

# MEADOW HILL, INC.

## AGENDA for EXECUTIVE BOARD PLANNING COMMITTEE MEETING

Wednesday, July 2, 2025  
10:00 am to Noon

Hybrid Meeting Zoom Info

<https://us02web.zoom.us/j/87812537576?pwd=cjZldUd0Tk9XYzBOU0xCTHQ2YU5h09>

Meeting ID 87812537576 Password 108830

All meetings are open to Meadow Hill unit owners and residents.

### **Background and Purpose of Planning Committee Meetings**

The Executive Board Planning Meeting will provide a forum for the Board to discuss the operation and functioning of Meadow Hill. It will allow 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, as it is an open meeting in accordance with our bylaws. No actions will be voted on or taken at this meeting. Discussion is limited to agenda items, time permitting.***

### **10:00 AM Open Session**

#### **Agenda items for review and discussion:**

1. Phase 2 Rules – final review and discussion on update from Rules Committee
2. Infrastructure
  - a. Fire Hydrant replacement – discuss the replacement of three hydrants
  - b. Proposed Wall/Ramps at Parking Lot K
  - c. Proposal to paint the perimeter fence
3. AED project report
4. Traffic Safety Measures – HWS and HWW intersection, other areas, Ad hoc Committee volunteers
5. Mosquito update from the town environmental planner
6. Contract Procurement Guidelines and preferred vendors

### **11:30 Open Session – resident comments**

### **Adjourn**

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### FUTURE AGENDA TOPICS - Items for future or ongoing discussions with targeted dates:

- Board of Director Items
  - 2025 Policy on lighting reimbursements (pending receipt of plan from Maintenance Committee) (September )
  - Hollister House Capital Gains mailing to Unit Owners (before 12/31/2025)
  - Update the Employee Handbook, Performance Plan, assessment criteria, including Employee Review forms, approach, and compensation pay scales (July 2025).
  - Real Estate Transfer fees
  - Discuss a potential Meadow Hill Endowment program.
- Amenities
  - Status of research and community survey/input
  - Status of Semi-Annual Condition Survey by the Committee
- Insurance
  - Risk Management - process to reduce claims, decrease losses, etc.
  - Status of Loss Claims and approach to improve
  - Pursue insurance proposals to provide horse coverage
  - ~~MDC Maintenance Contract – review and evaluate (DONE)~~
- Declaration, By-Laws, and Rules and Regulations Update
  - Rules and Regs Educational brochure for Unit Owners/ Real Estate brokers
  - Rules enforcement – approach and process
  - Confirm and document the Clubhouse Rental Process (see Rules)
  - Complete Phase 2 Rule changes (in process) (July 2025)
- Documentation and Communication
  - Archive / Records Retention - develop a plan and timeline
  - Community Emergency Broadcasting System - Do We Need It?
  - ~~Meadow Hill Directory – Online access and posting – discuss feasibility, security, and legalities. (Not required DONE)~~
  - Use of ZOOM by Committees – requires an increase in the current license
- Finance Committee
  - Reserve replacement plan and priorities (August 2025)
  - Review and discuss projects with the Board for 2025 and 2026 (August 2025)
- Long-Term Committee
  - Xeriscaping collaboration with Grounds Committee (10 year plan)
  - Pursuing community improvements and financial benefits
- Maintenance Committee
  - Develop an approach for Water Shutoffs (August 2025)
  - Develop a lighting plan for walkways – motion detectors and dusk to dawn (August 2025)
  - Define areas for railings
  - ~~Update of Tree inventory (June 2025 (Darien) (DONE)~~
  - Update wall survey (October 2025)