



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

Wednesday, May 1, 2024  
10:00 am to Noon

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87812537576?pwd=cjZldUd0Tk9XYzBOU0xCTHQ2YU5hQT09>

Meeting ID: 878 1253 7576

Passcode: 108830

**Background and Purpose**

The Executive Board Planning Meeting will provide a forum for the Board to discuss topics regarding the operation and functioning of Meadow Hill, allowing the Board to discuss topics in more detail and depth than time permits at the monthly Executive Board Meetings. The planning meeting is open to residents' attendance as it is an open meeting per our by-laws.

***No actions will be voted on or taken at this meeting. Discussion is limited to Agenda items and time permitting.***

**Agenda items for discussion:**

1. Maintenance – Dryer Vent program - finalize approach, schedule, and inform residents.
2. Risk Management
  - a. Insurance Presentation by Bouvier – schedule, communication with residents
  - b. Risk Management Guidance Document – Board review, finalize June Board meeting.
3. Communication – final review of the Facebook proposal.
4. Communications – discuss the MH e-mail system approach and other tiers of communication. Target a schedule for trial and implementation.
5. Board communication protocol – streamline communications, roles, and priorities.
  - a. Background and past practices
  - b. Imagineers and the Board -roles of the President and the Treasurer
  - c. Committees and the Board
  - d. Staff and the Board
  - e. Develop “Practice Guideline” for community and future Board and Unit Owner Handbooks.
6. Open Forum
7. Adjourn

END OF AGENDA

**Items for future or ongoing discussions with targeted dates:**

- Insurance
  - Risk Management - process to reduce claims, decrease losses, etc. (June)
  - Scope of coverage of health insurance options and insurance options (July)
  - Insurance workshop by Bouvier (**May 15<sup>th</sup> scheduled**)
- Documentation and Communication
  - Archive / Records Retention - HH documents and documents at Imagineers - develop a plan and timeline (**May**)
  - Update MH Documents, Rules, Declarations, and By-laws - timeline and ownership.
  - Document management process; electronic filing options; develop multi-tiered communication to reduce costs and paper consumption and costs.
  - Unit Owner Handbook (October)
  - Board of Director Handbook (September)
  - Use of Facebook Meadow Hill Group (**May agenda**)
  - Community emergency broadcasting system - do we need it or not?
  - Meadow Hill Directory
    - 2025 Directory – place in 2025 budget for January 2025 printing
    - On-line access and posting – discuss feasibility, security, and legalities.
- Capital / Finance Committee - define scope/roles and who should be on it (May agenda)
- Maintenance Committee
  - Decks and repairs and approach (June)
  - Reserve Study kick-off with Consultant (June 7<sup>th</sup>)
  - Communicate Household Hazardous Waste Collection Day (June)
- Declaration, By-Laws, and Rules and Regulation Update (rules clarifications, new additions)
  - Spring inspection for enforcement of rules (May)
  - Discuss implementation of site reviews and documentation/enforcement of violations.
  - Rules and Regs Educational brochure for Unit Owners and Real Estate brokers (Finalize – May)
  - Revenue Generation - Implement a Real Estate Transfer Fee on real estate sales
  - Gas Grilles –
    - Ad hoc group on Gas Grilles for Rules
    - Gas grills under canopies (or not) and Interim Directive
- Board of Director Items
  - Define the role and interaction of the Board.
  - Board member education, attending CAI-CT events, and budgeting for 2025
  - Board communications and protocol (Kristin/Jim)(started and in process)
  - Document content management system/approach.
  - Change owner forms to capture needed information - email addresses, auto insurance, and H06 information.
  - Prepayment of condo fees to help with cash flow
  - “Neighbor to Neighbor” idea - discuss a potential “senior” safety program.
  - Discuss a potential Meadow Hill Endowment program.
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**Follow-up Action to Implement Board Decisions**

- a. Risk Management: Implement the \$50,000 deductible to the Master Association Policy (October notification to Bouvier and Unit Owners for 2025 Policy renewal).

