IMAGINEERS LLC

MEADOW HILL
BOARD PACKET
January 18, 2023

IMAGINEERS LLC

MEADOW HILL, INC.
BOARD MEETING
January 18, 2023 AGENDA

MEETING TO BE HELD AT CLUBHOUSE

1:30 BOARD MEETING

EXECUTIVE SESSION MEETING 1:00 – BOARD ONLY

1. Executive Session – 1:00 - 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 – 105 HWS Age Restrictions Violation

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
     - Sign Recommendations
   - Long Term planning Committee
   - Rules Committee
     - Board Vote to send to Attorney Sandler for review
   - 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
    - 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
        - 90 Patio Door Variance Request
        - Any other homeowner variance requests to approve?
    4. Any other new business to discuss?

12. Adjournment

IMAGINEERS LLC

SCHEDULED HEARINGS

IMAGINEERS LLC

January 4, 2023

Victoria Germani
105 Hollister Way South
Glastonbury, CT 06033

NOTICE OF SCHEDULED HEARING

Dear Victoria,

A hearing has been scheduled with the Board of Directors for Meadow Hill regarding a continued violation that occurred at your unit regarding the occupancy restrictions of the unit in which created a noise disturbance to neighboring residents.

This is in violation of Article IX section 9.1 of Declaration Section 9.1 (j) which state: "No individual who is less than 18 years of age may be domiciled within any unit or stay overnight as a visitor within any Unit for more than 30 days within any 12 consecutive months."

The hearing is scheduled for Wednesday, January 18, 2023, at 1:30PM in the Meadow Hill clubhouse.

At this Hearing, the Unit Owner will have an opportunity to address the Board concerning the alleged violations of the Documents.

Following this Hearing the Board has the authority to impose fines for each separate violation. A fine may be imposed for each day that a separate violation has occurred or continues to occur. The Board also has the authority to commence a court action seeking an injunction against future violation of the Documents including the Rules. Finally, the Board has the right, pursuant to the Common Interest Ownership Act ("Act"), to bring a summary process action again the residents for violations of the Documents including the Rules. You will be notified within 30 days of the hearing in writing of the Board's decision.

Please be informed the Board will conduct this Hearing as scheduled. The Unit Owner and Tenants have the right to attend this Hearing, be represented and/or participate at this Hearing. The Board will proceed with this Hearing even if either party fails to attend the Hearing. If you are unable to attend the meeting and wish to submit documentation in writing for the Board's consideration, you can email it to sduncan@imagineersllc.com .

Kindest regards,

Sheila Duncan
Community Association Manager
Meadow Hill, Inc.

IMAGINEERS LLC

MINUTES

Meadow Hill, Inc.
Annual Budget Meeting
Meeting Minutes

December 13, 2022

Sheila Duncan of Imagineers called the Annual Budget Meeting to order at 7:00 PM.

a. Roll Call: Members of the Executive Board present and noted were President Toni Dolan, Vice President Ed Litke, Treasurer Dawn Faucher, Secretary Jim Fuda and Directors Dave Faxon, Sandy O'Leary, and Ron King.

b. **Introductions:** Board Members present and Sheila Duncan of Imagineers, Property Manager for our management company, introduced themselves for the record. Toni Dolan, President, thanked the Budget Committee for their work and diligence in preparing the budget under Dawn Faucher's leadership.

c. **Proof of Notice of Meeting**: Sheila Duncan provided that the Notice of the Annual Budget Meeting was duly noticed in accordance with Meadow Hills By-laws through a mailing to all Unit Owners on 11/21/2022.

d. **Resolution**: A motion was made to "Authorize the Executive Board to approve the Minutes of the 2022 Annual Budget Meeting." Motion by Ron King, second by Ed Litke and unanimously approved by the Board (7 - 0)

e. **Minutes of previous Annual Budget Meeting**: the reading of the minutes from the 2021 Annual meeting were waived by a unanimous approval on a motion to waive the reading of the minutes by Dave Faxon and second by Toni Dolan.

f. **Reports**: Dawn Faucher, Treasurer acknowledged gratitude to the Budget Committee working with her on the Annual Budget. provided a summary of the 2023 Annual Budget – Larry Abbott, Connie Liscomb and ex-officio, Toni Dolan. Work began in August and the Committee worked diligently to develop the 2023 budget. 2023 was an extraordinary year with inflation, rising costs, and increases in utilities, labor, and insurance providing stiff challenges to controlling costs and developing a lean budget to maintain the quality of the Meadow Hill community and to keep the Homeowner Association (HOA) fees down.

    - The Budget Committee received input from all Committees and from Imagineers in crafting the budget and Executive Board approval at the November Board meeting on 11/19.

    - $20,000 was provided as a placeholder for Special Projects and classified under Capitol Expenses.

- Insurance increased from 2022 due to the unprecedented two years of catastrophic losses experienced by the insurance industry and the loss history at Meadow Hill with the fire a major item on our Loss History.

- Sheila Duncan of Imagineers highlighted key areas of the 2023 budgets

  ✓ Professional Fees +2.5 %

  ✓ Utilities +4.2%

  ✓ Administrative +8.96%

  ✓ Insurance +14.75%

- HOA fees for 2023 will increase by 5.17%. Imagineers will send out letters to Unit Owners within the next two weeks.

g. Owner Comments

- Tom Bailey raised a concern that the aluminum wiring project did not resu;lt in savings in our insurance premiums

- The Board responded and noted the following:

  ✓ The industry trend this year to address catastrophic losses nationwide

  ✓ Aluminum wiring project dampened the increase which would have doubled had the community not proceeded with the project.

  ✓ The commitment to the aluminum wiring project put Meadow Hill in a competitive market for the first time in 18 years

  ✓ Future years the premiums should trend more favorably as the wiring project is completed and we reduce our loss history

  ✓ The presentations on the aluminum wiring project did not communicate we would see a savings in insurance in 2023

h. **Ratification of the Budget**: In accordance with the Common Interest Ownership Act (CIOA), the budget is automatically ratified unless 51% of the entire community votes to reject it.

i. **Unfinished Business**: None

j. **New Business**: None

k. **Adjournment:** Motion to adjourn was made by Roger Bouchard, seconded by Bob Kolwicz and unanimously approved by the Board (7-0).

Time of adjournment – 7:22PM

Minutes submitted by: Jim Fuda, Secretary

Minutes approved by: Pending Board Review/Approval

IMAGINEERS LLC

FINANCIAL REPORT

Balance Sheet Report
Meadow Hill, Inc.
As of December 31, 2022

	Balance Dec 31, 2022	Balance Nov 30, 2022	Change
Assets			
Operating Cash			
1103 - Webster Debit Checking	1,049.00	2,245.60	(1,196.60)
1105 - Key Bank - Checking	1,353.94	1,353.94	0.00
1140 - Operating Checking - Pacific Premier Bk	9,887.92	266.50	9,621.42
1142 - Windsor Federal Bank	2,050.00	2,050.00	0.00
1145 - PPB Inc Claim 06C00716	170,365.63	171,042.88	(677.25)
1170 - Segregated Funds - Insurance	0.00	2,000.00	(2,000.00)
Total Operating Cash	**184,706.49**	**178,958.92**	**5,747.57**
Money Market			
1303 - Key Bank Money Market	36,698.64	36,698.64	0.00
1340 - Money Market - Pacific Premier Bank	121,399.77	121,379.15	20.62
Total Money Market	**158,098.41**	**158,077.79**	**20.62**
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	2,544.00	3,358.75	(814.75)
1604 - Accounts Receivable Reserves	81,576.22	74,124.22	7,452.00
1605 - Reserve Recievable - WindsorFed Ln Payof	7,019.17	7,019.17	0.00
Total Accounts Receivable	**91,139.39**	**84,502.14**	**6,637.25**
Prepaid Expenses			
1701 - Prepaid Insurance	12,871.75	21,277.50	(8,405.75)
Total Prepaid Expenses	**12,871.75**	**21,277.50**	**(8,405.75)**
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00

Balance Sheet Report
Meadow Hill, Inc.
As of December 31, 2022

	Balance Dec 31, 2022	Balance Nov 30, 2022	Change
Assets			
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	**576,629.78**	**572,630.09**	**3,999.69**
Liabilities			
Current Payables			
2100 - Accounts payable	74,997.44	31,680.43	43,317.01
2101 - Insurance payable	0.00	10,280.18	(10,280.18)
2103 - Due to Reserves	62,124.22	66,124.22	(4,000.00)
2104 - Clearing Account	(432.00)	(432.00)	0.00
2107 - Due to Reserves - Windsor Fed Payoff	48.61	48.61	0.00
2200 - Unit Owner Fees Received in Advance	20,783.22	20,244.66	538.56
2202 - Prepaid fees-special assessment	10,177.99	10,177.99	0.00
2203 - Deferred Insurance Claim Income	134,208.49	171,042.88	(36,834.39)
2302 - Accrued Expenses	14,550.00	12,210.00	2,340.00
Total Current Payables	**316,457.97**	**321,376.97**	**(4,919.00)**
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	162,050.00	162,050.00	0.00
Total Long Term Payables	**162,050.00**	**162,050.00**	**0.00**

Balance Sheet Report
Meadow Hill, Inc.
As of December 31, 2022

	Balance Dec 31, 2022	Balance Nov 30, 2022	Change
Liabilities			
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	**766,618.77**	**771,537.77**	**(4,919.00)**
Owners' Equity			
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)	**(118,888.89)**	**(127,807.58)**	**8,918.69**
Total Liabilities and Equity	**576,629.78**	**572,630.09**	**3,999.69**

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

December 01, 2022 thru December 31, 2022

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Association Fee Income								
4100 - Association Fee Income	54,030.00	54,007.00	23.00	648,360.00	648,082.00	278.00	648,082.00	(278.00)
4405 - CAI Rental	675.00	695.00	(20.00)	8,100.00	8,335.00	(235.00)	8,335.00	235.00
Total Association Fee Income	**54,705.00**	**54,702.00**	**3.00**	**656,460.00**	**656,417.00**	**43.00**	**656,417.00**	**(43.00)**
Income Charged by Unit								
4300 - Late fee income	200.00	37.00	163.00	1,189.98	450.00	739.98	450.00	(739.98)
4301 - Miscellaneous income	0.00	42.00	(42.00)	0.00	500.00	(500.00)	500.00	500.00
4302 - General fine income	0.00	0.00	0.00	475.00	0.00	475.00	0.00	(475.00)
4305 - Insufficient funds fee	0.00	0.00	0.00	75.00	0.00	75.00	0.00	(75.00)
4306 - Statement fee income	0.00	0.00	0.00	80.00	0.00	80.00	0.00	(80.00)
4313 - Pool Card Income	0.00	0.00	0.00	120.00	0.00	120.00	0.00	(120.00)
Total Income Charged by Unit	**200.00**	**79.00**	**121.00**	**1,939.98**	**950.00**	**989.98**	**950.00**	**(989.98)**
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	150.00	62.00	88.00	550.00	750.00	(200.00)	750.00	200.00
4401 - Insurance claim income	36,834.39	0.00	36,834.39	415,942.13	0.00	415,942.13	0.00	(415,942.13)
4406 - Social Fund Income	0.00	187.00	(187.00)	0.00	2,250.00	(2,250.00)	2,250.00	2,250.00
4407 - Ins. Claim Income - unit 227	0.00	0.00	0.00	28,309.12	0.00	28,309.12	0.00	(28,309.12)
Total Other Income Assoc Level	**36,984.39**	**249.00**	**36,735.39**	**444,801.25**	**3,000.00**	**441,801.25**	**3,000.00**	**(441,801.25)**
Interest/Reserve Income								
4501 - Interest Income Operating	0.00	0.00	0.00	31.04	0.00	31.04	0.00	(31.04)
4502 - Interest Income Reserves	0.00	17.00	(17.00)	0.00	200.00	(200.00)	200.00	200.00
Total Interest/Reserve Income	**0.00**	**17.00**	**(17.00)**	**31.04**	**200.00**	**(168.96)**	**200.00**	**168.96**
Total Meadow Hill, Inc. Income	**91,889.39**	**55,047.00**	**36,842.39**	**1,103,232.27**	**660,567.00**	**442,665.27**	**660,567.00**	**(442,665.27)**
Expense								
Professional Fees								
5100 - Management Fee	2,747.21	2,813.00	(65.79)	33,016.52	33,755.00	(738.48)	33,755.00	738.48

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

December 01, 2022 thru December 31, 2022

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Professional Fees								
5101 - Legal Fees	0.00	83.00	(83.00)	7,917.00	1,000.00	6,917.00	1,000.00	(6,917.00)
5102 - Accounting Fees	0.00	0.00	0.00	4,850.00	5,000.00	(150.00)	5,000.00	150.00
Total Professional Fees	**2,747.21**	**2,896.00**	**(148.79)**	**45,783.52**	**39,755.00**	**6,028.52**	**39,755.00**	**(6,028.52)**
Utilities								
5200 - Electricity	1,054.30	1,917.00	(862.70)	20,438.98	23,000.00	(2,561.02)	23,000.00	2,561.02
5205 - Gas	2,018.94	917.00	1,101.94	12,924.39	11,000.00	1,924.39	11,000.00	(1,924.39)
5206 - Water	2,878.19	3,217.00	(338.81)	39,936.90	38,600.00	1,336.90	38,600.00	(1,336.90)
5207 - Sewer	1,705.00	2,000.00	(295.00)	20,397.29	24,000.00	(3,602.71)	24,000.00	3,602.71
5210 - Trash Removal	2,617.36	2,333.00	284.36	31,203.28	28,000.00	3,203.28	28,000.00	(3,203.28)
5211 - Telephone	313.33	327.00	(13.67)	4,151.06	3,920.00	231.06	3,920.00	(231.06)
Total Utilities	**10,587.12**	**10,711.00**	**(123.88)**	**129,051.90**	**128,520.00**	**531.90**	**128,520.00**	**(531.90)**
Administrative								
5308 - Miscellaneous Admin	0.00	217.00	(217.00)	5,317.53	2,600.00	2,717.53	2,600.00	(2,717.53)
5313 - Communications - LARK	0.00	42.00	(42.00)	0.00	500.00	(500.00)	500.00	500.00
5314 - Welcome Committee	0.00	21.00	(21.00)	40.29	250.00	(209.71)	250.00	209.71
Total Administrative	**0.00**	**280.00**	**(280.00)**	**5,357.82**	**3,350.00**	**2,007.82**	**3,350.00**	**(2,007.82)**
Insurance								
5400 - Master Insurance Policy	10,307.00	9,304.00	1,003.00	119,264.28	111,650.00	7,614.28	111,650.00	(7,614.28)
5401 - Worker's Compensation	1,951.00	667.00	1,284.00	13,266.00	8,000.00	5,266.00	8,000.00	(5,266.00)
5403 - Health Insurance	4,223.67	2,125.00	2,098.67	29,936.18	25,500.00	4,436.18	25,500.00	(4,436.18)
5407 - Insurance Loss Expense	36,834.39	0.00	36,834.39	415,942.13	0.00	415,942.13	0.00	(415,942.13)
5409 - Automobile Insurance	232.25	200.00	32.25	2,326.75	2,400.00	(73.25)	2,400.00	73.25
5410 - Ins. Claim Expenses - unit 227	0.00	0.00	0.00	28,309.12	0.00	28,309.12	0.00	(28,309.12)
Total Insurance	**53,548.31**	**12,296.00**	**41,252.31**	**609,044.46**	**147,550.00**	**461,494.46**	**147,550.00**	**(461,494.46)**
Payroll								
5501 - Payroll-Maintenance	9,881.97	9,261.00	620.97	110,241.17	111,128.00	(886.83)	111,128.00	886.83

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

December 01, 2022 thru December 31, 2022

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Payroll								
5503 - Payroll-Bonus	(50.00)	0.00	(50.00)	(50.00)	0.00	(50.00)	0.00	50.00
5504 - Payroll-Snow	0.00	167.00	(167.00)	2,844.00	2,000.00	844.00	2,000.00	(844.00)
5508 - Payroll-Mileage	0.00	8.00	(8.00)	117.70	100.00	17.70	100.00	(17.70)
5506 - Employer Payroll Taxes	742.26	733.00	9.26	9,322.13	8,800.00	522.13	8,800.00	(522.13)
5507 - Payroll Service Fees	165.64	167.00	(1.36)	2,107.87	2,000.00	107.87	2,000.00	(107.87)
Total Payroll	**10,739.87**	**10,336.00**	**403.87**	**124,582.87**	**124,028.00**	**554.87**	**124,028.00**	**(554.87)**
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	0.00	0.00	72,951.72	72,000.00	951.72	72,000.00	(951.72)
5606 - Tree Maintenance	0.00	458.00	(458.00)	4,434.80	5,500.00	(1,065.20)	5,500.00	1,065.20
5607 - Mulching-Perimeters	0.00	250.00	(250.00)	5,892.53	3,000.00	2,892.53	3,000.00	(2,892.53)
5609 - Fertilization	0.00	458.00	(458.00)	6,577.77	5,500.00	1,077.77	5,500.00	(1,077.77)
5611 - Snow Removal Supplies	925.13	333.00	592.13	2,621.61	4,000.00	(1,378.39)	4,000.00	1,378.39
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	1,116.68	2,000.00	(883.32)	2,000.00	883.32
5699 - Ground Improvements - Land Comm	0.00	0.00	0.00	2,455.09	3,500.00	(1,044.91)	3,500.00	1,044.91
Total Grounds Maintenance	**925.13**	**1,666.00**	**(740.87)**	**96,050.20**	**95,500.00**	**550.20**	**95,500.00**	**(550.20)**
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	175.00	(175.00)	2,393.98	2,100.00	293.98	2,100.00	(293.98)
5702 - Amenities	75.47	33.00	42.47	341.88	400.00	(58.12)	400.00	58.12
5714 - Social Fund	0.00	187.00	(187.00)	205.31	2,250.00	(2,044.69)	2,250.00	2,044.69
Total Amenities Maintenance	**75.47**	**395.00**	**(319.53)**	**2,941.17**	**4,750.00**	**(1,808.83)**	**4,750.00**	**1,808.83**
Maintenance & Repairs								
5803 - Pest Control	0.00	225.00	(225.00)	2,382.22	2,700.00	(317.78)	2,700.00	317.78
5804 - Maintenance Supplies	600.12	467.00	133.12	10,862.36	5,600.00	5,262.36	5,600.00	(5,262.36)
5805 - Truck Maintenance & Fuel	196.00	262.00	(66.00)	2,889.75	3,150.00	(260.25)	3,150.00	260.25
5811 - Equipment Maint. Misc & Fuel	0.00	125.00	(125.00)	1,294.92	1,500.00	(205.08)	1,500.00	205.08

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

December 01, 2022 thru December 31, 2022

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Maintenance & Repairs								
5900 - Building Maintenance	1,924.00	542.00	1,382.00	10,618.22	6,500.00	4,118.22	6,500.00	(4,118.22)
Total Maintenance & Repairs	**2,720.12**	**1,621.00**	**1,099.12**	**28,047.47**	**19,450.00**	**8,597.47**	**19,450.00**	**(8,597.47)**
Reserves and Miscellaneous								
6100 - Truck Loan	0.00	570.00	(570.00)	10.00	6,842.00	(6,832.00)	6,842.00	6,832.00
6102 - Association Income Tax	0.00	58.00	(58.00)	0.00	700.00	(700.00)	700.00	700.00
6103 - Truck Taxes	702.80	58.00	644.80	817.20	700.00	117.20	700.00	(117.20)
6105 - Contribution To Reserves General	7,452.00	7,452.00	0.00	89,422.00	89,422.00	0.00	89,422.00	0.00
6120 - WF Loan # 75521651 Interest	945.29	0.00	945.29	1,802.93	0.00	1,802.93	0.00	(1,802.93)
Total Reserves and Miscellaneous	**9,100.09**	**8,138.00**	**962.09**	**92,052.13**	**97,664.00**	**(5,611.87)**	**97,664.00**	**5,611.87**
Total Meadow Hill, Inc. Expense	**90,443.32**	**48,339.00**	**42,104.32**	**1,132,911.54**	**660,567.00**	**472,344.54**	**660,567.00**	**(472,344.54)**
Total Meadow Hill, Inc. Income / (Loss)	**1,446.07**	**6,708.00**	**(5,261.93)**	**(29,679.27)**	**0.00**	**(29,679.27)**	**0.00**	**29,679.27**

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

December 01, 2022 thru December 31, 2022

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Interest/Reserve Income								
4500 - Reserve Contributions	7,452.00	7,452.00	0.00	89,422.00	89,422.00	0.00	89,422.00	0.00
4502 - Interest Income Reserves	20.62	0.00	20.62	67.45	0.00	67.45	0.00	(67.45)
Total Interest/Reserve Income	**7,472.62**	**7,452.00**	**20.62**	**89,489.45**	**89,422.00**	**67.45**	**89,422.00**	**(67.45)**
Total Meadow Hill, Inc-Reserve Income	**7,472.62**	**7,452.00**	**20.62**	**89,489.45**	**89,422.00**	**67.45**	**89,422.00**	**(67.45)**
Expense								
Capital Improvements								
7202 - Roof Replacement	0.00	0.00	0.00	6,750.00	0.00	6,750.00	0.00	(6,750.00)
7208 - Special Projects	0.00	1,667.00	(1,667.00)	168,723.50	20,000.00	148,723.50	20,000.00	(148,723.50)
7217 - Retaining Walls	0.00	417.00	(417.00)	0.00	5,000.00	(5,000.00)	5,000.00	5,000.00
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	2,000.00	9,700.00	(7,700.00)	9,700.00	7,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	0.00	34,000.00	(34,000.00)	34,000.00	34,000.00
7229 - Contingencies	0.00	833.00	(833.00)	0.00	10,000.00	(10,000.00)	10,000.00	10,000.00
7230 - Amenities - HH & Clubhouse	0.00	92.00	(92.00)	1,225.57	1,100.00	125.57	1,100.00	(125.57)
7231 - Garden Irrigation	0.00	46.00	(46.00)	0.00	550.00	(550.00)	550.00	550.00
7232 - Stable Improvements	0.00	45.00	(45.00)	0.00	535.00	(535.00)	535.00	535.00
7233 - Pool Painting	0.00	167.00	(167.00)	0.00	2,000.00	(2,000.00)	2,000.00	2,000.00
Total Capital Improvements	**0.00**	**6,908.00**	**(6,908.00)**	**178,699.07**	**82,885.00**	**95,814.07**	**82,885.00**	**(95,814.07)**
Total Meadow Hill, Inc-Reserve Expense	**0.00**	**6,908.00**	**(6,908.00)**	**178,699.07**	**82,885.00**	**95,814.07**	**82,885.00**	**(95,814.07)**
Total Meadow Hill, Inc-Reserve Income / (L	**7,472.62**	**544.00**	**6,928.62**	**(89,209.62)**	**6,537.00**	**(95,746.62)**	**6,537.00**	**95,746.62**
Total Association Net Income / (Loss)	**8,918.69**	**7,252.00**	**1,666.69**	**(118,888.89)**	**6,537.00**	**(125,425.89)**	**6,537.00**	**125,425.89**

Accounts Payable Open Items
Meadow Hill, Inc.
As of Sat Dec 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								
December, 2022	11/15/2022	111522-	1361 - 5900 - Building Maintenance	12/01/2022		Repair Stone Wall	11/15/22	1,924.00
						Total A D Masonry:		**1,924.00**
All Waste Inc. - P.O. Box 2472, Hartford, CT 06146 - (800) 443-3867								
December, 2022	11/22/2022	112222-8409	1361 - 5210 - Trash Removal	12/01/2022	01/05/2023	Trash Removal Services	12/2022	2,617.36
						Total All Waste Inc.:		**2,617.36**
Connecticut Natural Gas Corporation - P.O. Box 847820, Boston, MA 02284-7820 - (860) 524-8361								
December, 2022	12/14/2022	121422-3060	1361 - 5205 - Gas	12/14/2022	01/03/2023	Account # 040-0010386-3060	11/11/22-12/12/22	95.76
		121422-5793	1361 - 5205 - Gas	12/14/2022	01/03/2023	Account # 040-0010385-5793	11/11/22-12/12/22	927.86
		121422-9819	1361 - 5205 - Gas	12/14/2022	01/03/2023	Account # 040-0010387-9819	11/11/22-12/12/22	194.06
		121422-4033	1361 - 5205 - Gas	12/14/2022	01/03/2023	Account # 040-0010388-4033	11/11/22-12/12/22	281.26
						Total Connecticut Natural Gas Corporation:		**1,498.94**
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618								
December, 2022	12/27/2022	122722-2005	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5154 529 2005	11/23/22-12/27/22	36.00
		122722-2052	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5159 819 2052	11/23/22-12/27/22	23.05
		122722-2029	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5169 719 2029	11/23/22-12/27/22	26.89
		122722-2090	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5164 219 2090	11/23/22-12/27/22	57.33
		122722-2008	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5162 529 2008	11/23/22-12/27/22	20.64
		122722-2068	1361 - 5200 - Electricity	12/27/2022	01/04/2023	Acct # 5161 619 2068	11/23/22-12/27/22	11.78
		122722-2018	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5124 519 2018	11/23/22-12/27/22	74.60
		122722-2014	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5116 519 2014	11/23/22-12/27/22	94.74
		122722-2040	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5139 519 2040	11/23/22-12/27/22	295.65
		122722-2038	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5137 129 2038	11/23/22-12/\	41.75
		122722-2019	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5133 519 2019	11/23/22-12/27/22	108.80
		122722-2017	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5134 519 2017	11/23/22-12/27/22	11.78
		122722-2075	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5118 719 2075	11/23/22-12/27/22	12.02
		122722-2069	1361 - 5200 - Electricity	12/27/2022	01/05/2023	Acct # 5113 619 2069	11/23/22-12/27/22	9.62
						Total Eversource (E):		**824.65**
Higgins Electric Inc. - PO Box 258, East Hampton, CT 06424								
November, 2022	11/16/2022	16679	1361 - 5900 - Building Maintenance	11/16/2022	01/04/2023	Light Repair Work	11/16/22	610.21
						Total Higgins Electric Inc.:		**610.21**
Home Depot Credit Services - PO Box 790340, St. Louis, MO 63179-0340 - (800) 494-1946								
December, 2022	11/28/2022	112822-5366	1361 - 5804 - Maintenance Supplies	12/01/2022	01/03/2023	Inv 1242132	11/28/22	324.35
			1361 - 5804 - Maintenance Supplies	12/01/2022	01/03/2023	Inv 2542500	11/28/22	86.78

Accounts Payable Open Items
Meadow Hill, Inc.
As of Sat Dec 31, 2022

Period	Invoice Date -	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Home Depot Credit Services - PO Box 790340, St. Louis, MO 63179-0340 - (800) 494-1946								
December, 2022	11/28/2022	112822-5366	1361 - 5804 - Maintenance Supplies	12/01/2022	01/03/2023	Inv 8622834	11/28/22	130.87
			1361 - 5804 - Maintenance Supplies	12/01/2022	01/03/2023	Inv 5020521	11/28/22	58.12
						Total Home Depot Credit Services:		**600.12**
Imagineers, LLC - 635 Farmington Avenue, Hartford, CT 06105 - (860) 247-2318								
December, 2022	12/01/2022	AR049440-MGM	1361 - 5100 - Management Fee	12/01/2022	01/05/2023	Management Fee	12/1/22	2,747.21
		AR050105-CON	1361 - 5407 - Insurance Loss Expense	12/31/2022	01/04/2023	Claim 06C00716 - progress invoice	6 & 10 Hollister Way	36,157.14
						Total Imagineers, LLC:		**38,904.35**
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
November, 2022	11/01/2022	11/2022-LR	1361 - 2103 - Due to Reserves	11/01/2022		Pay Off Loan from Reserve	11/2022	4,000.00
	11/10/2022	11/2022-L	1361 - 2107 - Due to Reserves - Windsor Fed Payoff	11/10/2022		Repayment of Loan from Reserves	11/2022	3,485.28
December, 2022	12/01/2022	12/2022-RC	1361 - 6105 - Contribution To Reserves General	12/01/2022		Reserve Contribution	12/2022	7,452.00
		12/2022-LR	1361 - 2103 - Due to Reserves	12/01/2022		Pay Off Loan from Reserve	12/2022	4,000.00
						Total Meadow Hill, Inc.:		**26,422.56**
Watson Treeworks, LLC - 3 Laurel Road, Rocky Hill, CT 06067 - (860) 633-9168								
November, 2022	11/29/2022	3422	1361 - 5606 - Tree Maintenance	11/29/2022	01/03/2023	Tree Work	11/29/22	1,595.25
						Total Watson Treeworks, LLC:		**1,595.25**
							Total report:	**74,997.44**

Cash Disbursement by Vendor
Meadow Hill, Inc.

Thu Dec 01, 2022 thru Sat Dec 31, 2022

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
AIS Affinity Insurance Agency, Inc.						
Check Date: 12/06/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500041**	**Check Amount:**	**2,110.00**		
	1361 - 1701 - Prepaid Insurance		12/06/2022	D&O # 0250950935; 1/1/23-24	due 01/01/2023	2,110.00
					Total for AIS Affinity Insurance Agency, Inc.	**2,110.00**
Anthem Blue Cross & Blue Shield						
Check Date: 12/31/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 12282022**	**Check Amount:**	**291.57**		
	1361 - 5403 - Health Insurance		12/31/2022	Health Insurance	12/2022	291.57
					Total for Anthem Blue Cross & Blue Shield	**291.57**
Bouvier Insurance						
Check Date: 12/29/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00122922**	**Check Amount:**	**252.50**		
	1361 - 1701 - Prepaid Insurance		12/29/2022	Umbrella G73787816; 5/28/22-23	endorsement	252.50
					Total for Bouvier Insurance	**252.50**
Cigna + Oscar						
Check Date: 12/06/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500042**	**Check Amount:**	**2,055.61**		
	1361 - 5403 - Health Insurance		12/06/2022	Monthly Healthy Insurance	12/2022	2,055.61
Check Date: 12/29/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500045**	**Check Amount:**	**2,055.61**		
	1361 - 5403 - Health Insurance		12/29/2022	Monthly Healthy Insurance	12/2022	2,055.61
					Total for Cigna + Oscar	**4,111.22**
Connecticut Natural Gas Corporation						
Check Date: 12/05/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000387**	**Check Amount:**	**531.86**		
	1361 - 5205 - Gas		11/14/2022	Account # 040-0010385-5793	10/13/22-11/10/22	370.20
	1361 - 5205 - Gas		11/14/2022	Account # 040-0010387-9819	10/13/22-11/10/22	95.62
	1361 - 5205 - Gas		11/14/2022	Account # 040-0010388-4033	10/13/22-11/10/22	41.04
	1361 - 5205 - Gas		11/14/2022	Account # 040-0010386-3060	10/13/22-11/10/22	25.00
					Total for Connecticut Natural Gas Corporation	**531.86**
Country Mutual Insurance Company						
Check Date: 12/06/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 12062022**	**Check Amount:**	**10,335.18**		
	1361 - 2101 - Insurance payable		12/06/2022	Package Pol# WA 0200212721	due 12/02/2022	10,335.18
					Total for Country Mutual Insurance Company	**10,335.18**

Cash Disbursement by Vendor
Meadow Hill, Inc.
Thu Dec 01, 2022 thru Sat Dec 31, 2022

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Shaw, Rosemond						
Check Date: 12/20/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000394**	**Check Amount:**	**374.00**		
	1361 - 2104 - Clearing Account		12/05/2022	Refund - Per Unit Owner Request	00156-7733	374.00
					Total for Shaw, Rosemond	**374.00**
The Hartford						
Check Date: 12/29/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 12292022**	**Check Amount:**	**1,667.00**		
	1361 - 1701 - Prepaid Insurance		12/29/2022	Fidelity # 02BDDGV3622; 1/1/23-24	acct # 14505601	1,667.00
					Total for The Hartford	**1,667.00**
The Metropolitan District Co.						
Check Date: 12/22/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000397**	**Check Amount:**	**2,718.19**		
	1361 - 5206 - Water		12/06/2022	1489 Main St. Acct # 21019066	11/01/22-11/30/22	2,718.19
					Total for The Metropolitan District Co.	**2,718.19**
Town of Glastonbury						
Check Date: 12/29/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500046**	**Check Amount:**	**702.80**		
	1361 - 6103 - Truck Taxes		12/29/2022	HM FLTBED; FORD	2021 MS 0002314	702.80
					Total for Town of Glastonbury	**702.80**
Windsor Federal Savings						
Check Date: 12/15/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 12152022**	**Check Amount:**	**945.29**		
	1361 - 6120 - WF Loan # 75521651 Interest		12/15/2022	WF Loan # 75521651: Interest	12/2022	945.29
					Total for Windsor Federal Savings	**945.29**
					Total for Meadow Hill, Inc.	**40,063.97**

Cash Disbursement by Vendor
Meadow Hill, Inc.
Thu Dec 01, 2022 thru Sat Dec 31, 2022

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Covert, Darien						
Check Date: 12/22/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500043**	**Check Amount:**	**120.00**		
	1361 - 5503 - Payroll-Bonus		12/22/2022	BONUS	per PM	120.00
					Total for Covert, Darien	**120.00**
Curtis, Mike						
Check Date: 12/22/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500044**	**Check Amount:**	**80.00**		
	1361 - 5503 - Payroll-Bonus		12/22/2022	BONUS	per PM	80.00
					Total for Curtis, Mike	**80.00**
Eversource (E)						
Check Date: 12/05/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000389**	**Check Amount:**	**618.06**		
	1361 - 5200 - Electricity		11/23/2022	Acct # 5164 219 2090	10/25/22-11/23/22	52.79
	1361 - 5200 - Electricity		11/23/2022	Acct # 5113 619 2069	10/25/22-11/23/22	9.62
	1361 - 5200 - Electricity		11/23/2022	Acct # 5116 519 2014	10/25/22-11/23/22	54.44
	1361 - 5200 - Electricity		11/23/2022	Acct # 5124 519 2018	10/25/22-11/23/22	65.00
	1361 - 5200 - Electricity		11/23/2022	Acct # 5139 519 2040	10/25/22-11/23/22	198.31
	1361 - 5200 - Electricity		11/23/2022	Acct # 5134 519 2017	10/25/22-11/23/22	13.46
	1361 - 5200 - Electricity		11/23/2022	Acct # 5154 529 2005	10/25/22-11/23/22	30.48
	1361 - 5200 - Electricity		11/23/2022	Acct # 5137 129 2038	10/25/22-11/23/22	35.75
	1361 - 5200 - Electricity		11/23/2022	Acct # 5118 719 2075	10/25/22-11/23/22	13.22
	1361 - 5200 - Electricity		11/23/2022	Acct # 5161 619 2068	10/25/22-11/23/22	10.09
	1361 - 5200 - Electricity		11/23/2022	Acct # 5159 819 2052	10/25/22-11/23/22	17.30
	1361 - 5200 - Electricity		11/23/2022	Acct # 5162 529 2008	10/25/22-11/23/22	18.98
	1361 - 5200 - Electricity		11/23/2022	Acct # 5169 719 2029	10/25/22-11/23/22	25.70
	1361 - 5200 - Electricity		11/23/2022	Acct # 5133 519 2019	10/25/22-11/23/22	72.92
Check Date: 12/12/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000390**	**Check Amount:**	**10.60**		
	1361 - 5200 - Electricity		12/01/2022	Acct # 5130 680 3073	11/01/22-12/01/22	10.60
Check Date: 12/19/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000393**	**Check Amount:**	**910.23**		
	1361 - 5200 - Electricity		12/01/2022	Acct # 5184 820 0143	12/21/22	2.57
	1361 - 5200 - Electricity		12/08/2022	Acct # 5136 879 2073	11/07/22-12/08/22	907.66
					Total for Eversource (E)	**1,538.89**
Frontier Communications						
Check Date: 12/12/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000391**	**Check Amount:**	**44.05**		
	1361 - 5211 - Telephone		12/01/2022	Acct 860-037-5165	11/27/22-12/26/22	44.05

Cash Disbursement by Vendor
Meadow Hill, Inc.

Thu Dec 01, 2022 thru Sat Dec 31, 2022

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Frontier Communications						
Check Date: 12/31/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 12272022**	**Check Amount:**	**129.68**		
	1361 - 5211 - Telephone		12/31/2022	online pmnt		129.68
					Total for Frontier Communications	**173.73**
Higgins Electric Inc.						
Check Date: 12/05/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000386**	**Check Amount:**	**1,058.13**		
	1361 - 5900 - Building Maintenance		11/01/2022	Pole Light on Path	184 HWS	1,058.13
					Total for Higgins Electric Inc.	**1,058.13**
Highlight Landscape and Design LLC						
Check Date: 12/12/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000392**	**Check Amount:**	**9,171.08**		
	1361 - 5600 - Landscaping Maint. Contract		11/01/2022	Landscaping	11/2022	9,171.08
					Total for Highlight Landscape and Design LLC	**9,171.08**
House Bros. Plumbing Contractors, Inc.						
Check Date: 12/21/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000396**	**Check Amount:**	**299.32**		
	1361 - 5900 - Building Maintenance		11/07/2022	Replace Outside Faucet	11/7/22	299.32
					Total for House Bros. Plumbing Contractors, Inc.	**299.32**
Imagineers, LLC						
Check Date: 12/05/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000388**	**Check Amount:**	**2,747.21**		
	1361 - 5100 - Management Fee		11/01/2022	Management Fee	11/2022	2,747.21
Check Date: 12/21/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000395**	**Check Amount:**	**80.00**		
	1361 - 4306 - Statement fee income		12/01/2022	Statement Fees	11/2022	80.00
					Total for Imagineers, LLC	**2,827.21**
Sandler & Hansen, LLC						
Check Date: 12/05/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000385**	**Check Amount:**	**78.75**		
	1361 - 5101 - Legal Fees		11/09/2022	Professional Services	11/9/22	78.75
Check Date: 12/29/2022	**Bank: Meadow Hill Ins Claim 06C00716**	**Check Number: 00500016**	**Check Amount:**	**677.25**		
	1361 - 5407 - Insurance Loss Expense		12/02/2022	Professional Services	6 & 10 Hollister Way	677.25
					Total for Sandler & Hansen, LLC	**756.00**

IMAGINEERS LLC

SERVICE REQUEST LOG

Dates: 01/12/2022 to 01/13/2023

Meadow Hill Incorporated Report

☑ Open

IMAGINEERS LLC

Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
81 Hollister Way North Glastonbury, CT 06033 81 Hollister Way North - Unit: 1 **OWNER:** C. Fredrickson **ACCOUNT ID:** n/a	OPEN	Building Repair / Trim Repair	Covert, Darien	517997	Hours: null Labor: Mats:	**CREATED:** 01/09/2023 12:23 PM Merritt, Danielle **LAST UPDATED:** 01/09/2023 12:24 PM Merritt, Danielle
	Note: **Trim Repair** - Please replace trim .					
272 Hollister Way West Glastonbury, CT 06033 272 Hollister Way West - Unit: 1 **OWNER:** Kathleen Collins **ACCOUNT ID:** n/a	OPEN	Building Repair / Trim Repair	Covert, Darien	517996	Hours: null Labor: Mats:	**CREATED:** 01/09/2023 12:22 PM Merritt, Danielle **LAST UPDATED:** 01/09/2023 12:23 PM Merritt, Danielle
	Note: **Trim repair** - Replace trim on the east end of building.					
70 Hollister Way South Glastonbury, CT 06033 70 Hollister Way South - Unit: 1 **OWNER:** Dana E. Kubachka **ACCOUNT ID:** n/a	OPEN	Other / N/A	Covert, Darien	517877	Hours: null Labor: Mats:	**CREATED:** 01/09/2023 9:26 AM Merritt, Danielle **LAST UPDATED:** 01/09/2023 9:28 AM Merritt, Danielle
	Note: **Evaluate pooling** - Please evaluate the puddles outside our sliders, as well as the gutter from where this water overflows behind the gutter attached to the facia board.					

50 Hollister Way South Glastonbury, CT 06033 50 Hollister Way South - Unit: 1 **OWNER:** Theresa Purcell **ACCOUNT ID:** n/a	OPEN	Building Repair / Siding	Covert, Darien	517519	Hours: null Labor: Mats:	**CREATED:** 01/06/2023 9:17 AM Merritt, Danielle **LAST UPDATED:** 01/06/2023 9:19 AM Merritt, Danielle
	Note: **Siding Repair** - Please replace the siding that is missing.					
312 Hollister Way West Glastonbury, CT 06033 312 Hollister Way West - Unit: 1 **OWNER:** Linda E. Fay **ACCOUNT ID:** n/a	OPEN	Landscaping / N/A	Covert, Darien	516562	Hours: null Labor: Mats:	**CREATED:** 01/03/2023 12:50 PM Merritt, Danielle **LAST UPDATED:** 01/10/2023 9:18 AM Merritt, Danielle
	Note: **Evaluate Trees** - The unit owner is concerned the 2 trees on the side of unit are being eaten(infested). Please evaluate..					
COMMON AREA Not Specified	OPEN	Fence / N/A	Covert, Darien	515981	Hours: null Labor: Mats:	**CREATED:** 12/30/2022 8:16 AM Merritt, Danielle **LAST UPDATED:** 01/10/2023 9:18 AM Merritt, Danielle
	Note: **Fence Repair** - The fence divider between my unit 48 and unit 44 needs repair…slat blew off during a recent storm.					
227 Hollister Way North Glastonbury, CT 06033 227 Hollister Way North - Unit: 1 **OWNER:** Susan Wallace, Trustee **ACCOUNT ID:** n/a	OPEN	Building Repair / Siding	Covert, Darien	514665	Hours: null Labor: Mats:	**CREATED:** 12/23/2022 10:35 AM Merritt, Danielle **LAST UPDATED:** 12/23/2022 10:37 AM Merritt, Danielle
	Note: **Siding replacement** - Please replace the siding that fell of the unit- it is on the patio.					
COMMON AREA Not Specified	OPEN	General / Roof/Shingle	Klaus Larsen LLC	513974	Hours: null Labor: Mats:	**CREATED:** 12/20/2022 9:33 AM Merritt, Danielle **LAST UPDATED:** 12/20/2022 9:34 AM Merritt, Danielle
	Note: **Repair Roof Leak** - Please repair the barn roof - there is an active leak.					

COMMON AREA Not Specified	OPEN	General / N/A	Covert, Darien	510774	Hours: null Labor: Mats:	**CREATED:** 12/05/2022 9:26 AM Merritt, Danielle **LAST UPDATED:** 01/10/2023 9:20 AM Merritt, Danielle
	Note: **Damaged Garage Side** - A charity truck damaged a piece of siding on the garage. Please repair.					
COMMON AREA Not Specified	OPEN	Grounds / N/A	Covert, Darien	509969	Hours: null Labor: Mats:	**CREATED:** 11/30/2022 3:57 PM Merritt, Danielle **LAST UPDATED:** 12/06/2022 10:24 AM Merritt, Danielle
	Note: **Stone wall repair** - There is a small stone retaining wall and people are stepping on the wall to through out trash. Please repair stone wall. To the west of the tennis courts.					
129 Hollister Way North Glastonbury, CT 06033 129 Hollister Way North - Unit: 1 **OWNER:** Flynn, Norma **ACCOUNT ID:** n/a	OPEN	Building Repair / Trim Repair	Covert, Darien	505917	Hours: null Labor: Mats:	**CREATED:** 11/09/2022 2:28 PM Flynn, Norma **LAST UPDATED:** 01/10/2023 9:21 AM Merritt, Danielle
	Note: **Garage Trim Repair - Garage 129** - Some unknown vehicle hit the trim around my garage door this morning. It occurred sometime between 6am and 2pm. I do not know who did this but the parking area in front of my garage is often used for vehicles wishing to turn around on Hollister Way North. Darien has been notified and has seen the damage..					
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.					
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:** 12/06/2022 10:26 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.					
203 Hollister Way North Glastonbury, CT 06033 203 Hollister Way North - Unit: 1 **OWNER:** Barbara Massy **ACCOUNT ID:**	OPEN	Building Repair / Siding	Covert, Darien	456457	Hours: null Labor: Mats:	**CREATED:** 05/04/2022 12:51 PM Merritt, Danielle **LAST UPDATED:** 10/25/2022 10:07 AM Merritt, Danielle
	Note: **Damaged Siding** - Please repair the siding that was damaged.					

IMAGINEERS LLC

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

IMAGINEERS LLC

ACTION POINTS PACKAGE

IMAGINEERS LLC

ACTION POINTS: DISPOSITION REPORT AS OF : 1/12/2023

ACCOUNT NAME: Meadow Hill Association, Inc.
DATE OF SUBJECT BOARD MEETING: 12/20/2022
NEXT BOARD MEETING WILL BE HELD ON: 01/18/2023

Disposition:	Action Point:	Comments:
151244 Date: 10/25/2022 Type: Administrative By: sheila duncan Status: DONE	VARIANCE REQUEST RECEIVED FROM 100 HWS FOR PATIO	INCLUDED IN BOARD PACKET FOR REVIEW AND APPROVAL, APPROVAL LETTER SENT TO HOMEOWNER AS THIS WAS APPROVED AT THE DECEMBER BOARD MEETING
152089 Date: 12/22/2022 Type: Administrative By: sheila duncan Status: DONE	OBTAIN NECESSARY APPLICATIONS FROM INSURANCE COMPANY TO SECURE INSURANCE COVERAGE WITH GNY	APPLICATIONS COMPLETED AND SIGNED BY BOARD AND SENT TO BOUVIER TO SECURE COVERAGE WITH GNY
152090 Date: 12/30/2022 Type: Administrative By: sheila duncan Status: DONE	REPORT OF SMOKING VIOLATION RECEIVED	VIOLATION SENT WITH COPY OF ASSOCIATION RULES ON SMOKING
152086 Date: 1/4/2023 Type: Administrative By: sheila duncan Status: DONE	SCHEDULE HEARING FOR 105 NOISE COMPLAINT AND AGE RESTRICTION VIOLATION COMPLAINT	HEARING NOTICE SENT AND INCLUDED ON AGENDA FOR JANUARY MEETING
152087 Date: 1/12/2023 Type: Administrative By: sheila duncan Status: DONE	GET UPDATE SPREADSHEET FROM IMAGINEERS CONSTRUCTION FOR FIRE CLAIM AND SEND TO ROB BOUVIER	SENT TO ROB BOUVIER WITH INVOICES PAID TO DATE FOR INSURANCE CLAIM SO ROB CAN TRY TO OBTAIN ADDITIONAL INSURANCE PROCEEDS FOR CODE UPGRADES ON CLAIM
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

Number of Action Points on report: 6

MEADOW HILL - 2023
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 (2nd Tuesday) Check and verify unit owner database Replace Furnace Filters Have A/C at Clubhouse serviced Semi-Annual Dump Run Begin weekly weeding

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

IMAGINEERS LLC

CORRESPONDENCE

IMAGINEERS LLC

01/03/2023

Jane E. Rochford
100 Hollister Way South
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
100 Hollister Way South
Account # 00156-7296

NOTICE OF VARIANCE APPROVAL
Patio Renovations

Dear Jane E. Rochford:

The Board of Meadow Hill, Inc. has APPROVED your variance request for patio renovations at your unit as you submitted at their December 21, 2022 Board meeting.

You are welcome to have your contractor proceed with patio renovations.

Enclosed is a copy of the signed variance. The original will remain on file with the Association.

Sincerely,

Sheila Duncan
Property Manager

2212 December 12, 2022

To the Board of Directors and Imagineers, LLC

Meadow Hill, Inc.
c/o Imagineers, LLC
635 Farmington Avenue
Hartford, CT 06105

Dear Board Members and Management:

We are pleased to confirm our understanding of the Audit and Other Services we are to provide for Meadow Hill, Inc., "the Association," for the year ended December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of Meadow Hill, Inc., which comprise the balance sheet as of December 31, 2022, and the related statement of revenue, expenses, and changes in fund balances and statement of cash flows for the year then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

> Timing of revenue recognition; unreported and/or incorrectly reported cash/investments accounts; and under/over statement of accounts payable.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, customers, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. We will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

Other Services

We will prepare the entity's federal and state income tax returns for the relevant year end for the Internal Revenue Service (IRS) and the Connecticut Department of Revenue Services (DRS) based on information provided by you. We will also assist in preparing the financial statements of the entity in conformity with accounting principles generally accepted in the United States of America based on the information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

The other services are limited to any non-attest services, the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Association from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements.

You are also responsible for notifying us in advance of your intent to print our report, in whole or in part, for inclusion in a document containing other information and to give us the opportunity to review such printed matter before its issuance. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any

information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication; you agree to provide us with written, advance authority to make that disclosure.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Dan Levine, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our audit engagement ends on delivery of our audit report, and our tax engagement will end upon the delivery of the tax returns. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

The field work will be performed in a timely manner and a draft of our report will be completed and made available to the Board of Directors and Management by the 30th of June in the year following the year under engagement, assuming receipt of the signed engagement letter within 30 days of the entity's year end.

We estimate that our fee for the services will not exceed **$ 4,995**. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoice for the fee will be payable upon presentation.

You may request that we perform additional services, including preparation of Federal Form 1120 (Regular Corporation), which is not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In addition, if requested by Management or the Board of Directors, we would be pleased to present our findings to the Board of Directors upon completion of the audit at our prevailing billing rates.

It is our policy to keep records related to this engagement for seven (7) years. However, Tomasetti, Kulas & Company, P.C. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven (7) year period Tomasetti, Kulas & Company, P.C. shall be free to destroy our records related to this engagement.

Reporting

We will issue a written report upon completion of our audit of Meadow Hill, Inc.'s financial statements. Our report will be addressed to the Board of Directors. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter paragraph, other-matter paragraph, or separate section to our auditor's report, or if necessary, withdraw from this

engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign in the space provided and return it to us.

Sincerely,

Tomasetti, Kulas & Company, P.C.

Tomasetti, Kulas & Company, P.C.

RESPONSE:
This letter correctly sets forth the understanding of Meadow Hill, Inc.

Management Signature: Sheila Duncan

Title: Agent *Date:* 12/28/2022

Board (Governance) Signature: Joni Dolan

Title: President *Date:* 12/22/22

IMAGINEERS LLC

COMMITTEE REPORTS

Reports to the Executive Board – January 13, 2022

Long-term Committee (LTC)
Committee Members: Jim Fuda, Chairman, Dave Faxon, Larry Abbott

Installation of the aluminum wiring remediation will start On January 17th. Unit Owner who requested their unites be put on the schedule are being contacted by our contractor, Alwire Project Engineering of Cromwell. Supplies have been delivered to the complex to begin the installation process expected to be completed in the Spring. The remainder of the order has hit a supply chain delay which the contractor is working with the manufacturer of the specialized clips to be delivered as soon as possible Aluminum Wiring project will have the remediation start in Mid to late December.

The LTC has begun discussions on priorities for 2023 and looking to find areas for major savings or areas to increase revenue.

Rebuild of Units #6 and 10
Board Liaisons: Jim Fuda and Connie Liscomb

Construction is continuing with siding installation and completion of the interior work on fit and finishes. **The current revised schedule provided by Imagineers has slipped to the end of February.**

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. Letters have been sent to Unit Owners #6,10,14,50, 76, and 78 and contact made to explain the claim process with their insurance agents under their HO6 policies

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

The following is the update provided in the December Report. No changes have been made.

Fall projects scheduled are:

- Installation of new drainage line to solve a drainage problem at the rear of the Clubhouse was completed
- 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 in the spring.

2023 Projects will proceed in 2023 once the budget is approved. These improvements 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)

From: Gene Flynn <carriage11@yahoo.com>
Date: January 2, 2023 at 11:35:10 AM EST
To: Toni Dolan <tonidolan@sbcglobal.net>
Cc: Darien Covert <doc71@myyahoo.com>, Gene Flynn <carriage11@yahoo.com>
Subject: Fw: Meadow Hill Signs

Follow up on two items:

First, part of the proposal to revamp MH signage included re-numbering the two (double sided) brown Lot K signs as K-1 and K-2. The decals for both sides of these two signs to affix to the current brown signs will cost $60. This makes both lots unique in numbering which matters because the units listed on the two signs are different. And we want safety personnel to rely on the brown signs to get them into a lot and then the white maps to get them to the units.

The caution signage for the two ends of the northbound river path, as recommended by our attorney, will cost either $74 or $98, depending on whether we use reflective or not. Since I doubt path-goers will be carrying flashlights, I would recommend non-reflective signs. To either of these two option totals, we would need to add sales tax (to the stickers above too) and the purchase of two sign posts at Home Depot.

I look to the Board for approval to move forward with these expenses.

Gene Flynn
Communications and Tree Committees Chair

----- Forwarded Message -----
From: BizWiz Glastonbury <bizwizglastonbury@att.net>
To: Gene Flynn <carriage11@yahoo.com>
Sent: Monday, January 2, 2023 at 11:13:38 AM EST
Subject: Re: Meadow Hill Signs

Hi Gene,

I'm sending you the proofs in attached files and pricing is as follows:

5/4" x 5 3/4" decals $ 15 each
12" x 18" 1-sided signs with regular vinyl $37 each
12" x 18" 1-sided signs with reflective vinyl $49 each

All the Best,

Elvira Mullen
Lead Graphic Designer

SignWiz Signs & Graphics
BizWiz Print & Copy Center LLC
2341 Main Street
Glastonbury, Connecticut 06033
860-633-7446
860-633-7448 Fax
bizwizglastonbury@att.netwww.bizwizsigns.com

Follow our Facebook and Twitter for updates, promotions and great ideas on how we can help your business grow!
https://www.facebook.com/bizwizprint
https://twitter.com/bizwizct

IMPORTANT: PLEASE READ BEFORE RESPONDING
This is your proof (Large or multi-page proofs will be included in the following pages). Please review this artwork completely and carefully. Check all dates, addresses, phone numbers, email addresses, etc. APPROVING your artwork can be done by faxing or delivering in person, a signed copy of this form OR by sending us an email response with the word APPROVED in the message body.
WE WILL NOT ACCEPT AN APPROVAL OVER THE PHONE.

Production on your project will not continue until either an approval is made or changes and corrections are communicated to SignWiz. By APPROVING your artwork, you agree to assume final responsibility to ensure there are no errors and accept all responsibility for any errors and expenses after printing.

> On Friday, December 30, 2022, 10:34:00 AM EST, Gene Flynn <carriage11@yahoo.com> wrote:
>
> Hi Elvira,
>
> I have two new requests for signs for Meadow Hill now that we have completed the Map signage.

First, I need a layout and quote for **two** signs (same wording) - same size as we used for the map signage, 12x 18. We will place these signs on the hiking path along the river at the edge of our property, which is heavily treed. Please center all lines in this sign.

CAUTION:

Watch for

Falling Limbs

Perhaps there is a caution symbol which could accompany the wording (above Caution). (Exclamation point in a triangle?)

Please provide a proposed layout and cost for these two identical signs.

Secondly, BizWiz also produced brown parking lot signs for each parking/garage area a while back. I think you have a sample of this sign by your office counter. Two of our parking lots (which are connected) are marked Lot K. Now that we are instructing public safety personnel to follow the brown signage first and then follow the map signage, we need to differentiate the two Lot K signs (which have different unit numbers on them). Rather than re-do the brown signs, I would like you to produce four stickers to cover the "Lot K" designations on the two, two-sided signs. Two stickers (each side of sign)would say "Lot K-1" and the other two stickers (other sign) would say "Lot K-2".

The stickers would cover the current area of the brown sign which shows the Lot number. Stickers would be 5 1/4 inches wide and 5 3/4 inches long (maybe with an additional eighth of an inch extra.) and would match the sheen of the current signs if possible. The lettering would be white against a brown background. Ideally, when applied, it would look like the sign was made with the Lot K-1 and K-2 lettering as original. I am attaching a picture of the Lot sign closest to my house so that you see what font to use.

Please let me know if you have any questions about these two new requests.

Thanks,

Gene Flynn
Communications Committee Chair
Meadow Hill Condominiums

LOT
E

LOT
K-1

LOT
K-1

LOT
K-2

LOT
K-2

CAUTION

WATCH FOR FALLING LIMBS

IMAGINEERS LLC

OLD BUSINESS

December 1, 2022

Dear Meadow Hill Residents,

On behalf of the Executive Board and the Long-term Committee, we are sharing the good news that the Aluminum Wiring Remediation Project will be starting this month. The last pieces of the order of parts is expected to be received by mid-December allowing work to begin shortly after.

In anticipation of the work in the residential units starting, Angela Heizman of Alwire has put together an informational sheet explaining the process of the work and what to expect when the work is performed in your unit.

In addition, she has provided her contact information to allow you to schedule the work for your unit. Please call her at (860) 604-9539 to schedule the work in your unit.

As a reminder, payment of your Special Assessment for the work performed will not be due until the work is completed and the final costs for the project determined. Once that is done, all unit owners will receive a notice of the final cost of the Special Assessment. The anticipated timeframe for finalizing the project costs and sending out the notices will be in early August. We will explain this in detail with a future project update.

Respectfully submitted,
Jim Fuda, Chairman of the Long-term Committee
And Secretary of the Executive Board

Project Information from AL Wire Project Engineering

The project supervisor will arrive at 7:15am to begin preparing the unit for the project (bringing in supplies, moving furniture, taking cover plates off, etc.). The electricians will arrive around 7:30am and will work until approximately 5:00pm. During this time, the electricity will be off in the unit.

Please let us know how you would like us to access the unit. If you plan on leaving a key for access, please let us know ahead of time where the key can be located. You are also welcome to let the electricians in the morning of your appointment or you may leave the door unlocked.

Again, please note that the electricity will be off in the unit from approximately 7:30am to 5:00pm.

A few reminders:

1. Our project superintendent will move all furniture approximately 3 feet away from the outlets. Please let us know prior to the appointment if you have any peculiar things in your unit (special wood working, paneling, furniture that may be anchored into the wall, etc.) as this may take some extra time to work around that day.

2. Place small and/or fragile items in a safe place.

3. Clean items out from under the kitchen sink.

4. Clear bathroom and kitchen counters.

5. Be sure there is a clear path to each switch and outlet. Again, please note that any furniture blocking an outlet or light switch will be moved by our project superintendent.

6. If you have any pets, please make sure they are in a safe and secure place. The electricians will need to work in every room of the unit and they are in and out of the units all day. We stress this for the safety of not only our electricians, but your pets as well.

7. If you have any special light switches in your home (dimmer switches, decora switches, etc.) that you would like us to put back or save, please let our project superintendent know when he arrives so that he can mark which ones to keep. Otherwise, all switches will be replaced with new standard switches and the old will be disposed of.

8. If you need to reschedule with us, please let us know 48 hours prior to the appointment date. Failure to do so could result in charges on the unit owner. If the appointment is missed without proper notification, it is possible that the unit owner will be billed for a full day of work.

If you have any questions please let us know. We look forward to working with you!

Thank you,
Angela Heizman
Alwire Project Engineering, LLC
(860) 604-9539

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

MEADOW HILL, INC. Effective **2023**

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:

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 property 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.

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 my 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, 4.5, **9.4, and 9.5**

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

The Meadow Hill property is a scenic property with an aesthetic charm from its proximity to the Connecticut River, the unique and varied amenities offered, and the well -maintained grounds and landscape areas. The benefit to our property values and the attractiveness as a community require diligence and a mutual commitment as each other's neighbors to abide by the rules of this section.

Meadow Hill has prepared this document to simplify the rules of the association and to assure everyone is aware of them as they will be strictly enforced upon approval. It is important for all residents, both unit owners and tenants, to familiarize themselves with the regulations and policy set forth in this document. These rules were established to provide a reasonable standard for maintaining the continued attractive appearance of our community, the protection of our property values, and the encouragement of friendly, neighborly relationships in our community.

The Association has the legal authority (as provided under section 47-244 of the Common Interest Ownership Act) and the duty to see to it that your rights and privileges provided in these rules and regulations are fully protected against the actions of those who may not be willing, or desire to comply with these rules.

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.

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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. **The Executive Board will investigate reports of alleged violations on a case-by-case basis and conduct a hearing if warranted.**

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:

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.

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

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.

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):**

a) Enter the unit with due notice, unless the situation is of an emergency nature, to inspect, repair, maintain, or replace the high risk component. Such effort would result in the charge to the unit as a common expense attributable to the unit
Evaluate through the process of a hearing with the Executive Board to determine wheter a fine is warranted for failure to repair, maintain, or replace the high-risk component

The following are defined as high-risk components:

a) Chimneys and Fireplaces - Fireplaces will not be allowed to burn wood or combustible materials. Burning of wood or combustible materials or products in fireplaces is strictly prohibited.

b) Gas or Electric Fireplace Logs - Gas fireplace logs or electric fireplace logs are allowed and must be installed by a licensed Contractor or Professional. 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 and paid for by the Unit Owner.

c) Smoke Detectors and Carbon Monoxide Detectors must be maintained in working order and replaced at least every ten (10) years by the unit owner. After 1/1/2015 all detectors must be ten (10) year sealed battery type or directly connected to electric power.

d) 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 and 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.

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

f) 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, At a minimum, the dryer vents must be cleaned at least once every two (2) years.

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 , and appropriate documentation available to Meadow Hill, Inc. as part of documentation for an insurance claim under the Master Policy.

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.

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 if requested.

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.

10.6 Pets are limited to a maximum weight of thirty-five (35) pounds. Existing unit owners with pets exceeding this limit are allowed.

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 *May be required by a community association	Primary functi to provide emotional support throu companionsh
service animal dogs; in some cases, miniature horses	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
therapy animal any animal	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

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 pod 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

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 files 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.

Rule19: 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.

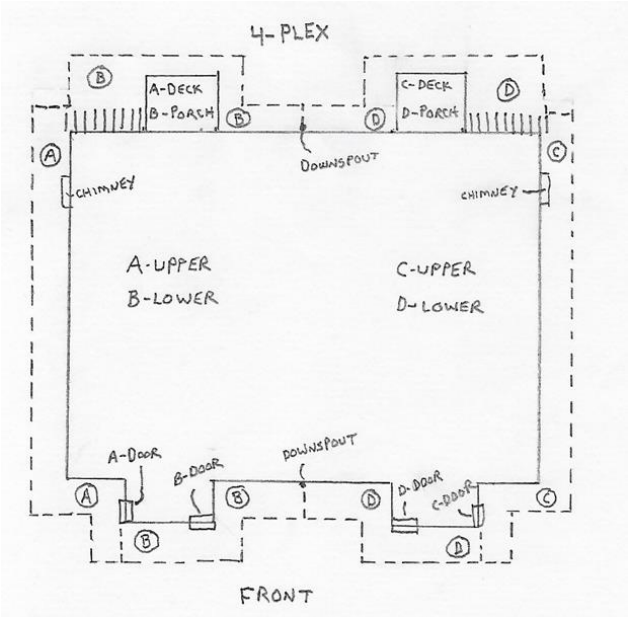
Payment received shall be applied:

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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.

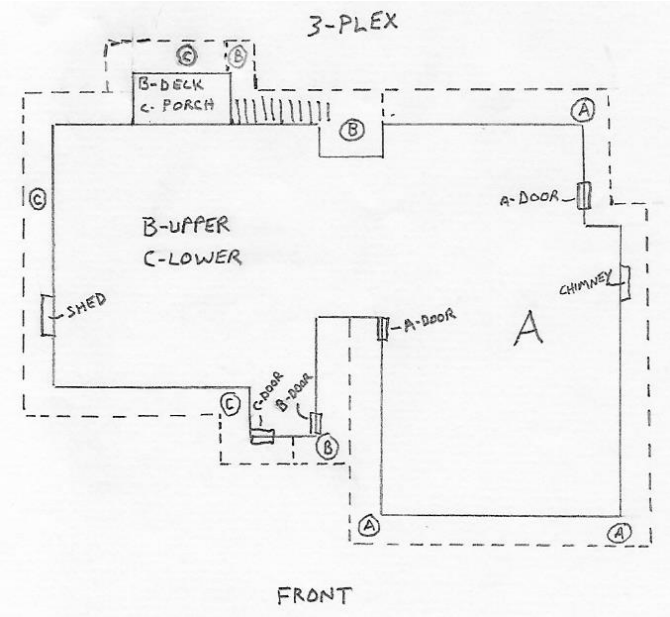
21.2. Unit Owners may choose and maintain plantings in designated beds around their units not to exceed an area of 4 feet from the foundation without approval from the Executive Board. Removal of live shrubs and trees or the planting of new shrubs and trees must be approved by the Executive Board or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

Revisions responding to comments from residents and the Executive Board – changes highlighted and in bold font.

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 No 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.

IMAGINEERS LLC

NEW BUSINESS

MEADOW HILL, INC.

VARIANCE REQUEST

NAME: Marge DeMay UNIT NUMBER: 90

ADDRESS: Hollister Way South

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

Replacing front Storm door and back porch storm door with almost identical structure - same color - dark brown / bronze, upper + lower glass panels.

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

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

Owner's Signature: Margery DeMay Date: Jan. 5, 2023

The Board of Directors O APPROVE O APPROVE WITH STIPULATIONS O 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:

Marge DeMay replacement storm doors
90 Hollister Way South

LIMITED LIFETIME WARRANTY

SECURITY

Built-in keyed deadbolt lock for added security.

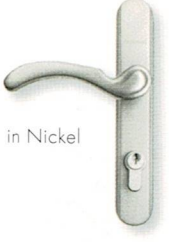
HANDLE SET OPTIONS*

Modern

in Venetian Bronze

Brushed Dark Nickel† | Brushed French Gold† | Venetian Bronze† | Matte Black** | Metallic Stone**

Traditional



in Nickel

Nickel** | Brass** | Oil Rubbed Bronze† | Matte Black** | Antique Brass†

COLOR CHOICES

White | Almond | Sandtone | Terratone

Bronze | Black | Forest Green | Cinnamon Toast

GLASS OPTIONS

Clear | Low-E Clear | Diamond Lights

PERFORMANCE

Thick aluminum frame (1 ½") with reinforced corners helps the door stay square over time for long-lasting smooth operation.

Premium double-layer weatherstrip provides added energy efficiency.

Handle side edge seal for additional weather protection.

INSTALLATION

45 MINUTE EASY Install™

See page 18 for details.

Most Popular

3000 SERIES SELF-STORING RETRACTABLE

Custom Sizes

Available in standard as well as custom sizes

* Handle set sold separately.
** Nickel, Metallic Stone, Matte Black and Brass handle sets feature TarnishGuard™, a protective coating that helps maintain their attractive finish for years.
† Brushed Dark Nickel, Venetian Bronze, Brushed French Gold, Oil-Rubbed Bronze, and Antique Brass are "living" finishes that can change with time and use. Printing limitations prevent exact color duplication.

STATE OF CONNECTICUT ✦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

EXTERIOR ASSOCIATES INC

31 Overhill Rd

Ellington, CT 06029

has satisfied the qualifications required by law and is hereby registered as a

HOME IMPROVEMENT CONTRACTOR

Registration # HIC.0521697

EXTERIOR ASSOCIATES INC

Effective: 12/01/2021

Expiration: 03/31/2023

Michelle Seagull, Commissioner

Client#: 98251 EXTERASC

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/23/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Starkweather & Shepley (CT)
Insurance Brokerage, Inc.
PO Box 549
Providence, RI 02901-0549

CONTACT NAME: Lynn M. Paparazzo
PHONE (A/C, No, Ext): 860 583-0943 FAX (A/C, No): 860-709-9354
E-MAIL ADDRESS: lPaparazzo@starshep.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Selective Insurance Co of New England	11867
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Exterior Associates, Inc.
130 Old Town Road
Vernon Rockville, CT 06066

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		S2442015	11/14/2022	11/14/2023	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
							MED EXP (Any one person)	$15,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$1,000,000
	X POLICY X PRO-JECT LOC						GENERAL AGGREGATE	$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$2,000,000
								$
A	AUTOMOBILE LIABILITY	X		S2442015	11/14/2022	11/14/2023	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR	X		S2442015	11/14/2022	11/14/2023	EACH OCCURRENCE	$2,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$2,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC9097314	11/14/2022	11/14/2023	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N Y (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000

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

IMAGINEERS, LLC IS NAMED AS AN ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER

IMAGINEERS, LLC
635 FARMINGTON AVENUE
Hartford, CT 06105

CANCELLATION

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

Mark B Cal

© 1988-2015 ACORD CORPORATION. All rights reserved.