting. Discussion is limited to Agenda items and time permitting.***

The meeting convened at 10:00 AM

Present: Mr. Fuda, Ms. Whalen, Mr. King, Ms. Berk, Mr. Jenkins, Mr. Brownsword

Ms. Wellington in attendance remotely. Ms. Davis from Imagineers present.

Agenda Items

1. Updates from our February 7, 2024 Meeting

- a. Maintenance Update/Actions from Mr. Brownsword.
 - i. The **Annual Inspections** have been completed. Letters will be sent out to all residents if deficiencies were observed. Unit owners will have 60 days to take action on the updates needed.
Dryer Vent Cleaning: The Board sees the need for the whole community having their vents cleaned this year. This would enable the Board to put the Risk Management Plan in place going forward. Kristin Davis will contact two other vendors for pricing. The Board will refine the details of the program in future discussions.
- b. Change in the Association Master Policy – Deb Wellington updated the Board. She asked that a letter from Bouvier be put in the March Board packet. This letter explains the master insurance policy, as a guide for unit owners, as to what the Association's Master Insurance Policy covers and what the agency suggests that you purchase for your own protection. The item will be placed on the March Board Meeting.

2. New Items

- a. Hollister House- We are awaiting information from the MH accountant and lawyer as to the potential capital gains on the pending sale of the Hollister House. No decision can be made until the Board gets this information. We have a valid contract on the table. . Sale of the Hollister House must be approved by the MH community, as per the by-laws. Since time is of the essence, the packet for changes to the Declaration will be put together depicting the sale if subject to Capital Gains and if the sale is not subject to Capital Gains.

- b. **Wiring Project Closeout** – Waiting to hear from the MH accountant, Dan Levine as to how to include project expenses. The Board wants to move forward to close this project ASAP. The Board will look to take action at the March meeting to allocate funds to reduce the Principal on the Windsor Federal Loan. The approximate estimated principal needs to be reduced to \$285,000.
- c. Treasurer, Brenda Berk added these remarks to the Rewire Project Closeout discussion.
- The original notes on the meeting on 9/14/22 stated the loan would be \$700,000.
 - From the Board resolution document (signed and dated August 24, 2022) the interest was to be budgeted to be paid out of the regular annual budget. Not be amortized as part of the loan.
 - The loan was to be adjusted to reflect the actual principal balance of the loan.
 - Each unit shall be responsible for the repayment of their share of the assessment.
 - If the loan is less than the original \$700,000, the association will adjust the actual principal balance and the actual monthly payments.
 - Attached to these documents is the schedule that includes payments from 129 units with no exceptions as part of the original agreement approved by the community.
 - The final project cost paid to Alwire was \$614,550 and there were six unit owners who were given either full credit or partial credit. This is contrary to the original documents.
- d. Pickle Ball Court. Ms. Davis will check to see if we need guests to sign a waiver when playing on our courts. A discussion ensued about the courts. The Board sees the need to keep one court for tennis, keeping the tennis net on that court. It was suggested that the other court would be for Pickle Ball. That would require the removal of the tennis net. The Board will consult with Darien about the post's removal as to labor and other costs. This item is ongoing. No vote will be taken until all information is acquired.
- e. Reserve Study Proposals- The Board has received two Reserve Study Proposals and is waiting for a third. Sample report will be requested from each respondent. Tables for future discussion on Risk Management – Ongoing.
- f. Deb Wellington and Tom Bailey have put together documents explaining the importance of a risk management plan for the community. It outlines the Unit Owners responsibilities, and the importance of safeguarding our investment and minimizing potential financial burdens through a risk management plan. This would help keep insurance premiums down and reduce the frequency and severity of claims. We thank them for their diligence and input. A draft letter to the community along with an explanation of insurance from our agent, Bouvier Associates, will be sent to the community and included in the March Board packet. The draft letter was sent to the Board and Chairpersons of the Committees for review and comment. All comments are due by Tuesday, March 12th at noon.

Open Forum

Residents were given this time to express their concerns/suggestions.

- a. An owner wasn't sure we can contract out for a dryer vent vendor.
- b. Hollister House- A resident suggested the residents receive all information before any vote be taken.
- c. An owner expressed appreciation for the discussion and sometimes discord at these meetings.
- d. Another owner told us she was impressed by all we do.

Adjournment: 12:00PM

Motion to approve was made by Paul Jenkins (?) seconded by Ron King and unanimously approved by the Board (7-0).

Minutes submitted by: Donna Whalen

Approval of the minutes:



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of February 29, 2024

	<u>Balance Feb 29, 2024</u>	<u>Balance Jan 31, 2024</u>	<u>Change</u>
<u>Assets</u>			
Operating Cash			
1103 - Webster Debit Checking	1,210.21	1,586.72	(376.51)
1105 - Key Bank - Checking	1,161.55	1,161.55	0.00
1140 - Operating Checking - Pacific Premier Bk	155.28	12,870.18	(12,714.90)
1142 - Windsor Federal Bank	20,020.00	20,020.00	0.00
1146 - PPB Segregated: SA Wire (Loan) 2023	397,442.48	389,598.06	7,844.42
1149 - PPB Segr: Ins.Claim DOL 11/29/23 Vehicle	2,652.02	2,332.26	319.76
1170 - Segregated Funds - Insurance/Loan	20,000.00	20,000.00	0.00
Total Operating Cash	442,641.54	447,568.77	(4,927.23)
Money Market			
1303 - Key Bank Money Market	37,246.84	37,217.26	29.58
1340 - Money Market - Pacific Premier Bank	92,346.32	72,671.46	19,674.86
Total Money Market	129,593.16	109,888.72	19,704.44
Certificates of Deposit			
1401 - Key Bank CD	124,937.07	123,905.99	1,031.08
Total Certificates of Deposit	124,937.07	123,905.99	1,031.08
Accounts Receivable			
1600 - Accounts receivable	31,555.17	31,004.63	550.54
1602 - A/R Long-Term Special Assessment	537,400.56	558,924.09	(21,523.53)
1604 - Accounts Receivable Reserves	172,836.03	180,586.03	(7,750.00)
1605 - Reserve Recievable - WindsorFed Ln Payof	156,172.51	160,172.51	(4,000.00)
1609 - Other Receivable	1,600.00	1,600.00	0.00
Total Accounts Receivable	899,564.27	932,287.26	(32,722.99)

Balance Sheet Report

Meadow Hill, Inc.

As of February 29, 2024

	<u>Balance Feb 29, 2024</u>	<u>Balance Jan 31, 2024</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1701 - Prepaid Insurance	148,246.00	163,487.00	(15,241.00)
Total Prepaid Expenses	148,246.00	163,487.00	(15,241.00)
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00
1807 - Accumulated Depreciation.: Equipment	(99,877.22)	(99,877.22)	0.00
1808 - Loan Origination Costs	2,050.00	2,050.00	0.00
1815 - Furniture & Fixture	5,038.08	5,038.08	0.00
1820 - Skid Steer	29,768.00	29,768.00	0.00
1821 - Snow Blower	8,669.67	8,669.67	0.00
1822 - 2016 Pick Up Truck	49,797.68	49,797.68	0.00
Total Fixed Assets/Accum Depreciation	8,487.10	8,487.10	0.00
Total Assets	1,753,469.14	1,785,624.84	(32,155.70)
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	99,669.73	117,281.97	(17,612.24)
2101 - Insurance payable	111,339.69	127,248.52	(15,908.83)
2103 - Due to Reserves	75,898.75	75,898.75	0.00
2200 - Unit Owner Fees Received in Advance	19,014.13	38,406.85	(19,392.72)
2203 - Deferred Insurance Claim Income	2,652.02	2,332.26	319.76
2302 - Accrued Expenses	18,506.95	13,545.00	4,961.95
Total Current Payables	327,081.27	374,713.35	(47,632.08)
Prepays			
2208 - Deferred SA Income	480,295.35	480,295.35	0.00
Total Prepays	480,295.35	480,295.35	0.00

Balance Sheet Report
Meadow Hill, Inc.
As of February 29, 2024

	<u>Balance Feb 29, 2024</u>	<u>Balance Jan 31, 2024</u>	<u>Change</u>
<u>Liabilities</u>			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	629,233.25	632,997.97	(3,764.72)
Total Long Term Payables	<u>629,233.25</u>	<u>632,997.97</u>	<u>(3,764.72)</u>
Reserve for Future Major Repairs & Repl			
2500 - Contract Liability	377,532.80	377,532.80	0.00
Total Reserve for Future Major Repairs & Repl	<u>377,532.80</u>	<u>377,532.80</u>	<u>0.00</u>
Total Liabilities	<u>1,814,142.67</u>	<u>1,865,539.47</u>	<u>(51,396.80)</u>
<u>Owners' Equity</u>			
Members Equity			
3100 - Members Equity	(100,780.11)	(100,780.11)	0.00
Total Members Equity	<u>(100,780.11)</u>	<u>(100,780.11)</u>	<u>0.00</u>
Replacement Reserves			
3200 - Replacement Reserve	(37,274.28)	(37,274.28)	0.00
3203 - Fixed Asset Fund	1,878.45	1,878.45	0.00
Total Replacement Reserves	<u>(35,395.83)</u>	<u>(35,395.83)</u>	<u>0.00</u>
Total Owners' Equity	<u>(136,175.94)</u>	<u>(136,175.94)</u>	<u>0.00</u>
 Net Income / (Loss)	 <u>75,502.41</u>	 <u>56,261.31</u>	 <u>19,241.10</u>
Total Liabilities and Equity	<u><u>1,753,469.14</u></u>	<u><u>1,785,624.84</u></u>	<u><u>(32,155.70)</u></u>

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

February 01, 2024 thru February 29, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (2 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Association Fee Income								
4100 - Association Fee Income	65,489.00	65,525.00	(36.00)	130,978.00	131,050.00	(72.00)	786,301.00	655,323.00
4405 - CAI Rental	1,390.00	347.00	1,043.00	1,390.00	695.00	695.00	4,170.00	2,780.00
4408 - Ins.Claim Income - Vehicle Dmg 2024	0.00	0.00	0.00	34,110.75	0.00	34,110.75	0.00	(34,110.75)
Total Association Fee Income	66,879.00	65,872.00	1,007.00	166,478.75	131,745.00	34,733.75	790,471.00	623,992.25
Income Charged by Unit								
4300 - Late fee income	250.00	84.00	166.00	200.00	167.00	33.00	1,000.00	800.00
4301 - Miscellaneous income	0.00	0.00	0.00	20,150.00	0.00	20,150.00	0.00	(20,150.00)
4305 - Insufficient funds fee	25.00	0.00	25.00	25.00	0.00	25.00	0.00	(25.00)
4306 - Statement fee income	100.00	0.00	100.00	80.00	0.00	80.00	0.00	(80.00)
Total Income Charged by Unit	375.00	84.00	291.00	20,455.00	167.00	20,288.00	1,000.00	(19,455.00)
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	150.00	84.00	66.00	300.00	167.00	133.00	1,000.00	700.00
4406 - Social Fund Income	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00	2,500.00
Total Other Income Assoc Level	150.00	293.00	(143.00)	300.00	584.00	(284.00)	3,500.00	3,200.00
Total Meadow Hill, Inc. Income	67,404.00	66,249.00	1,155.00	187,233.75	132,496.00	54,737.75	794,971.00	607,737.25
<u>Expense</u>								
Professional Fees								
5100 - Management Fee	2,861.13	2,975.00	(113.87)	5,720.26	5,950.00	(229.74)	35,700.00	29,979.74
5101 - Legal Fees	617.50	416.00	201.50	680.50	833.00	(152.50)	5,000.00	4,319.50
5102 - Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total Professional Fees	3,478.63	3,391.00	87.63	6,400.76	6,783.00	(382.24)	45,700.00	39,299.24
Utilities								
5200 - Electricity	1,758.45	2,209.00	(450.55)	3,876.81	4,417.00	(540.19)	26,500.00	22,623.19
5205 - Gas	2,076.11	1,166.00	910.11	3,621.16	2,333.00	1,288.16	14,000.00	10,378.84
5206 - Water	2,547.56	3,250.00	(702.44)	4,248.01	6,500.00	(2,251.99)	39,000.00	34,751.99

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

February 01, 2024 thru February 29, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (2 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Utilities								
5207 - Sewer	1,610.00	1,875.00	(265.00)	3,335.00	3,750.00	(415.00)	22,500.00	19,165.00
5210 - Trash Removal	2,845.13	2,834.00	11.13	5,690.26	5,667.00	23.26	34,000.00	28,309.74
5211 - Telephone	189.60	434.00	(244.40)	693.50	867.00	(173.50)	5,200.00	4,506.50
Total Utilities	11,026.85	11,768.00	(741.15)	21,464.74	23,534.00	(2,069.26)	141,200.00	119,735.26
Administrative								
5308 - Miscellaneous Admin	169.53	334.00	(164.47)	296.92	667.00	(370.08)	4,000.00	3,703.08
5313 - Communications - LARK	0.00	71.00	(71.00)	0.00	142.00	(142.00)	850.00	850.00
Total Administrative	169.53	405.00	(235.47)	296.92	809.00	(512.08)	4,850.00	4,553.08
Insurance								
5400 - Master Insurance Policy	14,675.00	14,500.00	175.00	29,350.00	29,000.00	350.00	174,000.00	144,650.00
5401 - Worker's Compensation	362.00	784.00	(422.00)	724.00	1,567.00	(843.00)	9,400.00	8,676.00
5403 - Health Insurance	2,136.25	1,856.00	280.25	4,148.73	3,711.00	437.73	22,265.00	18,116.27
5409 - Automobile Insurance	204.00	229.00	(25.00)	408.00	458.00	(50.00)	2,750.00	2,342.00
5413 - Ins.Claim - Vehicle Dmg 2024	0.00	0.00	0.00	9,110.75	0.00	9,110.75	0.00	(9,110.75)
Total Insurance	17,377.25	17,369.00	8.25	43,741.48	34,736.00	9,005.48	208,415.00	164,673.52
Payroll								
5501 - Payroll-Maintenance	10,280.30	10,640.00	(359.70)	23,822.39	21,281.00	2,541.39	127,687.00	103,864.61
5504 - Payroll-Snow	620.00	66.00	554.00	1,780.00	133.00	1,647.00	800.00	(980.00)
5508 - Payroll-Mileage	0.00	9.00	(9.00)	0.00	17.00	(17.00)	100.00	100.00
5506 - Employer Payroll Taxes	840.19	854.00	(13.81)	2,187.72	1,708.00	479.72	10,250.00	8,062.28
5507 - Payroll Service Fees	191.06	196.00	(4.94)	533.83	392.00	141.83	2,350.00	1,816.17
Total Payroll	11,931.55	11,765.00	166.55	28,323.94	23,531.00	4,792.94	141,187.00	112,863.06
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	0.00	0.00	0.00	0.00	0.00	85,000.00	85,000.00
5606 - Tree Maintenance	0.00	666.00	(666.00)	0.00	1,333.00	(1,333.00)	8,000.00	8,000.00
5607 - Mulching-Perimeters	0.00	559.00	(559.00)	0.00	1,117.00	(1,117.00)	6,700.00	6,700.00

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

February 01, 2024 thru February 29, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (2 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Grounds Maintenance								
5609 - Fertilization	0.00	875.00	(875.00)	0.00	1,750.00	(1,750.00)	10,500.00	10,500.00
5611 - Snow Removal Supplies	594.28	334.00	260.28	2,284.56	667.00	1,617.56	4,000.00	1,715.44
5616 - Road/Walks Repairs	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00	4,400.00
Total Grounds Maintenance	594.28	2,600.00	(2,005.72)	2,284.56	5,200.00	(2,915.44)	120,600.00	118,315.44
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	584.00	(584.00)	0.00	1,167.00	(1,167.00)	7,000.00	7,000.00
5702 - Amenities	0.00	551.00	(551.00)	240.00	1,102.00	(862.00)	6,610.00	6,370.00
5714 - Social Fund	0.00	209.00	(209.00)	111.96	417.00	(305.04)	2,500.00	2,388.04
Total Amenities Maintenance	0.00	1,344.00	(1,344.00)	351.96	2,686.00	(2,334.04)	16,110.00	15,758.04
Maintenance & Repairs								
5803 - Pest Control	0.00	259.00	(259.00)	0.00	517.00	(517.00)	3,100.00	3,100.00
5804 - Maintenance Supplies	601.18	666.00	(64.82)	1,133.00	1,333.00	(200.00)	8,000.00	6,867.00
5805 - Truck Maintenance & Fuel	98.99	250.00	(151.01)	433.99	500.00	(66.01)	3,000.00	2,566.01
5811 - Equipment Maint. Misc & Fuel	(594.28)	66.00	(660.28)	84.00	133.00	(49.00)	800.00	716.00
5900 - Building Maintenance	196.75	516.00	(319.25)	196.75	1,033.00	(836.25)	6,200.00	6,003.25
Total Maintenance & Repairs	302.64	1,757.00	(1,454.36)	1,847.74	3,516.00	(1,668.26)	21,100.00	19,252.26
Reserves and Miscellaneous								
6102 - Association Income Tax	600.00	0.00	600.00	600.00	0.00	600.00	0.00	(600.00)
6103 - Truck Taxes	0.00	79.00	(79.00)	0.00	158.00	(158.00)	950.00	950.00
6105 - Contribution To Reserves General	7,905.00	7,905.00	0.00	15,809.00	15,809.00	0.00	94,859.00	79,050.00
6120 - WF Loan # 75521651 Interest	3,762.74	0.00	3,762.74	7,546.81	0.00	7,546.81	0.00	(7,546.81)
Total Reserves and Miscellaneous	12,267.74	7,984.00	4,283.74	23,955.81	15,967.00	7,988.81	95,809.00	71,853.19
Total Meadow Hill, Inc. Expense	57,148.47	58,383.00	(1,234.53)	128,667.91	116,762.00	11,905.91	794,971.00	666,303.09
Total Meadow Hill, Inc. Income / (Loss)	10,255.53	7,866.00	2,389.53	58,565.84	15,734.00	42,831.84	0.00	(58,565.84)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc-Reserve

February 01, 2024 thru February 29, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (2 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Interest/Reserve Income								
4500 - Reserve Contributions	7,905.00	0.00	7,905.00	15,809.00	0.00	15,809.00	0.00	(15,809.00)
4502 - Interest Income Reserves	1,080.57	0.00	1,080.57	1,127.57	0.00	1,127.57	0.00	(1,127.57)
Total Interest/Reserve Income	8,985.57	0.00	8,985.57	16,936.57	0.00	16,936.57	0.00	(16,936.57)
Total Meadow Hill, Inc-Reserve Income	8,985.57	0.00	8,985.57	16,936.57	0.00	16,936.57	0.00	(16,936.57)
Total Meadow Hill, Inc-Reserve Income / (L	8,985.57	0.00	8,985.57	16,936.57	0.00	16,936.57	0.00	(16,936.57)
Total Association Net Income / (Loss)	19,241.10	7,866.00	11,375.10	75,502.41	15,734.00	59,768.41	0.00	(75,502.41)



PROJECT LIST

2024 Project List

<u>Freq</u>	<u>Year</u>	<u>DateBy</u>	<u>MAINTENANCE PROJECT LIST</u>
Annual	2024	15-Mar	Put out wooden benches
Annual	2024	30-Mar	Power Wash Tennis Courts
Special	2024	30-Mar	Paint unit numbers white for safety and higher visibility
Annual	2024	1-Apr	Open Tennis Courts
Annual	2024	15-Apr	Start AC Clubhouse and Hollister House
Annual	2024	15-Apr	Paint all safety stripes
Annual	2024	30-April	Inspect walkways
Annual	2024	30-April	Maintenance of Meadow Hill Trail
Annual	2024	15-May	Rototill, prepare Garden
Annual	2024	15-May	Order mulch and distribute
Special	2024.	22-May.	Painting the Pool
Annual	2024	31-May	Startup irrigation systems
Annual	2024	31-May	Close Greenhouse
Annual	2024	31-May	Inspect and support stone walls and public stairs
Annual	2024	31-May	Open Pool
Annual	2024	31-May	Add sand to horseshoe pits
Annual	2024	1-Jul	Jet Washing/Clean Sewer Line 100/102 HWS
Special	2024	31-Jul	Fence replacement in Maintenance/Barn area
Evry3	2024	31-Jul	Paint fence posts around stable and paddock.
Evry3	2024	31-Jul	Paint fence at main entrance to barn.
Evry5	2024	WhenSchd	Facilitate Painting Fire Hydrants -Schedule with MDC
Annual	2024	31-Aug	Power Wash one-third of buildings annually
Annual	2024	31-Aug	Consider crack filling for winter
Annual	2024	31-Aug	Maintenance of Meadow Hill Trail
Annual	2024	1-Oct	Close Pool
Annual	2024	15-Oct	Close irrigation systems
Annual	2024	15-Oct	Open Greenhouse
Annual	2024	31-Oct	Most Needed Roofs, Cleaning of Moss
Annual	2024	31-Oct	Close Tennis Courts
Annual	2024	31-Oct	Inspect Heat Tape
Annual	2024	31-Oct	Arrange Brush Hog Bottom Hill to Paddock Fence and Tree Line
Annual	2024	10-Nov	Clear Brush North and South Slopes
Annual	2024	15-Nov	Order road salt
Annual	2024	15-Nov	Take in wooden benches
Annual	2024	15-Dec	Annual inspection update database of High-Risk Maintenance Items
AsReq	2024	AsReq	Clean Gutters
AsReq	2024	AsReq	Supervise contracts and special projects
AsReq	2024	AsReq	Snow plowing and shoveling
AsReq	2024	AsReq	Plant and pull shrubs when requested by grounds committee

<u>Freq</u>	<u>Year</u>	<u>DateBy</u>	<u>MAINTENANCE PROJECT LIST</u>
AsReq	2024	AsReq	Repair/replace broken fence sections
AsReq	2024	AsReq	Repair concrete steps
AsReq	2024	AsReq	Minor repair to stone walls.
AsReq	2024	AsReq	Attend to pipe and roof leaks
Daily	2024	Daily	Set sprinkler hoses for north and south entrances
Daily	2024	Daily	Pick up any loose sticks around property
Daily	2024	Daily	Check pool ph 3 times daily
Daily	2024	Daily	Pick up any loose sticks around property
Daily	2024	Daily	Skim pool for leaves-check filters-check pool level
Daily	2024	Daily	Clean pool chairs and tables of bird droppings
Monthly	2024	Monthly	Setup Clubhouse for Executive Board meetings etc.
Semi_An	2024	Semi_An	Dump Runs (April and Oct), Announce in The Lark
Semi_An	2024	Semi_An	Change times, outside lights, daylight savings etc.
Semi_An	2024	Semi_An	Clean shuffleboard and horseshoe storage units
Weekly	2024	Weekly	Inspect mowing/blowing, weeding done by contractor
Weekly	2024	Weekly	Inspect property and report issues needing attention.
Weekly	2024	Weekly	Clean pool tables
Weekly	2024	Weekly	Replace toilet supplies, light bulbs, etc.

RECURRING PROJECTS FOR FUTURE YEARS			
Evry5-7	2024	30-Sep	Paint Barn
Evry5-7	2024	30-Sep	Paint faded garage doors
Ev\ry 3	2025	31-Jul	Paint brown lamp posts
Evry3	2025	20-Jul	Paint wrought iron railings within complex
Evry 1yr	2025	31-Jul	Power Wash Paddock Fence, both sides – inspect every yr, Power Wash a minimum of every 3 yrs
Evry5-7	2025	1-May	Paint lines on tennis courts
Evry5-7	2025	31-Aug	Paint exterior clubhouse
Evry5-7	2025	30-Sep	Arrange painting vent pipes on roofs
Evry3	2026	31-Jul	Paint Brown Lamp Posts
Evry5-7	2026	31-Oct	Paint utility doors, attic entrances, steps to pool and clubhouse
Evry5-7	2026	31-Oct	Paint sides and tops around garage doors
Evry5-7	2027	31-Jul	Paint Trash Container Doors



SERVICE REQUEST LOG

Dates: 03/14/2023 to 03/15/2024

Meadow Hill Incorporated Report

☒ Open



Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
147 Hollister Way North Glastonbury, CT 06033 147 Hollister Way North - Unit: 1 OWNER: Robyn Castano ACCOUNT ID: n/a	OPEN	Roofing / Flashing	Covert, Darien / null	617008	Hours: null Labor: Mats:	CREATED: 03/11/2024 1:20 PM Merritt, Danielle LAST UPDATED: 03/11/2024 1:22 PM Merritt, Danielle
	Note: flashing - The homeowner stated their is a piece of flashing that needs to be reattached. I asked for the location and she advised me Darien was aware..					
54 Hollister Way South Glastonbury, CT 06033 54 Hollister Way South - Unit: 1 OWNER: Odle, Maureen ACCOUNT ID: n/a	OPEN	Electrical / Light Timers	Covert, Darien / null	616879	Hours: null Labor: Mats:	CREATED: 03/11/2024 7:49 AM Odle, Maureen LAST UPDATED: 03/11/2024 9:09 AM Merritt, Danielle
	Note: Spot lights on units - I have flood lights on my unit (#54 Hollister Way South), there are also flood lights on my neighbors unit (#50 Hollister Way South). Our lights are turning on everyday at 3:30pm and staying on until 8:00am the next morning. Who controls these lights and where is the control located? The unit behind us (#14 Hollister Way South) also has flood lights but their lights don't come on until (7:00pm) in the evening and off by early morning (6:30am). The timing on our flood lights (units #54 and #50) need to be adjusted to the time that (unit #14) has. Please correct as soon as possible for my unit (#54) because the flood lights are on my electric bill. Thank you Maureen Odle.					
93 Hollister Way North Glastonbury, CT 06033 93 Hollister Way North - Unit: 1 OWNER: Reid, Timothy ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien / null	616505	Hours: null Labor: Mats:	CREATED: 03/08/2024 9:15 AM Reid, Timothy LAST UPDATED: 03/11/2024 9:09 AM Merritt, Danielle
	Note: Siding - There is a piece (maybe more) of missing vinyl siding at the top of our chimney - front side - that needs replacing. Thank you..					

174 Hollister Way South Glastonbury, CT 06033 174 Hollister Way South - Unit: 1 OWNER: Eileen Rothfarb ACCOUNT ID: n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien / null	615322	Hours: null Labor: Mats:	CREATED: 03/04/2024 11:34 AM Merritt, Danielle LAST UPDATED: 03/04/2024 11:37 AM Merritt, Danielle
	Note: Wilderness Clean up - Please remove the pinecones and brush behind and beside the unit.					
168 Hollister Way South Glastonbury, CT 06033 168 Hollister Way South - Unit: 1 OWNER: Susan Hutt ACCOUNT ID: n/a	OPEN	Plumbing / Spigot	Covert, Darien / null	614865	Hours: null Labor: Mats:	CREATED: 03/01/2024 10:06 AM Merritt, Danielle LAST UPDATED: 03/01/2024 10:10 AM Merritt, Danielle
	Note: Outdoor Spigot - Please repair the outdoor spigot- it is not working since last fall.					
COMMON AREA Not Specified	OPEN	Garage / Roof/Shingle	Covert, Darien / null	613788	Hours: null Labor: Mats:	CREATED: 02/26/2024 11:44 AM Merritt, Danielle LAST UPDATED: 02/26/2024 11:47 AM Merritt, Danielle
	Note: Downspout Repair - Please repair the downspout on garage 324 as it got pushed to the side from the snow plow .					
COMMON AREA Front of building. 191-193 Hollister Way N	OPEN	General / Lights	Covert, Darien / null	612291	Hours: null Labor: Mats:	CREATED: 02/19/2024 8:17 AM Liscomb, Constance LAST UPDATED: 02/20/2024 9:48 AM Merritt, Danielle
	Note: Motion detector lights - The two motion detectors flood lights in the front of our units 191-193 Hollister Way N are both burnt out Can you please have reply as soon as possible as it is quite dark in that area Thank you Connie and Vin Liscomb 191 Hollister Way N.					

182 Hollister Way South Glastonbury, CT 06033 182 Hollister Way South - Unit: 1 OWNER: Linda B. Fillion ACCOUNT ID: n/a	OPEN	Painting / Interior	Covert, Darien / null	610871	Hours: null Labor: Mats:	CREATED: 02/12/2024 9:44 AM Merritt, Danielle LAST UPDATED: 02/12/2024 9:48 AM Merritt, Danielle
	Note: Ceiling stain - Please paint ceiling that was damaged by upstairs water heater. Hallway between kitchen and living room .					
106 Hollister Way South Glastonbury, CT 06033 106 Hollister Way South - Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Task / N/A	Covert, Darien / null	610756	Hours: null Labor: Mats:	CREATED: 02/10/2024 3:41 PM Guild, Joann LAST UPDATED: 02/12/2024 8:32 AM Merritt, Danielle
	Note: Tree removal - Please cut down diseased mountain laurel .					
139 Hollister Way North Glastonbury, CT 06033 139 Hollister Way North - Unit: 1 OWNER: Tatiana Geist ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	608725	Hours: null Labor: Mats:	CREATED: 02/02/2024 1:32 PM Merritt, Danielle LAST UPDATED: 02/02/2024 1:35 PM Merritt, Danielle
	Note: Powerwash - Powerwash unit- homeowner would like to have the siding power washed they report mildew.					
COMMON AREA Not Specified	OPEN	Club House / N/A	Covert, Darien / null	608705	Hours: null Labor: Mats:	CREATED: 02/02/2024 1:22 PM Merritt, Danielle LAST UPDATED: 02/02/2024 1:25 PM Merritt, Danielle
	Note: Clubhouse Rental 3/23 - Tom Spada Rental 3/23 50 guests.					

139 Hollister Way North Glastonbury, CT 06033 139 Hollister Way North - Unit: 1 OWNER: Tatiana Geist ACCOUNT ID: n/a	OPEN	Roofing / N/A	Covert, Darien / null	608336	Hours: null Labor: Mats:	CREATED: 02/01/2024 12:15 PM Merritt, Danielle LAST UPDATED: 02/01/2024 12:17 PM Merritt, Danielle
	Note: Remove Moss - Please clean the roof of moss.					
203 Hollister Way North Glastonbury, CT 06033 203 Hollister Way North - Unit: 1 OWNER: Barbara Massy ACCOUNT ID: n/a	OPEN	Roofing / Repair	Covert, Darien / null	607969	Hours: null Labor: Mats:	CREATED: 01/31/2024 11:50 AM Merritt, Danielle LAST UPDATED: 01/31/2024 11:56 AM Merritt, Danielle
	Note: Evaluate Chimney Cap - Please evaluate and replace the chimney cap. They are also experiencing water dripping by the exhaust pipe Vent (Hot Water heater).					
106 Hollister Way South Glastonbury, CT 06033 106 Hollister Way South - Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Landscaping / N/A		606915	Hours: null Labor: Mats:	CREATED: 01/26/2024 8:41 AM Guild, Joann LAST UPDATED: 01/26/2024 8:50 AM Merritt, Danielle
	Note: Remove weeds - Would like disease and dead mountain laurel removed early spring. Did place a work order this fall. Need heavy trimming of 2 large bushes one being a yew leaving little room to walk around condo. The other very large holly hard to move by. Best to trim hollys just coming out of dormancy in spring. Thank you .					
112 Hollister Way South Glastonbury, CT 06033 112 Hollister Way South - Unit: 1 OWNER: Sandra O'Leary ACCOUNT ID: n/a	OPEN	Building Repair / N/A	Covert, Darien / null	604802	Hours: null Labor: Mats:	CREATED: 01/17/2024 1:41 PM Merritt, Danielle LAST UPDATED: 01/17/2024 1:43 PM Merritt, Danielle
	Note: Stucco Reface - The stucco on the back wall of the garages facing the rear yard at unit #112 and bordering Hollister Way South is chipping away and needs to be refaced Entered by Toni Dolan.					

94 Hollister Way South Glastonbury, CT 06033 94 Hollister Way South - Unit: 1 OWNER: Bailey, Jr., Thomas A. ACCOUNT ID: n/a	OPEN	Roofing / Flashing	Covert, Darien / null	604093	Hours: null Labor: Mats:	CREATED: 01/15/2024 8:51 AM Bailey, Jr., Thomas A. LAST UPDATED: 01/15/2024 10:00 AM Merritt, Danielle
	Note: Flashing destroyed. - Flashing on the upper roof eave of 94 Hollister Way South, facing northeast , was blown off and destroyed. Should be replaced..					
248 Hollister Way West Glastonbury, CT 06033 248 Hollister Way West - Unit: 1 OWNER: Fuda, James ACCOUNT ID: n/a	OPEN	Building Repair / N/A	Covert, Darien / null	598349	Hours: null Labor: Mats:	CREATED: 12/18/2023 12:58 PM Fuda, James LAST UPDATED: 01/04/2024 4:42 PM Merritt, Danielle
	Note: Siding repair - The siding on the south side of the unit is loose from the storm. Half of the siding is attached and half (about five feet) is flapping against the side. The damage is on the south side of the unit at the lower roof soffit above the Utility Closet..					
78 Hollister Way South Glastonbury, CT 06033 78 Hollister Way South - Unit: 1 OWNER: Deborah Selig ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien / null	598188	Hours: null Labor: Mats:	CREATED: 12/18/2023 10:34 AM Merritt, Danielle LAST UPDATED: 12/18/2023 10:38 AM Merritt, Danielle
	Note: Siding replacement - The siding on the unit has been blown off- please reattach the pieces of siding..					
142 Hollister Way South Glastonbury, CT 06033 142 Hollister Way South - Unit: 1 OWNER: Trela, Kim M. ACCOUNT ID: n/a	OPEN	Irrigation / Backflow	Covert, Darien / null	597261	Hours: null Labor: Mats:	CREATED: 12/13/2023 10:43 AM Trela, Kim M. LAST UPDATED: 01/04/2024 4:39 PM Merritt, Danielle
	Note: Drainage - Hi, The drain in front of units in building 142 &144 138 & 150 etc. often is so full you cannot get by. This should be put on future committee because it also freezes and is an ice rink in the winter. Since I frequently use the as a essential in/out of my home I fear of falling in winter and always have to use rainboots while raining. For an older person, delivery person, walkers this is a potential liability These are my future thoughts for the betterment of Meadow Hill. Please help especially with winter approaching. Thank you.					

227 Hollister Way North Glastonbury, CT 06033 227 Hollister Way North - Unit: 1 OWNER: Susan Wallace, Trustee ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien / null	592706	Hours: null Labor: Mats:	CREATED: 11/20/2023 12:04 PM Merritt, Danielle LAST UPDATED: 11/20/2023 12:06 PM Merritt, Danielle
	Note: Siding Replacement - A piece of siding replaced at the peak of my roof where it meets with my neighbor's unit (229) on the west side. It's located above our patios.					
179 Hollister Way North Glastonbury, CT 06033 179 Hollister Way North - Unit: 1 OWNER: Edward Litke ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	583058	Hours: null Labor: Mats:	CREATED: 10/09/2023 10:24 AM Merritt, Danielle LAST UPDATED: 10/09/2023 10:26 AM Merritt, Danielle
	Note: Power wash - Power wash east side of unit.					
254 Hollister Way West Glastonbury, CT 06033 254 Hollister Way West - Unit: 1 OWNER: Mary Ellen Linderman ACCOUNT ID: n/a	OPEN	General Repair / Fence Repair	Covert, Darien / null	568719	Hours: null Labor: Mats:	CREATED: 08/11/2023 8:10 AM Merritt, Danielle LAST UPDATED: 10/11/2023 11:06 AM Duncan, Sheila
	Note: Fence Repair - the red fence near that area is badly damaged. Please replaced.					
COMMON AREA Not Specified	OPEN	General / Roof/Shingle	Klaus Larsen LLC / Contact, Company	513974	Hours: null Labor: Mats:	CREATED: 12/20/2022 9:33 AM Merritt, Danielle LAST UPDATED: 05/26/2023 9:55 AM Merritt, Danielle
	Note: Repair Roof Leak - Please repair the barn roof - there is an active leak.					



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 3/11/2024

ACCOUNT NAME: West Farms Ridge Condominium Assoc

DATE OF SUBJECT BOARD MEETING: 02/15/2024

NEXT BOARD MEETING WILL BE HELD ON: 03/13/2024

Disposition:	Action Point:	Comments:
157903 Date: 1/30/2024 Type: Maintenance By: Kristin Davis Status: DONE	SCHEDULE WALK AROUND WITH NEW LOOK TO REVIEW ISSUES WITH THE DECK PROJECT	SCHEDULED WALK AROUND WITH BRIAN FROM NLPC ON 3/28/24
158429 Date: 2/16/2024 Type: Administrative By: Kristin Davis Status: DONE	RETRIEVE DRAFT ANNUAL MEETING MINUTES FROM SHEILA	RETRIEVED AND PROVIDED TO BOARD BY EMAIL
158431 Date: 2/16/2024 Type: Administrative By: Kristin Davis Status: DONE	CHECK ON SPECIAL ASSESMENT PAYMENTS, HOW MUCH HAS BEEN BILLED,PAID AND OUTSTANDING	REQUESTED DEATIL OF BILLING AND PAYMENTS THROUGH COLLEEN ON 3/1, REMINDER EMAIL 3/11.
158432 Date: 2/17/2024 Type: Administrative By: Kristin Davis Status: DONE	ARE THE ROOFS UNDER WARRANTY	ASPEN RIDGE ROOFS ARE NO LONGER UNDER WARRANTY, SOME ROOFS COMPETED BY FRANK CORRADO ARE STILL UNDER WARRANTY
158430 Date: 2/18/2024 Type: Administrative By: Kristin Davis Status: DONE	SEND EBLAST REGARDING BREAKING DOWN OF BOXES AND BULKY WASTE	EBLAST SENT
158427 Date: 3/1/2024 Type: Administrative By: Kristin Davis Status: DONE	CONTACT NLPC FOR WALK AROUND DATE WITH KRISTIN	WALK AROUND DATE WITH NE WLOOK SCHEDULED FOR 3/27/2024 FOR ASSESMENT AND REPAIRS
158428 Date: 3/1/2024 Type: Maintenance By: Kristin Davis Status: DONE	IDENTIFY DRAINAGE ISSUE BEHIND 230F AND GET OTHER OPINIONS OF REOLUTION	HAD TOP TIER CONSTRUCTION LOOK AT GUTTERS, QUOTE COMING FOR REPAIR. HAD FASARO LANDSCAPING ASSESS, THEY FEEL THERE IS A CRUSHED DRAIN PIPE, PROPOSED PUTTIG A CAMERA IN THE LINE TO ASSESS FOR BLOCKAGE OR CRUSHED LINE.

Number of Action Points on report:

7

MEADOW HILL - 2024

ANNUAL CALENDAR

Board of Directors Meets the Third Wednesday of the Month 1:30pm

January	Send letters to unit owners needing to address items identified in Annual Inspection (water heaters to be replaced, etc.)
February	Secure landscape contract Secure Fertilization Contract Secure pest control annual contract Maintenance to replace furnace filters Notify owners to sign up for Do Not Prune List
March	Finalize Landscape & Fertilization Contracts Finalize Do Not Prune List Notify unit owners and residents of fertilization schedule for year Inspect Roads, sidewalks, tennis courts, and fences for winter damage Complete maintenance inspections and update records Repair and replace fence sections and slats with winter damage Open tennis courts, consider patching cracks Put annual meeting notice in LARK for candidates
April	Landscape Season begins Order mulch for delivery by end of April Issue electrical usage reimbursement to owners with common element lighting Schedule service to startup irrigation system Seed bare spots of lawns Spring fertilization and pre-emergent weed control Semi- Annual Dump Run Publish semi-annual dump run in LARK
May	List of desired landscape projects and costs Put annual meeting notice in LARK for candidates Confirm date and time of annual meeting. Send required notice to owners. Notify owners of June trimming of shrubs Clean Gutters Clean Greenhouse Open Pool Rototill Garden Complete initial weeding, edging, and pre-emergent all beds Complete mulching all beds
June	Annual Meeting – Election (2 nd Tuesday) Check and verify unit owner database Have A/C at Clubhouse serviced Begin weekly weeding Complete 1 st trimming of plants and trees Survey trees and shrubs, recommend removal and major tree work

	Solicit bids for crack filling of roads and sidewalk repairs
July	Summer Projects
August	Begin seeding bare spots Complete agreed upon tree and shrub removal and major tree work
September	Schedule closing of irrigation system Publish semi-annual dump run in LARK Close Pool Order road salt Fall Fertilization
October	Manager drafts budget by October 15 – includes current year budget, projected year end and actual and proposed next year's budget Budget committee updates draft budget by November 5 Budget committee updates reserve plan to accompany budget Notify owners that the semi-annual shrubbery pruning will be done by 11/1 Semi-annual dump run Inspect and prepare greenhouse
November	Board adopts budget to be presented at Annual Budget Meeting Set date and snow date for Annual Budget Meeting Mail Annual Budget Meeting notice as required by statute Holiday bonus for staff reminder for LARK Close Tennis Courts Clean Gutters, inspect flat roofs Inspect Heat Tapes Install snow stakes along roadways Complete 2 nd trimming of plants and trees Complete Fall Cleanup by Nov 30
December	Annual Budget Meeting, usually second Tuesday Secure insurance for 1/1 Annual Inspections of High Risk Maintenance Items Personnel Reviews Sign engagement letter for annual audit Consider renewal of Great Meadows access agreement

COMMITTEE REPORTS

Long-Term Committee Meeting Minutes - 3/5/24

Attendees: Ed Litke, David Hogan, Frank Cisz, Tim Reid, Dana Kubzchka, Reg Wellington (Remote). Unable to attend- Dave Faxon, Toni Dolan.

- Trail maintenance was discussed, and two actions will occur. The Town will be approached for the removal of trees blocking access to the trails, and Darien will be contacted to clear the trail on Meadow Hill property. Ed and Tim will take the lead on this. Jim will provide Ed and Tim with a copy of the Trail Easement Plan.
- The Committee agreed after discussion the “Ad Hoc Committee” approach is a workable model to address the items we prioritize. The Trail Maintenance item is a good example of this approach.
- Hollister House – the Board is supportive of the plan to move forward but want an opinion from our CPA and Attorney on the Capital Gains Tax issue. The Board suggested moving the project forward to get before the Community to change the Declaration. Jim to refine the timeline.

The action items needed are:

- ✓ Letter explaining the project to the Community (Jim/Frank)
- ✓ Attorney to draft language for the Declaration changes to include in the packet to the Unit Owners (Scott Sandler)
- ✓ Imagineers to prepare the mailing including voting instructions and proxies. (Kristin Davis)

We will keep an aggressive schedule and hold a Special Unit Owner Meeting if necessary.

- Reviewed original list of LTC priorities and evaluated and assessed each for validity as key priorities to focus attention on.
 - ✓ Infrastructure remains one of the top priorities. The Reserves Study to be done in 2024 will be a foundational element of the study. The LTC will add an ad hoc committee for long-term financing as part of the approach.
 - ✓ Utility savings – explore ways to reduce utility costs. Water usage is a key area. We will rekindle the use of on-site wells for irrigation as one area. In addition, exploring with the MDC methods for

evaluating the piping system and unit owner's fixtures for leak detection and other water saving measures will be explored. Other ideas regarding utility savings were:

- Educating the community on leaks, drips, repairs etc.
 - Adherence to the Rules and Regulations of outside watering limits.
 - Utility audits by each unit owner. Suggested to the Board our amenities be audited.
- ✓ Roof replacement and a funding plan is necessary as we are approaching the first set of roofs approaching the 25-year mark for replacement.
 - ✓ Keep looking for revenue generating ideas.

Action: Jim to update the list and distribute to the LTC prior to the next meeting.

Next Meeting: April 2nd at 9:30 AM



CORRESPONDENCE

March 4, 2024

Dear Resident,

On behalf of the Meadow Hill Board of Directors, I am writing to inform you that the Annual Inspection of property-wide inspection for high-risk components was recently completed. The inspection included water heaters, which noted that the water heater in your unit is not in compliance with Section 7.11 of our Rules and Regulations.

According to the Meadow Hill Maintenance Standards listed in Section 7.11, all water heaters must be replaced every ten years. Upon inspection of your unit, it was determined that your water heater is beyond ten years old and needs to be replaced immediately.

If you have received this letter, *you must replace your water heater within 60 days of the **date of this letter***. Failure to do so may result in you being responsible for any damage caused by the failure of the existing water heater to your unit or those it harms in its deficiencies. The Meadow Hill Master Insurance Policy will not cover any damage caused to these units since your water heater is greater than allowed by our Rules and Regulations.

Please note that the following requirements must be met when installing a new water heater:

- The installer must be licensed and insured.
- The installer must obtain a permit from the Town of Glastonbury.
- The water heater must be installed with a pan beneath it.
- A shut-off valve sensor must be installed.

I understand that you might have some questions regarding this letter or **need to provide proof of replacement**. In that case, please email me directly at Kdavis@imagineersllc.com.

On Behalf of the Board of Directors,

Kristin A. Davis, Property Manager

Imagineers LLC

March 4, 2024

Dear Resident,

On behalf of the Meadow Hill Board of Directors, I am writing to inform you that the Annual Inspection of property-wide for high-risk components was recently completed. The inspection included washing machine hoses, which noted that the washing machine hoses in your unit do not comply with Section 7.11 of our Rules and Regulations.

According to the Meadow Hill Maintenance Standards in Section 7.11, all washing machine hoses must be metal-braided supply line hoses

If you received this letter, ***you must upgrade your washing machine hoses to metal braided supply line hoses.*** Please provide proof of this upgrade to the Board of Directors within 60 days of the date of this letter. You can provide proof by emailing me directly at Kdavis@imagineersllc.com.

Failure to upgrade the hoses may result in you being responsible for any damage caused to your unit by the failure of the existing hoses or those it harms in its deficiencies. The Meadow Hill Master Insurance Policy will not cover any damage caused if the component is not in compliance with our Rules and Regulations.

On Behalf of the Board of Directors,

Kristin A. Davis, Property Manager

Imagineers, LLC



NEW BUSINESS



OLD BUSINESS

Meadow Hill, Inc.
Glastonbury, CT 06033
March 2024

As members of our condominium community, we all share a vested interest in ensuring the safety, security, and financial well-being of our shared property. One critical aspect of safeguarding our investment and minimizing potential financial burdens is through the implementation of effective loss prevention strategies, which help keep insurance premiums down and also reduce the frequency and severity of claims. Also known as Risk Management, this process of implementing loss prevention strategies is designed to keep Meadow Hill insurable and hopefully, even attractive to insurance companies. By proactively addressing potential risks and hazards, we can collectively work towards maintaining a safe and secure environment for everyone.

Here are some key reasons why loss prevention should be a priority for all condominium unit owners:

1. **Cost Savings:** Implementing loss prevention measures can help mitigate the risk of incidents such as fires, water damage, or theft, ultimately reducing the frequency and severity of insurance claims. This, in turn, can lead to lower insurance premiums. Our insurance premiums at Meadow Hill have increased from \$90,000 in 2020 to \$176,000 in 2024. We must do everything we can to reduce claims at MH and try to reduce the insurance premiums or at least try to keep them from continued significant increases.

The executive board is considering increasing the master policy deductible from \$25,000 to \$50,000. This would save the association significantly each year, yet it would require all unit owners to increase their H06 dwelling coverage to \$50,000.

2. **Protection of Assets:** Our condominium represents a significant investment for each of us. By taking steps to prevent losses, we help protect the value of our property and ensure its long-term sustainability.
3. **Enhanced Safety and Security:** Prioritizing loss prevention contributes to the safety and well-being of everyone within the condominium community. By identifying and addressing potential hazards promptly, we create a safer environment for residents, guests, and visitors.
4. **Preservation of Reputation:** By actively promoting loss prevention efforts, we demonstrate our commitment to maintaining a high standard of living and preserving the reputation of our community as a desirable place to live.

Loss prevention is not only a prudent financial strategy but also a fundamental responsibility we share as condominium unit owners. By working together to identify, address, and mitigate potential risks, we can protect our investments, enhance safety and security, and foster a thriving community for years to come.

What have we done so far?

The single most important project that we completed was the aluminum wiring remediation program in 2023. Without having addressed the safety of the aluminum wiring at Meadow Hill, there is no doubt that we would have lost all insurability.

Additionally, we started our program to reduce losses at Meadow Hill by implementing the recently required inspection and documentation of our “High Risk Components and Conditions”, namely:

- Chimneys and Fireplaces
- Gas or Electric Fireplace Logs
- Smoke Detectors and Carbon Monoxide Detectors
- Water heaters
- Washing Machine Hoses and Valves
- Dryer Vents

It is the owner’s responsibility to maintain, repair, and replace each of these components as required according to the rules of Meadow Hill, Section 7.11.

What else is important?

- Unit Owners are responsible for maintenance, repair, and replacement of the air conditioners and compressors serving their unit as well as the furnace, and heating/cooling ducts. Any water damage resulting from lack of proper maintenance will be the unit owner’s responsibility.
- There can be no use of a barbecue grill or open fire on any Unit Owner enclosed or open porches within five (5) feet of building(s), door(s), window(s), or air intake(s). Propane cylinders must not be stored in the resident’s unit, enclosed porch, and/or garage. Grills should not be used under canopies as this represents a significant fire risk.
- Unit owners are responsible to maintain, repair, and replace patios, decks & deck stairs, balconies, and porches assigned to their units. An owner must also maintain, repair, and replace any walkways they or a previous owner installed. We have conducted a deck engineering survey. Unit owners that need to take action to repair, restore or replace their decks or patios will be notified by Meadow Hill. A report from Walter Brownsword, Board Director and Chair of the Maintenance Committee, will be presented to the board and unit owners at an upcoming board meeting.
- Units Left Vacant between November 1 and April 1 – must maintain heat at no less than 60 degrees F. Units vacant for an extended period of time must be properly winterized and the water shut off at the main. If you are in a two- or four-unit building, you might not have a water shut off valve in your unit. You might want to consider having a water shut off valve installed so that you can turn off your water during periods of absence.

What else can you do to help reduce risk at Meadow Hill?

- Notify maintenance if you notice any sidewalks, paths or parking lots where there is a risk of falling due to deterioration or potholes
- Report any areas that seem to collect high amounts of water after a storm
- Report gutters that are clogged with debris
- Report any lights that are out in parking lots
- Do not use frayed extension cords or overload any electrical outlets
- Repair any water leaks in your unit in a timely fashion.

What else should you do to protect yourself?

- Make sure your emergency contacts are up to date, either in Pitera or with a neighbor, so that if you need emergency help contacts are identified.
- Keep pictures and receipts for any work you had done to your unit to upgrade the interior. Should you ever have a major disaster in your unit, this will help the insurance company to identify “like kind and quality” for purposes of rebuilding.
- Make sure you have a H06 policy to protect you for dwelling coverage (up to \$25000 for dwelling coverage at the present time), your personal contents, loss assessment coverage for \$10,000, and “loss of use” coverage.
- In addition, if you rent out your unit, make sure your insurance covers you for “loss of income” and that your renter has coverage on their personal property and “loss of use”.

In the coming months, you will hear more about what the Insurance and Risk Management Committee (that was put in place by the board of directors) is doing to address “risk management” at Meadow Hill. We want to make sure we are doing everything we can to protect, improve or enhance our property as needed; to improve our insurability; to protect our personnel, and lastly, to ensure the strength of our future financial health. As an aging community (Meadow Hill is 50 years old), it is imperative that we stay on top of all maintenance items and quickly address any infrastructure issues that can lead to insurance losses.

Insurance and Risk Management Committee

T. Bailey

D. Wellington, Chair



Meadow Hill, Inc.

Unit Owners' Policy

The following has been compiled by Bouvier Insurance, the insurance agent for Meadow Hill, Inc. master insurance policy, as a guide to you, the individual unit owners, as to what the Association's Master Insurance Policy covers and what the agency suggests that you purchase for your own protection.

PROPERTY INSURANCE

A Condominium Package Policy issued to the Association is written on a "Replacement Cost" "Special Form" basis with a combined blanket limit of \$46,911,163. There is a \$25,000 deductible per occurrence, additional \$10,000 per unit ice damming deductible.

The Master Policy provides coverage on the Buildings and Common Property. This includes the finished sheetrock and flooring within your units as well as any permanent attachments (e.g. furnaces, stoves, kitchen cabinets, etc.). Essentially, the policy will restore the units back to their original construction and specifications, including any improvements made to the unit, using readily available materials of like kind and quality.

The master policy does not provide coverage for losses caused by lack of care or maintenance or those caused to happen over a period of time. This includes such causes of loss as frozen pipes due to failure to maintain heat and water seepage from wood rot or deteriorated foundations. During the winter months, be sure that your heat is maintained at all times.

Additional Exposures Not Covered - Because of the exclusions in the Condominium Package Policy, unit owners should obtain individual insurance to cover some or all of the following possible exposures (and any others which may be necessary to meet their individual requirements):

- Loss of or damage to household goods and other personal property of the unit owner, including jewelry, furs, etc.
- Costs associated with obtaining temporary housing should the unit become uninhabitable due to a covered loss (also called "Loss of Use" coverage)
- Personal liability of the unit owner
- Loss-related assessments levied by the association against unit owners. For example, the Association may seek to recover the master policy deductible from owners relating to a loss that occurred to common elements. This is called "Loss Assessment" coverage and is offered under a condo unit-owners policy
- Loss of rental value (in case of units used for rentals)
- Damage caused by flooding or seepage of water through foundation walls

It is suggested that unit owners purchase a Condominium Owners Policy (Form HO-6) in order to provide coverage on your personal property.





GENERAL LIABILITY

The following coverages apply to the property of the Association and also protect individual unit owners to the extent of the coverage provided.

Bodily Injury and Property Damage Liability

\$1,000,000 Combined Single Limit per Occurrence

\$2,000,000 General Aggregate

Products and Completed Operations Included in General Liability

\$1,000,000 Personal Injury and Advertising Injury

General Liability coverage is for injuries that are sustained on Common Property. However, if an individual should become injured inside a Unit, then the unit owner would be responsible. A Condominium Homeowners Policy (HO-6) provides coverage for personal liability exposures.

EXAMPLES OF COVERED LOSSES

The following are examples of the types of losses that are covered under the master policy as well as the extent of coverage provided:

Loss	Extent of Coverage
Fire destroys several units and common area hallways.	The common areas and units, including appliances, permanent fixtures, and any improvements or betterments would be rebuilt/replaced by the master policy subject to the association deductibles. Personal property of the unit owners would not be covered.
Pipes freeze in winter causing water damage to several units.	Same as above UNLESS heat was not maintained in the unit, in which case any damage to the unit in which heat was shut off is not covered. Coverage would exist for damage to adjacent units.
Someone slips and falls in the parking lot or other common area.	The master policy will provide coverage for the injured party as well as defense costs on behalf of the association. Note that injuries occurring INSIDE a unit are NOT covered under the master policy and are the responsibility of the owner of the unit in which the injury occurred.
Mold is discovered above a ceiling or inside a wall of a unit due to an ongoing leak that was never discovered.	No coverage is provided for damage due to lack of maintenance or as a result of an ongoing problem. In general, coverage is afforded for losses that are sudden and accidental, not for those that occur over a long period of time.

**These coverage recommendations are intended for owners that occupy their units only. If your unit is rented to others, please contact us so we can discuss your coverage options.*





Coverage Recommendations for Unit Owners of Meadow Hill, Inc.

All unit owners should carry an HO-6 (unit-owners) policy for a number of potential exposures that are not covered by the master policy.

Dwelling Coverage: Due to restrictions in coverage under the master policy, the Association declarations, and/or state regulations, the unit owner may be directly responsible for repairing damages to their unit. The “Dwelling” coverage portion of the unit owner policy would respond to this loss. As such, we recommend dwelling coverage limits of at least \$25,000 to address these situations.

Personal Contents: Your contents, such as furniture, electronics, and clothing, are also not covered by the master policy and should be insured personally. Minimum limits start at \$20,000 and can be increased.

Loss of Use: Should a covered loss occur that renders a unit uninhabitable, expenses associated with obtaining alternative housing are NOT covered by the master policy. Such expenses are covered by each unit owner’s HO-6 policy under the “Loss of Use” coverage.

Personal Liability: If a claim is made or suit filed because of bodily injury or property damage caused by an occurrence for which the insured is legally liable, this coverage will apply. Owners should obtain at least \$500,000 of Personal Liability coverage.

Loss Assessment: Covers loss-related assessments levied by the association against unit owners. For example, the Association may seek to recover the master policy deductible from owners relating to a covered loss that occurred to common elements. We recommend carrying a limit of at least \$10,000 which may be increased based on your individual coverage needs.

Water and Sewer Back-up: This covers losses due to back-up of sewer and water pipes that lead from the street into your unit. This is not automatically part of your unit owner policy and must be added. We recommend a limit of at least \$10,000.

To receive a no obligation HO-6 quote, please visit our website www.binsurance.com or call our office at 860-232-4491.

