



**MEADOW HILL, INC.
BOARD MEETING
August 24, 2022 AGENDA**

MEETING TO BE HELD AT CLUBHOUSE

**12:30-1:30 MEET & GREET (LIGHT REFRESHMENTS SERVED)– OPEN TO
ALL RESIDENTS & GUESTS**

1:30 BOARD MEETING BEGINS

EXECUTIVE SESSION MEETING 12:00 – *BOARD MEMBERS ONLY*

1. Call To Order, Roll Call
 - a) Delinquencies, Actions, Collections, Attorney Status
 - b) Pending contracts under negotiation
 - c) Pending/current litigation
 - d) Human Resource/Personnel Issues/Actionable Items

OPEN SESSION 1:30PM

2. President's Remarks
3. Aluminum Wiring Presentation
 - Long Term Planning Committee – Presentation by Jim Fuda & Dave Faxon & Larry Abbott
 - Bill Thompson, AL Wire (Contractor Wiring Remediation)
 - Attorney Sandler, Sandler & Hansen (Association's Attorney)
 - Rob Bouvier, Bouvier Insurance (Association's Insurance Agent)
4. Open Forum-Homeowners may provide input, comments and ask questions-Floor is Open
(Please identify yourself and your unit # for the record)
5. Vote on Loan to Fund Aluminum Wiring Remediation Project
6. Vote on Aluminum Wiring Remediation Project
7. Financial Reports (Treasurer)
8. Maintenance Superintendent Reports
 - Superintendent Report/Maintenance & Work order review
 - Project List Review
9. Manager's Report
 - Calendar Review
 - Correspondence

10. Committee Reports

- Grounds Committee
- Tree Committee
- Communications Committee – Signage
- Long Term planning Committee
- Rules Committee
- Social Committee
- Fire Rebuild Committee
- Maintenance Committee

11. Old Business

- Deck Inspection
- Any other old business?

12. New Business

1. Consider items raised in owners' forum and committee reports
 - Committee Recommendations
2. Consider items discussed in executive session and hearings
 - Any items to vote on?
3. Consideration of Homeowner Variance Requests
 - Any other homeowner variance requests to approve?
4. Any other new business to discuss?

13. Adjournment



MINUTES

Meadow Hill, Inc.

Minutes of Executive Board Meeting

July 20, 2022

Executive Session

The Executive Session convened at 12:15 PM by Property Manager Sheila Duncan. Board Members present: President Toni Dolan, Vice-President Ed Litke, Treasurer Dawn Faucher, and Directors Dave Faxon, Sandy O'Leary, and Ron King. Secretary Jim Fuda attended remotely.

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

The Executive Session closed at 1:24 PM

Open Session

The Open Session of the Executive Board Meeting convened at 1:33PM.

Present were President Toni Dolan, Vice-President Ed Litke, Treasurer Dawn Faucher, and Directors Dave Faxon, Sandy O'Leary, and Ron King, Maintenance Supervisor Darien Covert, and Sheila Duncan of Imagineers. Secretary Jim Fuda attended remotely.

Minutes – Minutes of the June 15, 2022, Executive Board Meeting were unanimously approved by e-mail vote (4-0) and are uploaded to the Meadow Hill and Pilera Web sites. Members Faxon, Faucher, and King abstained from voting as they were unable to attend the meeting.

President's Remarks – no specific remarks

Treasurer's Report

Treasurer Dawn Faucher reported that the transition to Treasurer has gone well and is complete thanking Connie and Imagineers for the support to make the transition smooth. Our financials continue to be strong, and the audit completed last month confirming the solid position of our financials.

Maintenance Report

Darien Covert reported that first round of weeding and pruning was recently completed by Highlight. Work Orders are up to date except for a few siding repairs

which will be undertaken next. Garage door bottom replacement will be done by the end of this week.

Projects from the Project List will be done – paint wrought iron railings, power wash paddock fence, paint trash doors, paint/replace posts for signs.

Manager's Report

Sheila Duncan of Imagineers reported activities performed and completed as reported in Board Packet – insurance resolution for Units 6 and 10 continue, pruning issue with two unit owners has a plan in place, and 227 HWW damage from a failed water heater will require filing of a claim under our Master Policy as the damage exceeds \$10,000.

Committee Reports

- 1) Grounds – Mike Proulx, Committee Chair. reported the Spring projects were in process and the pollinator garden planted in the spring growing and doing well. Fall plans are being developed by the Committee.
- 2) Trees – Toni Dolan reported on behalf of Gene Flynn, Committee Chair, the proposals for tree removal and pruning as recommended by our tree experts, Watson Treeworks and approved by the Board by e-mail vote on July 17th is in process.
- 3) Communication Committee - Toni Dolan reported on behalf of Gene Flynn, Committee Chair, the Emergency Access plan, and signage is progressing. A mockup of the proposed signage was available for those in attendance to comment on.

The TCN community alert tool was too complex to manage and scrapped. The Committee is looking for an alternative plan that will better meet the needs of Meadow Hill.

- 4) Long Term Planning – Dave Faxon reported the Committee is working on the Aluminum Wiring Remediation as a priority as a safety issue to the Meadow Hill Community. The Committee has submitted a Draft Report to the Board and is looking for Board approval to move forward with pursuing the COPALUM Connection Method as the desired remediation method and to begin discussions to pursue a Line of Credit with Windsor Federal Bank. Motions granting these approvals are noted below in New Business. Communication and information forums will be held over the next few months as we are looking to have the remediation completed by the end of 2022.

- 5) Rules – Toni Dolan, Committee Chair reported the group has met four times and is in process of developing a draft for presentation in September.
- 6) Social Committee – Sandy O’Leary, Committee Chair, reported the 4th of July Brunch was well received and a successful program. Bingo Night is scheduled to start on Monday, the 26th.
- 7) Fire Rebuild – Jim Fuda, Committee Chair reported that demolition was completed in four days, and construction has started. Discussions are on-going with the insurance company to increase additional insurance payments and reduce the shortfall. Further updates will be provided.
- 8) Maintenance Committee – Bob Kolwicz presented the proposals received from AD Masonry for retaining wall repair/ reconstruction for Units #10 (\$1,950), Unit #120 (\$3,660) and Unit #159 (1,924 plus pavement). The wall for Unit #159 will be completed by our Maintenance staff. The Wall for Unit #10 will be performed under the Fire Rebuild. The wall for Unit #120 was approved by the Board (see motion below Under Item 9).

Open Forum

- 1) Unit #191 (Connie Liscomb) Inquired whether the Association maintains wrought iron railings to front stoops of units as well as those on common areas. They were informed the maintenance of wrought iron railings on front stoops is the responsibility of the homeowner. Eileen Rotharb, Unit # 174, asked whether some type of process could be added to the paint on the railings that would provide better gripping during the winter months. Kathleen Collins, Unit #272, suggested that taping might help. Darien stated that any addition to the current paint might result in flaking and peeling, but will look into possible options.
- 2) Unit #182 (Dave Fillion) discussed violation letter received and history of verbal approval received 15 years ago. Discussion ensued with the Board resulting in a decision by the Board for the violations to be remedied. The board did not decide to allow permission to continue with the vegetable plantings. This issue to be taken up by Rules Committee A motion was made by Ron King, seconded by Ed Litke to remove the violation. The motion was approved unanimously.
- 3) Unit #174 (Eileen Rotharb) was provided clarification of the rebuild schedule and the aluminum wiring time frame for the project. She also suggested the restart of the Book Club.

- 4) Unit #272 (Kathy Collins) seeking clarification on the four – foot rule, specifically growing herbs in pots on patios/decks. Toni responded this item is under discussion with the Rules Committee.
- 5) Unit #182 Dave Fillion offered insight to the Board and the Long-Term Committee on effective aluminum connections used in the 1970. Dave Faxon replied the COPALUM connections proposed are accepted by the insurance industry and by the Consumer Safety Protection Commission.

Old Business – none

New Business

- 1) Retaining Wall near Unit #120 – Motion for approval of the expenditure of \$3,660 to repair the wall near unit #120, provided in the proposal by AD Masonry and noting the amount is within the \$5000 budgeted. Motion by Dawn Faucher and seconded by Ron King. The motion was unanimously approved (7-0).
- 2) Unit #182 Violations – Motion by the Board for the unit owner to remove the violations. Motion by Ron King, seconded by Ed Litke. Unanimously approved (7-0).
- 3) Aluminum Wiring Remediation - Motion to move forward with the project using the COPALUM wiring methodology as it has a proven track record and an accepted methodology by the insurance industry and approving the Long Term Committee to seek a final sole source proposal from AL Wiring of Cromwell, CT. Motion by Dave Faxon, seconded by Dawn Faucher. Unanimously approved (7-0).
- 4) Aluminum Wiring Remediation - Motion to authorize to fund the project in the amount of \$770,000 and authorizing the Treasurer and the Long-term Committee to enter into discussion with the Windsor Federal Savings Bank for the line of credit. Motion by Dave Faxon, seconded by Ed Litke. Unanimously approved (7-0).
- 5) Aluminum Wiring Remediation - Motion to engage Scott Sandler of Sandler & Hansen of Middletown, the Association's attorney, to review and advise on the specific steps and process for funding approval. Motion by Dave Faxon, seconded by Dawn Faucher. Unanimously approved (7-0).
- 6) Deck Inspection – the Board voted unanimously to approve the proposal of Hibbard& Rosa Architects; LLC dated June 27, 2022 in the amount of \$4,000 for a review and inspection of 39 decks at Meadow Hill. Motion by Jim Fuda, seconded by Dave Faxon and approved unanimously (7-0).

2. Pool Hour Change – Director Ron King asked the Board to consider changing pool hours to allow grandchildren to use the pool earlier in the day than the current rules allow. Toni Dolan will add this to the discussion with the Rules Committee.

Adjourn

Meeting was adjourned by unanimous vote (7-0) at 2:47 PM. Ron King moved, Dawn Faucher seconded and unanimously approved by the Board (7-0).

Time of adjournment – 2:47 PM

Minutes submitted by: Jim Fuda

Minutes approved by email vote – 07/27/2022

Attachments: None

Email Votes – 06/16 to 07/19 2022

The following votes were made since the last Board meeting and are recorded as part of these notes:

06/27/2022 – Motion to approve the Minutes of the Executive Board meeting of June 15, 2022. Motion by Toni Dolan, second by Jim Fuda. Unanimously approved (7-0).

07/13/2022 – Motion to approve the request from Gene Flynn, Committee Chair of the Tree Committee for the removal of three trees and heavy trimming of a fourth tree in the amount of \$2,446.05 as provided in the proposal of Watson Treeworks, LLC dated July 12, 2022. Motion by Toni Dolan, seconded by Jim Fuda. Votes Yes – 6 and one no vote by Sandy O’Leary who was out of town on vacation and unable to vote. Motion approved.



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of July 31, 2022

	Balance Jul 31, 2022	Balance Jun 30, 2022	Change
Assets			
Operating Cash			
1103 - Webster Debit Checking	996.96	1,787.40	(790.44)
1105 - Key Bank - Checking	1,353.94	1,353.94	0.00
1140 - Operating Checking - Pacific Premier Bk	1,652.13	5,463.32	(3,811.19)
1145 - PPB Inc Claim 06C00716	514,383.24	521,583.24	(7,200.00)
1170 - Segregated Funds - Insurance	11,000.00	11,000.00	0.00
Total Operating Cash	529,386.27	541,187.90	(11,801.63)
Money Market			
1303 - Key Bank Money Market	36,698.64	36,698.64	0.00
1340 - Money Market - Pacific Premier Bank	143,932.87	132,989.66	10,943.21
Total Money Market	180,631.51	169,688.30	10,943.21
Certificates of Deposit			
1401 - Key Bank CD	121,723.39	121,723.39	0.00
Total Certificates of Deposit	121,723.39	121,723.39	0.00
Accounts Receivable			
1600 - Accounts receivable	497.00	955.00	(458.00)
1604 - Accounts Receivable Reserves	24,124.22	24,124.22	0.00
1605 - Reserve Recievable - WindsorFed Ln Payof	13,784.73	17,270.01	(3,485.28)
Total Accounts Receivable	38,405.95	42,349.23	(3,943.28)
Prepaid Expenses			
1701 - Prepaid Insurance	54,701.50	65,130.75	(10,429.25)
Total Prepaid Expenses	54,701.50	65,130.75	(10,429.25)
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00
1815 - Furniture & Fixture	5,038.08	5,038.08	0.00

Balance Sheet Report

Meadow Hill, Inc.

As of July 31, 2022

	Balance Jul 31, 2022	Balance Jun 30, 2022	Change
Assets			
Fixed Assets/Accum Depreciation			
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
1807 - Accumulated Depreciation.: Equipment	(98,223.97)	(98,223.97)	0.00
Total Fixed Assets/Accum Depreciation	8,090.35	8,090.35	0.00
Total Assets	932,938.97	948,169.92	(15,230.95)
Liabilities			
Current Payables			
2100 - Accounts payable	197,029.70	4,000.00	193,029.70
2101 - Insurance payable	51,620.90	61,956.08	(10,335.18)
2103 - Due to Reserves	24,124.22	24,124.22	0.00
2104 - Clearing Account	(432.00)	0.00	(432.00)
2107 - Due to Reserves - Windsor Fed Payoff	13,989.73	17,475.01	(3,485.28)
2200 - Unit Owner Fees Received in Advance	28,340.91	28,914.91	(574.00)
2203 - Deferred Insurance Claim Income	320,816.16	517,583.24	(196,767.08)
2302 - Accrued Expenses	26,775.00	23,595.00	3,180.00
Total Current Payables	662,264.62	677,648.46	(15,383.84)
Long Term Payables			
2401 - Loan Payable - Truck	2,478.76	2,478.76	0.00
Total Long Term Payables	2,478.76	2,478.76	0.00

Balance Sheet Report

Meadow Hill, Inc.

As of July 31, 2022

	Balance Jul 31, 2022	Balance Jun 30, 2022	Change
<u>Liabilities</u>			
Reserve for Future Major Repairs & Repl			
2500 - Contract Liability	288,110.80	288,110.80	0.00
Total Reserve for Future Major Repairs & Repl	288,110.80	288,110.80	0.00
Total Liabilities	952,854.18	968,238.02	(15,383.84)
<u>Owners' Equity</u>			
Members Equity			
3100 - Members Equity	(75,798.51)	(75,798.51)	0.00
Total Members Equity	(75,798.51)	(75,798.51)	0.00
Replacement Reserves			
3200 - Replacement Reserve	225.72	225.72	0.00
3203 - Fixed Asset Fund	4,472.69	4,472.69	0.00
Total Replacement Reserves	4,698.41	4,698.41	0.00
Total Owners' Equity	(71,100.10)	(71,100.10)	0.00
Net Income / (Loss)	51,184.89	51,032.00	152.89
Total Liabilities and Equity	932,938.97	948,169.92	(15,230.95)

Meadow Hill, Inc.

July 01, 2022 thru July 31, 2022

	Current Period		Year to Date (7 months)			Annual Budget	Budget Remaining	
	Actual	Budget	Variance	Actual	Budget			Variance
Income								
Association Fee Income								
4100 - Association Fee Income	54,030.00	54,007.00	23.00	378,210.00	378,048.00	162.00	648,082.00	269,872.00
4405 - CAI Rental	675.00	694.00	(19.00)	4,725.00	4,862.00	(137.00)	8,335.00	3,610.00
Total Association Fee Income	54,705.00	54,701.00	4.00	382,935.00	382,910.00	25.00	656,417.00	273,482.00
Income Charged by Unit								
4300 - Late fee income	125.00	38.00	87.00	424.98	263.00	161.98	450.00	25.02
4301 - Miscellaneous income	0.00	42.00	(42.00)	0.00	292.00	(292.00)	500.00	500.00
4302 - General fine income	0.00	0.00	0.00	175.00	0.00	175.00	0.00	(175.00)
4305 - Insufficient funds fee	0.00	0.00	0.00	25.00	0.00	25.00	0.00	(25.00)
4306 - Statement fee income	30.00	0.00	30.00	50.00	0.00	50.00	0.00	(50.00)
4313 - Pool Card Income	60.00	0.00	60.00	60.00	0.00	60.00	0.00	(60.00)
Total Income Charged by Unit	215.00	80.00	135.00	734.98	555.00	179.98	950.00	215.02
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	150.00	63.00	87.00	150.00	438.00	(288.00)	750.00	600.00
4401 - Insurance claim income	196,767.08	0.00	196,767.08	229,334.46	0.00	229,334.46	0.00	(229,334.46)
4406 - Social Fund Income	0.00	188.00	(188.00)	0.00	1,313.00	(1,313.00)	2,250.00	2,250.00
Total Other Income Assoc Level	196,917.08	251.00	196,666.08	229,484.46	1,751.00	227,733.46	3,000.00	(226,484.46)
Interest/Reserve Income								
4501 - Interest Income Operating	0.00	0.00	0.00	17.12	0.00	17.12	0.00	(17.12)
4502 - Interest Income Reserves	0.00	17.00	(17.00)	0.00	117.00	(117.00)	200.00	200.00
Total Interest/Reserve Income	0.00	17.00	(17.00)	17.12	117.00	(99.88)	200.00	182.88
Total Meadow Hill, Inc. Income	251,837.08	55,049.00	196,788.08	613,171.56	385,333.00	227,838.56	660,567.00	47,395.44
Expense								
Professional Fees								
5100 - Management Fee	2,747.21	2,812.00	(64.79)	19,280.47	19,690.00	(409.53)	33,755.00	14,474.53
5101 - Legal Fees	63.00	83.00	(20.00)	1,811.25	583.00	1,228.25	1,000.00	(811.25)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

July 01, 2022 thru July 31, 2022

Expense	Current Period		Year to Date (7 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Professional Fees						
5102 - Accounting Fees	0.00	0.00	4,850.00	0.00	5,000.00	150.00
Total Professional Fees	2,810.21	2,895.00	25,941.72	20,273.00	39,755.00	13,813.28
Utilities						
5200 - Electricity	2,273.70	1,917.00	11,257.39	13,417.00	23,000.00	11,742.61
5205 - Gas	750.00	917.00	7,699.14	6,417.00	11,000.00	3,300.86
5206 - Water	4,710.18	3,217.00	23,846.16	22,517.00	38,600.00	14,753.84
5207 - Sewer	1,635.00	2,000.00	11,200.00	14,000.00	24,000.00	12,800.00
5210 - Trash Removal	2,617.36	2,333.00	18,077.22	16,333.00	28,000.00	9,922.78
5211 - Telephone	402.57	327.00	2,350.08	2,287.00	3,920.00	1,569.92
Total Utilities	12,388.81	10,711.00	74,429.99	74,971.00	128,520.00	54,090.01
Administrative						
5308 - Miscellaneous Admin	492.49	217.00	3,016.83	1,517.00	2,600.00	(416.83)
5313 - Communications - LARK	0.00	42.00	0.00	292.00	500.00	500.00
5314 - Welcome Committee	0.00	21.00	40.29	146.00	250.00	209.71
Total Administrative	492.49	280.00	3,057.12	1,955.00	3,350.00	292.88
Insurance						
5400 - Master Insurance Policy	9,870.00	9,304.00	69,178.28	65,129.00	111,650.00	42,471.72
5401 - Worker's Compensation	369.00	667.00	3,486.00	4,667.00	8,000.00	4,514.00
5403 - Health Insurance	2,365.18	2,125.00	19,140.66	14,875.00	25,500.00	6,359.34
5407 - Insurance Loss Expense	196,767.08	0.00	229,334.46	0.00	0.00	(229,334.46)
5409 - Automobile Insurance	190.25	200.00	1,333.50	1,400.00	2,400.00	1,066.50
Total Insurance	209,561.51	12,296.00	322,472.90	86,071.00	147,550.00	(174,922.90)
Payroll						
5501 - Payroll-Maintenance	10,978.00	9,261.00	62,034.22	64,825.00	111,128.00	49,093.78
5504 - Payroll-Snow	0.00	167.00	2,844.00	1,167.00	2,000.00	(844.00)
5508 - Payroll-Mileage	0.00	8.00	117.70	58.00	100.00	(17.70)

July 01, 2022 thru July 31, 2022

Printed by Katherine Kraszewski on Mon Aug 08, 2022 05:41 pm

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

July 01, 2022 thru July 31, 2022

Expense	Current Period		Year to Date (7 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Reserves and Miscellaneous						
6102 - Association Income Tax	0.00	58.00	955.00	408.00	700.00	(255.00)
6103 - Truck Taxes	0.00	58.00	114.40	408.00	700.00	585.60
6105 - Contribution To Reserves General	7,452.00	7,452.00	52,162.00	52,163.00	89,422.00	37,260.00
Total Reserves and Miscellaneous	7,452.00	8,138.00	53,231.40	56,970.00	97,664.00	44,432.60
Capital Improvements						
7202 - Roof Replacement	0.00	0.00	2,000.00	0.00	0.00	(2,000.00)
7230 - Amenities - HH & Clubhouse	0.00	0.00	1,225.57	0.00	0.00	(1,225.57)
Total Capital Improvements	0.00	0.00	3,225.57	0.00	0.00	(3,225.57)
Total Meadow Hill, Inc. Expense	259,142.12	57,778.00	614,117.78	385,562.00	660,567.00	46,449.22
Total Meadow Hill, Inc. Income / (Loss)	(7,305.04)	(2,729.00)	(946.22)	(229.00)	0.00	946.22

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.-Reserve

July 01, 2022 thru July 31, 2022

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Interest/Reserve Income								
4500 - Reserve Contributions	7,452.00	7,452.00	0.00	52,162.00	52,163.00	(1.00)	89,422.00	37,260.00
4502 - Interest Income Reserves	5.93	0.00	5.93	(30.89)	0.00	(30.89)	0.00	30.89
Total Interest/Reserve Income	7,457.93	7,452.00	5.93	52,131.11	52,163.00	(31.89)	89,422.00	37,290.89
Total Meadow Hill, Inc-Reserve Income	7,457.93	7,452.00	5.93	52,131.11	52,163.00	(31.89)	89,422.00	37,290.89
Expense								
Capital Improvements								
7208 - Special Projects	0.00	1,667.00	(1,667.00)	0.00	11,667.00	(11,667.00)	20,000.00	20,000.00
7217 - Retaining Walls	0.00	417.00	(417.00)	0.00	2,917.00	(2,917.00)	5,000.00	5,000.00
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	0.00	5,658.00	(5,658.00)	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	0.00	19,833.00	(19,833.00)	34,000.00	34,000.00
7229 - Contingencies	0.00	833.00	(833.00)	0.00	5,833.00	(5,833.00)	10,000.00	10,000.00
7230 - Amenities - HH & Clubhouse	0.00	92.00	(92.00)	0.00	642.00	(642.00)	1,100.00	1,100.00
7231 - Garden Irrigation	0.00	46.00	(46.00)	0.00	321.00	(321.00)	550.00	550.00
7232 - Stable Improvements	0.00	44.00	(44.00)	0.00	312.00	(312.00)	535.00	535.00
7233 - Pool Painting	0.00	167.00	(167.00)	0.00	1,167.00	(1,167.00)	2,000.00	2,000.00
Total Capital Improvements	0.00	6,907.00	(6,907.00)	0.00	48,350.00	(48,350.00)	82,885.00	82,885.00
Total Meadow Hill, Inc-Reserve Expense	0.00	6,907.00	(6,907.00)	0.00	48,350.00	(48,350.00)	82,885.00	82,885.00
Total Meadow Hill, Inc-Reserve Income / (L	7,457.93	545.00	6,912.93	52,131.11	3,813.00	48,318.11	6,537.00	(45,594.11)
Total Association Net Income / (Loss)	152.89	(2,184.00)	2,336.89	51,184.89	3,584.00	47,600.89	6,537.00	(44,647.89)

Accounts Payable Open Items

Meadow Hill, Inc.

As of Sun Jul 31, 2022

Period	Invoice Date -	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Andrews Oil & Gas Services, Inc - 136 Rye Street, South Windsor, CT 06074								
July, 2022	07/18/2022	15583821	1361 - 5900 - Building Maintenance	07/18/2022		Central Air Repair, Replaced Thermostat	07/14/22	613.25
						Total Andrews Oil Gas Services, Inc:		613.25
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618								
July, 2022	07/01/2022	070122-3073	1361 - 5200 - Electricity	07/01/2022	08/01/2022	Acct # 5130 680 3073	06/01/22-07/01/22	9.43
	07/11/2022	071122-2073	1361 - 5200 - Electricity	07/11/2022	08/01/2022	Acct # 5136 879 2073	6/9/22-7/11/22	820.13
	07/26/2022	894957002	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5133 519 2019	06/24/22-07/26/22	75.50
		072622-2040	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5139 519 2040	6/24/22-7/26/22	1,050.03
		072622-2038	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5137 129 2038	6/24/22-7/26/22	30.99
		072622-2017	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5134 519 2017	6/24/22-7/26/22	11.63
		072622-2018	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5124 519 2018	6/24/22-7/26/22	72.45
		072622-2075	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5118 719 2075	6/24/22-7/26/22	15.15
		072622-2014	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5116 519 2014	6/24/22-7/26/22	64.15
		072622-2069	1361 - 5200 - Electricity	07/26/2022	08/02/2022	Acct # 5113 619 2069	6/24/22-7/26/22	21.18
						Total Eversource (E):		2,170.64
Imagineers, LLC - 635 Farmington Avenue, Hartford, CT 06105 - (860) 247-2318								
July, 2022	06/30/2022	AR043793-CON	1361 - 5407 - Insurance Loss Expense	07/01/2022		Claim# 06C00716 progress invoice	units 6-10	193,567.08
	07/19/2022	AR043715-MIS	1361 - 5308 - Miscellaneous Admin	07/19/2022		Copies & Postage	07/19/22	146.76
						Total Imagineers, LLC:		193,713.84
Savol Pools - Corp. - 91 Prestige Park, East Hartford, CT 06108 - (860) 282-0878								
July, 2022	07/27/2022	74438	1361 - 5804 - Maintenance Supplies	07/27/2022		Pool Chemicals, Deposit Container, Fuel	07/27/22	681.97
			1361 - 5804 - Maintenance Supplies	07/27/2022		Deposit Container Return Credit	07/27/22	-150.00
						Total Savol Pools - Corp.:		531.97
						Total report:		197,029.70

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Jul 01, 2022 thru Sun Jul 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>All Waste Inc.</u>					
Check Date: 07/08/2022	Bank: Pacific Premier Bank - OP 1361 - 5210 - Trash Removal	Check Number: 05000293	Check Amount: 2,617.36 07/01/2022 Cust# 1-130840 9	07/2022 Total for All Waste Inc.	2,617.36 2,617.36
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 07/31/2022	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 07302022	Check Amount: 260.28 07/31/2022 Health Insurance	07/27/2022 Total for Anthem Blue Cross & Blue Shield	260.28 260.28
<u>CAI-CT</u>					
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5308 - Miscellaneous Admin	Check Number: 00500033	Check Amount: 320.00 07/19/2022 Annual Membership	2022 Total for CAI-CT	320.00 320.00
<u>Central Sealing Co., Inc.</u>					
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5616 - Road/Walks Repairs	Check Number: 05000302	Check Amount: 1,116.68 07/01/2022 Asphalt Paving	Unit 129 Total for Central Sealing Co., Inc.	1,116.68 1,116.68
<u>Connecticare Inc.</u>					
Check Date: 07/05/2022	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 00070522	Check Amount: 2,328.80 07/05/2022 Health Insurance	07/05/2022 Total for Connecticare Inc.	2,328.80 2,328.80
<u>Country Mutual Insurance Company</u>					
Check Date: 07/05/2022	Bank: Pacific Premier Bank - OP 1361 - 2101 - Insurance payable	Check Number: 07052022	Check Amount: 10,335.18 07/05/2022 Package Pol# WA 0200212721	conf # 0705203 Total for Country Mutual Insurance Company	10,335.18 10,335.18
<u>Degree Incorporated</u>					
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5900 - Building Maintenance	Check Number: 05000301	Check Amount: 413.70 07/01/2022 Unit Heater Repair	2/24/22 Total for Degree Incorporated	413.70 413.70

Cash Disbursement by Vendor Meadow Hill, Inc.

Fri Jul 01, 2022 thru Sun Jul 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Eversource (E)</u>					
Check Date: 07/12/2022	Bank: Pacific Premier Bank - OP 1361 - 5200 - Electricity	Check Number: 05000295	Check Amount: 07/01/2022 Acct # 5133 519 2019	5/25/22-6/24/22	62.70
				Total for Eversource (E)	62.70
<u>Frontier Communications</u>					
Check Date: 07/12/2022	Bank: Pacific Premier Bank - OP 1361 - 5211 - Telephone 1361 - 5211 - Telephone	Check Number: 05000296	Check Amount: 07/01/2022 Acct 860-633-1206 07/01/2022 Acct 860-037-5165	06/29/22-07/28/22 06/27/22-07/26/22	121.69 43.88
				Total for Frontier Communications	165.57
<u>Goselin, John & Donna</u>					
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5900 - Building Maintenance	Check Number: 05000304	Check Amount: 07/11/2022 Unclog Drain	Reimburse	410.00
				Total for Goselin, John & Donna	410.00
<u>Hibbard & Rosa Architects LLC</u>					
Check Date: 07/19/2022	Bank: Meadow Hill Ins Claim 06C00716 1361 - 5407 - Insurance Loss Expense 1361 - 5407 - Insurance Loss Expense	Check Number: 00500006	Check Amount: 06/20/2022 Architectural Services 07/19/2022 Additional Architectural Services	Bldg 6 & 10 Bldgs 6,10	4,000.00 1,600.00
Check Date: 07/28/2022	Bank: Meadow Hill Ins Claim 06C00716 1361 - 5407 - Insurance Loss Expense	Check Number: 00500007	Check Amount: 07/28/2022 Architectural Services	Units 6 & 10	1,600.00
				Total for Hibbard & Rosa Architects LLC	7,200.00
<u>Highlight Landscape and Design LLC</u>					
Check Date: 07/31/2022	Bank: Pacific Premier Bank - OP 1361 - 5600 - Landscaping Maint. Contract 1361 - 5600 - Landscaping Maint. Contract	Check Number: 00500035	Check Amount: 07/01/2022 Landscape Contract 07/31/2022 Mulch	7/1/22 05/16/2022	9,171.08 159.53
				Total for Highlight Landscape and Design LLC	9,330.61
<u>Home Depot Credit Services</u>					
Check Date: 07/14/2022	Bank: Pacific Premier Bank - OP 1361 - 5804 - Maintenance Supplies	Check Number: 03277037	Check Amount: 07/01/2022 Conf# 3277037	7/14/22	1,222.72
				Total for Home Depot Credit Services	1,222.72

Cash Disbursement by Vendor Meadow Hill, Inc.

Fri Jul 01, 2022 thru Sun Jul 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Imagineers, LLC</u>					
Check Date: 07/13/2022	Bank: Pacific Premier Bank - OP 1361 - 5100 - Management Fee	Check Amount: 07/01/2022	2,747.21 Management Fee	07/01/2022	2,747.21
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 4306 - Statement fee income	Check Amount: 07/01/2022	20.00 Statement Fees	6/2022	20.00
Check Date: 07/26/2022	Bank: Pacific Premier Bank - OP 1361 - 5308 - Miscellaneous Admin	Check Amount: 07/15/2022	25.73 Copies & Postage	Copies & Postage	25.73
Total for Imagineers, LLC					2,792.94
<u>Meadow Hill, Inc.</u>					
Check Date: 07/08/2022	Bank: Pacific Premier Bank - OP 1361 - 6105 - Contribution To Reserves General	Check Amount: 07/01/2022	7,452.00 Reserve Contribution	07/2022	7,452.00
Check Date: 07/13/2022	Bank: Pacific Premier Bank - OP 1361 - 2107 - Due to Reserves - Windsor Fed Payoff	Check Amount: 07/10/2022	3,485.28 Repayment of Loan from Reserves	07/2022	3,485.28
Total for Meadow Hill, Inc.					10,937.28
<u>Sandler & Hansen, LLC</u>					
Check Date: 07/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5101 - Legal Fees	Check Amount: 07/11/2022	63.00 Professional Services	7/11/22	63.00
Total for Sandler & Hansen, LLC					63.00
<u>Simmons, Rich & Susan</u>					
Check Date: 07/22/2022	Bank: Pacific Premier Bank - OP 1361 - 2104 - Clearing Account	Check Amount: 07/22/2022	374.00 Refund-Sold Unit 06/30/22-00156-69; 07/06/2022		374.00
Total for Simmons, Rich & Susan					374.00
<u>The Metropolitan District Co.</u>					
Check Date: 07/22/2022	Bank: Pacific Premier Bank - OP 1361 - 5206 - Water	Check Amount: 07/07/2022	3,990.18 1489 Main St. Acct # 21019066	6/1/22-6/30/22	3,990.18
Total for The Metropolitan District Co.					3,990.18
Total for Meadow Hill, Inc.					53,941.00



PROJECT LIST

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
Annual	2022	15-Mar	Put out wooden benches
Annual	2022	30-Mar	Power Wash Tennis Courts
Annual	2022	1-Apr	Open Tennis Courts
Annual	2022	15-Apr	Start AC Clubhouse and Hollister House
Annual	2022	15-Apr	Paint all safety stripes
Annual	2022	30-Apr	Inspect walkways
Annual	2022	15-May	Rototill, prepare Garden
Annual	2022	15-May	Order mulch and distribute
Annual	2022	31-May	Startup irrigation systems
Annual	2022	31-May	close Greenhouse
Annual	2022	31-May	Inspect and support stone walls
Annual	2022	31-May	Open Pool
Annual	2022	31-May	Add sand to horseshoe pits
Special	2022	31-May	Cement pad for bench near Clubhouse
Special	2022	30-Jun	Install several garage bottoms in worst sections
Special	2022	30-Jun	Install additional leaf guards
Special	2022	30-Jun	Install two or three pine experimental needle guards
Annual	2022	1-Jul	Jet Washing/Clean Sewer Line 100/102 HWS
Evry3	2022	20-Jul	Paint wrought iron railings within complex
Evry3	2022	31-Jul	Power Wash Paddock Fence, both sides
Evry5-7	2022	31-Jul	Paint Trash Container Doors
Special	2022	31-Jul	Install New Parking Lot Signs, Paint/Replace Posts
Annual	2022	31-Aug	Power Wash one-third of buildings annually
Annual	2022	31-Aug	Consider crack filling for winter
Annual	2022	10-Sep	Arrange Brush Hog Bottom Hill to Paddock Fence and Tree Line
Annual	2022	1-Oct	Close Pool
Annual	2022	15-Oct	Close irrigation systems
Annual	2022	15-Oct	Open Greenhouse
Annual	2022	31-Oct	Most Needed Roofs, Cleaning of Moss
Annual	2022	31-Oct	Close Tennis Courts
Annual	2022	31-Oct	Inspect Heat Tape
Annual	2022	31-Oct	Inspect Flat Roofs
Special	2022	31-Oct	Refurbish Tops and Sides Garage Doors (COMPLETE PROJECT)
Special	2022	31-Oct	Paint Garage Doors (COMPLETE PROJECT)
Annual	2022	10-Nov	Clear Brush North and South Slopes
Annual	2022	15-Nov	Order road salt
Annual	2022	15-Nov	Take in wooden benches
Annual	2022	30-Nov	Inspect water heaters and smoke detectors
Special	2022	31-Mar	Paint Hollister House Blinds and Door
AsReq	2022	AsReq	Clean Dryer Vents
AsReq	2022	AsReq	Clean Gutters
AsReq	2022	AsReq	Supervise contracts and special projects
AsReq	2021	AsReq	Snow plowing and shovelling

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
AsReq	2022	AsReq	Plant and pull shrubs when requested by grounds committee
AsReq	2022	AsReq	Repair/replace broken fence sections
AsReq	2022	AsReq	Repair concrete steps
AsReq	2022	AsReq	Minor repair to stone walls.
AsReq	2022	AsReq	Attend to pipe and roof leaks
Daily	2022	Daily	Set sprinkler hoses for north and south entrances
Daily	2022	Daily	Pick up any loose sticks around property
Daily	2022	Daily	Check pool ph 3 times daily
Daily	2022	Daily	Pick up any loose sticks around property
Daily	2022	Daily	Skim pool for leaves-check filters-check pool level
Daily	2022	Daily	Clean pool chairs and tables of bird droppings
Monthly	2022	Monthly	Setup Clubhouse for Executive Board meetings etc.
Semi_An	2022	Semi_An	Replace furnace filters
Semi_An	2022	Semi_An	Demp Runs
Semi_An	2022	Semi_An	Change times, outside lights, daylight savings etc.
Semi_An	2022	Semi_An	Clean shuffleboard and hoursehoe storage units
Weekly	2022	Weekly	Inspect mowing/blowing, weeding done by contractor
Weekly	2022	Weekly	Inspect property and report issues needing attention.
Weekly	2022	Weekly	Clean pool tables
Weekly	2022	Weekly	Replace toilet supplies, light bulbs, etc.
Evry5	2022	WhenSchd	Facilitate Painting Fire Hydrants
	2022		RECURRING PROJECTS FOR FUTURE YEARS
Evry3	2023	20-Jul	Paint fence posts around stable and paddock.
Evry3	2023	30-Jul	Paint fence at main entrance to barn.
Evry3	2023	31-Jul	Paint Brown Lamp Posts
Evry5-7	2023	30-Sep	Paint Barn
Evry5-7	2024	30-Sep	Paint faded garage doors
Evry5-7	2025	1-May	Paint lines on tennis courts
Evry5-7	2025	31-Aug	Paint exterior clubhouse
Evry5-7	2025	30-Sep	Arrage painting vent pipes on roofs
Evry5-7	2026	31-Oct	Paint utility doors, attac entrances, setps to pool and clubhouse
Evry5-7	2026	31-Oct	Paint sides and tops around garage doors



SERVICE REQUEST LOG

Meadow Hill Incorporated Report

☒ Open



Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
298 Hollister Way West Glastonbury, CT 06033 298 Hollister Way West - Unit: 1 OWNER: Irene Adamson ACCOUNT ID: n/a	OPEN	Building Repair / Vents/Dryer	Covert, Darien	485372	Hours: null Labor: Mats:	CREATED: 08/17/2022 12:04 PM Merritt, Danielle LAST UPDATED: 08/17/2022 12:05 PM Merritt, Danielle (1432322)
	Note: Dryer Vent Cleaning - Please clean the dryer vent.					
182 Hollister Way South Glastonbury, CT 06033 182 Hollister Way South - Unit: 1 OWNER: Linda B. Fillion ACCOUNT ID: n/a	OPEN	Plumbing / Sink Not Working	Covert, Darien	485363	Hours: null Labor: Mats:	CREATED: 08/17/2022 11:42 AM Merritt, Danielle LAST UPDATED: 08/17/2022 11:44 AM Merritt, Danielle (1432322)
	Note: Evaluate Kitchen Sink pipes - The unit owner has reported the kitchen sink is filling up when the upstairs neighbor starts the dishwasher. Please check pipes.					
168 Hollister Way South Glastonbury, CT 06033 168 Hollister Way South - Unit: 1 OWNER: Susan Hutt ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien	484663	Hours: null Labor: Mats:	CREATED: 08/15/2022 11:57 AM Merritt, Danielle LAST UPDATED: 08/15/2022 11:58 AM Merritt, Danielle (1432322)
	Note: Garage Door Trim - Please repair the trim on the left side of garage Door.					

168 Hollister Way South Glastonbury, CT 06033 168 Hollister Way South - Unit: 1 OWNER: Susan Hutt ACCOUNT ID: n/a	OPEN	Roofing / Gutter Cleaning	Covert, Darien	484660	Hours: null Labor: Mats:	CREATED: 08/15/2022 11:56 AM Merritt, Danielle LAST UPDATED: 08/15/2022 11:56 AM Merritt, Danielle (1432322)
	Note: Clean Gutter - the front gutters are over flowing when rain .					
COMMON AREA Not Specified	OPEN	Grounds / N/A	Highlight Landscape and Design LLC	483781	Hours: null Labor: Mats:	CREATED: 08/11/2022 8:22 AM Merritt, Danielle LAST UPDATED: 08/11/2022 8:24 AM Merritt, Danielle (1432322)
	Note: Ground Maintenance planting bed - Please weed and mulch the raised planting bed located facing the garages & road in front of unit 70. Please trim the red knockout rose bushes located there. .					
159 Hollister Way North Glastonbury, CT 06033 159 Hollister Way North - Unit: 1 OWNER: Constance M. Abbott ACCOUNT ID: n/a	OPEN	Custodial / Power Washing	Covert, Darien	482749	Hours: null Labor: Mats:	CREATED: 08/08/2022 11:32 AM Merritt, Danielle LAST UPDATED: 08/08/2022 11:39 AM Merritt, Danielle (1432322)
	Note: Power Wash Front - Please power wash front of unit.					
76 Hollister Way South Glastonbury, CT 06033 76 Hollister Way South - Unit: 1 OWNER: Judith A. Rudzki ACCOUNT ID: n/a	OPEN	Building Repair / Vents/Dryer	Covert, Darien	481761	Hours: null Labor: Mats:	CREATED: 08/03/2022 4:30 PM Merritt, Danielle LAST UPDATED: 08/03/2022 4:33 PM Merritt, Danielle (1432322)
	Note: Dryer Vent Cleaning - The unit owner has stated the dryer vent is very full. Please clean.					

102 Hollister Way South Glastonbury, CT 06033 102 Hollister Way South - Unit: 1 OWNER: John Goselin ACCOUNT ID: n/a	OPEN	Plumbing / N/A	Anytime Sewer & Drain & Jetting Service	481288	Hours: null Labor: Mats:	CREATED: 08/02/2022 12:04 PM Merritt, Danielle LAST UPDATED: 08/02/2022 12:06 PM Merritt, Danielle (1432322)
	Note: Clean Sewer lines - Please perform periodic jet cleaning of their sewer lines (every 6 months). The pipe was cameraed and there was a belly in the line that requires preventive maintenance jet cleaning. .					
74 Hollister Way South Glastonbury, CT 06033 74 Hollister Way South - Unit: 1 OWNER: Berloe, Harris ACCOUNT ID: n/a	OPEN	Landscaping / Ground Maintenance	Highlight Landscape and Design LLC	480348	Hours: null Labor: Mats:	CREATED: 07/29/2022 10:42 AM Berloe, Harris LAST UPDATED: 08/17/2022 12:36 PM Merritt, Danielle (1432322)
	Note: Weed rear of property under deck stairs & excessive weeds in front - Requesting mulch for placement under upstairs unit's stairway. Front space needs weeding for all non perennial plants as directed. .					
COMMON AREA Not Specified	OPEN	Club House / N/A	Covert, Darien	478842	Hours: null Labor: Mats:	CREATED: 07/25/2022 11:24 AM Merritt, Danielle LAST UPDATED: 07/25/2022 11:26 AM Merritt, Danielle (1432322)
	Note: Clubhouse Rental 9/29 - The Meadow Hill Social Committee will be hosting Bingo on Thursday September 29th at 6:30 PM .					
292 Hollister Way West Glastonbury, CT 06033 292 Hollister Way West - Unit: 1 OWNER: Wellington, Deborah M. ACCOUNT ID: n/a	OPEN	General Repair / N/A	Covert, Darien	476665	Hours: null Labor: Mats:	CREATED: 07/16/2022 9:26 AM Wellington, Deborah M. LAST UPDATED: 07/18/2022 8:53 AM Merritt, Danielle (1432322)
	Note: Dryer Vent cleaning - I would like to get our dryer vent cleaned. .					

70 Hollister Way South Glastonbury, CT 06033 70 Hollister Way South - Unit: 1 OWNER: Dana E. Kubachka ACCOUNT ID:	OPEN	Landscaping / Ground Maintenance	Covert, Darien	464667	Hours: null Labor: Mats:	CREATED: 06/01/2022 3:14 PM Merritt, Danielle LAST UPDATED: 06/08/2022 9:43 AM Merritt, Danielle (1432322)
	Note: Reseed Patch - Please reseed the area directly in front of unit 70..					
21 Hollister Way North Glastonbury, CT 06033 21 Hollister Way North - Unit: 1 OWNER: Susan Simmons ACCOUNT ID:	OPEN	Roofing / N/A	Covert, Darien	457531	Hours: null Labor: Mats:	CREATED: 05/09/2022 10:04 AM Merritt, Danielle LAST UPDATED: 05/09/2022 10:05 AM Merritt, Danielle (1432322)
	Note: Rake Edge Missing - The unit owner reported the rake edge is missing- Please replace.					
203 Hollister Way North Glastonbury, CT 06033 203 Hollister Way North - Unit: 1 OWNER: Barbara Massy ACCOUNT ID:	OPEN	Building Repair / Siding	Covert, Darien	456457	Hours: null Labor: Mats:	CREATED: 05/04/2022 12:51 PM Merritt, Danielle LAST UPDATED: 05/04/2022 12:52 PM Merritt, Danielle (1432322)
	Note: Damaged Siding - Please repair the siding that was damaged.					
178 Hollister Way South Glastonbury, CT 06033 178 Hollister Way South - Unit: 1 OWNER: Elizabeth Grillo ACCOUNT ID:	OPEN	Landscaping / Ground Maintenance	Covert, Darien	452570	Hours: null Labor: Mats:	CREATED: 04/19/2022 2:31 PM Merritt, Danielle LAST UPDATED: 05/10/2022 9:52 AM Merritt, Danielle (1432322)
	Note: Seed yard - The front and back yard to .					

81 Hollister Way North Glastonbury, CT 06033 81 Hollister Way North - Unit: 1 OWNER: C. Fredrickson ACCOUNT ID:	OPEN	Building Repair / Siding	Covert, Darien	438133	Hours: null Labor: Mats:	CREATED: 02/21/2022 7:07 AM Merritt, Danielle LAST UPDATED: 02/21/2022 7:09 AM Merritt, Danielle (1432322)
	Note: Reattach Siding - The wind has ripped off some of the siding on the west side, partly blown off with some pieces flapping around but still attached to the unit. Please repair.					
174 Hollister Way South Glastonbury, CT 06033 174 Hollister Way South - Unit: 1 OWNER: Eileen Rothfarb ACCOUNT ID:	OPEN	Building Repair / Siding	Covert, Darien	437799	Hours: null Labor: Mats:	CREATED: 02/18/2022 10:57 AM Merritt, Danielle LAST UPDATED: 02/18/2022 11:00 AM Merritt, Danielle (1432322)
	Note: Damaged Siding - The unit owner has reported a large piece of the structure is lying on the ground in the back, and another large piece of structure is dangling from the front. Please evaluate and repair .					
142 Hollister Way South Glastonbury, CT 06033 142 Hollister Way South - Unit: 1 OWNER: Kim M. Trella ACCOUNT ID: 1567474	OPEN	Plumbing / Leak	Covert, Darien	416744	Hours: null Labor: Mats:	CREATED: 11/16/2021 12:58 PM Trela, Kim M. LAST UPDATED: 07/07/2022 9:22 AM Merritt, Danielle (1432322)
	Note: Outdoor Spigot - the water spout outside # 142 even though capped is still leaking. Please evaluate and repair if possible..					



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 8/17/2022

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 07/20/2022

NEXT BOARD MEETING WILL BE HELD ON: 08/24/2022

Disposition:	Action Point:	Comments:
149828 Date: 7/20/2022 Type: Administrative By: sheila duncan Status: DONE	COMPLETE APPLICATION FOR FINANCING WITH WINDSOR FEDERAL FOR \$700,000 LINE OF CREDIT FOR ALUMINUM WIRING REMEDIATION PROJECT	COMMITMENT LETTER RECEIVED AND FORWARDED TO BOARD, IN EXEC SESSION PACKET
149829 Date: 7/20/2022 Type: Administrative By: sheila duncan Status: DONE	ENGAGEMENT LETTER RECEIVED FROM ATTORNEY SANDLER FOR LOAN	IN EXECUTIVE SESSION FOR BOARD APPROVAL, FORWARDED TO BOARD VIA EMAIL AS WELL
149832 Date: 7/20/2022 Type: Administrative By: sheila duncan Status: DONE	EMPLOYEE INSURANCE PROPOSALS RECEIVED AND FORWARDED TO BOARD	BOUVIER REVIEWED OPTIONS WITH BOARD
146027 Date: 1/7/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	INSURANCE CLAIM INITIATED AS A RESULT OF FIRE AT 6 AND 10 HWS	BOUVIER INSURANCE NOTIFIED AND INSURANCE ADJUSTER HAS BEEN ASSIGNED
149131 Date: 7/13/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	INSURANCE CLAIM INITIATED FOR DAMAGES AS A RESULT OF HOT WATER HEAT LEAKER 227 HWN, HOMEOWNER ADVISED DAMAGES EXCEED THE 10K DEDUCTIBLE	INSURANCE CLAIM INITIATED
149830 Date: 7/20/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	BUDGET COMMITTEE MEETING SCHEDULED FOR 9/2 FOR INITIAL DRAFT BUDGET	ZOOM INVITATION SENT
149831 Date: 7/20/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	VARIANCE REQUEST RECEIVED FROM 89 FOR MAILBOX AND STORAGE BIN	EMAILED TO BOARD AND INCLUDED IN BOARD PACKET

Number of Action Points on report:

7

MEADOW HILL - 2022

ANNUAL CALENDAR

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

January	Send letters to unit owners who, according to records, need to replace hot Water heaters and smoke detectors
February	Secure landscape contract Secure pest control annual contract Maintenance to replace furnace filters Maintenance to Inspect water heaters, smoke detectors, dryer vents and washer hoses 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
April	Landscape Season begins Order mulch for delivery by end of April Issue electrical usage reimbursement to owners with common element lighting Issue furnace filter reimbursement to owners who provide own filters Put annual meeting notice in LARK for candidates Schedule service to startup irrigation system Seed bare spots of lawns Spring fertilization and pre-emergent weed control
May	List of desired landscape projects and costs Put annual meeting notice in LARK for candidates Publish semi-annual dump run in LARK Confirm date and time of annual meeting. Send required notice to owners. Notify owners of June trimming of shrubs Clean Gutters Clean Greenhouse Open Pool Rototill Garden Complete initial weeding, edging, and pre-emergent all beds Complete mulching all beds
June	Annual Meeting – Election (2 nd Tuesday) Check and verify unit owner database Replace Furnace Filters Have A/C at Clubhouse serviced Semi-Annual Dump Run Begin weekly weeding

	Complete 1 st trimming of plants and trees Survey trees and shrubs, recommend removal and major tree work Solicit bids for crack filling of roads and sidewalk repairs
July	Summer Projects
August	Begin seeding bare spots Complete agreed upon tree and shrub removal and major tree work
September	Schedule closing of irrigation system Publish semi-annual dump run in LARK Close Pool Order road salt Fall Fertilization
October	Manager drafts budget by October 15 – includes current year budget, projected year end and actual and proposed next year's budget Budget committee updates draft budget by November 5 Budget committee updates reserve plan to accompany budget Notify owners that the semi-annual shrubbery pruning will be done by 11/1 Semi-annual dump run Replace furnace filters 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 Personnel Reviews Sign engagement letter for annual audit Consider renewal of Great Meadows access agreement



COMMITTEE REPORTS



CORRESPONDENCE



08/04/2022

Judith A. Rudzki
76 Hollister Way South
Glastonbury, CT 0603

RE: Meadow Hill, Inc.
76 Hollister Way South
Account # 00156-7144

WARNING OF RULES INFRACTION

Dear Judith A. Rudzki:

Please be advised that our office has become aware of multiple rule infractions associated with your unit. The infractions noted are as follows:

Multiple Violations -

- 1.) Harassment of a guest at the pool. It was reported that your son, Mark Pawshuk, was seen harrassing a young lady at the pool while hanging over the fence. Please see that this behavior immediately ceases.
- 2.) We have also received complaints regarding excessive noise coming from the unit during late night/early morning hours which include loud tv/music, heavy walking and talking, and is creating a disturbance to neighboring residents. Please be courteous to neighboring residents and keep noise volume to a reasonable level in the unit so not to create a disturbance.
- 3.) There has also been reports that a resident is smoking on the deck and cigarettes butts are being dropped on the deck which falls through the cracks and to the ground, along with this resident spitting through the deck. Section 19.2, 19.3, 19.4 speak to smoking and that there is no smoking outside within 10' of another unit, etc. Cigarette butts must be discarded properly and not on the ground.

If you continue to violate these rules, a hearing will be scheduled, and fines will be assessed for each violation.

We make a considerable effort to assure that our notices are based on valid observation and fact. However, if you find this notice to be incorrect, unjustified, unfair or improper in any way, please do not hesitate to bring it to our immediate attention.

Sincerely,

Sheila Duncan
Property Manager

Hartford Office: 635 Farmington Avenue - Hartford, Connecticut 06105
Seymour Office: 249 West Street - Seymour, Connecticut 06483
Meadow Hill, Inc. Phone Number: (860) 768-3368

Affirmative Action/Equal Opportunity Employer



August 11, 2022

John & Donna Gosselin
102 Hollister Way South
Glastonbury, CT 06033

Dear John & Donna:

The Association recently had the sewer lines for your unit scoped to determine if there could be a cause of the sewer backups for this unit. It was determined at that time that there was a slight belly in the sewer line and that these lines should be periodically jet cleaned as a preventative measure.

Meadow Hill, Inc. Board has agreed to provide routine periodic maintenance at a minimum on once per year at the Association's expense. The scheduled maintenance will include jet cleaning and snaking of the sewer lines and this will be added to the scheduled maintenance calendar for June/July time frame annually.

The Association will not be responsible for backups caused by improper disposal of items that should not be disposed of in the sewer system.

Thank you for your understanding in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Sheila Duncan".

Sheila Duncan
Property Manager
Meadow Hill, Inc.

Hartford Office: 635 Farmington Avenue - Hartford, Connecticut 06105
Seymour Office: 249 West Street - Seymour, Connecticut 06483

Affirmative Action/Equal Opportunity Employer



OLD BUSINESS



NEW BUSINESS