



MEADOW HILL
BOARD PACKET
April 17, 2024



**MEADOW HILL, INC.
EXECUTIVE BOARD MEETING
AGENDA
April 17, 2024 – 10:00 AM**

Note change to a morning meeting with the Open Session starting at 10 AM

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

9:00 AM EXECUTIVE SESSION MEETING – BOARD ONLY

1. Executive Session – 9:00 AM - 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

10:00 AM OPEN SESSION (New time)

- 1) Roll Call
- 2) Presidents Welcome and Remarks
- 3) Hearings Scheduled - None
- 4) Minutes
 - i) March 20, 2024 Minutes - approved.
 - ii) April 3, 2024 Planning Minutes – approved.
- 5) Financial Reports (Treasurer)
- 6) Maintenance Superintendent Reports
 - (1) Superintendent Report/Maintenance & Work Order Review
 - (2) Project List
 - (3) Work Orders requested/completed last month.
- 7) Manager's Report
 - (1) Calendar Review
 - (2) Correspondence
- 8) Committee Reports
 - Grounds Committee
 - Tree Committee



- Communications Committee
 - Welcome Committee
 - Maintenance Committee
 - Social Committee
 - Risk Management
 - Long-Term Planning Committee
 - Legislative
- 9) Open Forum – Owners may provide input, commentary, and ask questions (Floor is Open)
- 10) Business Pending - updates.
- a) Risk Management and Insurance items:
 - i) Consideration of increasing the deductible of the Master Association Policy to \$50,000 – update from Risk Management and Board decision
 - ii) Distribution of Unit Owner Information letter – Board action
 - iii) Confirm the date for the Bouvier Presentation
 - iv) Discussion on MH Household Hazardous Waste Collection – Board action.
 - b) Aluminum Wiring – Project close report and approve the distribution of the letter to the Unit Owners – Board action.
 - c) Garden – discuss opening or deferral for a year – Board action.
 - d) Rules – report implementation of approvals in a four-foot area
 - e) Resale Packets – adding Insurance information packet –discuss and decide.
- 11) New Business
- a) Unit #112 Garage Insurance Claim – Imagineers report on the subrogation and attorney costs
 - b) Discuss the proposal for using Facebook as a communication tool– Board action.
 - c) Discuss the e-mail distribution system.
 - d) Dryer Vent Cleaning – timeframe, approach, and contractor selection
 - e) Reserve Study – timeframe and contractor selection.
 - f) Set Annual Meeting Dates – Annual Election (June 13th), Annual Budget (December 10th)
 - g) Set schedule for Spring site walk and observations for rule compliance – Board action.
 - h) Other new business to discuss/vote.
 - i) Variance Request -Unit #217 replacement sliders and windows – Board action
 - ii) Items from Executive Session requiring a vote – Board action.
- 12) Adjournment



MINUTES

Meadow Hill Inc.

Minutes of the Executive Board Meeting

March 20, 2024

Open Session

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

II. Roll Call – Present: Jim Fuda, Brenda Berk, Walter Brownsword, Paul Jenkins. Deb Wellington attended remotely. Donna Whalen and Ron King were unable to attend. A quorum was met with five members in attendance.

III. President's Remarks—The Executive Session will be held at the end of the Open Session. The board will establish a timeline and priority for projects under discussion, trying to be sensitive to the community's financial impacts while investing in areas that must be maintained for the property's upkeep and offsetting risks and insurance exposure from claims.

IV. Minutes—The minutes of the February 2024 Board Meeting and the March 6th Planning Meeting were voted on and approved via email. The minutes are posted on the Pitera and Meadow Hill websites, e-blasted to the community, and included in the Board Packet.

V. Financial Report – Brenda Berk-, Treasurer, reported income of \$65,489 accrued for the month, and CAI rental income of \$695 for January was included in the February payment. Other income comprises miscellaneous fees in the amount of \$375 and Clubhouse rental of \$150. Key Bank CD interest of \$1,080.57 was booked to reserve income. Last month's late entries were booked in February, and TD revenue and expenses are on target, with no unusual items to report. **VI. Manager's Report**—Kristin Davis of Imagineers reported that the Town of Glastonbury is scheduled to paint hydrants and flush the water mains system on June 1st. She announced that Danielle Merritt is on maternity leave until June 12th. An announcement will be sent out. The Activity List dated 03/20/3024 is attached to these minutes.

VII. Maintenance Report—Darien reported that the work on the garage door insurance claim is complete, as is Unit 217's garage damage. Both were at no cost to Meadow Hill, as the Unit Owners' insurance covered the repairs. Clubhouse LED lights were installed on the upper level, and the lights were replaced in the lower-level meeting room. The High-Risk Annual Inspection was completed. Coil stock is being ordered as repairs for wind damage siding have depleted stock.

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. The committee will be testing four alternatives to experiment with sustainable turf grasses. Walter Brownsword requested the committee look at slope treatments to establish vegetation and reduce erosion. The committee will investigate.
- **Trees**—Gene Flynn reported that tree removal in the Paddock area, approved by the Board, will begin once the area is dry and safe to work in. His committee is scheduled to walk the area and update the tree condition report.

- **Communication /Welcome**—The Board is reviewing the committee’s proposal to use Facebook as a communication tool. Sue Field is scheduled to greet one new resident.
- **Maintenance**—Walter Brownsword reported that a walkway assessment was prepared, and Darien will solicit a proposal for the Board’s consideration. AD Masonry will provide a proposal for repairing a wall section near Unit #142. Damage to the fence in the paddock area will require estimating the cost of repair and identifying the funds to fix the damage.
- **Long-Term Planning**—Jim Fuda identified the sale of the Hollister House as the LTC’s key priority. The LTC report in the board packet provides further details of other activities and priorities under discussion.
- **Risk Management Committee**— Deb Wellington stated that a letter regarding insurance and risk management will be distributed among the community once the Board approves. Phase II of the Risk Management plan will include the development of a Risk Management Control Book. Further details regarding this will be shared in the future. Additionally, Bouvier's educational presentation on insurance will be scheduled for the community in the near future.

IX. Open Forum

Toni Dolan of Unit #10 suggested reminding residents about the four-foot area requirements. The Board agreed and will send a notice to all residents.

X. Old Business

- Increase of owner deductible-pending-more information before any decisions are made.
- Aluminum Wiring Project Update – input from Dan Levine, CPA received and under review by the Board
- Hollister House Update – working on a packet for unit owners to consider changes to the Declaration to approve the project.
- Imagineer’s contract – waiting for a final document for signature.

XI. New Business

- High Maintenance Items – letters were sent out to units that were not in compliance. 70% of units are in compliance.
- Dryer Vent Proposal review – four received. Approach and timing are to be discussed by the Board.
- Reserve Study status of proposals/selection process – in progress.

XII. Votes

A motion to close out the wiring project and finalize Meadow Hill financing with Windsor Federal was made by Brenda Berk, Treasurer. The motion was amended by Deb Wellington and seconded by Walter Brownsword to amortize the loan to a not-to-exceed principal of \$230,000 using approximately \$397,000 of funds collected for the wiring project. The vote was unanimously approved. (5 yes-0 No)

XIII. Adjournment—Paul Jenkins motioned to adjourn, seconded by Deb Wellington, and unanimously approved (5 yes, 0 no).

Time of Adjournment: 2:33 PM

Minutes Submitted by: Jim Fuda, Temporary Secretary

Meadow Hill, Inc.
Glastonbury, CT 06033

Executive Board Planning Committee
Meeting Minutes
Wednesday, April 3, 2024

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 bylaws. Consistent with state statutes and Meadow Hill bylaws, no action votes were taken at this meeting. The Board discussion was limited to posted Agenda items.

At 10:00 AM, Jim Fuda called the meeting to order.

Present: Jim Fuda, Ron King, Brenda Berk, Paul Jenkins, Walter Brownsword. Deb Wellington attended remotely. Donna Whalen was out of town and unable to attend.

Agenda Items

1. Discussion of priorities and timelines

- a. Maintenance – The Board will review the dryer vent proposals and discuss which contractor to select and how to proceed. Two approaches have been considered: 1) the Association will manage the contract and bill the unit owners, or 2) the Unit Owners will be responsible for contacting the selected contractor and paying the Contractor directly. Both options will allow unit owners to opt-out if they prefer to handle the dryer vent cleaning by themselves, as long as it's done and documented within the period determined by the Board. Additionally, the Board will explore ways to save costs from our budget to fund the dryer vent program. The April meeting is the target date for determining the schedule to select the contractor and the approach.

- b. Insurance – The Risk Management Committee is working on two key documents – a letter to the Meadow Hill community explaining Risk Management and insurance and a Risk Management Control document outlining procedures and approaches to elements that impact risk. Draft documents have been circulated to the board, and comments have been requested.

In addition, the discussion continued increasing the deductible on the Association Master Policy to \$50,000. The timing and the cost savings could be discussed with Bouvier and reported at the April Board meeting. The Board targeted action for the April meeting.

The suggestion for a Meadow Hill Household Hazardous Waste Day collection concurrent with the Town of Glastonbury collection days was discussed. There was no consensus on the suggestion, and the discussion will continue after additional research is completed.

- c. Communication—The Board discussed various topics regarding communication.
- i. The Facebook proposal from the Communications Committee was seen as a tool to aid communication. The Board will make a final decision at the April Board meeting.
 - ii. E-mail system: We will test existing e-mail addresses and seek permission to use them for communication other than mailings required by our by-laws.
 - iii. Hard copies—Provide and distribute them to those without e-mail or requesting hard copies. Use volunteers to distribute them.
 - iv. E-blasts – continue to use e-blasts through Pitera as the foundational element of communications.

Meadow Hill, Inc.
Glastonbury, CT 06033

- v. Text alert system – still needs to be explored for emergency notification—future item.
 - d. Budget—Brenda reported that the schedule for the budget process will start in August, with a draft budget sent to the board by the November board meeting. The Annual Budget Meeting will be in early December, and the Board will determine the exact date.
 - e. Nominations – Ron King reported that notices for the Annual Meeting will be sent out on April 19th. The Annual Meeting will be held on June 13th, and Nominations for Board candidates are due May 10th. Four candidates have committed to date - Jim Fuda, Paul Jenkins, Tim Reid, and Deb Wellington.
 - f. Update of MH Documents—The Board will defer reviewing and updating the Declaration, By-Laws, and Rules until later in the year.
 - g. Records Retention—Brenda has started reviewing Meadow Hill records to begin the archiving process. Imagineers is compiling a list of MH records they are storing on behalf of Meadow Hill at their office in Hartford. The Board will follow the record retention guidelines from CIAO, which are defined by state statutes.
 - h. Change in the Association Master Policy – Deb Wellington has agreed to contact Bouvier to discuss the questions raised by the Board regarding the timing of increasing the deductible to \$50,000. The Board will decide on this matter during their April meeting, pending the receipt of responses from Bouvier.
- 2. Open Items**
- a. Hollister House—Documents are being prepared for submission to the Unit Owners for a change to the Declaration and approval of Development Rights for the unit owners’ approval of the sale of the Hollister House.
 - b. Wiring Project Closeout -The loan has been re-amortized to a principal of \$227,000 using \$371,000 of special assessment funds collected. The board will finalize and close the Project at the April board meeting.
- 3. Open Forum**
- Residents were given this time to express their concerns/suggestions.
- a. Reminder for the April 25th event on Elder Fraud by the GPD. Eblast in the works.
 - b. Wiring questions from past meetings. Response: This will be addressed at the April meeting.
 - c. Can calendar invites for meetings be sent to residents? Response: The Board will evaluate.
 - d. Confirmed the items on finances are to restore and replenish our reserves.
 - e. Feedback on communications was offered, and a handout was provided to the board. (The handout provided will be added to the Board packet).

Adjournment: Walter Brownsword moved to adjourn, seconded by Ron King, and unanimously approved by the Board in attendance (6-0). Meeting adjourned at 11:26 AM

Minutes submitted: Jim Fuda
Approval: Unanimous of attendees (6-0)
Date of approval: April 09,2024

Next Meetings: Planning Committee – April 3rd, Executive Board Meeting – April 17th. Both meetings start at 10 AM

Minutes Approved by e-mail (February 22nd to March 19th, 2024)

- 03/18/2024 – Unanimous approval of a variance for installation of gas fireplace log for Unit #167. The motion to approve the Variance request was made by Ron King and seconded by Jim Fuda. Vote: 6- Yes, 0-No; Paul Jenkins abstained from voting.
- 03/10/2024 – Unanimous approval of the March 6, 2024, Planning Meeting Minutes. The motion to approve was made by Brenda Berk and seconded by Ron King. Vote: 7-Yes, 0-No.
- 03/07/2024—The Tree Committee's proposal for removing trees in the paddock was unanimously approved, subject to confirmation that the staff is using appropriate safety equipment per QSHA guidelines. The motion to approve was made to Deb Wellington and seconded by Brenda Berk, Vote: 7-Yes, 0-No.
- 02/28/2024 – Unanimous approval of the 02/21/2024 Executive Board Meeting. The motion to approve was by Brenda Berk and seconded by Paul Jenkins, Vote: 7-Yes, 0_No.

Executive Session

The Executive Session convened at 2:45 PM. Board Members present: Jim Fuda, Brenda Berk, Walter Brownsword, Paul Jenkins. Deb Wellington attended remotely. Kristin Davis of Imagineers was in attendance, along with Attorney Scott Sandler of Sandler & Hansen. CPA Dane Levine of Tomasetti, Kulas, & Company also attended remotely. The meeting adjourned at 4:15 PM.

Attachment: Activity Report dated 3/20/2024



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of March 31, 2024

	<u>Balance Mar 31, 2024</u>	<u>Balance Feb 29, 2024</u>	<u>Change</u>
<u>Assets</u>			
Operating Cash			
1103 - Webster Debit Checking	1,103.26	1,210.21	(106.95)
1105 - Key Bank - Checking	1,161.55	1,161.55	0.00
1140 - Operating Checking - Pacific Premier Bk	18,377.94	155.28	18,222.66
1142 - Windsor Federal Bank	20,020.00	20,020.00	0.00
1146 - PPB Segregated: SA Wire (Loan) 2023	0.00	397,442.48	(397,442.48)
1149 - PPB Segr: Ins.Claim DOL 11/29/23 Vehicle	2,652.02	2,652.02	0.00
1170 - Segregated Funds - Insurance/Loan	3,670.00	20,000.00	(16,330.00)
Total Operating Cash	46,984.77	442,641.54	(395,656.77)
Money Market			
1303 - Key Bank Money Market	37,278.49	37,246.84	31.65
1340 - Money Market - Pacific Premier Bank	121,699.46	92,346.32	29,353.14
Total Money Market	158,977.95	129,593.16	29,384.79
Certificates of Deposit			
1401 - Key Bank CD	125,422.29	124,937.07	485.22
Total Certificates of Deposit	125,422.29	124,937.07	485.22
Accounts Receivable			
1600 - Accounts receivable	6,825.78	31,555.17	(24,729.39)
1602 - A/R Long-Term Special Assessment	533,397.16	537,400.56	(4,003.40)
1604 - Accounts Receivable Reserves	168,836.03	172,836.03	(4,000.00)
1605 - Reserve Recievable - WindsorFed Ln Payof	156,687.23	156,172.51	514.72
1609 - Other Receivable	1,600.00	1,600.00	0.00
Total Accounts Receivable	867,346.20	899,564.27	(32,218.07)

Balance Sheet Report

Meadow Hill, Inc.

As of March 31, 2024

	<u>Balance Mar 31, 2024</u>	<u>Balance Feb 29, 2024</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1701 - Prepaid Insurance	133,005.00	148,246.00	(15,241.00)
Total Prepaid Expenses	133,005.00	148,246.00	(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	1,340,223.31	1,753,469.14	(413,245.83)
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	123,922.66	99,669.73	24,252.93
2101 - Insurance payable	79,522.03	111,339.69	(31,817.66)
2103 - Due to Reserves	75,898.75	75,898.75	0.00
2200 - Unit Owner Fees Received in Advance	16,214.71	19,014.13	(2,799.42)
2203 - Deferred Insurance Claim Income	2,652.02	2,652.02	0.00
2302 - Accrued Expenses	18,070.00	18,506.95	(436.95)
Total Current Payables	316,280.17	327,081.27	(10,801.10)
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 March 31, 2024

	<u>Balance Mar 31, 2024</u>	<u>Balance Feb 29, 2024</u>	<u>Change</u>
<u>Liabilities</u>			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	247,947.72	629,233.25	(381,285.53)
Total Long Term Payables	247,947.72	629,233.25	(381,285.53)
Reserve for Future Major Repairs & Repl			
2500 - Contract Liability	377,532.80	377,532.80	0.00
Total Reserve for Future Major Repairs & Repl	377,532.80	377,532.80	0.00
Total Liabilities	1,422,056.04	1,814,142.67	(392,086.63)
<u>Owners' Equity</u>			
Members Equity			
3100 - Members Equity	(100,780.11)	(100,780.11)	0.00
Total Members Equity	(100,780.11)	(100,780.11)	0.00
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	(35,395.83)	(35,395.83)	0.00
Total Owners' Equity	(136,175.94)	(136,175.94)	0.00
Net Income / (Loss)	54,343.21	75,502.41	(21,159.20)
Total Liabilities and Equity	1,340,223.31	1,753,469.14	(413,245.83)

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc.

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Association Fee Income								
4100 - Association Fee Income	65,489.00	65,525.00	(36.00)	196,467.00	196,575.00	(108.00)	786,301.00	589,834.00
4405 - CAI Rental	695.00	348.00	347.00	2,085.00	1,043.00	1,042.00	4,170.00	2,085.00
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	66,184.00	65,873.00	311.00	232,662.75	197,618.00	35,044.75	790,471.00	557,808.25
Special Assessment Income								
4201 - Special Assessment Loan 2023	4,799.55	0.00	4,799.55	4,799.55	0.00	4,799.55	0.00	(4,799.55)
Total Special Assessment Income	4,799.55	0.00	4,799.55	4,799.55	0.00	4,799.55	0.00	(4,799.55)
Income Charged by Unit								
4300 - Late fee income	177.00	83.00	94.00	377.00	250.00	127.00	1,000.00	623.00
4301 - Miscellaneous income	(25,055.00)	0.00	(25,055.00)	(4,905.00)	0.00	(4,905.00)	0.00	4,905.00
4305 - Insufficient funds fee	25.00	0.00	25.00	50.00	0.00	50.00	0.00	(50.00)
4306 - Statement fee income	(30.00)	0.00	(30.00)	50.00	0.00	50.00	0.00	(50.00)
Total Income Charged by Unit	(24,883.00)	83.00	(24,966.00)	(4,428.00)	250.00	(4,678.00)	1,000.00	5,428.00
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	0.00	83.00	(83.00)	300.00	250.00	50.00	1,000.00	700.00
4406 - Social Fund Income	0.00	208.00	(208.00)	0.00	625.00	(625.00)	2,500.00	2,500.00
Total Other Income Assoc Level	0.00	291.00	(291.00)	300.00	875.00	(575.00)	3,500.00	3,200.00
Total Meadow Hill, Inc. Income	46,100.55	66,247.00	(20,146.45)	233,334.30	198,743.00	34,591.30	794,971.00	561,636.70
<u>Expense</u>								
Professional Fees								
5100 - Management Fee	2,861.13	2,975.00	(113.87)	8,581.39	8,925.00	(343.61)	35,700.00	27,118.61
5101 - Legal Fees	552.50	417.00	135.50	1,233.00	1,250.00	(17.00)	5,000.00	3,767.00
5102 - Accounting Fees	400.00	0.00	400.00	400.00	0.00	400.00	5,000.00	4,600.00
Total Professional Fees	3,813.63	3,392.00	421.63	10,214.39	10,175.00	39.39	45,700.00	35,485.61

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc.

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Utilities								
5200 - Electricity	836.36	2,208.00	(1,371.64)	4,713.17	6,625.00	(1,911.83)	26,500.00	21,786.83
5205 - Gas	1,813.33	1,167.00	646.33	5,434.49	3,500.00	1,934.49	14,000.00	8,565.51
5206 - Water	2,236.45	3,250.00	(1,013.55)	6,484.46	9,750.00	(3,265.54)	39,000.00	32,515.54
5207 - Sewer	1,725.00	1,875.00	(150.00)	5,060.00	5,625.00	(565.00)	22,500.00	17,440.00
5210 - Trash Removal	2,847.94	2,833.00	14.94	8,538.20	8,500.00	38.20	34,000.00	25,461.80
5211 - Telephone	324.55	433.00	(108.45)	1,018.05	1,300.00	(281.95)	5,200.00	4,181.95
Total Utilities	9,783.63	11,766.00	(1,982.37)	31,248.37	35,300.00	(4,051.63)	141,200.00	109,951.63
Administrative								
5308 - Miscellaneous Admin	491.62	333.00	158.62	788.54	1,000.00	(211.46)	4,000.00	3,211.46
5313 - Communications - LARK	0.00	71.00	(71.00)	0.00	213.00	(213.00)	850.00	850.00
Total Administrative	491.62	404.00	87.62	788.54	1,213.00	(424.46)	4,850.00	4,061.46
Insurance								
5400 - Master Insurance Policy	14,675.00	14,500.00	175.00	44,025.00	43,500.00	525.00	174,000.00	129,975.00
5401 - Worker's Compensation	362.00	783.00	(421.00)	1,086.00	2,350.00	(1,264.00)	9,400.00	8,314.00
5403 - Health Insurance	2,136.25	1,855.00	281.25	6,284.98	5,566.00	718.98	22,265.00	15,980.02
5407 - Insurance Loss Expense	5,694.41	0.00	5,694.41	5,694.41	0.00	5,694.41	0.00	(5,694.41)
5409 - Automobile Insurance	204.00	230.00	(26.00)	612.00	688.00	(76.00)	2,750.00	2,138.00
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	23,071.66	17,368.00	5,703.66	66,813.14	52,104.00	14,709.14	208,415.00	141,601.86
Payroll								
5501 - Payroll-Maintenance	10,002.59	10,641.00	(638.41)	33,824.98	31,922.00	1,902.98	127,687.00	93,862.02
5504 - Payroll-Snow	0.00	67.00	(67.00)	1,780.00	200.00	1,580.00	800.00	(980.00)
5508 - Payroll-Mileage	0.00	8.00	(8.00)	0.00	25.00	(25.00)	100.00	100.00
5506 - Employer Payroll Taxes	895.38	855.00	40.38	3,083.10	2,563.00	520.10	10,250.00	7,166.90
5507 - Payroll Service Fees	175.48	196.00	(20.52)	709.31	588.00	121.31	2,350.00	1,640.69
Total Payroll	11,073.45	11,767.00	(693.55)	39,397.39	35,298.00	4,099.39	141,187.00	101,789.61

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc.

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	10,625.00	(10,625.00)	0.00	10,625.00	(10,625.00)	85,000.00	85,000.00
5606 - Tree Maintenance	0.00	667.00	(667.00)	0.00	2,000.00	(2,000.00)	8,000.00	8,000.00
5607 - Mulching-Perimeters	0.00	558.00	(558.00)	0.00	1,675.00	(1,675.00)	6,700.00	6,700.00
5609 - Fertilization	0.00	875.00	(875.00)	0.00	2,625.00	(2,625.00)	10,500.00	10,500.00
5611 - Snow Removal Supplies	0.00	333.00	(333.00)	2,284.56	1,000.00	1,284.56	4,000.00	1,715.44
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	0.00	500.00	(500.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm	0.00	550.00	(550.00)	0.00	550.00	(550.00)	4,400.00	4,400.00
Total Grounds Maintenance	0.00	13,775.00	(13,775.00)	2,284.56	18,975.00	(16,690.44)	120,600.00	118,315.44
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	583.00	(583.00)	0.00	1,750.00	(1,750.00)	7,000.00	7,000.00
5702 - Amenities	0.00	551.00	(551.00)	240.00	1,653.00	(1,413.00)	6,610.00	6,370.00
5714 - Social Fund	0.00	208.00	(208.00)	111.96	625.00	(513.04)	2,500.00	2,388.04
Total Amenities Maintenance	0.00	1,342.00	(1,342.00)	351.96	4,028.00	(3,676.04)	16,110.00	15,758.04
Maintenance & Repairs								
5803 - Pest Control	0.00	258.00	(258.00)	0.00	775.00	(775.00)	3,100.00	3,100.00
5804 - Maintenance Supplies	189.85	667.00	(477.15)	1,322.85	2,000.00	(677.15)	8,000.00	6,677.15
5805 - Truck Maintenance & Fuel	97.00	250.00	(153.00)	530.99	750.00	(219.01)	3,000.00	2,469.01
5811 - Equipment Maint. Misc & Fuel	0.00	67.00	(67.00)	84.00	200.00	(116.00)	800.00	716.00
5900 - Building Maintenance	0.00	517.00	(517.00)	196.75	1,550.00	(1,353.25)	6,200.00	6,003.25
Total Maintenance & Repairs	286.85	1,759.00	(1,472.15)	2,134.59	5,275.00	(3,140.41)	21,100.00	18,965.41
Reserves and Miscellaneous								
6102 - Association Income Tax	0.00	0.00	0.00	600.00	0.00	600.00	0.00	(600.00)
6103 - Truck Taxes	0.00	80.00	(80.00)	0.00	238.00	(238.00)	950.00	950.00
6105 - Contribution To Reserves General	7,905.00	7,905.00	0.00	23,714.00	23,714.00	0.00	94,859.00	71,145.00

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc.

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Reserves and Miscellaneous								
6120 - WF Loan # 75521651 Interest	3,456.21	0.00	3,456.21	11,003.02	0.00	11,003.02	0.00	(11,003.02)
Total Reserves and Miscellaneous	11,361.21	7,985.00	3,376.21	35,317.02	23,952.00	11,365.02	95,809.00	60,491.98
Total Meadow Hill, Inc. Expense	59,882.05	69,558.00	(9,675.95)	188,549.96	186,320.00	2,229.96	794,971.00	606,421.04
Total Meadow Hill, Inc. Income / (Loss)	(13,781.50)	(3,311.00)	(10,470.50)	44,784.34	12,423.00	32,361.34	0.00	(44,784.34)

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc-Reserve
March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Interest/Reserve Income								
4500 - Reserve Contributions	0.00	0.00	0.00	15,809.00	0.00	15,809.00	0.00	(15,809.00)
4502 - Interest Income Reserves	542.30	0.00	542.30	1,669.87	0.00	1,669.87	0.00	(1,669.87)
Total Interest/Reserve Income	542.30	0.00	542.30	17,478.87	0.00	17,478.87	0.00	(17,478.87)
Total Meadow Hill, Inc-Reserve Income	542.30	0.00	542.30	17,478.87	0.00	17,478.87	0.00	(17,478.87)
<u>Expense</u>								
Capital Improvements								
7208 - Special Assessment Projects	7,920.00	0.00	7,920.00	7,920.00	0.00	7,920.00	0.00	(7,920.00)
Total Capital Improvements	7,920.00	0.00	7,920.00	7,920.00	0.00	7,920.00	0.00	(7,920.00)
Total Meadow Hill, Inc-Reserve Expense	7,920.00	0.00	7,920.00	7,920.00	0.00	7,920.00	0.00	(7,920.00)
Total Meadow Hill, Inc-Reserve Income / (L	(7,377.70)	0.00	(7,377.70)	9,558.87	0.00	9,558.87	0.00	(9,558.87)
Total Association Net Income / (Loss)	(21,159.20)	(3,311.00)	(17,848.20)	54,343.21	12,423.00	41,920.21	0.00	(54,343.21)



PROJECT LIST

MEADOW HILL - 2024

ANNUAL CALENDAR

Board of Directors Meets the Third Wednesday of the Month 10 AM

- 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 (2nd Tuesday)
Check and verify unit owner database
Have A/C at Clubhouse serviced
Begin weekly weeding
Complete 1st 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



SERVICE REQUEST LOG

Meadow Hill Incorporated Report



Open

Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
288 Hollister Way West Glastonbury, CT 06033 288 Hollister Way West - Unit: 1 OWNER: Sandra MacGregor ACCOUNT ID: n/a	OPEN	Roofing / Gutter Cleaning	Covert, Darien / null	623232	Hours: null Labor: Mats:	CREATED: 04/08/2024 12:18 PM Wilson, Michelle LAST UPDATED: 04/08/2024 12:20 PM Wilson, Michelle
Note: Gutter Cleaning-Imagineers - the gutters are filled with pine cones all around the unit.						
COMMON AREA At 106 Hollister Way South I will plant this, I just need approval or not. Thank you	OPEN	Grounds / N/A		623009	Hours: null Labor: Mats:	CREATED: 04/06/2024 2:59 PM Guild, Joann LAST UPDATED: 04/06/2024 3:03 PM Guild, Joann
Note: Planting of shrub - I would like permission to plant myself a Burkwood Viburnum when the mountain Laurel is removed. If someone would get back to me soon if I have permission to do this. Thank you JoAnn Guild 106 Hollister Way South .						
106 Hollister Way South Glastonbury, CT 06033 106 Hollister Way South - Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Task / N/A		621888	Hours: null Labor: Mats:	CREATED: 04/02/2024 10:33 AM Guild, Joann LAST UPDATED: 04/02/2024 10:37 AM Guild, Joann
Note: Highlight lawn service - Please please when the employees use the blower they need to blow away from the condo. I do not mind the leaves but the amount of DIRT that is blown onto the deck and furniture is overwhelming. Please have the lawn people blow away from the condo which would be great or not use a blower near my condo. .						
COMMON AREA Not Specified	OPEN	General / Electrical	Covert, Darien / null	620799	Hours: null Labor: Mats:	CREATED: 03/27/2024 12:05 PM Wilson, Michelle LAST UPDATED: 03/27/2024 12:06 PM Wilson, Michelle
Note: Light Timers- Darien - Two lights are out on the pathway from the Clubhouse to Units 272 & 268. Homeowners stated that the lights work just the timers need to be looked at they are coming on too late..						

<p>179 Hollister Way North Glastonbury, CT 06033</p> <p>179 Hollister Way North - Unit: 1</p> <p>OWNER: Edward Litke</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Roofing / N/A</p>	<p>Covert, Darien / null</p>	<p>620479</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/26/2024 10:23 AM Wilson, Michelle</p> <p>LAST UPDATED: 03/26/2024 10:29 AM Wilson, Michelle</p>
<p>Note: Roof Leak-Darien - The roof is leaking in the living room area, please repair. .</p>						
<p>15 Hollister Way North Glastonbury, CT 06033</p> <p>15 Hollister Way North - Unit: 1</p> <p>OWNER: Nancy Roberts</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Other / N/A</p>	<p>Covert, Darien / null</p>	<p>620474</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/26/2024 10:20 AM Wilson, Michelle</p> <p>LAST UPDATED: 03/26/2024 10:23 AM Wilson, Michelle</p>
<p>Note: Leak from unit above - The unit upstairs had a washer that began to leak and the water entered the downstairs unit.</p>						
<p>142 Hollister Way South Glastonbury, CT 06033</p> <p>142 Hollister Way South - Unit: 1</p> <p>OWNER: Trela, Kim M.</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Gutters/Downspouts / N/A</p>	<p>Covert, Darien / null</p>	<p>620422</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/26/2024 1:38 AM Trela, Kim M.</p> <p>LAST UPDATED: 03/26/2024 10:01 AM Wilson, Michelle</p>
<p>Note: Drainage2 balance of pictures - ..</p>						
<p>142 Hollister Way South Glastonbury, CT 06033</p> <p>142 Hollister Way South - Unit: 1</p> <p>OWNER: Trela, Kim M.</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Gutters/Downspouts / N/A</p>	<p>Covert, Darien / null</p>	<p>620420</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/26/2024 1:06 AM Trela, Kim M.</p> <p>LAST UPDATED: 03/26/2024 10:01 AM Wilson, Michelle</p>
<p>Note: Drainage - Still ponding in front of bedroom window? .</p>						

<p>106 Hollister Way South Glastonbury, CT 06033</p> <p>106 Hollister Way South - Unit: 1</p> <p>OWNER: Guild, Joann</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Water Removal / N/A</p>	<p>Covert, Darien / null</p>	<p>619947</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/23/2024 5:21 PM Guild, Joann</p> <p>LAST UPDATED: 03/24/2024 3:04 PM Wilson, Michelle</p>
<p>Note: Drain outside front door - Very difficult entering and exit unit due to over 1 inch of rainwater that is collected there due to rain. Needs a long term solution versus me digging it out in this weather.</p>						
<p>102 Hollister Way South Glastonbury, CT 06033</p> <p>102 Hollister Way South - Unit: 1</p> <p>OWNER: Berk, Brenda</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Gutters/Downspouts / N/A</p>	<p>Covert, Darien / null</p>	<p>619943</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/23/2024 4:51 PM Berk, Brenda</p> <p>LAST UPDATED: 03/24/2024 3:03 PM Wilson, Michelle</p>
<p>Note: Clogged gutter - part 2 - The gutter on the front of the unit - above the kitchen windows is clogged and overflowing.</p>						
<p>102 Hollister Way South Glastonbury, CT 06033</p> <p>102 Hollister Way South - Unit: 1</p> <p>OWNER: Berk, Brenda</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Gutters/Downspouts / N/A</p>	<p>Covert, Darien / null</p>	<p>619934</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/23/2024 3:52 PM Berk, Brenda</p> <p>LAST UPDATED: 03/24/2024 3:03 PM Wilson, Michelle</p>
<p>Note: Clogged gutter - The gutter on the porch needs cleaning, the water is overflowing the sides and splashing on the windows .</p>						
<p>142 Hollister Way South Glastonbury, CT 06033</p> <p>142 Hollister Way South - Unit: 1</p> <p>OWNER: Trela, Kim M.</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>General Repair / N/A</p>	<p>Covert, Darien / null</p>	<p>619456</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/21/2024 10:25 AM Trela, Kim M.</p> <p>LAST UPDATED: 03/21/2024 12:07 PM Wilson, Michelle</p>
<p>Note: Garage Storage left side door - The left side door that was replaced is crooked with a big gap upper left of door and it looks like it is the hinge that is the problem? Also, the hinges are not set in place and need to be bent? This is a safety issue as well. The others (garage storage doors seem to be with no gaps in door and the hinges are bent to meet the wall..</p> <p>03/21/2024 12:07 PM - COMMENT - Wilson, Michelle - Assigned to Darien</p>						

<p>240 Hollister Way West Glastonbury, CT 06033</p> <p>240 Hollister Way West - Unit: 1</p> <p>OWNER: Brooks, Bonnie-Lee</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Other / N/A</p>	<p>Covert, Darien / null</p>	<p>619228</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/20/2024 2:21 PM Brooks, Bonnie-Lee</p> <p>LAST UPDATED: 03/22/2024 9:32 AM Wilson, Michelle</p>
<p>Note: Thursday, April 25th Elder Fraud Seminar - Need set-up at the clubhouse for the April 25th (4:00 p.m. to 5 p.m.) Glastonbury Police Dept. seminar on Elder Fraud. Estimate 40 - 50 chairs to be set up facing the fireplace as there will be media presentation. .</p> <p>03/22/2024 9:32 AM - COMMENT - Wilson, Michelle - set up the Clubhouse please</p>						
<p>100 Hollister Way South Glastonbury, CT 06033</p> <p>100 Hollister Way South - Unit: 1</p> <p>OWNER: Rochford, Jane</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / N/A</p>		<p>618252</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/15/2024 3:35 PM Rochford, Jane</p> <p>LAST UPDATED: 03/15/2024 3:44 PM Rochford, Jane</p>
<p>Note: Attic critter - At 3 am, 3/14/24, I heard a very pronounced (i.e., loud) sound immediately over the master bathroom. It woke me and my dog and he jumped up onto the bed. I believe that it is a raccoon, judging by how loud it was and assuming that means a greater weight, than squirrels, for instance. I believe that there is a gap in the roof that enabled the critter to get into my attic and would like someone to examine it close up and determine if that is the case, as soon as possible..</p>						
<p>147 Hollister Way North Glastonbury, CT 06033</p> <p>147 Hollister Way North - Unit: 1</p> <p>OWNER: Robyn Castano</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Roofing / Flashing</p>	<p>Covert, Darien / null</p>	<p>617008</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/11/2024 1:20 PM Merritt, Danielle</p> <p>LAST UPDATED: 03/11/2024 1:22 PM Merritt, Danielle</p>
<p>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..</p>						
<p>54 Hollister Way South Glastonbury, CT 06033</p> <p>54 Hollister Way South - Unit: 1</p> <p>OWNER: Odle, Maureen</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Electrical / Light Timers</p>	<p>Covert, Darien / null</p>	<p>616879</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/11/2024 7:49 AM Odle, Maureen</p> <p>LAST UPDATED: 03/11/2024 9:09 AM Merritt, Danielle</p>
<p>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.</p>						

<p>93 Hollister Way North Glastonbury, CT 06033</p> <p>93 Hollister Way North - Unit: 1</p> <p>OWNER: Reid, Timothy</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / Siding</p>	<p>Covert, Darien / null</p>	<p>616505</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/08/2024 9:15 AM Reid, Timothy</p> <p>LAST UPDATED: 03/11/2024 9:09 AM Merritt, Danielle</p>
<p>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..</p>						
<p>174 Hollister Way South Glastonbury, CT 06033</p> <p>174 Hollister Way South - Unit: 1</p> <p>OWNER: Eileen Rothfarb</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Landscaping / Ground Maintenance</p>	<p>Covert, Darien / null</p>	<p>615322</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/04/2024 11:34 AM Merritt, Danielle</p> <p>LAST UPDATED: 03/04/2024 11:37 AM Merritt, Danielle</p>
<p>Note: Wilderness Clean up - Please remove the pinecones and brush behind and beside the unit.</p>						
<p>168 Hollister Way South Glastonbury, CT 06033</p> <p>168 Hollister Way South - Unit: 1</p> <p>OWNER: Susan Hutt</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Plumbing / Spigot</p>	<p>Covert, Darien / null</p>	<p>614865</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 03/01/2024 10:06 AM Merritt, Danielle</p> <p>LAST UPDATED: 03/01/2024 10:10 AM Merritt, Danielle</p>
<p>Note: Outdoor Spigot - Please repair the outdoor spigot- it is not working since last fall.</p>						
<p>COMMON AREA</p> <p>Not Specified</p>	<p>OPEN</p>	<p>Garage / Roof/Shingle</p>	<p>Covert, Darien / null</p>	<p>613788</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/26/2024 11:44 AM Merritt, Danielle</p> <p>LAST UPDATED: 02/26/2024 11:47 AM Merritt, Danielle</p>
<p>Note: Downspout Repair - Please repair the downspout on garage 324 as it got pushed to the side from the snow plow .</p>						

<p>COMMON AREA</p> <p>Front of building. 191-193 Hollister Way N</p>	<p>OPEN</p>	<p>General / Lights</p>	<p>Covert, Darien / null</p>	<p>612291</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/19/2024 8:17 AM Liscomb, Constance</p> <p>LAST UPDATED: 02/20/2024 9:48 AM Merritt, Danielle</p>
<p>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.</p>						
<p>182 Hollister Way South Glastonbury, CT 06033</p> <p>182 Hollister Way South - Unit: 1</p> <p>OWNER: Linda B. Fillion</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Painting / Interior</p>	<p>Covert, Darien / null</p>	<p>610871</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/12/2024 9:44 AM Merritt, Danielle</p> <p>LAST UPDATED: 02/12/2024 9:48 AM Merritt, Danielle</p>
<p>Note: Ceiling stain - Please paint ceiling that was damaged by upstairs water heater. Hallway between kitchen and living room .</p>						
<p>106 Hollister Way South Glastonbury, CT 06033</p> <p>106 Hollister Way South - Unit: 1</p> <p>OWNER: Guild, Joann</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Task / N/A</p>	<p>Covert, Darien / null</p>	<p>610756</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/10/2024 3:41 PM Guild, Joann</p> <p>LAST UPDATED: 02/12/2024 8:32 AM Merritt, Danielle</p>
<p>Note: Tree removal - Please cut down diseased mountain laurel .</p>						
<p>139 Hollister Way North Glastonbury, CT 06033</p> <p>139 Hollister Way North - Unit: 1</p> <p>OWNER: Tatiana Geist</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Powerwash / N/A</p>	<p>Covert, Darien / null</p>	<p>608725</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/02/2024 1:32 PM Merritt, Danielle</p> <p>LAST UPDATED: 02/02/2024 1:35 PM Merritt, Danielle</p>
<p>Note: Powerwash - Powerwash unit- homeowner would like to have the siding power washed they report mildew.</p>						

<p>COMMON AREA Not Specified</p>	<p>OPEN</p>	<p>Club House / N/A</p>	<p>Covert, Darien / null</p>	<p>608705</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/02/2024 1:22 PM Merritt, Danielle</p> <p>LAST UPDATED: 02/02/2024 1:25 PM Merritt, Danielle</p>
<p>Note: Clubhouse Rental 3/23 - Tom Spada Rental 3/23 50 guests.</p>						
<p>139 Hollister Way North Glastonbury, CT 06033</p> <p>139 Hollister Way North - Unit: 1</p> <p>OWNER: Tatiana Geist</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Roofing / N/A</p>	<p>Covert, Darien / null</p>	<p>608336</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 02/01/2024 12:15 PM Merritt, Danielle</p> <p>LAST UPDATED: 02/01/2024 12:17 PM Merritt, Danielle</p>
<p>Note: Remove Moss - Please clean the roof of moss.</p>						
<p>203 Hollister Way North Glastonbury, CT 06033</p> <p>203 Hollister Way North - Unit: 1</p> <p>OWNER: Barbara Massy</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Roofing / Repair</p>	<p>Covert, Darien / null</p>	<p>607969</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 01/31/2024 11:50 AM Merritt, Danielle</p> <p>LAST UPDATED: 01/31/2024 11:56 AM Merritt, Danielle</p>
<p>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).</p>						
<p>106 Hollister Way South Glastonbury, CT 06033</p> <p>106 Hollister Way South - Unit: 1</p> <p>OWNER: Guild, Joann</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Landscaping / N/A</p>		<p>606915</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 01/26/2024 8:41 AM Guild, Joann</p> <p>LAST UPDATED: 01/26/2024 8:50 AM Merritt, Danielle</p>
<p>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 hollies just coming out of dormancy in spring. Thank you .</p>						

<p>112 Hollister Way South Glastonbury, CT 06033</p> <p>112 Hollister Way South - Unit: 1</p> <p>OWNER: Sandra O'Leary</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / N/A</p>	<p>Covert, Darien / null</p>	<p>604802</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 01/17/2024 1:41 PM Merritt, Danielle</p> <p>LAST UPDATED: 01/17/2024 1:43 PM Merritt, Danielle</p>
<p>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.</p>						
<p>94 Hollister Way South Glastonbury, CT 06033</p> <p>94 Hollister Way South - Unit: 1</p> <p>OWNER: Bailey, Jr., Thomas A.</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Roofing / Flashing</p>	<p>Covert, Darien / null</p>	<p>604093</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 01/15/2024 8:51 AM Bailey, Jr., Thomas A.</p> <p>LAST UPDATED: 01/15/2024 10:00 AM Merritt, Danielle</p>
<p>Note: Flashing destroyed. - Flashing on the upper roof eave of 94 Hollister Way South, facing northeast , was blown off and destroyed. Should be replaced..</p>						
<p>248 Hollister Way West Glastonbury, CT 06033</p> <p>248 Hollister Way West - Unit: 1</p> <p>OWNER: Fuda, James</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / N/A</p>	<p>Covert, Darien / null</p>	<p>598349</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 12/18/2023 12:58 PM Fuda, James</p> <p>LAST UPDATED: 01/04/2024 4:42 PM Merritt, Danielle</p>
<p>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..</p>						
<p>78 Hollister Way South Glastonbury, CT 06033</p> <p>78 Hollister Way South - Unit: 1</p> <p>OWNER: Deborah Selig</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / Siding</p>	<p>Covert, Darien / null</p>	<p>598188</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 12/18/2023 10:34 AM Merritt, Danielle</p> <p>LAST UPDATED: 12/18/2023 10:38 AM Merritt, Danielle</p>
<p>Note: Siding replacement - The siding on the unit has been blown off- please reattach the pieces of siding..</p>						

<p>142 Hollister Way South Glastonbury, CT 06033</p> <p>142 Hollister Way South - Unit: 1</p> <p>OWNER: Trela, Kim M.</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Irrigation / Backflow</p>	<p>Covert, Darien / null</p>	<p>597261</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 12/13/2023 10:43 AM Trela, Kim M.</p> <p>LAST UPDATED: 01/04/2024 4:39 PM Merritt, Danielle</p>
<p>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.</p>						
<p>227 Hollister Way North Glastonbury, CT 06033</p> <p>227 Hollister Way North - Unit: 1</p> <p>OWNER: Susan Wallace, Trustee</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Building Repair / Siding</p>	<p>Covert, Darien / null</p>	<p>592706</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 11/20/2023 12:04 PM Merritt, Danielle</p> <p>LAST UPDATED: 11/20/2023 12:06 PM Merritt, Danielle</p>
<p>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.</p>						
<p>179 Hollister Way North Glastonbury, CT 06033</p> <p>179 Hollister Way North - Unit: 1</p> <p>OWNER: Edward Litke</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>Powerwash / N/A</p>	<p>Covert, Darien / null</p>	<p>583058</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 10/09/2023 10:24 AM Merritt, Danielle</p> <p>LAST UPDATED: 10/09/2023 10:26 AM Merritt, Danielle</p>
<p>Note: Power wash - Power wash east side of unit.</p>						
<p>254 Hollister Way West Glastonbury, CT 06033</p> <p>254 Hollister Way West - Unit: 1</p> <p>OWNER: Mary Ellen Linderman</p> <p>ACCOUNT ID: n/a</p>	<p>OPEN</p>	<p>General Repair / Fence Repair</p>	<p>Covert, Darien / null</p>	<p>568719</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 08/11/2023 8:10 AM Merritt, Danielle</p> <p>LAST UPDATED: 10/11/2023 11:06 AM Duncan, Sheila</p>
<p>Note: Fence Repair - the red fence near that area is badly damaged. Please replaced.</p>						

<p>COMMON AREA Not Specified</p>	<p>OPEN</p>	<p>General / Roof/Shingle</p>	<p>Klaus Larsen LLC / Contact, Company</p>	<p>513974</p>	<p>Hours: null Labor: Mats:</p>	<p>CREATED: 12/20/2022 9:33 AM Merritt, Danielle</p> <p>LAST UPDATED: 05/26/2023 9:55 AM Merritt, Danielle</p>
<p>Note: Repair Roof Leak - Please repair the barn roof - there is an active leak.</p> <p>05/26/2023 9:55 AM - MANAGEMENT COMMENT - Merritt, Danielle - Pending Response</p>						



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 4/10/2024

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 03/20/2024

NEXT BOARD MEETING WILL BE HELD ON: 04/17/2024

Disposition:	Action Point:	Comments:
158880 Date: 3/21/2024 Type: Administrative By: Kristin Davis Status: DONE	ZOOM CALL FOR SLIP & FALL WITH ATTY	ATTENDED A ZOOM CALL PROVIDING ATTY REPRESENTING MEADOW HILL WITH INFORMATION REGARDING GOVERNING DOCS, PROPERTY AND ANSWERED QUESTIONS WITH JIM & DARIEN
158881 Date: 3/21/2024 Type: Administrative By: Kristin Davis Status: DONE	COMPILE UPDATED LIST OF HIGH RISK COMPONENT UPDATES AND PROVIDE TO WALTER	PROVIDED WALTER BROWNSWORD AN UPDATE ON VIOLATIONS FOR HIGH RISK COMPONENT RESIDENTS. SENT REIDER LETTER TO THOSE WHO HAVENT RESPONDED.
158882 Date: 3/25/2024 Type: Administrative By: Krisitn Davis Status: DONE	OBTAIN MANAGEMENT AGREEMENT FROM KARL KEUGLER	IMAGINEERS PROVIDED JIM FUDA WITH MANAGEMENT AGREEMENT FOR EDITS AND FINAL REVIEW
158883 Date: 3/25/2024 Type: Administrative By: Kristin Davis Status: DONE	VARIANCE 221 HOLLISTER WAY NORTH	PROVIDED THE BOD WITH VARIANCE REPORT AND BACKUP FOR 221 HOLLISTER WAY NORTH FOR REVIEW AND APPROVAL.
158884 Date: 3/26/2024 Type: Administrative By: Kristin Davis Status: DONE	FINAL BILL SUBMITTAL FOR ALLWIRE	FACILITATED ALL WIRE FINAL BILL TO BE PAID THROUGH ACCOUNTING
158885 Date: 3/28/2024 Type: Administrative By: Kristin Davis Status: DONE	POST PLANNING MEETIG AGENDA	POSTED PLANNING MEETING AGENDA ON PILERA
158886 Date: 3/30/2024 Type: Administrative By: Kristin Davis Status: DONE	REQUESTED DETAIL ON \$25,000 DEDUCTIBLE RECOUP FROM BOUVIER	PROVIDED THE BOD WITH SUBGROGATION DETAILS AND PRORATED DEDUCTIBLE RECOUPED FOR THE 112 HOLLISTER WAY AUTO CLAIM
158887 Date: 4/2/2024 Type: Administrative By: Kristin Davis Status: DONE	VARIANCE REQUEST 240 HOLLISTER WAY WEST SUBMITTED	REVISED THE VARIANCE REQUEST FORM TO INCLUDE THE 4FT ALLOWABLE PLANTING AREA TO BE SENT TO LANDSCAPE COMMITTEE. REQUEST FOR 240 HOLLISTER WAY WEST APPROVED.

Disposition:	Action Point:	Comments:
158888 Date: 4/8/2024 Type: Administrative By: Krisitn Davis Status: DONE	REQUESTED STATEMENT CHARGES BACKUP	PROVEDED BOD WITH DETAILS ON THE STATEMENT CHARGES FOR THE MONTH OF APRIL
158889 Date: 4/10/2024 Type: Administrative By: Kristin Davis Status: DONE	SUBROGATION REPORT- 112 HOLLISTER WAY	MET WITH ERIN & ELLIE FROM BOUVIER TO DISCUSS SUBGROGATION CLAIM AND PROVIDED THE BOARD OF DIRECTORS WITH FULL REPORT AND DETAIL PER BOUVIER
158890 Date: 4/10/2024 Type: Maintenance By: Kristin Davis Status: DONE	MEET DARIEN TO REVIEW POOL PROCEDURES	PHONE CONFERENCED DARIEN TO DISCUSS POOL PROCEDURES, OPENING, AND CHEMICALS. PROVIDED HIM WITH PACKET FROM THE TOWN OF GLASTONBURY, SUBMITTED FOR RENEWAL FEE THROUGH ACCOUNTING
157551 Date: 1/4/2023 Type: Administrative By: sheila duncan Status: IN PROGRESS	REQUESTED FUNDS FROM WINDSOR FEDERAL FOR FINAL PAYMENT TO ALWIRE	HOLDING INVOICE UNTIL BOARD APPROVES FINAL PAYMENT BE RELEASED
157797 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: IN PROGRESS	ADDED UNIT 272 TO THE OUTSTANDING WORK ORDERS FO ALL WIRE FOR SERVICE ON 1/26.	
157801 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: IN PROGRESS	INSPECTION OF ALL UNITS FOR WASHER HOSES, WATER HEATERS, SMOKE AND CO2 DETECTORS, AND DRYER VENT CLEANING AND PIPING. SEND LETTERS TO VIOLATIONS AND REITERATE THE NEED FOR TH ORK TO BE PERFORMED BY	
157806 Date: 1/24/2024 Type: Financial By: Kristin Davis Status: IN PROGRESS	WORK WITH BOARD PRESIDENT ON RECONCILING THE WIRING PROJECT INCOME AND EXPENSES WITH TH GOAL OF CLOSING OUT THE PROJECT.	
157800 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: NOT DONE	COMMUNICATE WITH CHRIS FROM CONSTUCTION ON UPDTE OF GARAGE CLAIM AND SUBROGATION AGAINST THE INSURANCE COMPANY. GARAGE DOORS ON ORDER 6-8 WEEK LEAD TIME.	
157802 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: NOT DONE	COORDINATE WITH DARIEN THE REMOVAL, PAINTING AND REINSTALLATION OF HOUSE NI=UMBERS OVER FRONT DOORS OF ALL UNITS	
157803 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	PUBLISH PLANNING MEETING ONCE SCHEDULED BY BOD AND PRIOR MONTH MINUTES TO CREATE BETTER TRANSPARENCY	

Disposition:	Action Point:	Comments:
157804 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	COLLECT RESERVE STUDY PROPOSALS FOR 2024	
157805 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	POST NEED FOR RISK MANAGEMENT COMMITTEE ONCE INSTRUCTED	
158480 Date: 2/16/2024 Type: Maintenance By: Kristin Davis Status: NOT DONE	OBTAIN 3 COMPETITIVE PROPOSALS FOR DRYER VENT CLEANING OF ALL UNITS	PROVIDED THE BOD WITH FOUR QUOTES OR DRYER VENT CLEANING WITH #5 ON ITS WAY
158481 Date: 2/20/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	BOD REQUESED I CONTACT DAN LEVINE IN REGARDS TO HIS OPINION ON CAPITAL GAINS RE: THE POTENTIAL SALE OF THE HOLLISER HOUSE	DAN LEVINE WILL ATTEND EXECUTIVE SESSION BY ZOOM ON 3/20/24 TO DISCUSS IN DETAIL WITH THE BOD AND ATTY SANDLER

Number of Action Points on report:

22



CORRESPONDENCE

RE: Keeping Minutes etc. Under Password Access on MeadowHill.net

Luther Weeks, #334 Hollister Way

I asked Chat-GPT for its analysis,

From Chat-GPT 04/02/2024:

Sure, here are the pros and cons of making meeting minutes available to all versus restricting them to owners:

Making Minutes Available to All:

Pros:

- 1. Transparency: Open access to meeting minutes promotes transparency within the community, fostering trust among owners, residents, and the condo association.*
- 2. Inclusivity: Allowing everyone to access the minutes ensures that all stakeholders, including tenants and potential buyers, are informed about decisions and discussions.*
- 3. Accountability: It holds the condo association accountable for its actions and decisions, as they are accessible to scrutiny by all members of the community.*
- 4. Efficiency: Reduces the burden on the condo board or webmaster of having to manage requests for minutes from individual owners.*

Cons:

- 1. Privacy Concerns: Some owners may be uncomfortable with sensitive information being available to the public, such as financial details or personal matters discussed during meetings.*
- 2. Security Risks: Open access could pose security risks if confidential information, such as personal contact details, is included in the minutes and exposed to the public.*
- 3. Potential Misinterpretation: Without context or explanation, the minutes may be misinterpreted by those outside the community, leading to misunderstandings or misinformation.*
- 4. Legal Implications: Depending on local regulations or condo bylaws, there may be legal considerations regarding the disclosure of certain information to the public.*

Additional considerations:

- There is no point in making minutes etc. available under passwords in MeadowHill.net as that same information is available under passwords in Pitera.
- It would be a lot of work for owners and the Webmaster to manage yet another redundant list of owners and passwords.

Thanks,
Luther Weeks



Town of Glastonbury

Health Department

April 4, 2024

To: All Pool Operators

SEE PILERA WEB SITE FOR FULL DOCUMENT

From: Wendy S. Mis, MPH, RS,
Director of Health

Re: Responsibility of Director of Health Regarding Public Pools

Under Section 19-13-B33b of the Public Health Code, the local Director of Health is required to protect the public health and safety in public bathing places. The Director of Health accomplishes this through a comprehensive seasonal or pre-opening inspection, and multiple inspections throughout the bathing season. These inspections are conducted to ensure compliance of your pool to the Connecticut Public Health Code, provide guidance to your pool operators, and allow you to offer a safe bathing experience to your swimmers.

The annual inspection fee has remained at \$150. The annual fee is due prior to the springtime pre-opening inspection. A check in the amount of \$150, payable to the Town of Glastonbury, is to be included when the form (below) is returned to the Health Department.

To operate a safe and sanitary pool for public use, the requirements below, in addition to the other requirements outlined in Section 19-13-B33b (a) thru (f), must be met by owners/operators of public swimming pools.

- 1. Persons employed as lifeguards must be certified in cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association. Infant, child, and adult facemasks shall be in proximity to lifeguard duty stations.**
- 2. A copy of the CPR certification is required prior to inspection by the Glastonbury Health Department.**
3. Names of pool supervisory personnel must be submitted to the Health Department.
4. A free available chlorine residual of at least 0.8 mg/L must be maintained. Failure to maintain this is considered sufficient cause to close the pool. pH levels should be maintained between 7.2-7.8. Pool water clarity should be such that the bottom of the pool is visible.
5. The enclosed "Swimming Pool Monitoring Schedule" should be used to maintain a daily record of pool water quality. Please feel free to copy or modify this form as needed.
6. Any associated decks, dressing rooms, toilet rooms and showers should be cleaned and sanitized daily, or more often if necessary, and in good repair.
7. All drain grates must be properly secured and in good repair. Failure to maintain safe drain gates is considered sufficient cause to close the pool.

8. When no lifeguard is available, an easily visible sign stating, "Warning No Lifeguard on Duty" must be posted.
9. A suitable first aid kit must be on hand. (enclosed list)
10. Signs, as described on page 4 of the enclosed pages of the Public Health Code regarding public pools, must be posted.
11. Return the completed form below to indicate all requirements for the pre-opening inspection have been met and you are ready to begin pool operation. We will do our best to accommodate your requested date and time.

PLEASE CLIP AND RETURN THE FORM BELOW AS SOON AS POSSIBLE.

FAILURE TO RETURN THIS FORM WITH PAYMENT WILL RESULT IN A DELAYED OPENING FOR YOUR POOL.



GLASTONBURY HEALTH DEPARTMENT POOL INSPECTION

I, _____ HAVE RECEIVED MY TOWN OF GLASTONBURY OPERATOR'S PACKAGE FOR THE 2024 POOL SEASON.

POOL NAME _____

LOCATED AT _____

WE WOULD LIKE A PRE-OPENING INSPECTION ON _____ 2024

INSPECTION TIME _____ PHONE # TO CONTACT YOU _____

SIGNATURE

DATE

**REMEMBER TO INCLUDE YOUR \$150 POOL INSPECTION FEE
WHEN YOU RETURN THIS FORM.**

Please make check payable to: "Town of Glastonbury" & mail to
P.O. Box 6523, Glastonbury, CT 06033

-OR-

You may pay in-person by check or cash

COMMITTEE REPORTS

Proposed Plan for Testing Grass Alternatives Draft 3
6 April, 2024

Background:

With the advance of climate change, Glastonbury is experiencing hotter and drier summers than ever before. Three of the past four summers have been extremely hot, sunny and arid. As a result, it has become nearly impossible to create or maintain healthy turfgrass lawn coverage in many areas of the Meadow Hill complex. The issue is particularly acute in the perimeter areas where there is no built-in irrigation and very little shade. It is also costly both in dollars and staff time/energy. A considerable portion of the Grounds budget and Maintenance effort is spent on aeration, topsoil and seed for areas that – lacking consistent irrigation – are unlikely to achieve the desired result. MH also spends considerable money on fertilizer and other lawn treatment chemicals.

While everyone loves the look of a lush green grass lawn, the fact is that weed-free turfgrass lawns are not a naturally occurring phenomenon, and require a great deal of human intervention to survive, let alone thrive. As part of the Long Term Planning Committee's overall roadmap for Meadow Hill, the Grounds Committee is investigating the use of ground cover crops other than traditional turfgrass. The goals are to find grass alternatives that are more natural, sustainable, and consume less water and chemicals, while still producing a healthy looking and attractive greenspace. It would be unrealistic to think we would ever completely do away with grass lawns at MH, but for each area that we can replant with a more sustainable alternative, we can reduce our overall negative impact on the environment, consume fewer natural resources, and support our pollinator populations. We have already begun by planting two natural pollinator gardens, and will likely have more. The next step is to begin testing some grass alternatives, as described in this plan.

Proposed Test Plan:

The first test effort would be to do a controlled planting for 4 possible alternatives that may do well in our climate. For suggestions we referred to a report from UConn College of Agriculture, Health and Natural Resources Extension titled *Alternative "Lawn" Options for New England Landscapes* by Vickie Wallace and Alyssa Siegel-Miles, as well as some online sources. Based on that information, we selected 4 test subjects: clover - white clover or microclover - thyme, (clover and thyme are considered broadleaf plants) a native/meadow grass mix (we are still exploring options) and zoysia grass. Zoysia grass is a bit of a dark horse because of its winter dormancy appearance, but there is an area of zoysia in MH that is doing well, so we would like to test it under controlled conditions.

Details:

- Test location will be the flat area along Dogwood Lane between units 227 (Wallace) and 292 (Wellington). This area is fairly representative of many perimeter areas, has handy access to water, and is easily accessible for interested residents to observe the progress.
- An area approximately 64sq ft will be hand or machine tilled (depending on timing). Area will be divided into 4 test boxes, each 4 ft x 4 ft, using pressure treated lumber or some other solid divider.
- The area will be amended with a layer of topsoil and possibly fertilizer/lime if appropriate. One test subject will be planted in each box. We have specifically selected plants that can be started from seed, rather than plant plugs, for cost efficiency and future scalability should any of the subjects be selected for a larger area.
- Label each area with a waterproof placard so interested observers can identify them.
- Water appropriately until they are established, then allow nature to take its course.

- Observe and document how they grow and what they look like for a full year cycle. This will let us see how they thrive, how they look at each time of year, and how they come back next spring.
- Encourage residents to provide input on what they like/dislike throughout the process.
- Provide regular updates via the Lark and reports at Board meetings and planning sessions
- If any seem suitable for a larger trial, select one or more areas for planting in a subsequent year.
- If none of them seem suitable, plan and execute another trial with other plants (this is a long-term project!)

Cost:

- 6-8 pressure treated 1 x 6 x 8 ft boards or other border material: approx. \$50
- Topsoil, 8 bags: approx. \$25
- Seed: TBD
- Total: Not to exceed \$200

Cost can come out of Grounds budget. Labor to build and prepare beds will be done by Grounds Committee. Watering will be done by Mike/Kathy McCarthy-Proulx and Susan Wallace due to our proximity to test site.

Timeframe:

Would like approval no later than April board meeting to take advantage of early spring planting.

NOMINATION COMMITTEE REPORT

MEADOW HILL – ANNUAL MEETING - 2024

June 13th at 7:00 PM

One of the main elements of the meeting is to vote for and select unit owners to serve on the Board of Directors.

April 19th – Imagineers will send out Notice-of-Annual Meeting to include those Interested in running for the board. Bio/candidate forms will be Included.

May 10th – Bio/candidate forms to be received by Kristin

May 23rd - Kristin will send to all residents the “Annual Meeting Notice” along with bios of interested candidates. Proxies will be included.

June 13th - At the clubhouse, where votes will be counted and a new board selected.

Long-Term Committee Meeting Minutes

April 2, 2024

Attendees: Ed Litke, David Hogan, Frank Cisz, Tim Reid, Dana Kubachka, Dave Faxon, Toni Dolan, and Reg Wellington (Remote).

Discussion/ Actions (Action items in blue)

- **Hollister House** – The Association’s Attorney, Scott Sandler, was authorized by the Board to develop the package to submit to the Meadow Hill community for the change in the declaration. Talking point documents and blank proxies are to be provided to the Board and the LTC Committee to “door knocking” in the community to gain support for the sale of the Hollister House
- **Trails**- Maintenance will clear the Meadow Hill trail near the river twice yearly (April and August). Tim is following up with the Town for the removal of the fallen trees at the bridge.
- **Amenities**—An ad hoc committee on amenities will be added. Tim Reid, Ed Litke, and Frank Cisz volunteered to be on the Committee. Tim will reach out and set up an organizational meeting.
- **Roof Replacement** – Jim will work with Darien and the Maintenance Committee to update the roof list and discuss the roof inspection program to document roof conditions. (Jim)
- **Reserve Study**—LTC recommends that the Board select the consultant to perform the roof study. A subcommittee of representatives from LTC, Maintenance, and Finance should be developed to oversee the Reserve Study on behalf of the Board.
- **On-site Irrigation** – hold until the results of the Reserve Study are completed.
- **Barn and Stable** – Dana will research stable fees for review and discussion by the LTC at the next meeting. Longer-term options for repurposing the Barn will be part of the Amenities Ad Hoc Team.

Next Meeting: May 7th at 9:30 AM

CC: Attendees via e-mail



NEW BUSINESS

Meadow Hill, Inc.
Glastonbury, CT 06033

April 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 the 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 a 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, 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 who 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
- Report any pest infestations found
- 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 (an H04 policy) on their personal property, liability 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



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INSURANCE
binsurance.com

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.*





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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.



MEADOW HILL, INC.
VARIANCE REQUEST

NAME: _____ UNIT NUMBER: _____

ADDRESS: _____

Describe in full - attach sketch if necessary:

(Include name of contractor, certificate of insurance and contractor's license, and an estimated time of completion.)

Planting request within 4ft area allowable

The following information relative to your variance will be listed on any Resale Certificate issued on your unit and responsibility for maintenance and/or replacement will be passed on to the new Unit Owner.

I understand that Meadow Hill, Inc. will not assume any responsibility for maintenance or replacement of the above item unless otherwise specified in the Association documents. Should the property granted by the variance become a hazard to common property, it may be removed at the owner's expense. Approval of this request shall not be interpreted, as a waiver of any permit or license required by law. Any insurance premium increase for the Meadow Hill, Inc. directly attributable to this variance shall be assessed against this unit.

Owner's Signature: _____ Date: _____

The Board of Directors APPROVE APPROVE WITH STIPULATIONS DISAPPROVE this variance request. The approved variance is valid for 180 days from date of approval. Expiration date: _____.

Additional Stipulations:

Approved by: _____ Date: _____

INSPECTION REPORT

Work Completed _____ Date _____ Inspected By _____ Date _____


Comments: _____



OLD BUSINESS

Wiring Project Closeout Report

JF

From: Jim Fuda jimfuda@gmail.com 
Subject: Project Closeout - wiring Project
Date: April 10, 2024 at 7:56 AM
To: Kristin Davis kdavis@imagineersllc.com
Bcc: Jim Fuda jimfuda@gmail.com

The Board has completed the analysis for the wiring project and will present a final wiring summary to the community at the April board meeting. The loan has been amortized, and the payments to Windsor Federal are being covered by those unit owners who chose to finance the work for their unit.

Brenda handed out the summary of the loan paydown and the final loan amount of \$227,927.72 at the planning meeting. The summary is attached.

The project analysis reflects that all units share equally in the project costs (and savings). Therefore, we recommend that the credits initially communicated to the six-unit owners be rescinded. The funds are proposed to be collected and contributed to the reserve account.

The board package for the April meeting should include the letter summarizing the savings and the board's intention to use the additional funds to replenish our reserves. We will include this letter and the Treasurer's Summary in the Board Packet for discussion and final action.

Jim

wiring letter to unit owners v4
03182024.docx
14 KB



Meadow Hill, Inc.
Hastingsbury, CT 06033

Dear Meadow Hill Unit Owners,

This letter is to report on the finalization of the wiring project.

Per the original plan, the initial loan secured for the wiring project amounted to \$700,000. Consequently, unit owner contributions were structured based on the anticipated cost of the project. However, we are pleased to report that the final cost of the project totaled \$614,550, resulting in a surplus of funds.

Throughout the construction project, Meadow Hill had to use reserve funds to pay the interest due on the construction loan. While the total project cost came in under budget, the interest associated with the loan hit our reserves and operating expenses hard. (\$36,708 between 2023 and 2024).

Therefore, the Board feels as though the prudent financial action would be to leave all payments as is, and use the excess funds to replenish the reserves at Meadow Hill. For unit owners who have paid their assessment in full, approximately \$50,000 will be put towards our reserves. For those unit owners paying over time, you will still keep paying your same monthly payment, and a portion of your payment will go to reserves every month. Over the next 10 years your contribution to reserves will be approximately \$45,000.

By working together and contributing towards our reserve fund, we can work toward ensuring that Meadow Hill remains a desirable and financially secure place to live for years to come. This incremental funding to the reserves will not be all the reserve funding we are going to need over the coming years, as we have several roofs that will need to be replaced starting in 2025. But it will definitely help the overall financial health of Meadow Hill.

We understand that you may have questions or require further clarification on this matter. Please do not hesitate to reach out to us directly; we are here to address any concerns you may have.

Thank you for your attention to this important update.

Warm regards,

Windsor Federal Loan Principal	\$ 599,527.72
as of 3.22.24	
Paid down principal	<u>\$ 371,600.00</u>
New Principal	\$ 227,927.72

Original Monthly Payment	\$ 7,527.26
New Monthly Payment	\$ 2,729.35

Original prepayment amount	\$ 418,013.45
Amount used to amortize	<u>\$ 371,600.00</u>
Owed to reserves	\$ 46,413.45
Paid to Reserves	<u>\$ 25,842.28</u>
To be paid	\$ 20,571.17

Exemptions	\$ 8,788.50
Credits	<u>\$ 13,380.00</u>
Total still to be collected	\$ 22,168.50
Reserve Deposit	

Original Total Payments	\$ 359,461.20
Amortized Total Payments	<u>\$ 313,983.58</u>
Reserve Deposit	\$ 45,477.62
over 115 months	\$ 395.46

MEADOW HILL, INC.

VARIANCE REQUEST

NAME: David Hogan Eileen Swenson UNIT NUMBER: 217

ADDRESS: Hollister Way North

Describe in full - attach sketch if necessary:

(Include name of contractor, certificate of insurance and contractor's license, and an estimated time of completion.)

Replace the sliders in the master bedroom and sunroom, both are located in the rear of the house. The bedroom sliders will be replaced and infilled with a three panel egress window. The sunroom slider will be replaced and infilled with an entry door and window. see attached sketch
The demolition and installation time will take one day each to complete.

 Planting request within 4ft area allowable

The following information relative to your variance will be listed on any Resale Certificate issued on your unit and responsibility for maintenance and/or replacement will be passed on to the new Unit Owner.

I understand that Meadow Hill, Inc. will not assume any responsibility for maintenance or replacement of the above item unless otherwise specified in the Association documents. Should the property granted by the variance become a hazard to common property, it may be removed at the owner's expense. Approval of this request shall not be interpreted as a waiver of any permit or license required by law. Any insurance premium increase for Meadow Hill, Inc. directly attributable to this variance shall be assessed against this unit.

Owner's Signature:  Eileen Swenson Date: 4/8/24

The Board of Directors APPROVE APPROVE WITH STIPULATIONS DISAPPROVE this variance request. The approved variance is valid for 180 days from date of approval. Expiration date: _____.

Additional Stipulations:

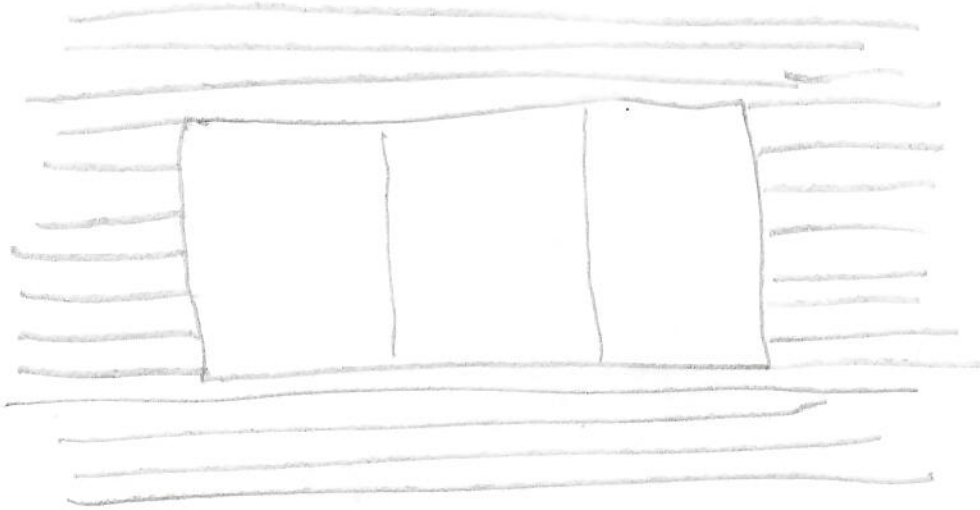
Approved by: _____ Date: _____

INSPECTION REPORT

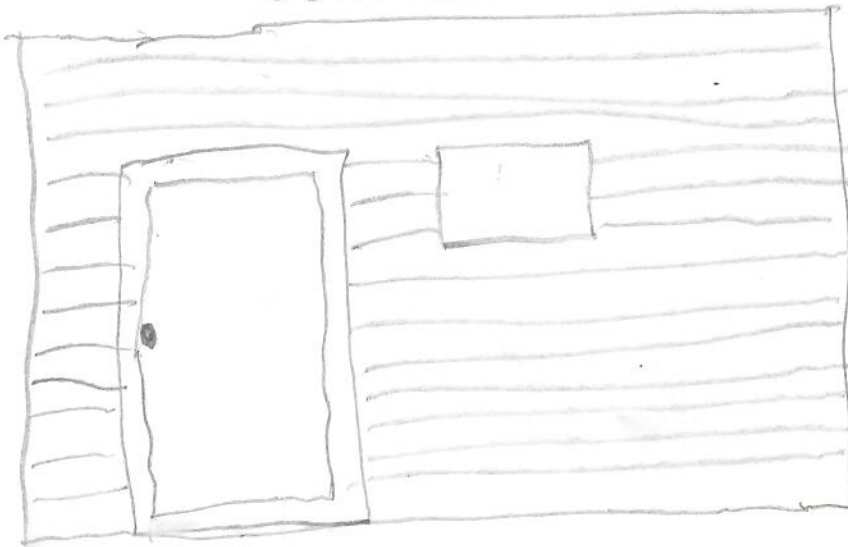
Work Completed _____ Date _____ Inspected By _____ Date _____

Comments: _____

Bedroom



Sunroom



NOT TO SCALE

STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION

1015614

HOME IMPROVEMENT CONTRACTOR

GEORGE F FAY III

1925 MAIN ST

GLASTONBURY, CT 06033

Registration #

Effective

Expiration

HIC.0517863

04/01/2024

03/31/2025

SIGNED



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/06/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Northeast LLC 1300 Winsted Road Torrington CT 06790	CONTACT NAME: Sara Yelling PHONE (A/C No, Ext): FAX (A/C, No): E-MAIL ADDRESS: sara.yelling@assuredpartners.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>Main Street America Assurance Company</td> <td>29939</td> </tr> <tr> <td>INSURER B :</td> <td>NGM Insurance Company</td> <td>14788</td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Main Street America Assurance Company	29939	INSURER B :	NGM Insurance Company	14788	INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED FAY & SONS LLC 1925 MAIN ST GLASTONBURY CT 06033-2974																					

COVERAGES **CERTIFICATE NUMBER:** CL2371112215 **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MPS12745	06/14/2023	06/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUS12745	06/14/2023	06/14/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Meadow Hill Inc. 200 Hollister Way North Glastonbury CT 06033	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Jim

Our sliders in unit 217 are getting old and need to be replaced.

The top picture is our bedroom sliders. We would like to replace them with egress windows instead, not unlike the ones in our living room depicted in the next photo. The window would differ in that there would be three window panels instead of two, which would be needed to infill the larger opening.

The next photo is in our sunroom. We would like to replace the sliders with a window and door as depicted in the last photo of Barbara Massey's sunroom in unit 203. Our backyards face each other diagonally.

These different configurations will provide us greater safety and security which has been a concern of Eileen's.

Thanks David

TEXT MESSAGE RECEIVED FROM DAVID HOBAN
WITH PHOTOS.

ATTACHED IS PROVIDED TO BOARD FOR
ADDED CLARITY TO REVIEW THE REQUEST

Jim Fude



#1

EXISTING
BED ROOM SLIDERS



1A

SAMPLE WINDOW
REPLACEMENT NEW
WINDOW WILL BE
THREE-SECTIONS



#2

EXISTING SUNROOM
- SLIDERS TO BE
REPLACED LIKE #203 -



#2A

EXISTING SUNROOM
DOOR - UNIT #203
BARBARA MASSEY