



MEADOW HILL
BOARD PACKET
NOVEMBER 16, 2022



**MEADOW HILL, INC.
BOARD MEETING
November 16, 2022 AGENDA**

**MEETING TO BE HELD AT CLUBHOUSE
1:30 BOARD MEETING**

EXECUTIVE SESSION MEETING 12:45 – BOARD ONLY

1. Executive Session – 12:45 - 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

OPEN SESSION 1:30PM

2. President's Remarks
3. Hearing Scheduled – None
4. Minutes
5. Financial Reports (Treasurer)
6. Maintenance Superintendent Reports
 - Superintendent Report/Maintenance & Work order review
 - Project List
7. Manager's Report
 - Calendar Review
 - Correspondence
8. Committee Report
 - Grounds Committee
 - Tree Committee
 - Communications Committee
 - Long Term planning Committee
 - Rules Committee
 - Social Committee
 - Hospitality Committee
 - Fire Rebuild Committee
 - Maintenance Committee
9. Open Forum – Owners may provide input, commentary and ask questions (Floor is Open)
10. Old Business
 - Deck Inspection
 - Aluminum Wiring Remediation
 - Any other old business?

11. 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
 - 100 HWS Patio Variance Request
4. 2023 Proposed Budget
5. Annual Budget Meeting
6. Any other new business to discuss?

12. Adjournment



MINUTES

Meadow Hill, Inc.

Minutes of Executive Board Meeting

October 19, 2022

Executive Session

The Executive Session convened at 12:45 PM by Property Manager Sheila Duncan. Board Members present: Vice-President Ed Litke, Secretary Jim Fuda, and Directors Sandy O'Leary, Dave Faxon, and Ron King. President Toni Dolan and Treasurer Dawn Faucher were unable to attend.

[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 1:26 PM.

Open Session

The Open Session of the Executive Board Meeting convened at 1:31PM.

Roll Call: Present were Vice-President Ed Litke, Secretary Jim Fuda, and Directors Sandy O'Leary, Dave Faxon, and Ron King constituting a quorum of the Board. President Toni Dolan and Treasurer Dawn Faucher were unable to attend.

Minutes – Minutes of the September 21, 2022, Executive Board Meeting were unanimously approved by e-mail vote (6-0) on 09/26/2022 and are available on the Meadow Hill and Pilera Web sites. Dawn Faucher abstained from voting as she was not present at the meeting and Board Member Dave Faxon abstained as he left the meeting due to illness.

President's Remarks –Vice President Litke chaired the meeting in President Dolan's absence welcoming all in attendance.

Treasurer's Report

Sheila Duncan of Imagineers reported that the 2023 budget process is underway and highlighted key metrics from the financial report.

Maintenance Report

Darien Covert reported that Work Orders are keeping current. Work orders average 30 to 40 requests per week.

Items on the Project List were - pool closed, paddock fence power washed, topsoil and plantings done for Grounds Committee, greenhouse opened, irrigation system closed, and tennis courts are scheduled to be closed at the end of October.

Highlight will perform the lasty pruning and trimming by the end of the month.

The Board discussed an estimate for repair and replacement of two flat roofs estimated at \$4,750 each roof. The Board weighed the risks and higher costs, and possible loss claims if the work was put off. Motion was made to proceed with one roof immediately as the roofer

has Meadow Hills scheduled to perform the work and to discuss with the Budget Committee proceeding with the second roof. Funds will be transferred from our reserves for the work. Motion to approve was made by Jim Fuda, second by Ed Litke. and approved by the Board (5- Yes, 0 – No, 2. Members Dolan and Faucher did not vote as they were not present.).

Manager's Report

Sheila Duncan of Imagineers reported activities performed and completed as reported in Board Packet – highlights are - completion of draft budget for the Budget Committee, notification of semi-annual dump run, completion of loan closing with Windsor Federal Savings for the Aluminum Wiring Remediation project, requesting changes from the Architect at the Board's request to the Deck Inspection Report, insurance, and processing of variance requests to the Board.

Reminder was sent out to resident on the continued ban on burning wood and other combustibles in fireplaces. Gas logs and electric fireplace units are still acceptable.

Committee Reports

- 1) Grounds – Mike Prouix, Chairman reported that the fall plantings were done with acknowledgement to Darien and Mike for their work and assistance. The Committee will begin planning for 2023 after budgets are established at the conclusion of the 2023 Budget Process. The Committee's 2023 focus will be to start addressing the internal islands while maintaining the perimeter.

Mike concurred with Dave Faxon's comment that established trees provide an improved environment for grass to grow.

- 2) Trees – Gene Flynn, Chairman reviewed the proposal to remove seven trees, three on HWN which are dead and need to be removed by Watson Tree service. A fourth on HWS (maple) and three ornamentals can be removed by staff. In addition, a separate request was submitted to the Board for trimming branches all of which can be performed by the staff in early December. The Board asked Gene to secure a proposal for the removal of the three dead trees and committed to review the trimming list and respond by e-mail vote prior to the next Board meeting.
- 3) Communications – no report.
- 4) Long-Term Committee – Jim Fuda, Committee Chair summarized the Committees progress over the last month:
 - a. Aluminum Wiring Remediation Project funded, and contract executed. Notice will be sent out as a Progress Update on schedule and logistics after the meeting with the Contractor on 10/21.
 - b. The Committee will be supporting the Rules Committee by providing updates to rules and maintenance standards. This work will be completed over the next two months.
 - c. The next topic scheduled for study and evaluation is Grass restoration and irrigation. Preliminary discussion with Bob Kolwicz and Roger Bouchard indicated initial exploration and consideration was given to alternate sources of irrigation which the LTC

will use as a starting point. Grounds, Trees, Maintenance, and the LTC will meet in the early part of 2023 to discuss an overall Master Plan of sustainable treatments and irrigation methodology.

- 5) Rules – Jim Fuda on behalf of Toni Dolan, Committee Chair, reported that the group is continuing to work on draft changes and continues to have a November target for a revised set of Rules for consideration by the Board.
- 6) Social Committee – Sandy O'Leary, Committee Chair, noted the Meet and Greet event scheduled for 10/28 and expressed concern for the small number of sign-ups to date.
- 7) Hospitality – no report
- 8) Fire Rebuild – Jim Fuda reported progress is continuing to proceed well. The building is fully enclosed and plumbing, HVAC, electrical systems starting to be installed. Imagineers Construction will be meeting at the end of the month with the Unit Owners to discuss fit and finishes of their respective units. To date, the project has not experienced any supply chain issues. The current target for completion is January 2023.

Reminder to all residents that this is a construction site and only accessible to the construction crews.

- 9) Maintenance Committee – Jim Fuda, Committee Chair reported fall projects in the next two weeks. The fall projects will include installation of a new drain line to relieve flooding at the rear of the clubhouse and the repair/replacement of one two retaining wall near Unit #159. One wall near Unit #120 was completed last week.

Projects submitted to the Budget Committee for the 2023 Capital Improvement projects were: repairs at the Hollister House (bathroom repairs, floor replacement , and stair replacement); retaining wall replacements, and the replacement of fencing in the area of the stable and Maintenance Building.

Bob Kolwicz reported that the Committee has begun their annual review of walls and stairs and will update the Board at the November Board meeting. One wall near Units #142-144 is being watched closely.

Darien has received two proposals and is waiting three more from vendors for the replacement of the Skid Steer which we have had since 2006 and is scheduled for replacement in 2023.

Open Forum

- 1) Unit #174 (Eileen Rothath)
 - a. Garage trim is on Work Order list and being scheduled
 - b. Staff can clean dryer vent once Unit Owner places plywood in attic floor for ladder to be placed.
 - c. Requested second handrail on north steps. Maintenance will review and report back to the Board at the November meeting.

- 2) Unit #90 (Marge Demay) – requested branches be trimmed. They are on the Trim list and will be completed by staff in December.
- 3) Unit #314 (Kathy Prouix) expressed a desire to be on ad hoc committee being discussed to deal with sustainable grass and plantings at Meadow Hill.

Old Business

- 1) Aluminum Wiring Remediation project moving forward. Funds are in place and contract with AL Wire executed. Project kick-off meeting is scheduled for 10/20/2022. The Long-Term Committee will issue an update to residents.

New Business

- 1) Homeowner Variance Requests:
 - a. Unit #292 – the applicant submitted supplemental information to respond to the Board's request at the September Board meeting. Darien Covert confirmed he and the unit owner agree with the location of the proposed vent and the size and type of the vent.

A motion was made to reconsider the application with the supplemental information provided. Motion made by Jim Fuda, second by Ron King. Vote was 5-Yes, 0-No, Members Dolan and Faucher did not vote as they were not present.

A second motion was made to approve the application inclusive of the supplemental information provided. Motion made by Jim Fuda, second by Ron King. Vote was 5-Yes, 0-No, Members Dolan and Faucher did not vote as they were not present. Request was approved. Imagineers to notify applicant.
 - b. Unit #193 – request for replacement windows was reviewed by the Board. Sheila Duncan confirmed the proposed colors were consistent with the Meadow Hill Rules and Regulations - exterior color brown and blinds white - via e-mail on 10/12 with the unit owner. Motion was made to approve the request. Motion by Ed Litke, seconded by Dave Faxon. Vote was 5-Yes, 0-No, Members Dolan and Faucher did not vote as they were not present. Request was approved. Imagineers to notify applicant.

Adjourn - Meeting was adjourned at 2:27 PM. Ron King moved, Dave Faxon seconded and approved by the Board (5- Yes, 0 – No, 2. Members Dolan and Faucher did not vote as they were not present.).

Time of adjournment – 2:29 PM

Minutes submitted by: Jim Fuda

Minutes approved by email vote – 10/26/2022

Email Votes – 09/22/2022 to 10/18/2022

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

09/26/2022 – Motion to approve the Minutes of the Executive Board meeting of September 21, 2022. Motion by Toni Dolan, second by Jim Fuda. Approved (6-0), Dave Faxon abstained as he was unable to attend the meeting.



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of October 31, 2022

<u>Assets</u>	<u>Balance Oct 31, 2022</u>	<u>Balance Sep 30, 2022</u>	<u>Change</u>
Operating Cash			
1103 - Webster Debit Checking	146.14	3,202.80	(3,056.66)
1105 - Key Bank - Checking	1,353.94	1,353.94	0.00
1140 - Operating Checking - Pacific Premier Bk	5,672.16	12,723.70	(7,051.54)
1145 - PPB Inc Claim 06C00716	191,773.68	270,654.14	(78,880.46)
1170 - Segregated Funds - Insurance	3,000.00	24,602.00	(21,602.00)
Total Operating Cash	201,945.92	312,536.58	(110,590.66)
Money Market			
1303 - Key Bank Money Market	36,698.64	36,698.64	0.00
1340 - Money Market - Pacific Premier Bank	114,907.66	112,360.17	2,547.49
Total Money Market	151,606.30	149,058.81	2,547.49
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	2,098.00	1,798.00	300.00
1604 - Accounts Receivable Reserves	74,124.22	74,124.22	0.00
1605 - Reserve Recievable - WindsorFed Ln Payof	7,019.17	10,504.45	(3,485.28)
Total Accounts Receivable	83,241.39	86,426.67	(3,185.28)
Prepaid Expenses			
1700 - Prepaid Expenses	0.00	2,656.62	(2,656.62)
1701 - Prepaid Insurance	33,438.25	30,679.00	2,759.25
Total Prepaid Expenses	33,438.25	33,335.62	102.63
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00

Balance Sheet Report

Meadow Hill, Inc.

As of October 31, 2022

	Balance Oct 31, 2022	Balance Sep 30, 2022	Change
<u>Assets</u>			
Fixed Assets/Accum Depreciation			
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
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	600,045.60	711,171.42	(111,125.82)
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	17,197.84	11,719.25	5,478.59
2101 - Insurance payable	10,280.18	30,950.54	(20,670.36)
2103 - Due to Reserves	70,124.22	72,124.22	(2,000.00)
2104 - Clearing Account	(432.00)	(432.00)	0.00
2107 - Due to Reserves - Windsor Fed Payoff	3,533.89	9,019.17	(5,485.28)
2200 - Unit Owner Fees Received in Advance	21,055.91	29,240.66	(8,184.75)
2202 - Prepaid fees-special assessment	5,783.75	0.00	5,783.75
2203 - Deferred Insurance Claim Income	191,773.68	270,654.14	(78,880.46)
2302 - Accrued Expenses	28,440.00	27,415.00	1,025.00
Total Current Payables	347,757.47	450,690.98	(102,933.51)
Long Term Payables			
2401 - Loan Payable - Truck	(10.00)	612.19	(622.19)
2403 - Windsor Federal Loan 75521651 - 2022	160,000.00	0.00	160,000.00
Total Long Term Payables	159,990.00	612.19	159,377.81

Balance Sheet Report

Meadow Hill, Inc.

As of October 31, 2022

	<u>Balance Oct 31, 2022</u>	<u>Balance Sep 30, 2022</u>	<u>Change</u>
<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	795,858.27	739,413.97	56,444.30
<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)	(124,712.57)	42,857.55	(167,570.12)
Total Liabilities and Equity	600,045.60	711,171.42	(111,125.82)

October 01, 2022 thru October 31, 2022

Printed by Katherine Kraszewski on Wed Nov 02, 2022 02:20 pm

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

October 01, 2022 thru October 31, 2022

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
			Variance	Variance		
<u>Expense</u>						
Professional Fees						
5101 - Legal Fees	(872.75)	83.00	7,838.25	833.00	1,000.00	(6,838.25)
5102 - Accounting Fees	0.00	0.00	4,850.00	5,000.00	5,000.00	150.00
Total Professional Fees	1,874.46	2,896.00	40,210.35	33,962.00	39,755.00	(455.35)
Utilities						
5200 - Electricity	2,039.44	1,917.00	17,863.52	19,167.00	23,000.00	5,136.48
5205 - Gas	1,440.48	917.00	11,188.59	9,167.00	11,000.00	(188.59)
5206 - Water	3,522.16	3,217.00	35,463.86	32,167.00	38,600.00	3,136.14
5207 - Sewer	5.00	2,000.00	12,850.00	20,000.00	24,000.00	11,150.00
5210 - Trash Removal	2,656.62	2,333.00	25,968.56	23,333.00	28,000.00	2,031.44
5211 - Telephone	233.65	327.00	3,433.85	3,267.00	3,920.00	486.15
Total Utilities	9,897.35	10,711.00	106,768.38	107,101.00	128,520.00	21,751.62
Administrative						
5308 - Miscellaneous Admin	109.50	217.00	5,307.53	2,167.00	2,600.00	(2,707.53)
5313 - Communications - LARK	0.00	42.00	0.00	417.00	500.00	500.00
5314 - Welcome Committee	0.00	20.00	40.29	208.00	250.00	209.71
Total Administrative	109.50	279.00	5,347.82	2,792.00	3,350.00	(1,997.82)
Insurance						
5400 - Master Insurance Policy	10,019.50	9,304.00	98,937.78	93,042.00	111,650.00	12,712.22
5401 - Worker's Compensation	1,976.00	667.00	9,364.00	6,667.00	8,000.00	(1,364.00)
5403 - Health Insurance	1,894.87	2,125.00	25,644.84	21,250.00	25,500.00	(144.84)
5407 - Insurance Loss Expense	50,571.34	0.00	358,376.94	0.00	0.00	(358,376.94)
5409 - Automobile Insurance	190.25	200.00	1,904.25	2,000.00	2,400.00	495.75
5410 - Ins. Claim Expenses - unit 227	28,309.12	0.00	28,309.12	0.00	0.00	(28,309.12)
Total Insurance	92,961.08	12,296.00	522,536.93	122,959.00	147,550.00	(374,986.93)
Payroll						
5501 - Payroll-Maintenance	8,899.40	9,261.00	88,797.42	92,607.00	111,128.00	22,330.58

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

October 01, 2022 thru October 31, 2022

Expense	Current Period		Year to Date (10 months)			Annual Budget	Budget Remaining	
	Actual	Budget	Variance	Actual	Budget			Variance
Payroll								
5504 - Payroll-Snow	0.00	167.00	(167.00)	2,844.00	1,667.00	1,177.00	2,000.00	(844.00)
5508 - Payroll-Mileage	0.00	8.00	(8.00)	117.70	83.00	34.70	100.00	(17.70)
5506 - Employer Payroll Taxes	667.09	733.00	(65.91)	7,712.51	7,333.00	379.51	8,800.00	1,087.49
5507 - Payroll Service Fees	165.64	167.00	(1.36)	1,735.18	1,667.00	68.18	2,000.00	264.82
Total Payroll	9,732.13	10,336.00	(603.87)	101,206.81	103,357.00	(2,150.19)	124,028.00	22,821.19
Grounds Maintenance								
5600 - Landscaping Maint. Contract	7,969.32	9,000.00	(1,030.68)	63,780.64	72,000.00	(8,219.36)	72,000.00	8,219.36
5606 - Tree Maintenance	0.00	458.00	(458.00)	2,839.55	4,583.00	(1,743.45)	5,500.00	2,660.45
5607 - Mulching-Perimeters	159.53	250.00	(90.47)	5,892.53	2,500.00	3,392.53	3,000.00	(2,892.53)
5609 - Fertilization	1,435.73	458.00	977.73	6,577.77	4,583.00	1,994.77	5,500.00	(1,077.77)
5611 - Snow Removal Supplies	0.00	333.00	(333.00)	1,696.48	3,333.00	(1,636.52)	4,000.00	2,303.52
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	1,116.68	1,667.00	(550.32)	2,000.00	883.32
5699 - Ground Improvements - Land Comm.	1,658.04	437.00	1,221.04	2,455.09	3,500.00	(1,044.91)	3,500.00	1,044.91
Total Grounds Maintenance	11,222.62	11,103.00	119.62	84,358.74	92,166.00	(7,807.26)	95,500.00	11,141.26
Amenities Maintenance								
5701 - Pool Supplies/Repairs	724.03	175.00	549.03	2,393.98	1,750.00	643.98	2,100.00	(293.98)
5702 - Amenities	0.00	33.00	(33.00)	266.41	333.00	(66.59)	400.00	133.59
5714 - Social Fund	0.00	187.00	(187.00)	205.31	1,875.00	(1,669.69)	2,250.00	2,044.69
Total Amenities Maintenance	724.03	395.00	329.03	2,865.70	3,958.00	(1,092.30)	4,750.00	1,884.30
Maintenance & Repairs								
5803 - Pest Control	0.00	225.00	(225.00)	2,382.22	2,250.00	132.22	2,700.00	317.78
5804 - Maintenance Supplies	437.64	467.00	(29.36)	6,916.83	4,667.00	2,249.83	5,600.00	(1,316.83)
5805 - Truck Maintenance & Fuel	196.00	262.00	(66.00)	2,108.55	2,625.00	(516.45)	3,150.00	1,041.45
5811 - Equipment Maint. Misc & Fuel	63.02	125.00	(61.98)	1,294.92	1,250.00	44.92	1,500.00	205.08
5900 - Building Maintenance	699.46	542.00	157.46	6,572.35	5,417.00	1,155.35	6,500.00	(72.35)
Total Maintenance & Repairs	1,396.12	1,621.00	(224.88)	19,274.87	16,209.00	3,065.87	19,450.00	175.13

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

October 01, 2022 thru October 31, 2022

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Reserves and Miscellaneous						
6100 - Truck Loan	0.00	570.00	0.00	5,702.00	6,842.00	6,842.00
6102 - Association Income Tax	0.00	58.00	750.00	583.00	700.00	(50.00)
6103 - Truck Taxes	0.00	58.00	114.40	583.00	700.00	585.60
6105 - Contribution To Reserves General	7,452.00	7,451.00	74,518.00	74,518.00	89,422.00	14,904.00
Total Reserves and Miscellaneous	7,452.00	8,137.00	75,382.40	81,386.00	97,664.00	22,281.60
Capital Improvements						
7208 - Special Projects	163,660.00	0.00	163,660.00	0.00	0.00	(163,660.00)
Total Capital Improvements	163,660.00	0.00	163,660.00	0.00	0.00	(163,660.00)
Total Meadow Hill, Inc. Expense	299,029.29	57,774.00	1,121,612.00	563,890.00	660,567.00	(461,045.00)
Total Meadow Hill, Inc. Income / (Loss)	(165,228.83)	(2,728.00)	(186,218.84)	(13,417.00)	0.00	186,218.84

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc-Reserve

October 01, 2022 thru October 31, 2022

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Income</u>						
Interest/Reserve Income						
4500 - Reserve Contributions	7,452.00	7,451.00	1.00	74,518.00	89,422.00	14,904.00
4502 - Interest Income Reserves	20.21	0.00	20.21	0.00	0.00	(27.34)
Total Interest/Reserve Income	7,472.21	7,451.00	21.21	74,518.00	89,422.00	14,876.66
Total Meadow Hill, Inc-Reserve Income	7,472.21	7,451.00	21.21	74,518.00	89,422.00	14,876.66
<u>Expense</u>						
Capital Improvements						
7202 - Roof Replacement	4,750.00	0.00	4,750.00	0.00	0.00	(6,750.00)
7208 - Special Projects	5,063.50	1,667.00	3,396.50	16,667.00	20,000.00	14,936.50
7217 - Retaining Walls	0.00	417.00	(417.00)	4,167.00	5,000.00	5,000.00
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	8,083.00	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	28,333.00	34,000.00	34,000.00
7229 - Contingencies	0.00	833.00	(833.00)	8,333.00	10,000.00	10,000.00
7230 - Amenities - HH & Clubhouse	0.00	92.00	(92.00)	1,225.57	1,100.00	(125.57)
7231 - Garden Irrigation	0.00	45.00	(45.00)	0.00	550.00	550.00
7232 - Stable Improvements	0.00	45.00	(45.00)	0.00	535.00	535.00
7233 - Pool Painting	0.00	167.00	(167.00)	0.00	2,000.00	2,000.00
Total Capital Improvements	9,813.50	6,907.00	2,906.50	13,039.07	82,885.00	69,845.93
Total Meadow Hill, Inc-Reserve Expense	9,813.50	6,907.00	2,906.50	13,039.07	82,885.00	69,845.93
Total Meadow Hill, Inc-Reserve Income / (L	(2,341.29)	544.00	(2,885.29)	61,506.27	6,537.00	(54,969.27)
Total Association Net Income / (Loss)	(167,570.12)	(2,184.00)	(165,386.12)	(124,712.57)	6,537.00	131,249.57

Accounts Payable Open Items
Meadow Hill, Inc.
As of Mon Oct 31, 2022

Period	Invoice Date - Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
A D Masonry - 11 Creston Road, Windsor Locks, CT 06096 - (860) 657-9185							
October, 2022	10/06/2022 100622-	1361 - 7208 - Special Projects	10/06/2022		Retaining Stone Wall	10/6/22	3,660.00
					Total A D Masonry:		3,660.00
Anytime Sewer & Drain & Jetting Service - 35 Peters Road, Bloomfield, CT 06002							
October, 2022	08/18/2022 1787305	1361 - 5900 - Building Maintenance	10/01/2022		Snaked secondary line	8/18/22	196.75
					Total Anytime Sewer Drain Jetting Service:		196.75
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618							
October, 2022	10/25/2022 102522-2068	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5161 619 2068	9/26/22-10/25/22	10.09
	102522-2038	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5137 129 2038	9/26/22-10/25/22	36.49
	102522-2040	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5139 519 2040	9/26/22-10/25/22	242.20
	102522-2090	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5164 219 2090	9/26/22-10/25/22	52.29
	102522-2008	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5162 529 2008	9/26/22-10/25/22	18.73
	102522-2005	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5154 529 2005	9/26/22-10/25/22	28.32
	102522-2017	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5134 519 2017	9/26/22-10/25/22	12.26
	102522-2018	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5124 519 2018	9/26/22-10/25/22	65.00
	102522-2075	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5118 719 2075	9/26/22-10/25/22	13.46
	102522-2069	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5113 619 2069	9/26/22-10/25/22	9.62
	102522-2014	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5116 519 2014	9/26/22-10/25/22	43.19
	102522-2029	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5169 719 2029	9/26/22-10/25/22	24.48
October, 2022	102522-2052	1361 - 5200 - Electricity	10/25/2022	11/01/2022	Acct # 5159 819 2052	9/26/22-10/25/22	12.26
	102522-2019	1361 - 5200 - Electricity	10/25/2022		Acct # 5133 519 2019	9/26/22-10/25/22	86.91
					Total Eversource (E):		655.30
J. P. Carroll Construction Inc - 135 W Dudley Town Rd, Bloomfield, CT 06002 - (860) 586-8857							
October, 2022	10/19/2022 37236	1361 - 5900 - Building Maintenance	10/19/2022		Installed EPDM tape and sealed seams v 276 Hollister Way		450.51
					Total J. P. Carroll Construction Inc:		450.51
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105							
October, 2022	10/01/2022 10/2022-LR	1361 - 2103 - Due to Reserves	10/01/2022		Pay Off Loan from Reserve	10/2022	4,000.00
	10/10/2022 10/2022-L	1361 - 2107 - Due to Reserves - Windsor Fed Payoff	10/10/2022		Repayment of Loan from Reserves	10/2022	3,485.28
					Total Meadow Hill, Inc.:		7,485.28
SJR Construction - 129 East Hebron Turnpike, Lebanon, CT 06249 - (860) 918-1582							
October, 2022	10/26/2022 10-26-2022	1361-RES - 7202 - Roof Replacement	10/26/2022		Roof Project	10/26/2022	4,750.00
					Total SJR Construction:		4,750.00
					Total report:		17,197.84

Cash Disbursement by Vendor

Meadow Hill, Inc.

Sat Oct 01, 2022 thru Mon Oct 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>All Waste Inc.</u>					
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP 1361 - 5210 - Trash Removal	Check Number: 05000355	Check Amount: 2,656.62 09/23/2022 Monthly Services	9/23/22	2,656.62
				Total for All Waste Inc.	2,656.62
<u>Alwire Project Engineering LLC</u>					
Check Date: 10/18/2022	Bank: Windsor Federal Bank 1361 - 7208 - Special Projects	Check Number: 00001001	Check Amount: 160,000.00 10/18/2022 Aluminium Wire Remediation	10/14/22	160,000.00
Check Date: 10/19/2022	Bank: Windsor Federal Bank 1361 - 5900 - Building Maintenance 1361 - 5900 - Building Maintenance	Check Number: 00001002	Check Amount: 0.00 10/19/2022 Aluminium Wire Remediation 10/19/2022 *VOID* Aluminium Wire Remediation	Deposit - Inv#118 Deposit - Inv#118	160,000.00 (160,000.00)
			Total for Alwire Project Engineering LLC		160,000.00
<u>American Yard Service & Irrigation</u>					
Check Date: 10/12/2022	Bank: Pacific Premier Bank - OP 1361 - 5600 - Landscaping Maint. Contract	Check Number: 05000366	Check Amount: 393.50 10/06/2022 Winterization of Irrigation System	10/3/22	393.50
			Total for American Yard Service & Irrigation		393.50
<u>Amtrust North America</u>					
Check Date: 10/04/2022	Bank: Pacific Premier Bank - OP 1361 - 1701 - Prepaid Insurance	Check Number: 10042022	Check Amount: 14,267.00 10/04/2022 Workers Comp	10/5/2022	14,267.00
			Total for Amtrust North America		14,267.00
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 10/31/2022	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 10272022	Check Amount: 291.57 10/31/2022 Health Insurance	10/27/22	291.57
			Total for Anthem Blue Cross & Blue Shield		291.57
<u>Braman</u>					
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP 1361 - 5803 - Pest Control 1361 - 5803 - Pest Control 1361 - 5803 - Pest Control 1361 - 5803 - Pest Control 1361 - 5803 - Pest Control	Check Number: 05000350	Check Amount: 1,882.38 09/01/2022 Pest Control Service 09/01/2022 Pest Control Service 09/01/2022 Pest Control Service 09/01/2022 Pest Control Service 09/01/2022 Pest Control Service	9/1/22 9/1/22 9/1/22 9/1/22 9/1/22	313.73 313.73 313.73 313.73 313.73

Cash Disbursement by Vendor Meadow Hill, Inc.

Sat Oct 01, 2022 thru Mon Oct 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Braman</u>					
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP 1361 - 5803 - Pest Control	Check Number: 05000350	Check Amount: 1,882.38 09/01/2022 Pest Control Service	9/1/22	313.73
				Total for Braman	1,882.38
<u>Cigna + Oscar</u>					
Check Date: 10/04/2022	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 10022022	Check Amount: 2,055.61 10/04/2022 Monthly Healthy Insurance	10/2022	2,055.61
Check Date: 10/25/2022	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 005000039	Check Amount: 4,111.22 10/25/2022 Monthly Healthy Insurance	09-10/2022	4,111.22
				Total for Cigna + Oscar	6,166.83
<u>Connecticut Natural Gas Corporation</u>					
Check Date: 10/19/2022	Bank: Pacific Premier Bank - OP 1361 - 5205 - Gas 1361 - 5205 - Gas	Check Number: 05000367	Check Amount: 915.48 10/14/2022 Account # 040-0010385-5793 10/14/2022 Account # 040-0010387-9819	09/14/22-10/12/22 09/14/22-10/12/22	838.24 77.24
				Total for Connecticut Natural Gas Corporation	915.48
<u>Country Mutual Insurance Company</u>					
Check Date: 10/04/2022	Bank: Pacific Premier Bank - OP 1361 - 2101 - Insurance payable	Check Number: 00100422	Check Amount: 10,335.18 10/04/2022 Package Pol# WA 0200212721	10/04/2022	10,335.18
Check Date: 10/25/2022	Bank: Pacific Premier Bank - OP 1361 - 2101 - Insurance payable	Check Number: 10252022	Check Amount: 10,335.18 10/25/2022 Package Pol# WA 0200212721	due 11/01/2022	10,335.18
				Total for Country Mutual Insurance Company	20,670.36
<u>Eversource (E)</u>					
Check Date: 10/04/2022	Bank: Pacific Premier Bank - OP 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity 1361 - 5200 - Electricity	Check Number: 050000347	Check Amount: 607.11 09/26/2022 Acct # 5124 519 2018 09/26/2022 Acct # 5124 519 2018 - Balance Forw 09/26/2022 Acct # 5134 519 2017 09/26/2022 Acct # 5134 519 2017 - Balance Forw 09/26/2022 Acct # 5159 819 2052 09/26/2022 Acct # 5159 819 2052 - Balance Forw 09/26/2022 Acct # 5169 719 2029 09/26/2022 Acct # 5169 719 2029 - Balance Forw 09/26/2022 Acct # 5137 129 2038	8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22 8/25/22-9/26/22	70.89 68.45 11.56 12.15 16.39 16.68 27.06 24.51 39.65

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
Eversource (E)					
Check Date: 10/04/2022	Bank: Pacific Premier Bank - OP				
	1361 - 5200 - Electricity	09/26/2022	Acct # 5137 129 2038 - Balance Forw	8/25/22-9/26/22	32.07
	1361 - 5200 - Electricity	09/26/2022	Acct # 5118 719 2075	8/25/22-9/26/22	14.69
	1361 - 5200 - Electricity	09/26/2022	Acct # 5118 719 2075 - Balance Forw	8/25/22-9/26/22	14.91
	1361 - 5200 - Electricity	09/26/2022	Acct # 5116 519 2014	8/25/22-9/26/22	70.89
	1361 - 5200 - Electricity	09/26/2022	Acct # 5116 519 2014 - Balance Forw	8/25/22-9/26/22	70.94
	1361 - 5200 - Electricity	09/26/2022	Acct # 5162 529 2008	8/25/22-9/26/22	19.78
	1361 - 5200 - Electricity	09/26/2022	Acct # 5162 529 2008 - Balance Forw	8/25/22-9/26/22	19.47
	1361 - 5200 - Electricity	09/26/2022	Acct # 5154 529 2005	8/25/22-9/26/22	28.25
	1361 - 5200 - Electricity	09/26/2022	Acct # 5154 529 2005 - Balance Forw	8/25/22-9/26/22	28.80
	1361 - 5200 - Electricity	09/26/2022	Acct # 5161 619 2068	8/25/22-9/26/22	10.10
	1361 - 5200 - Electricity	09/26/2022	Acct # 5161 619 2068 - Balance Forw	8/25/22-9/26/22	9.87
		Check Amount:	607.11		
		Check Number: 05000347			
		Check Amount:	2,231.65		
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP				
	1361 - 5200 - Electricity	09/26/2022	Acct # 5133 519 2019	8/25/22-9/26/22	78.86
	1361 - 5200 - Electricity	09/26/2022	Acct # 5133 519 2019	8/25/22-9/26/22	267.03
	1361 - 5200 - Electricity	09/26/2022	Acct # 5139 519 2040	8/25/22-9/26/22	698.47
	1361 - 5200 - Electricity	09/26/2022	Acct # 5139 519 2040 - Balance Forw	8/25/22-9/26/22	964.92
	1361 - 5200 - Electricity	09/26/2022	Acct # 5113 619 2069	8/25/22-9/26/22	9.62
	1361 - 5200 - Electricity	09/26/2022	Acct # 5113 619 2069 - Balance Forw	8/25/22-9/26/22	18.47
	1361 - 5200 - Electricity	09/26/2022	Acct # 5164 219 2090	8/25/22-9/26/22	82.97
	1361 - 5200 - Electricity	09/26/2022	Acct # 5164 219 2090 - Balance Forw	8/25/22-9/26/22	111.31
		Check Amount:	10.15		
		Check Number: 05000358			
		Check Amount:	878.99		
		Check Number: 05000362			
		Check Amount:	109.50		
		Check Number: 05000361			
Check Date: 10/11/2022	Bank: Pacific Premier Bank - OP				
	1361 - 5200 - Electricity	10/03/2022	Acct # 5130 680 3073	9/1/22-10/3/22	10.15
		Check Amount:	878.99		
Check Date: 10/12/2022	Bank: Pacific Premier Bank - OP				
	1361 - 5200 - Electricity	10/07/2022	Acct # 5136 879 2073	9/9/22-10/7/22	878.99
		Check Amount:	878.99		
Total for Eversource (E)					3,727.90
Flynn, Gene					
Check Date: 10/12/2022	Bank: Pacific Premier Bank - OP				
	1361 - 5308 - Miscellaneous Admin	10/05/2022	Newsletter Costs	Reimbursement	109.50
		Check Amount:	109.50		
Total for Flynn, Gene					109.50

Cash Disbursement by Vendor Meadow Hill, Inc.

Sat Oct 01, 2022 thru Mon Oct 31, 2022

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
Ford Credit					
Check Date: 10/31/2022	Bank: Pacific Premier Bank - OP 1361 - 2401 - Loan Payable - Truck	Check Number: 10312022	Check Amount: 622.19 10/31/2022 Truck Loan Payment	10/2022	622.19
			Total for Ford Credit		622.19
Frontier Communications					
Check Date: 10/11/2022	Bank: Pacific Premier Bank - OP 1361 - 5211 - Telephone	Check Number: 05000359	Check Amount: 44.05 10/01/2022 Acct#860-037-5165-110512-5	9/27/22-10/26/22	44.05
			Total for Frontier Communications		44.05
Highlight Landscape and Design LLC					
Check Date: 10/28/2022	Bank: Pacific Premier Bank - OP 1361 - 5600 - Landscaping Maint. Contract	Check Number: 05000369	Check Amount: 9,171.08 10/01/2022 Landscape Services	10/2022	9,171.08
			Total for Highlight Landscape and Design LLC		9,171.08
Home Depot Credit Services					
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies	Check Number: 05000349	Check Amount: 378.95 09/01/2022 Inv. 525531 09/01/2022 Inv. 5230900 09/01/2022 Inv 5230900 09/01/2022 Inv 2610158	8/28/22 8/28/22 8/28/22 8/28/22	28.19 83.93 174.79 92.04
Check Date: 10/12/2022	Bank: Pacific Premier Bank - OP 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies 1361 - 5804 - Maintenance Supplies	Check Number: 05000360	Check Amount: 413.74 10/01/2022 Invoice #2282312 10/01/2022 Invoice #6013941 10/01/2022 Invoice #9244678 10/01/2022 Invoice #5234538 10/01/2022 Invoice #4240017	6035 3225 0048 5366 6035 3225 0048 5366 6035 3225 0048 5366 6035 3225 0048 5366 6035 3225 0048 5366	34.37 86.61 165.25 102.01 25.50
			Total for Home Depot Credit Services		792.69
Imagineers, LLC					
Check Date: 10/06/2022	Bank: Pacific Premier Bank - OP 1361 - 5100 - Management Fee 1361 - 5308 - Miscellaneous Admin	Check Number: 05000356	Check Amount: 2,890.78 10/01/2022 Management Fee 09/29/2022 Copies and Postage	10/2022 5/16/22	2,747.21 143.57
Check Date: 10/12/2022	Bank: Pacific Premier Bank - OP 1361 - 4306 - Statement fee income	Check Number: 05000365	Check Amount: 30.00 10/01/2022 Statement Fees	9/2022	30.00



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

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
AsReq	2021	AsReq	Snow plowing and shovelling
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
276 Hollister Way West Glastonbury, CT 06033 276 Hollister Way West - Unit: 1 OWNER: Walter Brownsword ACCOUNT ID: n/a	OPEN	Roofing / Repair	0-outside, contractor	502386	Hours: null Labor: Mats:	CREATED: 10/25/2022 3:36 PM Merritt, Danielle LAST UPDATED: 10/25/2022 3:37 PM Merritt, Danielle
	Note: Roof Leak Continued - Please reach out to Darien regarding a roof issues..					
168 Hollister Way South Glastonbury, CT 06033 168 Hollister Way South - Unit: 1 OWNER: Susan Hutt ACCOUNT ID: n/a	OPEN	Plumbing / Spigot	Covert, Darien	498824	Hours: null Labor: Mats:	CREATED: 10/11/2022 10:22 AM Merritt, Danielle LAST UPDATED: 10/12/2022 3:38 PM Merritt, Danielle
	Note: Outdoor Spigot repair - Please replace outdoor water spigot.					
90 Hollister Way South Glastonbury, CT 06033 90 Hollister Way South - Unit: 1 OWNER: Margery H. DeMay ACCOUNT ID: n/a	OPEN	Landscaping / Tree Trimming	Highlight Landscape and Design LLC	494146	Hours: null Labor: Mats:	CREATED: 09/21/2022 2:46 PM Merritt, Danielle LAST UPDATED: 10/25/2022 9:54 AM Merritt, Danielle
	Note: Tree Trimming - Please trim the tree branches back from two trees on the North side of my unit #90.					

112 Hollister Way South Glastonbury, CT 06033 112 Hollister Way South - Unit: 1 OWNER: O'Leary, Sandra ACCOUNT ID: n/a	OPEN	Asphalt / N/A	0-outside, contractor	487804	Hours: null Labor: Mats:	CREATED: 08/26/2022 6:19 PM O'Leary, Sandra LAST UPDATED: 10/25/2022 9:59 AM Merritt, Danielle
	Note: 112 Hollister Way - Sidewalk near front door crumbling into a hole and along the edge of the step needs repair .					
126 Hollister Way South Glastonbury, CT 06033 126 Hollister Way South - Unit: 1 OWNER: Judith Gregg ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien	486265	Hours: null Labor: Mats:	CREATED: 08/22/2022 10:10 AM Merritt, Danielle LAST UPDATED: 10/25/2022 10:00 AM Merritt, Danielle
	Note: Garage Siding Repair - Repair the side of garage. The unit owner hit the garage side and has requested it be repair. I informed her the repair will be billed back to her..					
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: 09/08/2022 12:20 PM Merritt, Danielle
	Note: Garage Door Trim - Please repair the trim on the left side of garage Door.					
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: 10/25/2022 10:04 AM Merritt, Danielle
	Note: Rake Edge Missing - The unit owner reported the rake edge is missing- Please replace.					

<div>203 Hollister Way North Glastonbury, CT 06033</div> <div>203 Hollister Way North - Unit: 1</div> <div>OWNER: Barbara Massy</div> <div>ACCOUNT ID:</div>	OPEN	Building Repair / Siding	Covert, Darien	456457	<div>Hours: null Labor: Mats:</div>	<div>CREATED: 05/04/2022 12:51 PM Merritt, Danielle</div> <div>LAST UPDATED: 10/25/2022 10:07 AM Merritt, Danielle</div>
<div>Note: Damaged Siding - Please repair the siding that was damaged.</div>						



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 11/2/2022

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 10/19/2022

NEXT BOARD MEETING WILL BE HELD ON: 11/16/2022

Disposition:	Action Point:	Comments:
151245 Date: 10/25/2022 Type: Administrative By: sheila duncan Status: DONE	OBTAIN UPDATED INSURANCE LETTER FROM BOUVIER INSURANCE AND DRAFT COVER LETTER TO SEND TO ALL HOMEOWNERS ADVISING THEM OF THE ASSOCIATIONS INTENT TO INCREASE DEDUCTIBLE TO \$25,000	MAILED TO ALL HOMEOWNERS
151246 Date: 10/25/2022 Type: Administrative By: sheila duncan Status: DONE	SCHEDULE MEETING WITH COMPTROLLER AND ACCOUNTANT REGARDING BOOKKEEPING ISSUES	MEETING HELD TO DISCUSS CONCERNS
151248 Date: 10/27/2022 Type: Administrative By: sheila duncan Status: DONE	RESERVE TRANSFER INITIATED FOR AD MASONRY STONE WALL REPAIR AND SJR FOR ROOF REPLACEMENT	FUNDS TRANSFERRED FROM RESERVES WITH BOARD APPROVAL FOR BOTH EXPENSES
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
150748 Date: 9/21/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	FOLLOW UP WITH CARMELO AT HIBBARD & ROSA REGARDING STATUS OF DECK INSPECTION	RECEIVED INITIAL REPORT, THERE WERE DECKS MISSING AND SOME OTHER DISCREPANCIES WE NEED CLARIFICATION ON, AWAITING REVISED REPORT
151244 Date: 10/25/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	VARIANCE REQUEST RECEIVED FROM 100 HWS FOR PATIO	INCLUDED IN BOARD PACKET FOR REVIEW AND APPROVAL
151247 Date: 11/2/2022 Type: Administrative By: sheila duncan Status: IN PROGRESS	BUDGET COMMITTEE TO PROVIDE PROPOSED BUDGET FOR APPROVAL AT THE NOVEMBER MEETING	AWAITING PROPOSED BUDGET FROM BUDGET COMMITTEE

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

	<p>Complete 1st trimming of plants and trees</p> <p>Survey trees and shrubs, recommend removal and major tree work</p> <p>Solicit bids for crack filling of roads and sidewalk repairs</p>
July	Summer Projects
August	<p>Begin seeding bare spots</p> <p>Complete agreed upon tree and shrub removal and major tree work</p>
September	<p>Schedule closing of irrigation system</p> <p>Publish semi-annual dump run in LARK</p> <p>Close Pool</p> <p>Order road salt</p> <p>Fall Fertilization</p>
October	<p>Manager drafts budget by October 15 – includes current year budget, projected year end and actual and proposed next year's budget</p> <p>Budget committee updates draft budget by November 5</p> <p>Budget committee updates reserve plan to accompany budget</p> <p>Notify owners that the semi-annual shrubbery pruning will be done by 11/1</p> <p>Semi-annual dump run</p> <p>Replace furnace filters</p> <p>Inspect and prepare greenhouse</p>
November	<p>Board adopts budget to be presented at Annual Budget Meeting</p> <p>Set date and snow date for Annual Budget Meeting</p> <p>Mail Annual Budget Meeting notice as required by statute</p> <p>Holiday bonus for staff reminder for LARK</p> <p>Close Tennis Courts</p> <p>Clean Gutters, inspect flat roofs</p> <p>Inspect Heat Tapes</p> <p>Install snow stakes along roadways</p> <p>Complete 2nd trimming of plants and trees</p> <p>Complete Fall Cleanup by Nov 30</p>
December	<p>Annual Budget Meeting, usually second Tuesday</p> <p>Secure insurance for 1/1</p> <p>Personnel Reviews</p> <p>Sign engagement letter for annual audit</p> <p>Consider renewal of Great Meadows access agreement</p>



CORRESPONDENCE



October 20, 2022

Meadow Hill, Inc. Resident
Glastonbury, CT 06033

**Re: IMPORTANT INFORMATION REGARDING INCREASE IN INSURANCE
DEDUCTIBLE TO \$25,000**

Dear Meadow Hill Resident:

The Board of Directors voted at their September 2022 Board Meeting to increase the insurance deductible to \$25,000 with the renewal of the master insurance policy for the Association on January 1, 2023.

We are notifying residents in advance of the renewal so that they have the opportunity to contact their insurance agents to make sure that they have the proper coverages in place on their personal HO6 insurance policy. This is very important because if there is a loss at your unit, this deductible of \$25,000 would be billed back to you. The Associations insurance would cover damages to the unit above the \$25,000 deductible amount.

We have included a letter from Bouvier Insurance regarding their recommendations to Meadow Hill Homeowners for insurance coverage to have in place. Please review this information with your insurance agent. The Associations Insurance Coverage does not cover damages to your personal items or loss of use should you not be able to reside in your unit after a loss, so please make sure you also have coverage in place for these items.

Thank you in advance for your anticipated cooperation and understanding in this matter.

Kindest regards,

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



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 total Building limit. There is a \$25,000 deductible per occurrence, additional \$2,500 per unit ice damming deductible and a \$2,500 per unit water damage 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)

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

\$2,000,000 General Aggregate

\$1,000,000 Combined Single Limit per Occurrence

\$1,000,000 Products and Completed Operations and

\$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.*

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.

To receive a no obligation HO-6 quote, please visit our website www.binsurance.com or call our office at 860-232-4491.





COMMITTEE REPORTS

Long-term Committee (LTC)

Committee Members: Jim Fuda, Chairman, Dave Faxon, Larry Abbott

The Aluminum Wiring Project was kicked-off with a Project Kick-off meeting with the team from AL Wire of Cromwell. The order for supplies was placed on October 20th and the remediation of the units will start when the supplies are received. Supply chain issues are projecting the installations to begin in late December. The logistics of the project was discussed, and details ironed out as part of the meeting.

The LTC will provide a detailed summary to the residents outlining the protocol, procedures for the project and the timeline and process for payments within the next two weeks. Residents will be provided a contact and phone number to schedule the work in their unit. Residents that expressed safety concerns during the information meetings have been given to AL Wire as a priority and those unit owners were contacted and advised they were a priority once the order is delivered.

Rebuild of Units #6 and 10

Board Liaisons: Jim Fuda and Connie Liscomb

Progress continues. The installation of the rough plumbing, electrical, gas, and cable had been completed and a Town inspection scheduled. Construction of the decks started on November 1 and the rebuilding of the wall at Unit #10 scheduled. began the week of October 10th. Siding will be started later in the month while the interior work continues. Unit Owners will meet with the Imagineers construction team tentatively on November 4th to select interior finish selections. The current schedule provided by Imagineers is a January completion date.

The Committee is working with Rob Bouvier, our insurance agent and Attorney Scott Sandler to continue our negotiations with the insurance company to reduce the gap between cost of the project and the insurance proceeds received to date.

Maintenance Committee

Committee Members -Jim Fuda, Chairman, Bob Kolwicz, Vin Liscomb, Ray Dolan, and Ron King (Liaison).

Fall projects scheduled are:

- Installation of new drainage line to solve a drainage problem at the rear of the Clubhouse was started
- Repair of existing walls in two locations – one near #120 was completed and the second near Unit #159 Trash area to be done by staff after fall closing activities are done

2023 Projects proposed are:

- Bathroom repairs and floor replacement at the Hollister House
- Repair of basement stairs and platform at the Hollister House
- Repair and replacement of retaining walls (annual effort)

DRAFT

November 8, 2022

Proposed revisions
to
Rules and Regulations

Submitted by the Rules Committee

MEADOW HILL, INC. Effective 2022

Operating Policy

"Meadow Hill", MEADOW HILL, INC., is operated and maintained as a residential age fifty-five plus (55+) community.

To furnish a desirable and comfortable living environment Meadow Hill provides the following facilities for its residents and their guests:

Swimming pool		Shuffleboard
Tennis courts		Fitness Center
Clubhouse		Library
Greenhouse		Walking trails
Stables		Social events
Gardens		Bridge clubs

In addition, Meadow Hill provides complete maintenance of the grounds and buildings (Common Elements) including:

Mowing grass		Leaf removal
Plowing Roads		Snow removal
Pruning trees and bushes		Rototilling garden plots near river
Repairing buildings and structures		Maintaining perimeter fences
Weeding Beds		Maintaining swimming pools and tennis courts

The governing of Meadow Hill is carried on under the direction of the Executive Board of Meadow Hill, Inc. which is elected by the owners of residential units (Unit Owners).

The operation of Meadow Hill, the conduct of its residents and the use of Common Community (Common Elements) are controlled by the Documents of Meadow Hill, A Common Interest Community, updated 2022, bylaws, and Rules as amended provided to all residents, and unit owners. Purchasers or tenants shall bind themselves and their successors, heirs and assigns to these documents. Violators of any of the provisions set forth in these documents may be subject to disciplinary action imposed by the Executive Board. Questions pertaining to these operating policies should be referred to:

Sheila Duncan
Property Manager
Imagineers, LLC
Farmington Ave.
Hartford, CT
sduncan@imagineersllc.com

Rule 1: General

1.1. Rules definition: Rules for the use of the Units and Common Elements and for the conduct of persons within the Common Interest Community, adopted by the Executive Board pursuant to the Declaration for Meadow Hill, Inc.

1.2. All Unit Owners, tenants, mortgagees, and occupants of Units shall comply with the Documents. The acceptance of a deed or the exercise of any Incident of ownership or the entering into lease or the entering into occupancy of a Unit constitutes agreement that the provisions recorded on the Land Records of Glastonbury are covenants running with the land and shall bind any Persons having at any time any interest or estate in such Unit.

1.3. Exceptions to the intent of these Rules are not permitted. The Executive Board may adopt Rules regarding the use and occupancy of Units, Common Elements, and Limited Common Elements and the activities of occupants, subject to Notice and Comment.

1.4. All Unit Owners, tenants, mortgagees, and occupants are responsible at all times for the actions of their guests.

1.5. Unit Owners are responsible for any damages caused directly or indirectly by themselves, guests, or their tenants and tenants' guests. Each Unit Owner will reimburse the Association for any damages to any other Unit or to the Common Elements caused intentionally, negligently or by that Unit Owner's failure to properly maintain, repair or make replacements to his or her Unit and any equipment, property, or belongings within the Unit. The Association will be responsible for damage to Units caused intentionally, negligently, or by its failure to properly maintain, repair, or make replacements to Common Elements. If such expense is caused by misconduct of an occupant, it will be assessed following Notice and Hearing.

1.6. The Executive Board may impose charges or interest or both for late payment of assessments and, after Notice and Hearing, levy reasonable fines for violations of the Declaration, the Bylaws, and the Rules of the Association. By resolution, following Notice and Hearing, the Executive Board may levy a fine of up to one hundred dollars (\$100.) per day for each day that a violation of the Documents or Rules persists after such Notice and Hearing, but the amount levied shall not exceed that amount necessary to ensure compliance with the rule or order of the Executive Board.

1.7. An official copy of the Rules and other Documents for Meadow Hill, Inc. will be on file at the Clubhouse.

1.8. Additional copies of these Rules and/or other Documents (i.e., Declarations, amended and restated, amended Bylaws, etc.) may be purchased from Meadow Hill, Inc. by paying a fee.

1.9. All communication including but not limited to residents, contractors, staff, executive board members, and the management company, at Meadow Hill should avoid derogatory or discriminatory language.

1.10. Owners, residents, and guests shall maintain decorum in all common areas including common buildings, recreational facilities, decks, and patios etc. Loud noises, and other actions that would commonly disturb or disrupt the enjoyment of others must be avoided.

Rule 2: Administration

2.1. Any complaint regarding the operation of the condominium or actions of other unit owners shall be made in writing to the Management Company. Residents and owners should communicate about official business only with the Management Company, Maintenance Supervisor, Executive Board, and Committee Chairs, never with contractors without prior permission. All communication with those individuals and others, including residents, at Meadow Hill should avoid derogatory or discriminatory language.

2.2. Employees of Meadow Hill Inc. may not be used during regular business hours to perform private business for residents.

2.3. Monthly maintenance charges should only be paid to individuals authorized by the Executive Board to receive such payments. Meadow Hill, Inc. assumes no liability for payment of monthly maintenance charges to unauthorized personnel.

2.4. The following monthly financial statements for Meadow Hill, Inc. are on file at the Management Company and are available for inspection by owners:

- a. Balance sheet
- b. Statement of revenues and expenses
- c. Schedule of operating expenses

2.5. Persons handling Meadow Hill funds are to be bonded.

2.6. The annual financial statements as of December 31 will be audited by a certified public accountant duly licensed and registered in the State of Connecticut.

2.7 Owners will be provided with a single key that provides access to the Hollister House, Clubhouse, and Pool. Owners are responsible for the transfer and collection of keys from leases and renters. Replacement or additional keys may be obtained from the Maintenance Superintendent for a fee of \$20 each.

Rule 3: Owners, Renters, and Residents

3.1. Procedures and Policies for Demonstrating an Intent to Operate the Community as Housing for Older Persons. In compliance with Subdivision 3607(b)(2)(C) of the Federal Fair Housing Amendments Act of 1988, Directors, officers, managers, and other agents of the Association shall make all reasonable efforts to:

a. Always describe the Common Interest Community to prospective residents as a community for persons 55 years of age or older.

b. Ensure that any advertising designed to attract prospective residents describes the Common Interest Community as being operated as housing for persons 55 years of age or older.

c. Be consistent in the application of the age and occupancy restrictions of the Units.

d. Ensure that any resale certificates issued to purchasers of Units clearly indicate the use and occupancy restrictions and the fact that the Common Interest Community is operated as housing for persons 55 years of age or older, including no resident under the age of 18.

e. Publicly post, in common areas of the community, statements describing the community as housing for persons 55 years of age or older, if, in the discretion of the Executive Board, such postings are feasible or necessary; and

f. Any Unit Owner who leases his or her Unit will include, in the lease or rental agreement, a provision requiring the tenants to acknowledge that the Common Interest Community is operated as housing for persons 55 years of age or older and that said tenants will comply with all age and occupancy requirements, including no resident under the age of 18.

3.2. Procedures and Policies Verifying Age-Based Occupancy. In compliance with 24 C.F.R. '100.307 of the Code of Federal Regulations the following procedures apply at the Common Interest Community for routinely determining the occupancy of each Unit, including identification of whether at least one occupant of each Unit is 55 years of age or older, and these procedures shall be part of the normal purchasing and leasing arrangements at the Common Interest Community:

a. When the Association receives a request for a resale certificate, the Association shall request from the purchasers at the time that the resale certificate is issued, initial information for verification of the age of occupants of the Unit. The purchasers shall provide this information prior to the closing.

b. Whenever there is a change in the occupants of a Unit, the Unit Owner shall advise the Association of the change. Whenever the Association is advised that there has been a change in the occupants of a Unit or otherwise becomes aware of such a change, the Association shall request from the Unit Owner or the occupants, or both, current information for verification of the age of the occupants of the Unit and the Unit Owner and the occupants shall furnish this information promptly to the Association.

c. The Association shall update its information verifying the age of the occupants of each Unit by conducting a survey or by other means at least once every two years and all Unit Owners and occupants of Units shall provide the Association with the information it requests.

d. Any of the following documents are considered reliable documentation of the age of the occupants of any Units, provided it contains specific information about current age or date of birth:

i. Driver's license.

ii. Birth certificate.

iii. Passport.

iv. Immigration card.

v. Military identification.

vi. Any other state, local, national, or international official documents that contain a birth certificate of comparable reliability; or

vii. A certification in the lease, application, affidavit, or other document signed by any member of the Unit age 18 or older that at least one person in the Unit is 55 years of age or older.

e. If the occupants of a particular Unit refuse to comply with the age verification procedures, the association may, if it has sufficient evidence, consider the Unit to be occupied by at least one person 55 years of age or older. Such evidence may include:

i. Government records or documents, such as a local household census.

ii. Prior forms or applications; or

iii. A statement from an individual who has personal knowledge of the age of occupants. The individual's statement must set forth the basis for such knowledge and be signed under the penalty of perjury.

f. A summary of any occupancy survey shall be available for inspection upon reasonable notice and request by any person.

3.3. Owners who lease or rent their residential units may not use the clubhouse, swimming pool, tennis courts, Hollister House, or any other Common Elements unless as a guest of a resident. See also General Rule 1.1

3.4. Owners shall be responsible for any damages or liabilities created by the renter of their residential unit or their guests. See also General Rules 1.4 and 1.5

Rule 4: Sale or Rental of Residential Units and Garages

4.1. All sales agreements, leases, and rental agreements must satisfy the appropriate provisions of the Declaration, Rules and be approved and signed by two members of the Executive Board prior to sale or occupancy.

4.2. As stated in the Declarations unit leases or rentals must be for at least 1 year and filed with Meadow Hill, Inc., prior to occupancy. Owners are responsible for providing lessees with a copy of Meadow Hill Rules and for providing Meadow Hill with a receipt of the rules signed by the lessees along with the lease. A late fee of \$25 per week, or portion thereof, will be assessed for any agreement not so filed. Short term rentals are prohibited including short term stays of any nature, including, but not limited to, those by services such as Airbnb.

4.3 Sub rental or sublease agreements will not be allowed.

4.4 Garages are restricted to use by the Garage Unit Owner, as storage and as a parking space for vehicles, which must fully fit within the Garage Unit with the doors closed. Garage Units may be leased only to Residents unless permission is granted in writing by the Executive Board.

4.5. Storage of items within garages must be neat, orderly, and must not be hazardous. If in the judgment of the Executive Board a garage is not maintained appropriately, it will be the responsibility of the owner to correct the situation or pay reasonable expenses for cleanup or storage by Meadow Hill, Inc.

4.6. No 'for sale', 'for rent', 'for lease' signs or other displays or advertising shall be permitted on any part of Meadow Hill property, except that 'for sale' signs may be posted for no more than four hours, at most, one time a week for an open house showing.

4.7. In accordance with Sec. 47-261b (b) of the Connecticut Common Interest Ownership Act which states that "A rule regulating display of the flag of the United States must be consistent with federal law. In addition, the association may not prohibit display, on a unit or on a limited common element adjoining a unit, of the flag of this state, or signs regarding candidates for public or association office or ballot questions, but the association may adopt rules governing the time, place, size, number, and manner of those displays. "Each residence may display a U.S. or State flag. Each residence may display up to two signs regarding candidates for public or association office or ballot questions for three days prior to and for one day after an election or primary. A sign for an event such as a birthday party may be displayed for two hours before until one hour after such event. All such flags and signs are limited to the unit and the four feet surrounding the unit and must not be attached such as to damage the unit. All such flags and signs may not exceed 18" x 24" in size. All other signs are prohibited without prior executive board approval, which may be withdrawn at any time.

Rule 5: Use of Residential Units and Garages

5.1. Use and occupancy restriction

5.2. Window air conditioners are not permitted in any residential unit.

5.3. No electrical device creating electrical overloading of standard circuits may be used without permission from the Executive Board. Misuse or abuse of appliances or fixtures within a Unit which affects other Units, or the Common Elements is prohibited. Any damage resulting from such misuse shall be the responsibility of the owner of the Unit which caused the damage. See 5.9

5.4. A smoke detector and carbon monoxide detector must be installed and operative in every Unit. The Unit Owner is solely responsible for installation and operation. The Association reserves the right to perform an annual inspection for Unit Owner compliance with this subsection.

5.5. Any structural changes including the enclosure of a patio, additions, alterations, or remodeling of a residential unit involving the cutting or removing of partition walls must not be started until the following has been accomplished:

- a. A drawing of the change must be furnished to the Executive Board prior to consideration for Executive Board approval.

- b. Written approval must be obtained from the Executive Board.

- c. A building permit must be obtained from the Town of Glastonbury, if required.

5.6. Common Elements shall be used only for the purposes for which they are intended. However, the Executive Board shall have the right to make alterations to Common Elements, when appropriate, subject to the provisions of the Declaration.

5.7. Garage Usage restrictions – see Rules 4.4 and 4.5

5.8. Consistent with the Town of Glastonbury Fire Marshall and Fire Chief, there shall be no use of a barbecue grill or open fire on any Unit Owners enclosed or open porches within five (5) feet of building(s), door(s), window(s), or air intake(s). Any smoke conditions generated by the barbecue(s) or open fire(s) which would aggravate other residents, such as smoke from lower-level decks to upper-level decks, shall not be permitted. Storage of propane cylinders must not be stored in the resident's unit, enclosed porch and/or garage.

5.9. Operating or connection of high usage electrical equipment in garages is prohibited without prior written permission and reimbursement agreements with Meadow Hill, Inc. High usage equipment includes but is not limited to refrigerators, freezers, and charging of vehicles of any type, or significant charging/usage of any equipment or excessive electricity usage by any means. This paragraph does not apply to the occasional use of tools by residents or their contractors. Electrical agreements are subject to review, negotiation, and renewal or cancellation by the Executive Board at any time, with 180 days' notice or cancellation by owners at any time. Upon cancellation, all electrical equipment and wiring installed by owners remains property of the unit and may be uninstalled and returned to the owner by Meadow Hill. All rights to allocate electrical service shall at all times remain with Meadow Hill.

Rule 6: Common Areas, Externally Visible Areas, and Common Properties

- 6.1. There shall be no obstruction of the common areas or common properties of Meadow Hill Inc.
- 6.2. No obstructions shall be placed or stored in the common areas or common properties without prior consent of the Executive Board.
- 6.3. Unit owners and/or renters shall not cause or permit anything to be hung or displayed on siding. No sign, umbrella, awning, canopy, sheeting, shutter, or radio or television antenna shall be affixed to or placed upon the exterior walls, doors, roof or any part of a residential unit or garage without prior consent of the Executive Board.
- 6.4. No deck, or patio shall be enclosed or covered by any awning, screening, or otherwise enclosed without the consent in writing of the Executive Board.
- 6.5. Unit owners and/or renters shall not paint, stain, or otherwise change the color of any exterior portion of any building. No hangers, nails, screws, attachments, or holes shall be made to any building without the written permission of the Executive Board. No items will be hung or otherwise placed such that they cover portions of the siding.
- 6.6. The attics and porches of residential units are classified as limited common properties and occupants should not use them as a storage area without prior approval of the Executive Board. A deck box is permitted on a patio or deck but not on the dirt or grass area. Exceptions to this can be considered/permitted with approval from the Executive Board.
- 6.7. Storage of materials in limited common areas or other areas designated by the Executive Board shall be at the risk of the person storing the materials.
- 6.8. Each unit owner and/or renter shall keep his unit and any limited common areas to which he has sole access in a good state of preservation and cleanliness.
- 6.9. No garbage cans, trash barrels or other obstructing personal property shall be placed in the limited common areas.
- 6.10. Rugs or mops shall not be shaken or hung from or on any of the windows, doors, balconies, patios, or terraces.
- 6.11. No clothes, sheets, blankets, laundry, or any other kind of articles shall be hung out of a unit or exposed on the common areas or common properties of Meadow Hill, Inc.
- 6.12. No accumulation of rubbish, debris, garbage, or unsightly material will be permitted in the common areas or common properties of Meadow Hill, Inc. except in designated trash storage areas.
- 6.13. All interior coverings of doors and windows, whether blinds, curtains, draperies, and other items must be a white or off white (or have such as a lining) as viewed from the exterior of the premises. Any variation from these requirements must have prior approval of the Executive Board.
- 6.14. All awnings must be the standard Meadow Hill Brown color.
- 6.15. Water usage by residents for watering lawns and/or plantings around their unit(s) is restricted to a maximum of thirty (30) minutes per day. The Executive Board may issue restrictions on water during times of drought or

state-mandated water restrictions. In the event of violation of restriction, the Executive Board may impose appropriate fines. When not actually in use, hoses must be stored neatly within the owner's 4-foot perimeter and must not be left lying across sidewalks or other walkways.

6.16 Bird feeders may not be placed outside of an area of 4 feet from the foundation of a unit, without written approval from the Executive Board, which may be revoked at any time. Bird feeders are not allowed to be placed or remain outside from May 1st to September 30th each year, except for jelly type [oriole] oriole feeders, finch thistle feeders and liquid hummingbird feeders. No feeder may be located within 10 feet horizontally or vertically of another unit's open deck.

6.17 When snow or ice is on the ground or expected, no mats may be left on sidewalks, stoops, or steps.

6.18 Any deck gates must match the color of the deck or be in place only when a resident is on the deck.

6.19 Anything left on Meadow Hill common areas that is not authorized by the Executive Board may be removed by the Executive Board at the owner's expense.

Rule 7: Maintenance

7.1. Residents of residential units are responsible for cleaning the windows of their unit.

7.2. The replacement of windows, outside light fixtures, entry doors, and screen doors must be approved by the Executive Board and will be done at the expense of the owner of the unit. Screen doors must approximately match the color of either the siding or the entry door. Entry door is defined as the main, original entrance door of the unit. Entry doors may be metal, wood, fiberglass, or fiberglass wood grain which may be painted brown to match the current standard Meadow Hill door color, or depending on the unit siding color as follows:

Siding Color	Entry Door Colors
Brown	White, Black, Brown
Red	Black, Brown, Charcoal Grey
Grey	White, Black, Charcoal Grey, Brown

Wood or fiberglass wood grain doors may be any natural wood color from light oak to dark mahogany and may include decorative glass.

For doors other than entry doors the exterior must be "Meadow Hill" Brown or the siding color.

7.3. Furnaces and air conditioners are classified as limited common properties. Unit Owners will be responsible for air conditioners serving their units. Unit Owners are responsible for the maintenance, repair of air conditioners and replacement of water heaters and compressors serving their unit. Unit Owners will be responsible for maintenance, repair and replacement of the furnace, and heating and cooling ducts serving their units. Meadow Hill maintenance staff will install furnace filters provided by the Unit Owner up to two times per year.

7.4. Unit Owners shall be responsible for keeping access areas, stairs, walls, and storage areas clean and in good preservation.

7.5. The maintenance of enclosed patios, balconies, and porches as well as any other additions to a residential unit or garage is the responsibility of the owner. Interior maintenance, repair and replacement and cleaning of

enclosed patios, balconies and porches shall be the responsibility of the Unit Owners. The interior areas that Unit Owners are responsible for are those portions corresponding to Unit boundaries. The Association shall be responsible for maintenance, repair, and replacement of the other portions of enclosed patios, but may charge such costs back to the Unit. Interior surface of walls, floors and ceiling, and the exterior surface of all window-glass, exterior doors, and chimney flues are designated as boundaries of a Unit. All lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring and any other materials constituting any part of the finished surfaces thereof are a part of the Unit, and all other portions of the walls, floors, windows, exterior doors, and ceilings are a part of the Common Elements.

7.6. All unit and garage numbers will be purchased, specified, and installed by the association. The Executive Board will determine and approve the size, location, color, and style of all numbers. Each garage will have a unit number centered uniformly over the garage entrance. Each unit will have a unit number centered uniformly over the main entry. Unit owners may request that additional numbers be placed in a specific or approximate convenient location to assist visitors, such requests are subject to Executive Board approval.

7.7 Exterior Electrical Lights –Unit owners will not replace or add light fixtures without approval by the Board. Light bulbs are the responsibility of unit owners and their tenants.

7.8 In order to protect the integrity of the vinyl siding and trim, no holes, nails, screws, hangers, or attachments of any kind may be made to the siding or trim without written permission of the Executive Board. Costs to repair any damage to vinyl siding or trim made by holes, nails, screws, hangers, or attachments of any kind is the responsibility of the unit owner.

7.9. In any case where a Unit Owner believes that a problem may be the responsibility of Meadow Hill, Inc. it is the Unit Owner's responsibility to notify the Management Company before undertaking corrective action, so that Meadow Hill, Inc., and its insurance company can assess the problem, determine responsibility, and if responsible, determine the method of restoration. Meadow Hill, Inc. will not be responsible for repairs or clean-up that have not been pre-assessed and pre-approved by the Executive Board or the Management Company. If an emergency exists, the Unit Owner should take reasonable actions to protect life and property from further damage.

7.10. Heating of Vacant Units during the winter months-November 1st to April 1st- The unit owner shall be responsible for maintaining heat at no less than 60 degrees Fahrenheit within the boundaries of the unit. Units vacant for an extended period of time must be properly winterized and the water shut off at the main. The unit owner is responsible for arranging for regularly scheduled inspections of the unit at a minimum of at least once every two weeks to ensure there are no problems. The maintenance supervisor needs to be informed extended vacancies.

7.11. In accordance with "Exhibit A: Amendment to Declaration of Meadow Hill" (Insurance Amendment) filed with the Town of Glastonbury on January 7, 2013, the Association requires the regular inspection and replacement of High-Risk Components as detailed below to avoid damage to units and common elements and to keep down association insurance premiums.

The following are defined as high-risk components:

Chimney and Fireplace Inspection and Cleaning - The Association requires a mandatory chimney/fireplace inspection and cleaning program to be done every two years. The Association will hire a licensed contractor to perform the inspection, cleaning, and any repairs needed. The cost for the inspection, cleaning, and any applicable repairs are the responsibility of the Unit Owner and will be in the bill back to the Unit Owner. Exterior repairs to the chimney are the responsibility of the Association.

Unit Owners may engage their own chimney/fireplace inspection by a certified professional chimney sweep and provide documentation the inspection has been done.

Gas fireplace logs must be cleaned in accordance with the manufacturer's recommendations but no later than every two years and are to be scheduled by the Unit Owner. Fireplaces with gas fireplace logs will require a Level I inspection which includes cleaning of the chimney, visual inspection of the fireplace, and cleaning of the gas fireplace log.

Burning of wood in fireplaces is strictly prohibited.

Fireplaces that are able to burn wood or combustible materials will require a Level II inspection which includes evaluation of attics, crawlspaces and other accessible areas and a video inspection or equivalent technology to perform an examination of the entire length of the interior chimney flue to check for deterioration of joints or the presence of cracks. Fireplaces that fail the inspection are not to be used as the fireplace represents a significant risk to the unit and the community.

Smoke Detectors and Carbon Monoxide Detectors, which must be maintained in working order, replaced at least every 10 years, and if battery operated, with batteries replaced at least annually. After 1/1/2015 all detectors must be 10yr sealed battery type or directly connected to electric power and replaced within 10 years of their installation.

Water heaters must be replaced within a ten (10) year period. Any damage caused by a malfunctioning water heater past the age of ten (10) years that is not covered by the Master Insurance Policy will be the responsibility of the Unit Owner. Water heaters replaced after December 31, 2022, must have an overflow pan under the heater and an emergency water shut off installed.

Documentation of the water heater replacement must be provided to the Management Company within 30 days of the completion of the installation.

Washing Machine Hoses and Valves, hoses shall be reinforced steel/metal braided, designed to prevent, or greatly reduce the potential for hose failure.

Dryer Vents, the pipe from the dryer to the outside shall be rigid metal or semi-flexible metal. The owner is responsible for ensuring that the dryer vent lint filter is cleaned regularly.

It is the owner's responsibility that each of these components be maintained, repaired, and replaced as required. It is also the owner's responsibility that each component be inspected annually, and appropriate documentation transmitted to Meadow Hill, Inc. as described below.

If any unit owner fails to repair, maintain, or replace a high-risk component, or have the high-risk component inspected, in accordance with the requirements of this document, the Association may, (in addition to any other rights and powers otherwise granted to the Association in law, declaration, or bylaws):

Work to be performed by Licensed Contractors or Professionals - Unit Owners shall be responsible to the Association for any damage caused by repairs or installations to any unit or limited common element not performed by a licensed and insured contractor or professional accordance to the at least the minimum standards set by the State of Connecticut and the Town of Glastonbury.

- A). Enter the unit and inspect, repair, maintain, or replace the high-risk component and charge the cost to the unit owner as a common expense attributable to the unit.
- B). Fine the unit owner of the unit up to the maximum fine, for each month of a such failure.
- C). Bring an action against the unit owner for specific performance of the unit owner's duties.

Rule 8: Insurance

8.1. All Unit Owners shall comply with the Rules of the New England Fire Rating Association and with the Rules contained in any fire insurance policy upon their residential unit or the property contained therein.

8.2. Meadow Hill, Inc. is responsible for obtaining and maintaining adequate insurance protection on all common properties. All unit owners and renters are required to provide a copy of their H06 policy to the management company on a yearly basis.

8.3. All Unit Owners and renters of residential units are responsible for obtaining and maintaining condominium insurance protection for the interior of their units and on all their personal properties as well as adequate levels of liability coverage.

8.4. Damage by fire or accident affecting a residential unit, garage, common areas or common properties of Meadow Hill, Inc. or the liability of the Unit Owners, Renters or the Association will be promptly reported to the Executive Board and management company immediately following the occurrences thereof.

8.5. Nothing shall be done or kept which will increase the rate of insurance on any of the buildings or contents thereof, applicable for residential use without prior written consent of the Executive Board.

8.6. No unit owner or renter shall permit anything to be done or kept in his residential unit or garage or in the common areas or common properties of Meadow Hill, Inc. which will result in the cancellation of insurance on any of the buildings or contents thereof or which would be in violation of any law.

Rule 9: Motor Vehicles

9.1. The speed limit on Meadow Hill roads is 15 m.p.h.

9.2. Only legally licensed drivers are permitted to operate motor vehicles on Meadow Hill roads.

9.3. Every effort should be made to park motor vehicles in designated parking areas rather than on the roads. In any event, parking on Meadow Hill roads between 2:00 a.m. and 7:00 a.m. is prohibited. The Executive Board may change the designate areas of sides of roads where parking is permitted, restricted, and prohibited.

9.4. No vehicle shall be parked in such a manner as to impede or prevent passage of motor vehicles on Meadow Hill roads.

9.5. Garages are restricted to use by the Garage Unit Owner, as storage and as a parking space for vehicles which must fully fit within the Garage with the doors closed. Garage Units may be leased only to other residents unless permission is granted in writing by the Executive Board. Parking spaces are restricted to use for the parking of operable passenger automobiles, pick-up trucks, and vans, specifically excluding, however, trucks, commercial vehicles, and campers in excess of one ton capacity or possessing more than four wheels or both. The use of parking spaces by Unit Owners, occupants and their guests may be further limited by the Rules of the Association.

9.6. No vehicle shall be parked in such a manner as to impede or make it difficult for access to another resident's parking garage or space.

9.7. Pedestrians have the right-of-way on Meadow Hill roads.

9.8. Only owners, renters and their guests may park in Meadow Hill parking areas and roads.

9.9. Association employees are to park only in specifically designated areas.

9.10. No more than three (3) motor vehicles per residential unit are permitted to be kept at Meadow Hill unless approved by the Executive Board.

9.11 Parking in front of garages by any vehicle is prohibited, when snow is expected, falling, or on the ground and until parking lots are cleared.

9.12 Vehicles parked to impede traffic on Meadow Hill, Inc. roads or other prohibited parking or storage defined in rule 9, may be towed and stored at the vehicle owner's expense by a designated towing company, under procedures established by the Executive Board.

9.13 No parking is allowed in front of Maintenance Building.

10: Pets and Service Animals

10.1. No animals, birds or reptiles of any kind shall be raised, bred, or kept on the property or brought on the Common Elements, except for: No more than two animals of gentle disposition compatible with the Common Interest Community. Pets or service animals may not be kept, bred, or maintained for any commercial purposes. Any pet or service animal causing or creating a nuisance or unreasonable disturbance, or noise may be permanently removed from the Property upon Notice and Hearing from the Executive Board.

10.2. In no event shall any dog be permitted in any portion of the Common Elements unless carried or on a leash, except as otherwise explicitly permitted in the rules. No dogs may be tied or left unattended outside a Unit. No pets or service animals may be kept in any Garage Unit. No dogs shall be curbed in any courtyard or close to any patio or terrace, except in the street or special areas designated by the Executive Board. Pet and service animal owners must pick up their animals' droppings in all areas of the Property. The pet or service animal owner shall hold the Association harmless from any claim resulting from any action of his or her pet or service animal.

10.3. All service animals and pets must satisfy the licensing and immunization requirements of the State of Connecticut and Town of Glastonbury. Service Animals will be permitted for those persons holding certificates of necessity. Clarification to the statement 'no dogs may be tied or left unattended outside a Unit' is given. A tied and/or leashed dog(s) must be under the direct supervision or control of a resident. When dogs are outside of a unit including on an open deck, a resident must also be outside with the dog. For information on assistance animals please refer to the service chart.

10.4. Dogs are not permitted to be curbed in any common area except for Executive Board defined wooded areas and the outside perimeter areas. The outside perimeter area for this purpose includes that area surrounding the tennis court and shuffleboard area and maintenance building and stable area. Pets are not permitted in the pool area or in the pool at any time (see also Rule 12.5. Swimming Pool and Enclosed Pool area).

10.5 Assistance animals as defined under the Americans with Disabilities Act ("ADA") are subject to all the restrictions and conditions contained in rule 10, except that such service animals may accompany residents where required. If a unit requires more than two assistance animals, then the limit of two animals in rule 10.1 is raised from two to the number of such service animals.

Assistance Animals & Community Associations

	Definition	Applicable state/federal laws	Registered or certified	Required training	Training to assist one person	Must wear a leash or vest identifying the animal <small>*May be required by a community association</small>	Primary function to provide emotional support through companionship
 <p>service animal dogs; in some cases, miniature horses</p>	Specifically trained to work or perform tasks for individuals with disabilities	Americans with Disabilities Act (ADA) and Fair Housing Act (FHA)	Service animals are subject to local dog licensing and registration requirements	✓	✓	X	X
 <p>therapy animal any animal</p>	Provides psychological or physiological benefit to individuals or groups in a clinical environment	State and local laws	X	X	X	X	X
	Provides comfort for people with disabilities	Fair Housing Act (FHA)	X (reliable documentation from a physician, psychiatrist, etc. may be)	X	X	X	✓

Rule 11: Leasing & Use of Club Houses

11.1. The Clubhouse may be used for 'all resident' social events, meetings of Unit Owners, Executive Board and its committees, and other activities exclusive to Meadow Hill residents free of charge on a 'first come, first serve' basis. "All resident" events at the Clubhouse must be open to all residents of Meadow Hill or be subject to the conditions of private events. "Exclusive to Meadow Hill residents" includes a guest or family members of a resident in attendance when the event is a social event organized primarily for all Meadow Hill residents. Any events not meeting the requirements for "All Resident" events are "Private Events".

11.2. Unit Owners and renters may lease the Clubhouse for private events. Unit Owners will be held responsible for any damages attributable to their renter(s) or guests.

11.3. The 'leasing fee' will include the following:

a. A non-refundable fee of \$150 for the Clubhouse when used for up to fifty (50) attendees, \$200 when used for attendance between 51 and 85 people, or \$250 when used for attendance between 86 and 115 people.

b. In addition, a refundable deposit of \$100 which will be refunded after the event if all the provisions of the Leasing Contract are met.

c. The leasing fee will be waived for a single memorial service in honor of a deceased resident of Meadow Hill, where the deceased was registered as a resident for at least one year. A current resident must apply and be responsible for the lease.

11.4. The procedure for leasing the Clubhouse is on a “first come first serve basis” as follows:

a. Obtain the application form for leasing the Clubhouse available from the Management Company or the social committee.

b. Submit the completed application and the appropriate fees to the Meadow Hill Office at least 14 days prior to the requested date(s).

c. A designated representative of the Executive Board will review/approve the application/Leasing Contract.

11.5. The Executive Board or its designee will maintain a Calendar of Events to be held at the Clubhouse and provide a copy to the chairman of the Amenities Committee.

11.6. The maintenance Supervisor and/or a member of the Executive Board or its designee will inspect the building and surrounding grounds the day before and after each event for compliance with the Rules. They will make the decision regarding the refundable deposit, notify Meadow Hill, and inform the Lessee of the decision. The fee will not be refunded if conditions require a special effort beyond normal wear and tear and standard (normal) cleaning to return the building and grounds to “as was before the event” condition.

11.7. No events are to be held in the Clubhouse on the day or night prior to the holding of an ‘all residents’ event.

11.8. The capacity of the Clubhouse is limited to 115 people.

11.9. The lessee must be in attendance during the entire period of the event being sponsored.

11.10. All events must terminate by midnight.

11.11. Leasing of the Clubhouse does not include use of the swimming pool or other common properties.

11.12. Meetings or an event of Business Organizations, Business Clubs, or for inferred, potential, and/or actual sale of products and/or services are not permitted. Political events, charity events, or meetings of outside groups are not permitted.

11.13. No outside event may be held at the Clubhouse which charge an admission fee.

11.14. The Lessee must assume all responsibility for the actions of the attendees to their event

11.15. Cooking and/or using/maintaining a bar on the Clubhouse deck are not permitted.

11.16. Annually, the Executive Board shall make a review of the operations and Leasing procedures.

Rule 12: Swimming Pool, Enclosed Pool Area

12.1. The swimming pool, enclosed area, and surroundings are maintained for the use and enjoyment of Meadow Hill residents and their guests.

12.2. The swimming pool and enclosed pool area may be used during only the hours of 9:00 a.m. through 10:00 p.m.

12.3. Residents must enter their name, number of guests, and unit number on the pool signup sheet.

12.4. Swimmers should be cautious at all times because there is no lifeguard on duty. Swimming is permitted at your own risk.

12.5. Pets are not permitted in the swimming pool and enclosed pool area.

12.6. Individuals under the age of eighteen (18) years of age are only permitted to use the swimming pool and enclosed pool area during the following hours daily and weekly:
9:00am – 1:00pm and 3:00pm – 8:00pm

12.7. Children not toilet trained or in diapers are not allowed in the swimming pool unless they are appropriately attired with protective outer garments (e.g., "Little Swimmers")

12.8. Glassware is not allowed within the enclosed pool area.

12.9. Food and alcoholic beverages are not permitted within the enclosed pool area. Bottles containing water are allowed.

12.10. Each residential unit may bring up to four (4) guests at a time to the swimming pool and enclosed pool area. For more than four (4) guests the resident must obtain verbal permission from an Executive Board member. Whenever guests are using the pool or pool area, a resident of the residential unit must be present.

12.11. Footwear should be worn to the swimming pool and enclosed pool area. Individuals walking to the pool barefooted are not allowed to enter the enclosed pool area.

12.12. Swimming attire will conform to conventional swimsuits. For example: T-shirts, cut-offs or jeans are not allowed.

12.13. Individuals under the age of eighteen (18) years of age must be always accompanied by a resident, unless otherwise authorized by a member of the Executive Board.

12.14. When not in use the enclosed pool area shall be locked. The last individual leaving shall be responsible for locking the gate.

12.15. All swimming pool requirements promulgated by the State of Connecticut and the Town of Glastonbury shall be followed. These include:

a. Any person having any apparent skin disease, sore, inflamed eyes, cough, cold, nasal or ear discharges or any communicable disease shall be prohibited from the use of the swimming pool and enclosed pool area.

b. Spitting, spouting water and blowing nose in the swimming pool, etc. are prohibited.

c. No boisterous activity, diving or rough play is permitted in the swimming pool or enclosed pool area.

12.16. Tubes, floats, rubber rafts, inflated objects, etc. are not permitted in the swimming pool or enclosed pool area except those used as therapeutic aides.

12.17. To avoid disturbing other users of the swimming pool, radio volume and other noises should be held to a low level in the swimming pool and enclosed pool area.

12.18. Annually the Executive Board shall make a review of the condition and operations of the swimming pod and enclosed pool area.

12.19. Violations of pool rules may result in fines and/or exclusion from use of the pool area for up to one year.

Rule 13: Tennis Courts

13.1. The tennis courts are maintained for the use and enjoyment of Meadow Hill residents and their guests. Guests must be accompanied by a resident.

13.2. Courts are to be used primarily for playing tennis and pickle ball. Off Season, while all nets are down, the courts may be used for unleashed dog recreation by resident pets. Pets must be under the supervision of residents and all droppings picked up.

13.3. Pets, food, alcoholic beverages, breakable containers, and vehicles are not permitted inside the enclosed tennis court area, except as provided in paragraph 13.2.

13.4. Individuals under the age of eighteen (18) must be accompanied by an adult when using the courts.

13.5. Residents and guests of one residential unit may not play on more than one court at the same time if others are waiting to use the courts.

13.6. No player may play for more than one- and one-half consecutive hours if others are waiting to play.

13.7. All players must wear appropriate attire on the court. (Shirt, shorts, pants, sneakers)

13.8. Players must wear regular tennis shoes on the court.

13.9. Use of the courts is on a first come, first-serve basis.

13.10. Courtesy to players on adjoining courts is requested. Players should not interfere with the play of others by excessive conversation, chasing balls into another court, crossing behind an occupied court until invited to do so or interrupting play in any manner.

13.11. Residents are responsible that their guests are acquainted with and understand these rules.

13.12. Annually the Executive Board shall make a review of the condition and operations of the tennis courts.

13.13. Violations of tennis court rules may result in fines and/or exclusion from use of the tennis court area for up to one year.

Rule 14: Stables

The stables at Meadow Hill are a very special and cherished amenity that sets us apart from most other condominium communities. It will meet the needs of some horse owners and perhaps, not others, with each owner needing to make his or her own assessment. Noted below are some highlighted points of information for horse owners:

The lower corral is subject to yearly flooding and horse owners will need to make appropriate adjustments. Horse owners are responsible for assessing the adequacy of the Meadow Hill Stables for their use. Meadow Hill does not warranty or guarantee that the stables will meet the needs of all horse owners. You use the stables at your own risk.

14.1 Horses owned by and/or under the direct personal care of a resident may be stabled at Meadow Hill. Resident renters may stable horses that are owned by them and are under their direct personal care.

14.2. Rental fees are at the discretion of the Executive Board and will be reviewed on an annual basis.

14.3. Except for structural defects, residents stabling horses will maintain, repair, and care for the inside of the stable, including the removal of manure, at no cost to Meadow Hill, Inc.

14.4. Residents stabling horses are responsible for any interior or exterior damage as well as any other problem caused by their respective horses. Owners shall be held responsible for damages attributable to horses belonging to their renters.

14.5. Subject to approval by the Executive Board, residents stabling horses shall form a Stable Committee to be self-governing as to operating rules, procedures, and common expenses (i.e., manure removal, pest control, facility improvement, insurance, etc.

14.6. Saddles, blankets, towels, harnesses, etc. shall not be left on the fence nor lying on the ground or otherwise left outside the stable.

14.7. Horses shall not be left unattended outside the stable except within the north and northwest fenced paddock area.

14.8. Feeding of horses is not permitted without the consent of the horse owner.

14.9. The Executive Board has decided to allocate the stalls on the following basis:

a. first come, first serve basis.

b. three stalls per horse owner, two for their horse and another stall for hay and feed. Based on the occupancy of two horses, the remaining stalls would be utilized as tack rooms for horse owners. This approach will allow Meadow Hill, Inc. to house two horses effectively and comfortably at a time in the barn.

14.10. Only horse owners, Executive Board Members, and Meadow Hill staff may enter the barn, paddock, or corral. Because of increased fire hazard around a stable, there is to be no smoking in, or immediately adjacent to the stable.

14.11. Each resident stabling a horse shall maintain appropriate insurance coverage naming Meadow Hill as additional insured, which will protect Meadow Hill from liability created by their horse and demonstrate the same at least annually to the Executive Board. The Executive Board shall determine an adequate level of insurance to be kept in force based on guidance from our insurance carrier.

14.12 The horse owners must remove manure from the barn and surrounding upper fenced in areas to the designated manure enclosure at least weekly. At the horse owners' expense, the manure must be removed from the manure enclosure and from the property at least every two weeks throughout the course of the year. Horse owners are responsible for arranging such collection and taking appropriate actions to eliminate flies and manure smells from drifting to residential areas of Meadow Hill.

14.13 Annually the Executive board shall make a review of the condition and operations of the stable.

14.14 The barn may be used for storing Meadow Hill maintenance items.

Rule 15: Greenhouse

15.1. The greenhouse is maintained for the enjoyment and convenience of residents of Meadow Hill.

15.2. Users of the greenhouse are responsible for maintaining it in a clean, neat, and orderly manner.

15.3. All plants are to be labeled with the owner's name.

15.4. Residents using the greenhouse are responsible for watering and caring for their own plants.

15.5. Plants infected with diseases are to be removed from the greenhouse.

15.6 After watering plants the watering container should be refilled.

15.7. Items and materials which are no longer used or usable are to be removed from the greenhouse.

15.8. Each unit will be allowed a maximum of 5 plants to store. If there is more room available after everyone initially puts their plants in, the maximum number of plants per unit could then increase. This will be done one at a time per unit, until the greenhouse becomes full.

15.9. Annually the Executive Board shall make a review of the condition and operations of the greenhouse.

Rule 16: Gardens and Waterfront Area

16.1. No person shall maintain a garden plot on the riverbank in Meadow Hill unless such person is a resident of Meadow Hill.

16.2. A spring Issue of "**The Lark**" will describe when and how a garden plot is assigned.

16.3. On or before May 1st of each year, each person desiring a garden plot for that growing season shall contact the designated representative of the Executive Board.

16.4. Only one plot shall be assigned to residents of a single residential unit.

16.5. A designated representative of the Executive Board shall define the size and assign the placement of plots. This may vary from year to year depending upon the number of participants.

16.6. The plots shall be available for cultivation on or about May 15th of each year. Rough tilling of the garden area will be accomplished by the Meadow Hill Maintenance Staff.

16.7. Canoes, kayaks, or small boats may only be stored in areas designated by the Executive Board. Meadow Hill, Inc. will not be responsible for any damage to such items. Anything left on Meadow Hill grounds that is not authorized by the Executive Board will be removed or disposed of at the owner's expense.

16.8. Annually the Executive Board shall make a review of the conditions and operations of the gardens and waterfront.

Rule 17: Recycling of Materials

17.1. All Unit Owners and Residents shall comply with the Town of Glastonbury Recycling Guidelines and place items in specific bins located around Meadow Hill for recycling and for trash.

17.2. The Association will post an updated pamphlet on recycling to all Meadow Hill Trash Bin Units.

17.3 Depositing plastic bags of any description in recycling bins is strictly prohibited.

Rule 18: Fitness Center

18.1. The Fitness Center is maintained for the use and enjoyment of Meadow Hill residents only.

18.2. It is understood that the use of equipment by residents in the Fitness Center is at their own risk. Every resident should consult a doctor before starting any exercise program using the equipment.

18.3. Individuals under the age of eighteen (18) years of age are not permitted to use the equipment or be in the Fitness Center.

18.4. Resident(s) must clean off the equipment (with a towel) after use.

18.5. No resident may use an individual exercise station for more than twenty (20) minutes if others are waiting to use that individual exercise station.

18.6. Space in the Fitness Center is limited. Donations of equipment are appreciated but must not be left in the Fitness Center without prior approval in writing from the Amenities Committee. Equipment left in the Fitness Center without prior approval is subject to disposal at any time.

Rule 19: Smoking Policy

19.1. There is no smoking within any Meadow Hill common facility or within 25 feet of such facility, including the Hollister House, Clubhouse, Stables, Pool, and Tennis Courts.

19.2. There is no smoking outside, within 10' of another unit.

19.3. Unit owners are responsible for preventing smoke from intruding in any way into adjoining units, and responsible for any associated liability.

19.4. Smoking includes tobacco products, vaping, and other products. Smokers should not dispose of cigarette butts in common areas or limited common areas.

Rule 20: Foreclosure and Collection Policy

This policy regarding the collection of Common Expenses and Assessments and the foreclosures of the Association's lien has been adopted by the Board of Directors pursuant to the Connecticut General Statutes (C.G.S.) 47-261b(a) and (b) as a Rule of the Association.

Pursuant to C.G.S. 47-258(m) an association may not commence a foreclosure action against a unit owner unless:

- (1) The unit owner at the time the action is commenced owes a sum equal to at least two (2) months of the common expenses assessments based on the current budget.
- (2) The association has made demand for payment in a record; and
- (3) The board has either voted to commence the foreclosure specifically against that unit or has adopted a standard collection policy that provides for foreclosure generally.

Therefore, this collection policy shall be the Association's "standard collection and foreclosure policy" which provides for foreclosure as described above. It is understood that the Board of Directors hereby authorizes the commencement of a foreclosure action by its counsel where a Unit Owner is in default in payment of their Common Expenses and assessments and the account has been turned over to counsel for collection by either the property manager or the Board of Directors.

Due Date and Application of Payments:

Common Expenses shall be due on the first day of each month.

Payments received after the 10th of the month will be considered delinquent and such that the Unit Owner will be assessed late fees, collection costs, and attorney's fees as follows:

\$25.00 per month as a late fee per unit for each month Common Expenses and assessments are outstanding until paid in full.

Any charge incurred by the Association relating to the return of a check for insufficient funds or any other reason shall be subject to a charge of \$35.00 per occurrence.

Any attorney's fees and collection costs incurred to collect or in attempting to collect outstanding Common Expenses and Assessments are paid by the unit owner. Accounts with an amount equal to two (2) months of Common Expenses that are past due will be turned over to an attorney for collection. Collection costs shall also include any administrative fees charged by the Association's management company in turning over and monitoring accounts that are in collection.

Payment received shall be applied:

First, to the oldest monthly Common Expense balance due.

Second, to interest.

Third, to late fees.

Fourth, to outstanding fines, if any.

Fifth, to any special assessments.

Sixth, to any other Common Expenses assessed in accordance with the Association's governing documents.

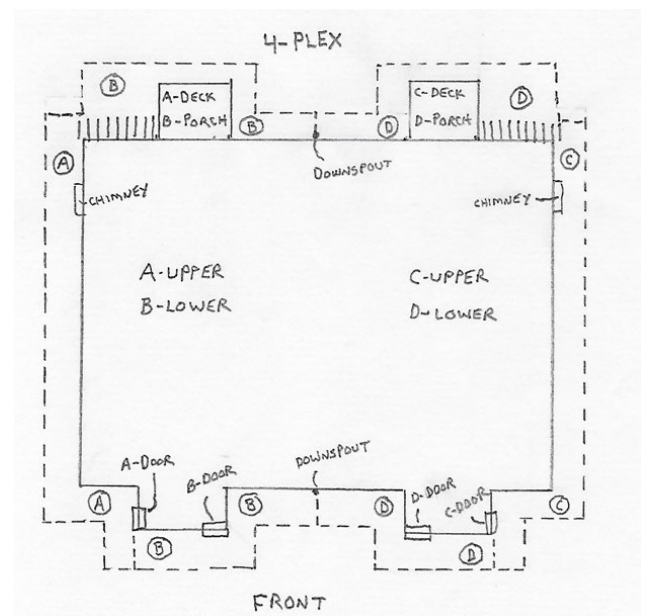
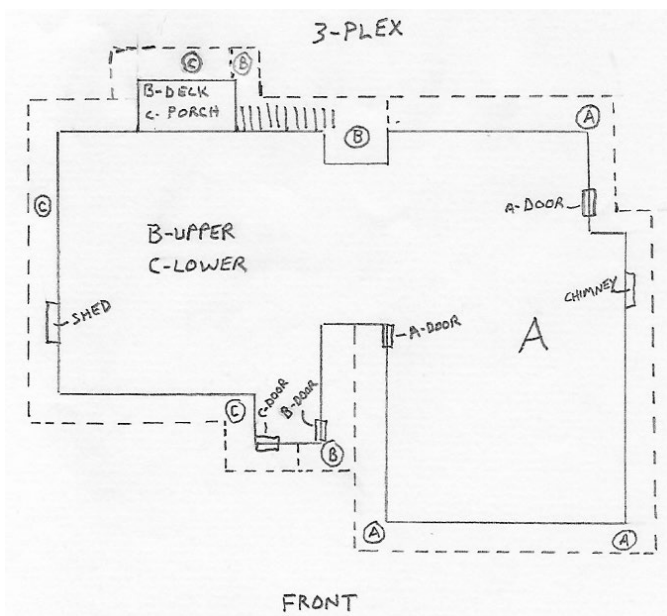
Seventh, to collection costs, attorney's fees and expenses incurred in the collection of any past due Common Expenses and assessments.

Rule 21: Owner and Meadow Hill Grounds Responsibilities

Note: One of the major privileges of living at Meadow Hill is the option to garden around your unit, at your own expense, subject to maintaining your area in a reasonably presentable state. Owners may take all responsibility for their grounds area through the Do Not Touch List (which will be edged and partially mulched by Meadow Hill) or maintain their area in a state where Meadow Hill, Inc. can perform weeding, mulching, trimming, spring and fall cleanup. For units whose owners who do not or cannot maintain their own areas, those areas will be kept in a reasonably presentable state by Meadow Hill, Inc., which will determine all trees, shrubs, plantings, and trimming.

21.1. Consistent with an efficient budget, Meadow Hill, Inc. has overall responsibility for maintenance of common grounds in a reasonably presentable state. Subject to exceptions in this rule Meadow Hill, Inc. will trim all trees, and shrubs; provide spring and fall cleaning of grounds and beds; annual edging of beds; monthly weeding of beds; removal of dead trees, shrubs, and plants; and annual mulching of beds.

21.2. Unit Owners may choose and maintain plantings in designated beds around their units not to exceed an area of 4 feet from the foundation without approval from the Executive Board. Removal of live shrubs and trees or the planting of new shrubs and trees must be approved by the Executive Board or by the Maintenance Supervisor and



Grounds Committee chair. Procuring such plantings, shrubs, and trees will be at the owner's expense.

21.3. Areas around single unit buildings are designated to the single unit's owner. Areas around ground floor units in multi-unit buildings, with no unit above, are designated to that unit. Areas around multi-unit buildings with upper and lower units are designated according to the following diagrams. By mutual agreement owners of a multi-unit building may make other arrangements between themselves, subject to change when a unit ownership changes. Requests for clarification for individual cases should be addressed to the Executive Board.

21.4. Except as covered by the Do Not Touch List, Owners must at all times maintain their designated areas in a reasonably presentable state and such that Meadow Hill, Inc. can weed, trim and mulch. If an owner does not or

cannot maintain their beds Meadow Hill, Inc., may, after notice, restore it to such state, including removal of trees, shrubs, and plants. The Executive Board may assess the owner reasonable charges for such restoration.

21.5. The Management Company will maintain an optional Do Not Touch List of designated unit owner areas where owners will be responsible for all trimming of trees and shrubs; all plantings; and weeding. Meadow Hill, Inc. will remain responsible for annual edging; fall and spring cleanups; mulching where reasonable; and removal of dead trees and shrubs. Annually, by March 15th an owner may request their unit be on the Do Not Touch List, it will remain on the list for that year, except for the sale of the property, or the restoration/take-over by the Executive Board. All requests for addition to or annual renewal to the Do Not Touch List must be made in writing or email to the Management Company. If an owner does not renew their Do Not Touch List request annually by March 15th, it will be removed from the list. If an owner does not or cannot maintain their beds on the Do Not Touch List Meadow Hill, Inc., may, after notice, remove them from the Do Not Touch List. Whenever an area is removed from the Do Not Touch List, Meadow Hill, Inc. may restore it to a reasonably presentable state that can be maintained by Meadow Hill, Inc. including removal of trees, shrubs, and plants. The Executive Board may assess the owner reasonable charges for such restoration.

21.6. Without regard to other provisions of this rule, the Executive Board may order the removal or trimming of any tree, shrub, or plant which in their judgment is a detriment to the look or presents a maintenance or other risk to Meadow Hill, Inc. When the removal of a tree or shrub is beyond the capabilities of the maintenance staff, Meadow Hill, Inc. may assess the unit owner reasonable costs of such removal. All trees and vines should be trimmed to be 12" away from sides of buildings. Meadow Hill, at any time, may trim any bush, plant, or vine to be 12" from any building.



OLD BUSINESS



NEW BUSINESS

MEADOW HILL, INC.
VARIANCE REQUEST

NAME: Jane Rappford UNIT NUMBER: 100
ADDRESS: 100 Holt-ter Way, Alstonbury, CT 06033

Describe in full - attach sketch if necessary.
(Include name of contractor, certificate of insurance and contractor's license, and an estimated time of completion.)

Next to the existing patio is an area where
bricks are in the back some of which are broken
deeper than others. The plan is to have the bricks
replaced, a drainage placed and surface restored to
match the patio.

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 this
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: Jane Rappford Date: 10/27/22

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: _____

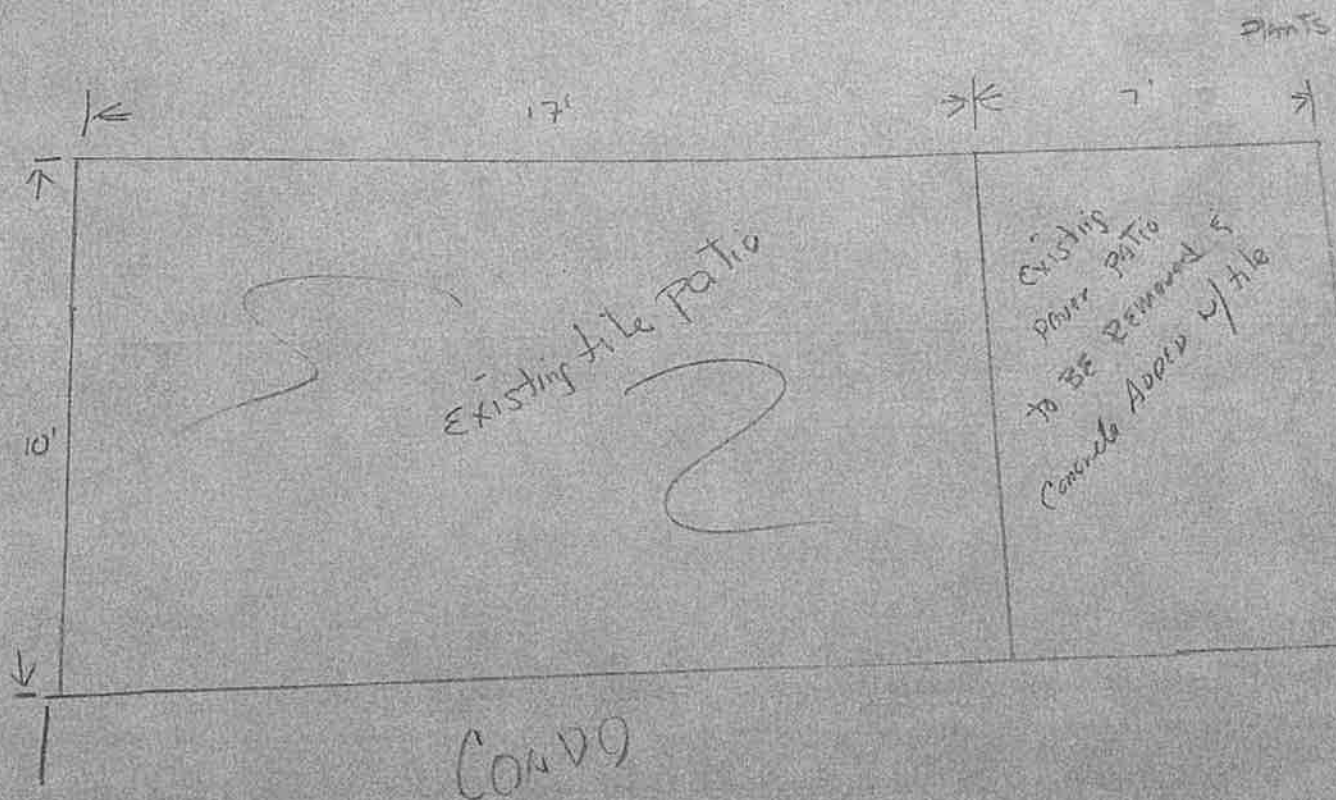
INSPECTION REPORT

Work Completed _____ Date _____ Inspected By _____ Date _____

Comments:

C/O Imagineers, LLC., 635 Farmington Avenue, Hartford, CT 06105

100 Hollister way S.





KATELLC-01

KMEYER

DATE (MM/DD/YYYY)
10/19/2022

CERTIFICATE OF LIABILITY INSURANCE

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 Anderson-Meyer Insurance, Inc. 2225 Main Street Glastonbury, CT 06033	CONTACT NAME: Kimberly Meyer Karkos		
	PHONE (A/C, No, Ext): (860) 659-3741 103	FAX (A/C, No):	
	E-MAIL ADDRESS: kmeyer@amiagency.com		
INSURED Kateline LLC 93 Hillcrest Rd Glastonbury, CT 06033	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: UTICA FIRST		
	INSURER B: SELECTIVE INSURANCE		12572
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

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"/> PROJECT <input type="checkbox"/> LOC OTHER:			ART3000386210	8/2/2022	8/2/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2443398	6/24/2022	6/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 CONDO ASSOCIATION

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

