MEADOW HILL, INC.
AGENDA
for
EXECUTIVE BOARD PLANNING COMMITTEE MEETING

Wednesday, April 3, 2024
10:00 am to Noon

HYBRID MEETING - In-person Meeting at the Clubhouse or via ZOOM

Join Zoom Meeting

https://us02web.zoom.us/j/87812537576?pwd=cjZIdUd0Tk9XYzBOU0xCTHQ2YU5hQT09

Meeting ID: 878 1253 7576

Passcode: 108830

Background and Purpose
The Executive Board is adding a meeting to plan and discuss topics regarding the operation and functioning of Meadow Hill. The planning meeting allows 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 actions will be voted on or taken at this meeting. Discussion is limited to Agenda items** and time permitting.*

Agenda items for discussion:

1. Discuss priorities and timeline. Develop a Board Action List for inclusion in the Board Packet
   a. Risk Management – Unit owner letter and Bouvier information presentation.
   b. Risk Management – increase the deductible to $50,000 in Master Association Policy
   c. Maintenance – Dryer Vent program and selection of vendor
   d. Maintenance – Reserve Study proposal review and selection
   e. Communication – discuss the Facebook proposal.
   f. Communications – implementing e-mail system and other tiers of communication.
   g. Budget – identify key dates and milestones, including Annual Budget Meeting (Dec)
   h. Nominating – identify key dates and milestones, including Annual Meeting (June)
   i. Update MH Documents, Rules, Declarations, and By-laws - timeline and ownership.
   j. Records Retention - HH documents and documents at Imagineers - develop a plan & a timeline
2. Open Items:
   a. Wiring Project Closeout -Finalize, reamortize the loan, allow expenses, reduce special assessments, final project costs, etc. Report for April Board Packet.
   b. Hollister House – update from Attorney Sandler and schedule recommendation.
   c. Risk Management
      i. Update from Risk Management Committee
      ii. Discuss progress reports.
      iii. Insurance Presentation by Bouvier – schedule

3. Open Forum
4. Adjourn

END OF AGENDA

Items for future or ongoing discussions:
- Insurance
    - Risk Management - process to reduce claims, decrease losses, and potentially change deductible. (March agenda)
    - Scope of coverage of health insurance options and insurance options
    - Insurance workshop by Bouvier and Attorney Scott Sandler (March agenda)
- Documentation and Communication
    - Document management process; electronic filing options; develop multi-tiered communication to reduce costs and paper consumption
    - Potential handbooks/ documentation of processes
    - How to manage & organize content in Pilera
    - Security of meadowhill.net website
    - Monthly board meetings agenda, how to provide input
    - Executive Meetings attendance by Zoom
    - Status of Centralized Filing (Brenda)
    - Use of Facebook Meadow Hill Group
- Capital / Finance Committee.
    - Develop a long-term finance plan.
    - Includes reserve study (oversight by Long-term Committee) (March agenda)
- Maintenance Committee
    - Approach to develop preferred pricing for Meadow Hill Unit owners (March agenda)
    - Decks and repairs and approach
- Update rules correct errors and consider new changes, i.e., live Christmas trees.
    - Discuss consistent enforcement of rules.
    - Discuss implementation of site reviews and documentation/enforcement of violations.
    - Educational brochure for Unit Owners and Real Estate brokers (in process)
    - Ad hoc group on Gas Grilles
- Identify additional Meadow Hill talent and volunteers to work on these projects.
    - Define the role and interaction of the Board.
    - Identify for each Board Member an initiative they can oversee
- Report and final reconciliation of the Wiring Project (March agenda)
- Board of Director Items
    - Information and discussion on Corporate Transparency Act - input from Scott Sandler at a future date, attendance at CAI-CT seminar
    - Board member education and budget
    - Board communications and protocol (Kristin/Jim)(started and in process)