IMAGINEERS LLC

MEADOW HILL
BOARD PACKET
April 19, 2023

IMAGINEERS LLC

MEADOW HILL, INC.
BOARD MEETING
April 19, 2023 AGENDA

HYBRID MEETING TO BE HELD IN PERSON AT CLUBHOUSE & VIA ZOOM

1:30 BOARD MEETING

EXECUTIVE SESSION MEETING 12:45 – BOARD ONLY

1. Executive Session – 12:45 - Call To Order, Roll Call, Board Members Only
   a) Delinquencies, Actions, Collections, Attorney Status
   b) Pending contracts under negotiation
   c) Pending/current litigation
   d) Human Resource/Personnel Issues/Actionable Items

OPEN SESSION 1:30PM

2. President's Remarks

3. Attorney Scott Sandler – Insurance Review

4. Q&A for Homeowners Insurance Review

5. Minutes

6. Financial Reports (Treasurer)

7. Maintenance Superintendent Reports
   - Superintendent Report/Maintenance & Work order review
   - Project List

8. Manager's Report
   - Calendar Review
   - Correspondence

9. Committee Report
   - Grounds Committee
   - Tree Committee
   - Communications Committee
   - Long Term planning Committee
   - Rules Committee
   - Social Committee
   - Hospitality Committee
   - Fire Rebuild Committee
   - Maintenance Committee

10. Open Forum – Owners may provide input, commentary and ask questions (Floor is Open)

11. Old Business
    - Aluminum Wiring Remediation

- Any other old business?

12. New Business
    1. Consider items raised in owners' forum and committee reports
        - Committee Recommendations
    2. Consider items discussed in executive session and hearings
        - Any items to vote on?
    3. Consideration of Homeowner Variance Requests
        - 334 HWW Variance Request Vent
        - Any other homeowner variance requests to approve?
    4. Skid Steer Purchase
    5. Any other new business to discuss?

13. Adjournment

IMAGINEERS LLC

MINUTES

Meadow Hill, Inc.
Minutes of Executive Board Meeting
March 15, 2023

Executive Session

The Executive Session convened at 12:30 PM by President Toni Dolan with Board Members present: Vice-President Ed Litke, Secretary Jim Fuda, Directors, Dave Faxon, and Ron King. Director Sandy O'Leary was out of Town and did not attend. Sheila Duncan of Imagineers was also in attendance.

Per state law, voting on any issue discussed in Executive Session is done in the Open Session of the Board of Directors meeting. See the Open Session notes below for any action necessary by the Board on any item discussed in Executive Session The Executive Session closed at 1:28 PM.

Open Session

The Open Session of the Executive Board Meeting convened at 1:31 PM. The meeting was a hybrid meeting with the Board and residents attending in person at the Clubhouse and one resident attending remotely using the ZOOM link provided.

Roll Call: Present were President Toni Dolan, Vice-President Ed Litke, Secretary Jim Fuda, and Directors, Dave Faxon, and Ron King. Director Sandy O'Leary was out of town and did not attend.

President's Remarks: President Dolan greeted and thanked all attending and announced Treasurer Dawn Faucher has moved out of Meadow Hill and resigned from the Board.

Minutes – Minutes of the February 15, 2023, Executive Board Meeting were approved by e-mail vote (5-0) on 2/28/2023 with two members abstaining as they were not present. Dave Faxon and Dawn Faucher abstained. The Minutes are posted on the Meadow Hill and Pilera websites.

Treasurer's Report – Sheila Duncan provided an overview of the financials with income on target with collections and expenses in-line through the end of February.

Maintenance Report

Darien Covert reported that Work Orders are done except for nine (9) work orders that involve trim and siding damage. These will be addressed in the upcoming months as the weather gets warmer. Unit numbers for the fire rebuild units (#6 and #10) need to be installed.

Items on the Project List to be done are – placing benches, power washing the tennis courts, and ordering mulch. A dump run for April 18th will be noticed in the April edition of The Lark.

The maintenance projects status was reported as follows:

- Hollister House bathroom floor and toilet replacement are done.
- Clubhouse Men's bathroom upgrades to start.
- The unit lettering project of changing the brass numbers to white is done.
- Replacement of the fence near the maintenance area and the painting of the corral fence at the barn will be done in the spring. The Board approved the project (See New Business).

Manager's Report

Sheila Duncan reported the following items completed:

- The annual notice to unit owners opting out of pruning by Highlight is waiting for unit owner responses due 3/17.
- Comments on the proposed Rule changes were received from the Association's attorney, Scott Sandler of Sandler & Hansen. The comments are under review by the Board.
- Variance requests were received and distributed to the Board (Unit #161- walkway, Unit #240 – emergency generator).
- Bill back sent to the unit owner for after-hours emergency response for frozen pipes.

Committee Reports

1) Grounds – Toni Dolan communicated the report provided by Mike Prouix, Committee Chair indicating the approach this year will be for sustainable grasses and additional locations for pollinator gardens. The Committee will submit a plan for Spring planting to the Board for review and approval.

2) Trees – Gene Flynn, Committee Chair indicated stumps from the trees cut down in the Fall will be removed this coming season. The Tree Committee will review the damaged tree at the rebuild site near Unit #10.

3) Long-Term – Jim Fuda, Committee Chair reported the aluminum wiring remediation project is continuing with 30 units scheduled to be completed by the end of March. A delay in the supply chain for red connectors will delay the project. The Committee is evaluating projects that could generate revenue for the Community and will report progress on the viable projects at a future meeting.

4) Rules –Toni Dolan, Committee Chairperson reported the Proposed Draft Rules have been reviewed by the Association's attorney, Scott Sandler. The Board is reviewing the comments and will circulate a final draft to the residents before formal adoption by the Board.

6) Fire Rebuild – Jim Fuda reported the project is substantially complete and the unit owners for #10 (the Dolans) moved back in the weekend of 3//11. Unit #6 (Molly) is going through the final items for her to move in the weekend of 3/18. Work on the garages, permanent electric service to the units and all the garage units, and final site work is being completed with anticipated completion by May 2023. The resolution of insurance funding is ongoing and will be reported at the April Executive Board meeting.

6) Maintenance – Bob Kolwicz, Committee Co-Chair reported the Hollister House basement stairs and landing were replaced, replaced and the bathroom floor and toilet replacement was completed by Darien at significant savings to the Association. The replacement of fencing around the stable and Maintenance Building will be scheduled for late spring/early summer (approval by the Board was received – see New Business).

The Committee is reviewing the tennis courts for both short- and long-term solutions which will be developed with the Long-Term Committee and presented to the Board at a future meeting.

Open Forum – no comments received.

Old Business - None

New Business

1) Fence Replacement near the Maintenance Building and carried in our 2023 budget was discussed and a motion was made to authorize the project to be scheduled and to authorize the transfer of the $1800 estimated cost from reserves to the operating account to pay for the project. The motion to approve the project and the transfer of funds was made by Jim Fuda and seconded by Dave Faxon. The motion was approved with five (5) votes in favor, and zero (0) votes opposed.

2) Unit #161 Variance request was tabled at the request of Ed Litke. The location of the walk will be reviewed by the Board before acting on the variance request.

3) Unit #240 Variance Request for the installation of an Emergency Generator was approved by the Board by a vote of five in favor and no votes in opposition. The motion to approve the variance request was made by Ed Litke and seconded by Ron King. The motion was approved with (5) votes in favor, and zero (0) votes opposed. Motion carried and variance approved.

Adjourn - The meeting was adjourned at 2:16 PM. Jim Fuda moved, seconded by Ron King, and unanimously approved by the Board (5- Yes, 0 – No).

Time of adjournment – 2;16 PM
Minutes submitted by: Jim Fuda
Minutes approved by email vote 03/25/2023; 5- Yes, 0 – No, 1- Abstention. Sandy O'Leary did not vote as she was not able to attend the meeting.

Email Votes – 02/16/2023 to 03/14/2023 The following votes were made since the last Board meeting and are recorded as part of these notes:

02/28 – Motion to approve the minutes of February 15, 2023, Executive Board meeting was made by Toni Dolan, and seconded by Jim Fuda. The motion was approved with five (5) votes in favor, zero (0) votes opposed., and two (2) abstentions. Dave Faxon and Dawn Faucher abstained as they were unable to attend the meeting. Motion carried.

IMAGINEERS LLC

FINANCIAL REPORT

Balance Sheet Report
Meadow Hill, Inc.
As of March 31, 2023

	Balance Mar 31, 2023	Balance Feb 28, 2023	Change
Assets			
Operating Cash			
1103 - Webster Debit Checking	1,598.05	2,170.25	(572.20)
1105 - Key Bank - Checking	1,353.94	1,353.94	0.00
1140 - Operating Checking - Pacific Premier Bk	6,166.40	200.88	5,965.52
1145 - PPB Inc Claim 06C00716	48,578.75	134,208.49	(85,629.74)
1170 - Segregated Funds - Insurance	3,000.00	0.00	3,000.00
Total Operating Cash	**60,697.14**	**137,933.56**	**(77,236.42)**
Money Market			
1303 - Key Bank Money Market	36,698.64	36,698.64	0.00
1340 - Money Market - Pacific Premier Bank	130,275.75	110,506.22	19,769.53
Total Money Market	**166,974.39**	**147,204.86**	**19,769.53**
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	2,500.33	2,313.26	187.07
1602 - A/R Long-Term Special Assessment	683,315.86	689,822.01	(6,506.15)
1604 - Accounts Receivable Reserves	99,490.58	111,489.58	(11,999.00)
1605 - Reserve Recievable - WindsorFed Ln Payof	3,533.89	3,533.89	0.00
Total Accounts Receivable	**788,840.66**	**807,158.74**	**(18,318.08)**
Prepaid Expenses			
1701 - Prepaid Insurance	120,798.20	136,121.05	(15,322.85)
Total Prepaid Expenses	**120,798.20**	**136,121.05**	**(15,322.85)**
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00

Balance Sheet Report
Meadow Hill, Inc.
As of March 31, 2023

	Balance Mar 31, 2023	Balance Feb 28, 2023	Change
Assets			
Fixed Assets/Accum Depreciation			
1808 - Loan Origination Costs	2,050.00	2,050.00	0.00
1815 - Furniture & Fixture	5,038.08	5,038.08	0.00
1820 - Skid Steer	29,768.00	29,768.00	0.00
1821 - Snow Blower	8,669.67	8,669.67	0.00
1822 - 2016 Pick Up Truck	49,797.68	49,797.68	0.00
1807 - Accumulated Depreciation.: Equipment	(98,223.97)	(98,223.97)	0.00
Total Fixed Assets/Accum Depreciation	**10,140.35**	**10,140.35**	**0.00**
Total Assets	**1,269,174.13**	**1,360,281.95**	**(91,107.82)**
Liabilities			
Current Payables			
2100 - Accounts payable	36,769.53	100,225.71	(63,456.18)
2101 - Insurance payable	85,288.84	85,288.84	0.00
2103 - Due to Reserves	68,538.58	72,538.58	(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	22,293.68	21,908.67	385.01
2203 - Deferred Insurance Claim Income	48,578.75	64,540.48	(15,961.73)
2302 - Accrued Expenses	16,425.00	34,374.00	(17,949.00)
Total Current Payables	**277,510.99**	**378,492.89**	**(100,981.90)**
Prepaids			
2208 - Deferred SA Income	700,000.00	700,000.00	0.00
Total Prepaids	**700,000.00**	**700,000.00**	**0.00**

Balance Sheet Report
Meadow Hill, Inc.
As of March 31, 2023

	Balance Mar 31, 2023	Balance Feb 28, 2023	Change
Liabilities			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	267,806.00	214,928.00	52,878.00
Total Long Term Payables	**267,806.00**	**214,928.00**	**52,878.00**
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	**1,533,427.79**	**1,581,531.69**	**(48,103.90)**
Owners' Equity			
Members Equity			
3100 - Members Equity	(194,367.40)	(194,687.40)	320.00
Total Members Equity	**(194,367.40)**	**(194,687.40)**	**320.00**
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	**(189,668.99)**	**(189,988.99)**	**320.00**
Net Income / (Loss)	**(74,584.67)**	**(31,260.75)**	**(43,323.92)**
Total Liabilities and Equity	**1,269,174.13**	**1,360,281.95**	**(91,107.82)**

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

March 01, 2023 thru March 31, 2023

	Current Period			Year to Date (3 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Association Fee Income								
4100 - Association Fee Income	56,802.00	56,800.00	2.00	170,406.00	170,401.00	5.00	681,605.00	511,199.00
4405 - CAI Rental	695.00	695.00	0.00	2,085.00	2,084.00	1.00	8,335.00	6,250.00
Total Association Fee Income	**57,497.00**	**57,495.00**	**2.00**	**172,491.00**	**172,485.00**	**6.00**	**689,940.00**	**517,449.00**
Income Charged by Unit								
4300 - Late fee income	25.00	38.00	(13.00)	175.00	113.00	62.00	450.00	275.00
4301 - Miscellaneous income	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
4302 - General fine income	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
4305 - Insufficient funds fee	25.00	0.00	25.00	25.00	0.00	25.00	0.00	(25.00)
4306 - Statement fee income	(40.00)	0.00	(40.00)	(70.00)	0.00	(70.00)	0.00	70.00
4314 - Gate card income	0.00	0.00	0.00	(20.00)	0.00	(20.00)	0.00	20.00
Total Income Charged by Unit	**10.00**	**80.00**	**(70.00)**	**160.00**	**238.00**	**(78.00)**	**950.00**	**790.00**
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	0.00	63.00	(63.00)	150.00	188.00	(38.00)	750.00	600.00
4401 - Insurance claim income	63,165.95	0.00	63,165.95	132,833.96	0.00	132,833.96	0.00	(132,833.96)
4406 - Social Fund Income	0.00	188.00	(188.00)	0.00	563.00	(563.00)	2,250.00	2,250.00
Total Other Income Assoc Level	**63,165.95**	**251.00**	**62,914.95**	**132,983.96**	**751.00**	**132,232.96**	**3,000.00**	**(129,983.96)**
Interest/Reserve Income								
4502 - Interest Income Reserves	0.00	17.00	(17.00)	0.00	50.00	(50.00)	200.00	200.00
Total Interest/Reserve Income	**0.00**	**17.00**	**(17.00)**	**0.00**	**50.00**	**(50.00)**	**200.00**	**200.00**
Total Meadow Hill, Inc. Income	**120,672.95**	**57,843.00**	**62,829.95**	**305,634.96**	**173,524.00**	**132,110.96**	**694,090.00**	**388,455.04**
Expense								
Professional Fees								
5100 - Management Fee	2,908.39	2,896.00	12.39	8,406.11	8,688.00	(281.89)	34,750.00	26,343.89
5101 - Legal Fees	2,677.50	83.00	2,594.50	3,915.75	250.00	3,665.75	1,000.00	(2,915.75)

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

March 01, 2023 thru March 31, 2023

	Current Period			Year to Date (3 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Professional Fees								
5102 - Accounting Fees	275.00	0.00	275.00	275.00	0.00	275.00	5,000.00	4,725.00
Total Professional Fees	**5,860.89**	**2,979.00**	**2,881.89**	**12,596.86**	**8,938.00**	**3,658.86**	**40,750.00**	**28,153.14**
Utilities								
5200 - Electricity	2,415.70	1,792.00	623.70	7,583.22	5,375.00	2,208.22	21,500.00	13,916.78
5205 - Gas	1,163.96	1,083.00	80.96	4,805.07	3,250.00	1,555.07	13,000.00	8,194.93
5206 - Water	3,021.84	3,333.00	(311.16)	7,897.28	10,000.00	(2,102.72)	40,000.00	32,102.72
5207 - Sewer	1,700.00	2,000.00	(300.00)	4,935.00	6,000.00	(1,065.00)	24,000.00	19,065.00
5210 - Trash Removal	2,618.65	2,625.00	(6.35)	7,892.63	7,875.00	17.63	31,500.00	23,607.37
5211 - Telephone	395.04	333.00	62.04	1,061.12	1,000.00	61.12	4,000.00	2,938.88
Total Utilities	**11,315.19**	**11,166.00**	**149.19**	**34,174.32**	**33,500.00**	**674.32**	**134,000.00**	**99,825.68**
Administrative								
5308 - Miscellaneous Admin	267.01	250.00	17.01	1,044.07	750.00	294.07	3,000.00	1,955.93
5313 - Communications - LARK	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
5314 - Welcome Committee	0.00	13.00	(13.00)	0.00	38.00	(38.00)	150.00	150.00
Total Administrative	**267.01**	**305.00**	**(37.99)**	**1,044.07**	**913.00**	**131.07**	**3,650.00**	**2,605.93**
Insurance								
5400 - Master Insurance Policy	13,139.60	10,583.00	2,556.60	39,420.80	31,750.00	7,670.80	127,000.00	87,579.20
5401 - Worker's Compensation	1,951.00	667.00	1,284.00	5,853.00	2,000.00	3,853.00	8,000.00	2,147.00
5403 - Health Insurance	2,158.50	2,153.00	5.50	4,394.23	6,459.00	(2,064.77)	25,836.00	21,441.77
5407 - Insurance Loss Expense	63,165.95	0.00	63,165.95	132,833.96	0.00	132,833.96	0.00	(132,833.96)
5409 - Automobile Insurance	232.25	200.00	32.25	696.75	600.00	96.75	2,400.00	1,703.25
Total Insurance	**80,647.30**	**13,603.00**	**67,044.30**	**183,198.74**	**40,809.00**	**142,389.74**	**163,236.00**	**(19,962.74)**
Payroll								
5501 - Payroll-Maintenance	9,536.00	10,272.00	(736.00)	31,622.50	30,816.00	806.50	123,265.00	91,642.50
5503 - Payroll-Bonus	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
5504 - Payroll-Snow	380.00	167.00	213.00	610.00	500.00	110.00	2,000.00	1,390.00

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

March 01, 2023 thru March 31, 2023

	Current Period			Year to Date (3 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Payroll								
5508 - Payroll-Mileage	0.00	0.00	0.00	66.60	0.00	66.60	0.00	(66.60)
5506 - Employer Payroll Taxes	836.21	786.00	50.21	3,046.82	2,358.00	688.82	9,430.00	6,383.18
5507 - Payroll Service Fees	246.44	175.00	71.44	622.16	525.00	97.16	2,100.00	1,477.84
Total Payroll	**10,998.65**	**11,400.00**	**(401.35)**	**36,018.08**	**34,199.00**	**1,819.08**	**136,795.00**	**100,776.92**
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	9,126.00	(9,126.00)	0.00	9,126.00	(9,126.00)	73,010.00	73,010.00
5606 - Tree Maintenance	0.00	408.00	(408.00)	0.00	1,223.00	(1,223.00)	4,890.00	4,890.00
5607 - Mulching-Perimeters	0.00	483.00	(483.00)	0.00	1,450.00	(1,450.00)	5,800.00	5,800.00
5609 - Fertilization	0.00	583.00	(583.00)	0.00	1,750.00	(1,750.00)	7,000.00	7,000.00
5611 - Snow Removal Supplies	0.00	333.00	(333.00)	129.68	1,000.00	(870.32)	4,000.00	3,870.32
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	0.00	500.00	(500.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm	0.00	389.00	(389.00)	0.00	389.00	(389.00)	3,110.00	3,110.00
Total Grounds Maintenance	**0.00**	**11,489.00**	**(11,489.00)**	**129.68**	**15,438.00**	**(15,308.32)**	**99,810.00**	**99,680.32**
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	175.00	(175.00)	0.00	525.00	(525.00)	2,100.00	2,100.00
5702 - Amenities	12.00	33.00	(21.00)	12.00	100.00	(88.00)	400.00	388.00
5714 - Social Fund	0.00	188.00	(188.00)	0.00	563.00	(563.00)	2,250.00	2,250.00
Total Amenities Maintenance	**12.00**	**396.00**	**(384.00)**	**12.00**	**1,188.00**	**(1,176.00)**	**4,750.00**	**4,738.00**
Maintenance & Repairs								
5803 - Pest Control	0.00	225.00	(225.00)	406.73	675.00	(268.27)	2,700.00	2,293.27
5804 - Maintenance Supplies	440.92	333.00	107.92	1,241.21	1,000.00	241.21	4,000.00	2,758.79
5805 - Truck Maintenance & Fuel	186.20	208.00	(21.80)	420.20	625.00	(204.80)	2,500.00	2,079.80
5811 - Equipment Maint. Misc & Fuel	32.34	125.00	(92.66)	195.92	375.00	(179.08)	1,500.00	1,304.08
5900 - Building Maintenance	26.45	500.00	(473.55)	176.76	1,500.00	(1,323.24)	6,000.00	5,823.24
Total Maintenance & Repairs	**685.91**	**1,391.00**	**(705.09)**	**2,440.82**	**4,175.00**	**(1,734.18)**	**16,700.00**	**14,259.18**

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

March 01, 2023 thru March 31, 2023

	Current Period			Year to Date (3 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Reserves and Miscellaneous								
6102 - Association Income Tax	0.00	58.00	(58.00)	0.00	175.00	(175.00)	700.00	700.00
6103 - Truck Taxes	0.00	58.00	(58.00)	1,444.89	175.00	1,269.89	700.00	(744.89)
6105 - Contribution To Reserves General	7,750.00	7,750.00	0.00	23,249.00	23,249.00	0.00	92,999.00	69,750.00
6120 - WF Loan # 75521651 Interest	1,352.45	0.00	1,352.45	3,460.23	0.00	3,460.23	0.00	(3,460.23)
Total Reserves and Miscellaneous	**9,102.45**	**7,866.00**	**1,236.45**	**28,154.12**	**23,599.00**	**4,555.12**	**94,399.00**	**66,244.88**
Total Meadow Hill, Inc. Expense	**118,889.40**	**60,595.00**	**58,294.40**	**297,768.69**	**162,759.00**	**135,009.69**	**694,090.00**	**396,321.31**
Total Meadow Hill, Inc. Income / (Loss)	**1,783.55**	**(2,752.00)**	**4,535.55**	**7,866.27**	**10,765.00**	**(2,898.73)**	**0.00**	**(7,866.27)**

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

March 01, 2023 thru March 31, 2023

	Current Period			Year to Date (3 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Interest/Reserve Income								
4500 - Reserve Contributions	7,750.00	7,452.00	298.00	23,249.00	22,354.00	895.00	89,422.00	66,173.00
4502 - Interest Income Reserves	20.53	0.00	20.53	56.06	0.00	56.06	0.00	(56.06)
Total Interest/Reserve Income	**7,770.53**	**7,452.00**	**318.53**	**23,305.06**	**22,354.00**	**951.06**	**89,422.00**	**66,116.94**
Total Meadow Hill, Inc-Reserve Income	**7,770.53**	**7,452.00**	**318.53**	**23,305.06**	**22,354.00**	**951.06**	**89,422.00**	**66,116.94**
Expense								
Capital Improvements								
7208 - Special Assessment Projects	52,878.00	2,917.00	49,961.00	105,756.00	8,750.00	97,006.00	35,000.00	(70,756.00)
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	0.00	2,425.00	(2,425.00)	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	0.00	8,500.00	(8,500.00)	34,000.00	34,000.00
7229 - Contingencies	0.00	833.00	(833.00)	0.00	2,500.00	(2,500.00)	10,000.00	10,000.00
Total Capital Improvements	**52,878.00**	**7,391.00**	**45,487.00**	**105,756.00**	**22,175.00**	**83,581.00**	**88,700.00**	**(17,056.00)**
Total Meadow Hill, Inc-Reserve Expense	**52,878.00**	**7,391.00**	**45,487.00**	**105,756.00**	**22,175.00**	**83,581.00**	**88,700.00**	**(17,056.00)**
Total Meadow Hill, Inc-Reserve Income / (L	**(45,107.47)**	**61.00**	**(45,168.47)**	**(82,450.94)**	**179.00**	**(82,629.94)**	**722.00**	**83,172.94**
Total Association Net Income / (Loss)	**(43,323.92)**	**(2,691.00)**	**(40,632.92)**	**(74,584.67)**	**10,944.00**	**(85,528.67)**	**722.00**	**75,306.67**

Accounts Payable Open Items
Meadow Hill, Inc.
As of Fri Mar 31, 2023

Period	Invoice Date -	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Connecticut Natural Gas Corporation - P.O. Box 847820, Boston, MA 02284-7820 - (860) 524-8361								
March, 2023	03/15/2023	031523-5795	1361 - 5205 - Gas	03/15/2023	04/03/2023	Account # 040-0011134-5795	2/22/23-3/13/23	48.37
						Total Connecticut Natural Gas Corporation:		**48.37**
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618								
March, 2023	03/23/2023	032323-2019	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5133 519 2019	02/23/23-03/23/23	85.43
		032323-0143	1361 - 5200 - Electricity	03/23/2023		Balance Forward	2/23/23-3/23/23	892.91
			1361 - 5200 - Electricity	03/23/2023		Acct # 5184 820 0143	2/23/23-3/23/23	471.70
		032323-2069	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct# 5113 619 2069	2/23/23-3/23/23	9.62
		032323-2014	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5116 519 2014	2/23/23-3/23/23	90.18
		032323-2017	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5134 519 2017	2/23/23-3/23/23	12.03
		032323-2040	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5139 519 2040	2/23/23-3/23/23	320.87
		032323-2018	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5124 519 2018	2/23/23-3/23/23	86.40
		032323-2038	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5137 129 2038	2/23/23-3/23/23	46.82
		032323-2090	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5164 219 2090	2/23/23-3/23/23	72.28
		032323-2008	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5162 529 2008	2/23/23-3/23/23	23.75
		032323-2075	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5118 719 2075	2/23/23-3/23/23	13.07
		032323-2068	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5161 619 2068	2/23/23-3/23/23	17.53
		032323-2052	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5159 819 2052	2/23/23-3/23/23	22.70
		032323-2005	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5154 529 2005	2/23/23-3/23/23	35.80
		032323-2029	1361 - 5200 - Electricity	03/23/2023	04/03/2023	Acct # 5169 719 2029	2/23/23-3/23/23	31.99
						Total Eversource (E):		**2,233.08**
Frontier Communications - P. O. Box 740407, Cincinnati, OH 45274-0407 - (800) 921-8102								
March, 2023	03/27/2023	032723-5165	1361 - 5211 - Telephone	03/27/2023		Acct 860-037-5165	3/27/23-4/26/23	50.80
						Total Frontier Communications:		**50.80**
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105								
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
March, 2023	02/01/2023	02/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	02/2023	7,750.00
	03/01/2023	03/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	03/2023	7,750.00
		03/2023-LR	1361 - 2103 - Due to Reserves	03/01/2023		Pay Off Loan from Reserve	03/2023	4,000.00
						Total Meadow Hill, Inc.:		**34,437.28**
							Total report:	**36,769.53**

Cash Disbursement by Vendor
Meadow Hill, Inc.
Wed Mar 01, 2023 thru Fri Mar 31, 2023

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
All Waste Inc.						
Check Date: 03/06/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000442**	**Check Amount:**	**2,618.65**		
	1361 - 5210 - Trash Removal		03/01/2023	Trash Removal	3/2023	2,618.65
					Total for All Waste Inc.	**2,618.65**
Alwire Project Engineering LLC						
Check Date: 03/23/2023	**Bank: Windsor Federal Bank**	**Check Number: 00001004**	**Check Amount:**	**52,878.00**		
	1361RES - 7208 - Special Assessment Projects		03/23/2023	Wire Project	28 Units	52,878.00
					Total for Alwire Project Engineering LLC	**52,878.00**
Anthem Blue Cross & Blue Shield						
Check Date: 03/31/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 03272023**	**Check Amount:**	**291.57**		
	1361 - 5403 - Health Insurance		03/31/2023	Health Insurance	03/2023	291.57
					Total for Anthem Blue Cross & Blue Shield	**291.57**
CAI						
Check Date: 08/15/2022	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500036**	**Check Amount:**	**(320.00)**		
	1361 - 5308 - Miscellaneous Admin		08/15/2022	*VOID* Homeowner Leader Renewal	8/12/22	(320.00)
					Total for CAI	**(320.00)**
Cigna + Oscar						
Check Date: 03/07/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500053**	**Check Amount:**	**2,055.61**		
	1361 - 5403 - Health Insurance		03/07/2023	Monthly Healthy Insurance	03/2023	2,055.61
					Total for Cigna + Oscar	**2,055.61**
Connecticut Natural Gas Corporation						
Check Date: 03/20/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000453**	**Check Amount:**	**1,355.59**		
	1361 - 5205 - Gas		03/15/2023	Account # 040-0010386-3060	2/11/23-3/13/23	100.73
	1361 - 5205 - Gas		03/15/2023	Account # 040-0010387-9819	2/11/23-3/13/23	175.21
	1361 - 5205 - Gas		03/15/2023	Account # 040-0010388-4033	2/11/23-3/13/23	274.34
	1361 - 5205 - Gas		03/15/2023	Account # 040-0010385-5793	2/11/23-3/13/23	805.31
					Total for Connecticut Natural Gas Corporation	**1,355.59**
Eversource (E)						
Check Date: 03/01/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000439**	**Check Amount:**	**222.43**		
	1361 - 5200 - Electricity		02/23/2023	Acct # 5169 719 2029	1/25/23-2/23/23	36.10
	1361 - 5200 - Electricity		02/23/2023	Acct # 5162 529 2008	1/25/23-2/23/23	28.19

Cash Disbursement by Vendor
Meadow Hill, Inc.
Wed Mar 01, 2023 thru Fri Mar 31, 2023

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Eversource (E)						
Check Date: 03/01/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000439**	**Check Amount:**	**222.43**		
	1361 - 5200 - Electricity		02/23/2023	Acct # 5161 619 2068	1/25/23-2/23/23	11.00
	1361 - 5200 - Electricity		02/23/2023	Acct # 5159 819 2052	1/25/23-2/23/23	24.75
	1361 - 5200 - Electricity		02/23/2023	Acct # 5134 519 2017	1/25/23-2/23/23	13.40
	1361 - 5200 - Electricity		02/23/2023	Acct # 5118 719 2075	1/25/23-2/23/23	13.06
	1361 - 5200 - Electricity		02/23/2023	Acct # 5154 529 2005	1/25/23-2/23/23	37.82
	1361 - 5200 - Electricity		02/23/2023	Acct # 5137 129 2038	1/25/23-2/23/23	48.49
	1361 - 5200 - Electricity		02/23/2023	Acct # 5113 619 2069	1/25/23-2/23/23	9.62
Check Date: 03/03/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000440**	**Check Amount:**	**682.16**		
	1361 - 5200 - Electricity		02/23/2023	Acct # 5164 219 2090	1/25/23-2/23/23	73.59
	1361 - 5200 - Electricity		02/23/2023	Acct # 5124 519 2018	1/25/23-2/23/23	88.74
	1361 - 5200 - Electricity		02/23/2023	Acct # 5139 519 2040	1/25/23-2/23/23	319.52
	1361 - 5200 - Electricity		02/23/2023	Acct # 5116 519 2014	1/25/23-2/23/23	111.78
	1361 - 5200 - Electricity		02/23/2023	Acct # 5133 519 2019	1/25/23-2/23/23	88.53
Check Date: 03/09/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000444**	**Check Amount:**	**11.89**		
	1361 - 5200 - Electricity		03/01/2023	Acct # 5130 680 3073	2/1/23-3/1/23	11.89
Check Date: 03/20/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000454**	**Check Amount:**	**1,775.73**		
	1361 - 5200 - Electricity		03/08/2023	Acct # 5136 879 2073	2/7/23-3/8/23	882.82
	1361 - 5200 - Electricity		03/02/2023	Acct # 5184 820 0143	1/25/23-2/23/23	892.91
					Total for Eversource (E)	**2,692.21**
Frontier Communications						
Check Date: 03/09/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000445**	**Check Amount:**	**132.31**		
	1361 - 5211 - Telephone		03/01/2023	Acct 860-037-5165	3/1/23-3/28/23	132.31
Check Date: 03/13/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000446**	**Check Amount:**	**3.13**		
	1361 - 5211 - Telephone		03/01/2023	Acct 860-037-5165	2/27/23-3/26/23	3.13
					Total for Frontier Communications	**135.44**
Home Depot Credit Services						
Check Date: 03/09/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500054**	**Check Amount:**	**392.72**		
	1361 - 5804 - Maintenance Supplies		03/09/2023	Inv # 5024037: 2X8 8FT	6035 3225 0048 5366	126.74
	1361 - 5804 - Maintenance Supplies		03/09/2023	Inv # 5010574: Paint	6035 3225 0048 5366	67.73
	1361 - 5804 - Maintenance Supplies		03/09/2023	Inv # 3512339: FEIT 2.5W (20W)	6035 3225 0048 5366	54.95

Cash Disbursement by Vendor
Meadow Hill, Inc.
Wed Mar 01, 2023 thru Fri Mar 31, 2023

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Home Depot Credit Services						
Check Date: 03/09/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 00500054**	**Check Amount:**	**392.72**		
	1361 - 5804 - Maintenance Supplies		03/09/2023	Inv # 1021985: TIMB WM	6035 3225 0048 5366	143.30
					Total for Home Depot Credit Services	**392.72**
Imagineers, LLC						
Check Date: 03/01/2023	**Bank: Meadow Hill Ins Claim 06C00716**	**Check Number: 00500018**	**Check Amount:**	**29,496.51**		
	1361 - 5407 - Insurance Loss Expense		01/01/2023	Claim# 06C00716 progress invoice	6 & 10 Hollister Way	17,516.51
	1361 - 5407 - Insurance Loss Expense		02/01/2023	Claim# 06C00716	6/2022	11,980.00
Check Date: 03/02/2023	**Bank: Meadow Hill Ins Claim 06C00716**	**Check Number: 00500019**	**Check Amount:**	**40,171.50**		
	1361 - 5407 - Insurance Loss Expense		02/01/2023	Progress Invoice 66% - fire claim	6 & 10 Hollister Way	40,171.50
Check Date: 03/14/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000450**	**Check Amount:**	**2,958.39**		
	1361 - 4306 - Statement fee income		03/01/2023	Statement Fees	2/2023	50.00
	1361 - 5100 - Management Fee		03/01/2023	Management Fee	3/2023	2,748.86
	1361 - 5100 - Management Fee		03/01/2023	Management Fee	2/15/23	159.53
Check Date: 03/21/2023	**Bank: Meadow Hill Ins Claim 06C00716**	**Check Number: 00500020**	**Check Amount:**	**63,165.95**		
	1361 - 5407 - Insurance Loss Expense		03/21/2023	Progress Invoice - fire Claim	6 & 10 Hollister Way	75,145.95
	1361 - 5407 - Insurance Loss Expense		03/21/2023	Retainage paid on inv AR043793-CON	6 & 10 Hollister Way	(11,980.00)
					Total for Imagineers, LLC	**135,792.35**
Meadow Hill, Inc.						
Check Date: 03/07/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000443**	**Check Amount:**	**4,000.00**		
	1361 - 2103 - Due to Reserves		01/01/2023	Pay Off Loan from Reserve	01/2023	4,000.00
Check Date: 03/13/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000447**	**Check Amount:**	**8,000.00**		
	1361 - 2103 - Due to Reserves		10/01/2022	Pay Off Loan from Reserve	10/2022	4,000.00
	1361 - 2103 - Due to Reserves		12/01/2022	Pay Off Loan from Reserve	12/2022	4,000.00
Check Date: 03/16/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000452**	**Check Amount:**	**7,749.00**		
	1361 - 6105 - Contribution To Reserves General		03/01/2023	Reserve Contribution	01/2023	7,749.00
					Total for Meadow Hill, Inc.	**19,749.00**
Sandler & Hansen, LLC						
Check Date: 03/14/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000449**	**Check Amount:**	**2,677.50**		
	1361 - 5101 - Legal Fees		03/03/2023	Professional Services	3/3/23	2,299.50
	1361 - 5101 - Legal Fees		03/03/2023	Professional Services	3/3/23	378.00
					Total for Sandler & Hansen, LLC	**2,677.50**

Cash Disbursement by Vendor
Meadow Hill, Inc.
Wed Mar 01, 2023 thru Fri Mar 31, 2023

Vendor	Dept - Account - Project		Trans Date	Remarks	Reference	Amount
The Metropolitan District Co.						
Check Date: 03/06/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000441**	**Check Amount:**	**2,715.83**		
	1361 - 5206 - Water		02/06/2023	1489 Main St. Acct # 21019066	12/30/22-1/31/23	2,715.83
Check Date: 03/13/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000448**	**Check Amount:**	**5,326.84**		
	1361 - 5206 - Water		03/06/2023	1489 Main St. Acct # 21019066	2/1/23-3/2/23	2,611.01
	1361 - 5206 - Water		03/06/2023	Balance Forward	2/1/23-3/2/23	2,715.83
					Total for The Metropolitan District Co.	**8,042.67**
Tomasetti, Kulas & Company, P.C.						
Check Date: 03/14/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 05000451**	**Check Amount:**	**275.00**		
	1361 - 5102 - Accounting Fees		03/01/2023	Board Meeting Presentation	2/18/23	275.00
					Total for Tomasetti, Kulas & Company, P.C.	**275.00**
Windsor Federal Savings						
Check Date: 03/16/2023	**Bank: Pacific Premier Bank - OP**	**Check Number: 03152023**	**Check Amount:**	**1,352.45**		
	1361 - 6120 - WF Loan # 75521651 Interest		03/16/2023	WF Loan # 75521651: Interest	03/2023	1,352.45
					Total for Windsor Federal Savings	**1,352.45**
					Total for Meadow Hill, Inc.	**229,988.76**

IMAGINEERS LLC

SERVICE REQUEST LOG

Dates: 04/12/2022 to 04/13/2023

Meadow Hill Incorporated Report

☑ Open

IMAGINEERS LLC

Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
COMMON AREA Not Specified	OPEN	Club House / N/A	Covert, Darien	537356	Hours: null Labor: Mats:	**CREATED:** 04/11/2023 12:39 PM Merritt, Danielle **LAST UPDATED:** 04/11/2023 12:39 PM Merritt, Danielle
	Note: **Table set up** - Please set up a couple tables for a card game on Monday April 17th from 1-4.					
COMMON AREA Island near the intersection of Hollister south, and west; in Hollister north near parking area B	OPEN	General / Other	Covert, Darien	536800	Hours: null Labor: Mats:	**CREATED:** 04/08/2023 5:45 PM Fields, Suzanne **LAST UPDATED:** 04/10/2023 2:04 PM Merritt, Danielle
	Note: **Benches** - Any we could get a couple more benches installed around the perimeter? Specifically, near the island at the intersection of Hollister Way south and west (first choice) and at the top of the small hill when first turning on to Hollister North from Main Street near parking area B. Currently it’s a long walk between benches..					
93 Hollister Way North Glastonbury, CT 06033 93 Hollister Way North - Unit: 1 **OWNER:** Mary Jo Martin **ACCOUNT ID:** n/a	OPEN	Landscaping / Dead Tree	Covert, Darien	536300	Hours: null Labor: Mats:	**CREATED:** 04/06/2023 8:45 AM Merritt, Danielle **LAST UPDATED:** 04/06/2023 8:47 AM Merritt, Danielle
	Note: **Remove fallen bush** - On the right hand side there is a large Bush, that's dead and fallen over right next to her door and it's kind of laying down . Please remove.					
102 Hollister Way South Glastonbury, CT 06033 102 Hollister Way South - Unit: 1 **OWNER:** Berk, Brenda **ACCOUNT ID:** n/a	OPEN	Other / N/A	Covert, Darien	535275	Hours: null Labor: Mats:	**CREATED:** 04/02/2023 12:38 PM Berk, Brenda **LAST UPDATED:** 04/03/2023 8:25 AM Merritt, Danielle
	Note: **Power wash roof/siding** - The roof on the east side of the condo has moss/ mold that is spreading to the siding..					

17 Hollister Way North Glastonbury, CT 06033 17 Hollister Way North - Unit: 1 **OWNER:** Joseph Chinnici **ACCOUNT ID:** n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien	534807	Hours: null Labor: Mats:	**CREATED:** 03/30/2023 2:29 PM Merritt, Danielle **LAST UPDATED:** 03/30/2023 2:30 PM Merritt, Danielle
	Note: **Lawn Maintence** - The owner has requested the front/side lawn be reseed.					
COMMON AREA Lucile- 860-633-6616	OPEN	Garage / Lights	Covert, Darien	534789	Hours: null Labor: Mats:	**CREATED:** 03/30/2023 1:46 PM Merritt, Danielle **LAST UPDATED:** 03/30/2023 1:47 PM Merritt, Danielle
	Note: **Lightbulb change** - Please change the lightbulb at the garage closet to 94- she dies not know exactly which garage it is attached to Please reach out Lucile if needed.					
171 Hollister Way North Glastonbury, CT 06033 171 Hollister Way North - Unit: 1 **OWNER:** Bouchard, Roger **ACCOUNT ID:** n/a	OPEN	Custodial / N/A	Covert, Darien	534557	Hours: null Labor: Mats:	**CREATED:** 03/29/2023 2:59 PM Bouchard, Roger **LAST UPDATED:** 03/29/2023 3:46 PM Merritt, Danielle
	Note: **Possible animal under den** - A large entrance hole was noticed near the lattice covering the space under den. It might be nothing or something.Request investigation and appropriate action to correct condition. a board member noticed a Bob cat in that area last week..					
324 Hollister Way West Glastonbury, CT 06033 324 Hollister Way West - Unit: 1 **OWNER:** Beverly H. Willsey **ACCOUNT ID:** n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien	534225	Hours: null Labor: Mats:	**CREATED:** 03/28/2023 11:23 AM Merritt, Danielle **LAST UPDATED:** 03/28/2023 11:26 AM Merritt, Danielle
	Note: **Bush Removal** - The homeowner has requested the removal of the holly bush next to the patio. She states it is encroaching on my patio. Also, when you sit on the patio the bush blocks your view. She would like the bush removed and the area seeded. Sending to Landscape committee- Please evaluate and advise the board of the decision .					

6 Hollister Way South Glastonbury, CT 06033 6 Hollister Way South - Unit: 1 **OWNER:** Perrotti Stevas, Caroline Anne **ACCOUNT ID:** n/a	OPEN	Landscaping / Other	Covert, Darien	533933	Hours: null Labor: Mats:	**CREATED:** 03/27/2023 10:15 AM Perrotti Stevas, Caroline Anne **LAST UPDATED:** 03/27/2023 3:41 PM Merritt, Danielle
	Note: **landscaping** - We woukld like the area around the unit cleaned up there is alot of broken glass and metal debris, along with uneven ground making the area unsafe. I want to know what the plans are for the trees and shrubs. The evergreen outside the kitchen window needs removing. .					
142 Hollister Way South Glastonbury, CT 06033 142 Hollister Way South - Unit: 1 **OWNER:** Trela, Kim M. **ACCOUNT ID:** n/a	OPEN	Other / N/A	Covert, Darien	533922	Hours: null Labor: Mats:	**CREATED:** 03/27/2023 9:27 AM Trela, Kim M. **LAST UPDATED:** 03/27/2023 3:41 PM Merritt, Danielle
	Note: **Possible Leak** - Rug in living room is damp/wet when rains or melts (leak from outside as it runs down starts in corners of BR & LR and extends a bit to living room (stain in ceiling) .					
142 Hollister Way South Glastonbury, CT 06033 142 Hollister Way South - Unit: 1 **OWNER:** Trela, Kim M. **ACCOUNT ID:** n/a	OPEN	Other / N/A	Covert, Darien	533919	Hours: null Labor: Mats:	**CREATED:** 03/27/2023 9:22 AM Trela, Kim M. **LAST UPDATED:** 03/27/2023 3:40 PM Merritt, Danielle
	Note: **Front Entry Leak when rains** - The front entry of unit has a leak in the roof over the door. I think there is more to it as the step to the door seems to be moving when stepped on.? .					
244 Hollister Way West Glastonbury, CT 06033 244 Hollister Way West - Unit: 1 **OWNER:** Wentworth, Joan N. **ACCOUNT ID:** n/a	OPEN	Roofing / N/A	Covert, Darien	533170	Hours: null Labor: Mats:	**CREATED:** 03/22/2023 10:14 AM Wentworth, Joan N. **LAST UPDATED:** 03/27/2023 3:40 PM Merritt, Danielle
	Note: **Roof Leak - Photos attached** - NEW living room ceiling leak due to Roof Leak, Collins and Company (they recently did my Attic insulation) inspected and took photos which are attached. I would like a Roofing Contractor to do the repairs to make sure it's done properly since I don't want ongoing damage to ceiling.....					

244 Hollister Way West Glastonbury, CT 06033 244 Hollister Way West - Unit: 1 **OWNER:** Wentworth, Joan N. **ACCOUNT ID:** n/a	OPEN	Roofing / N/A	Covert, Darien	532647	Hours: null Labor: Mats:	**CREATED:** 03/20/2023 11:02 AM Wentworth, Joan N. **LAST UPDATED:** 03/27/2023 3:40 PM Merritt, Danielle
	Note: **New large Ceiling Stain** - Over the weekend I noticed a large yellow ceiling stain in the center of my living room. I believe this is a Roof leak??? Please contact me asap so this can be addresses before the next heavy Spring rain. .					
65 Hollister Way North Glastonbury, CT 06033 65 Hollister Way North - Unit: 1 **OWNER:** Jane F. Marcin **ACCOUNT ID:** n/a	OPEN	Roofing / N/A	Covert, Darien	530936	Hours: null Labor: Mats:	**CREATED:** 03/10/2023 12:39 PM Merritt, Danielle **LAST UPDATED:** 03/10/2023 12:40 PM Merritt, Danielle
	Note: **Moss on roof** - The homeowner reported moss growing from the tree adjacent to the unit. Please trim the branches and clean the moss off the porch roof .					
COMMON AREA leading up to unit 6	OPEN	Grounds / N/A	Covert, Darien	530659	Hours: null Labor: Mats:	**CREATED:** 03/09/2023 7:55 AM Merritt, Danielle **LAST UPDATED:** 03/09/2023 7:59 AM Merritt, Danielle
	Note: **Crumbling stair repair** - The stairs leading up to the path towards unit #6 need to be repaired. They are crumbling and could be source of tripping.					
COMMON AREA Not Specified	OPEN	Grounds / Painting	Covert, Darien	529311	Hours: null Labor: Mats:	**CREATED:** 03/02/2023 2:52 PM Merritt, Danielle **LAST UPDATED:** 03/02/2023 2:53 PM Merritt, Danielle
	Note: **Repair and Paint** - Please repair and paint the shuffle board cabinet near the tennis coutrs.					
89 Hollister Way North Glastonbury, CT 06033 89 Hollister Way North - Unit: 1 **OWNER:** Susan M. Gainey **ACCOUNT ID:** n/a	OPEN	Roofing / Repair	Covert, Darien	526262	Hours: null Labor: Mats:	**CREATED:** 02/15/2023 2:48 PM Merritt, Danielle **LAST UPDATED:** 02/15/2023 2:50 PM Merritt, Danielle
	Note: **Leak** - Kitchen leak near light- Please evaluate.					

COMMON AREA 7-10 buildings at Meadow Hill- Hollister Way in Glastonbury	OPEN	General / Roof/Shingle	0-outside, contractor	524516	Hours: null Labor: Mats:	**CREATED:** 02/07/2023 12:06 PM Merritt, Danielle **LAST UPDATED:** 02/07/2023 12:08 PM Merritt, Danielle
	Note: **Roof Propsal** - Please send an estimate for re-pitching the roofs Please reach out to Darien to schedule and coordinate .					
COMMON AREA Not Specified	OPEN	Grounds / Lights	Covert, Darien	521057	Hours: null Labor: Mats:	**CREATED:** 01/23/2023 10:37 AM Merritt, Danielle **LAST UPDATED:** 01/23/2023 10:38 AM Merritt, Danielle
	Note: **Lightbulb Change** - parking lot M has a(tall) lamp post that needs a bulb change.					
COMMON AREA Not Specified	OPEN	General / Roof/Shingle	Klaus Larsen LLC / Contact, Company	513974	Hours: null Labor: Mats:	**CREATED:** 12/20/2022 9:33 AM Merritt, Danielle **LAST UPDATED:** 02/28/2023 11:36 PM Support, Pilera
	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

2023 Project List

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
Annual	2023	15-Mar	Put out wooden benches
Annual	2023	30-Mar	Power Wash Tennis Courts
Special	2023	30-Mar	Paint unit numbers white for safety and higher visibility
Annual	2023	1-Apr	Open Tennis Courts
Annual	2023	15-Apr	Start AC Clubhouse and Hollister House
Annual	2023	15-Apr	Paint all safety stripes
Special	2023	15-Apr	Hollister House - basement steps, bathroom floor replace, toilet repla
Annual	2023	30-Apr	Inspect walkways
Annual	2023	15-May	Rototill, prepare Garden
Annual	2023	15-May	Order mulch and distribute
Annual	2023	31-May	Startup irrigation systems
Annual	2023	31-May	Close Greenhouse
Annual	2023	31-May	Inspect and support stone walls and public stairs
Annual	2023	31-May	Open Pool
Annual	2023	31-May	Add sand to horseshoe pits
Annual	2023	1-Jul	Jet Washing/Clean Sewer Line 100/102 HWS
Special	2023	31-Jul	Fence replacement in Maintenance/Barn area
Evry3	2023	31-Jul	Paint fence posts around stable and paddock.
Evry3	2023	31-Jul	Paint fence at main entrance to barn.
Evry5	2023	WhenSchd	Facilitate Painting Fire Hydrants
Annual	2023	31-Aug	Power Wash one-third of buildings annually
Annual	2023	31-Aug	Consider crack filling for winter
Annual	2023	10-Sep	Arrange Brush Hog Bottom Hill to Paddock Fence and Tree Line
Annual	2023	1-Oct	Close Pool
Annual	2023	15-Oct	Close irrigation systems
Annual	2023	15-Oct	Open Greenhouse
Annual	2023	31-Oct	Most Needed Roofs, Cleaning of Moss
Annual	2023	31-Oct	Close Tennis Courts
Annual	2023	31-Oct	Inspect Heat Tape
Annual	2023	31-Oct	Inspect Flat Roofs
Special	2023	31-Oct	Paint Garage Doors (COMPLETE PROJECT)
Annual	2023	10-Nov	Clear Brush North and South Slopes
Annual	2023	15-Nov	Order road salt
Annual	2023	15-Nov	Take in wooden benches
Annual	2023	30-Nov	Inspect water heaters and smoke detectors
AsReq	2023	AsReq	Clean Dryer Vents
AsReq	2023	AsReq	Clean Gutters
AsReq	2023	AsReq	Supervise contracts and special projects
AsReq	2023	AsReq	Snow plowing and shovelling
AsReq	2023	AsReq	Plant and pull shrubs when requested by grounds committee

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
AsReq	2023	AsReq	Repair/replace broken fence sections
AsReq	2023	AsReq	Repair concrete steps
AsReq	2023	AsReq	Minor repair to stone walls.
AsReq	2023	AsReq	Attend to pipe and roof leaks
Daily	2023	Daily	Set sprinkler hoses for north and south entrances
Daily	2023	Daily	Pick up any loose sticks around property
Daily	2023	Daily	Check pool ph 3 times daily
Daily	2023	Daily	Pick up any loose sticks around property
Daily	2023	Daily	Skim pool for leaves-check filters-check pool level
Daily	2023	Daily	Clean pool chairs and tables of bird droppings
Monthly	2023	Monthly	Setup Clubhouse for Executive Board meetings etc.
Semi_An	2023	Semi_An	Replace furnace filters
Semi_An	2023	Semi_An	Dump Runs
Semi_An	2023	Semi_An	Change times, outside lights, daylight savings etc.
Semi_An	2023	Semi_An	Clean shuffleboard and horsehoe storage units
Weekly	2023	Weekly	Inspect mowing/blowing, weeding done by contractor
Weekly	2023	Weekly	Inspect property and report issues needing attention.
Weekly	2023	Weekly	Clean pool tables
Weekly	2023	Weekly	Replace toilet supplies, light bulbs, etc.

			RECURRING PROJECTS FOR FUTURE YEARS
Evry5-7	2024	30-Sep	Paint Barn
Evry5-7	2024	30-Sep	Paint faded garage doors
Ev\ry 3	2025	31-Jul	Paint brown lamp posts
Evry3	2025	20-Jul	Paint wrought iron railings within complex
Evry3	2025	31-Jul	Power Wash Paddock Fence, both sides
Evry5-7	2025	1-May	Paint lines on tennis courts
Evry5-7	2025	31-Aug	Paint exterior clubhouse
Evry5-7	2025	30-Sep	Arrange painting vent pipes on roofs
Evry3	2026	31-Jul	Paint Brown Lamp Posts
Evry5-7	2026	31-Oct	Paint utility doors, attac entrances, steps to pool and clubhouse
Evry5-7	2026	31-Oct	Paint sides and tops around garage doors
Evry5-7	2027	31-Jul	Paint Trash Container Doors

IMAGINEERS LLC

ACTION POINTS PACKAGE

IMAGINEERS LLC

ACTION POINTS: DISPOSITION REPORT AS OF : 4/12/2023

ACCOUNT NAME: Meadow Hill Association, Inc.
DATE OF SUBJECT BOARD MEETING: 03/15/2023
NEXT BOARD MEETING WILL BE HELD ON: 04/19/2023

Disposition:	Action Point:	Comments:
152879 Date: 3/7/2023 Type: Administrative By: sheila duncan Status: DONE	161 HWN VARIANCE REQUEST RECEIVED FOR WALKWAY RENOVATIONS	IN BOARD PACKET FOR REVIEW AND APPROVAL, APPROVAL LETTER SENT TO HOMEOWNER
152880 Date: 3/7/2023 Type: Administrative By: sheila duncan Status: DONE	VARIANCE REQUEST RECEIVED FOR GENERATOR INSTALLATION	INCLUDED IN BOARD PACKET FOR REVIEW AND CONSIDERATION, BOARD APPROVED AND APPROVAL LETTER SENT TO HOMEOWNER
152882 Date: 3/7/2023 Type: Administrative By: sheila duncan Status: DONE	DO NOT PRUNE LIST	AWAITING RESPONSE FROM HOMEOWNER TO MAILING SO LIST CAN BE UPDATED AND FORWARDED TO HIGHLIGHT LANDSCAPING, UPDATED LIST PROVIDED TO LANDSCAPER AND ONSITE SUPERINTENDENT
153429 Date: 4/1/2023 Type: Administrative By: sheila duncan Status: DONE	MAIL FIRST ANNUAL MEETING NOTICE TO HOMEOWNERS SEEKING CANDIDATES FOR ELECTION	MAILED TO ALL HOMEOWNERS AT MEADOW HILL
153430 Date: 4/1/2023 Type: Administrative By: sheila duncan Status: DONE	UPDATE RESALE PACKET TO INCLUDE NO PENDING LITIGATION	RESALE PACKET UPDATED
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

From: Deb Wellington
To: Sheila Duncan
Cc: Mike Proulx
Subject: RE: updated rules for meadow hill meeting
Date: Monday, April 10, 2023 10:12:45 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you. Here is my feedback:

1. I sent in a suggestion on Dec 9th to add: " Under section 9, motor vehicles. The one lane alley between the units where I live (292 Hollister Way West) should clearly be called out in the rules as for **drop off and pick up only**. It is stated on the signs... and it really needs to be communicated to other unit owners that **it is not intended as a cut through for anyone for any reason** (other than the maintenance guys on occasion). "

Delivery trucks drive through this area constantly. Many people (some using walkers and other walking assisted devices, or even wheelchairs) walk through this area daily. Having unnecessary traffic on this byway is a serious safety risk. It's just a matter of time before someone falls trying to get over the curb to get out of the way of traffic. I think the board needs to get serious about what I have brought up and not ignore the issue.

2. There are some corrections to the document that should be made:

Rule 6. These rules are going to be strictly enforced.. Really? How?

Rule 7.5 There needs to be a period added (.) between the words Unit and Interior

Rule 8.1 How are we suppose to know what the Rules of the New England Fire Rating Association are?

Rule 8.3 We just increased dwelling coverage minimum to $25,000. Now the proposal is $50,000. Why?

Rule 10:1 The last sentence needs to be corrected to " creating a nuisance, unreasonable disturbance or noise, may be"

Rule 12.11 Do you mean enclosed pool area instead of enclosed pod area?

Rule 12.14 You need a comma after the word "use" .... when not in use, the enclosed....

Rule 21.5 How is the decision made that a unit owner is not maintaining their beds, if they are on the Do Not Touch list? Who makes the recommendation that the unit owner's area should be addressed? Also, the last two sentences are not consistent in calling out trees, bushes and vines... In one sentence "bush" is included, in one sentence it is not included.

Windsor Federal
P.O. Box 250, Windsor, Connecticut 06095-0250
(860) 688-8511 | Equal Housing Lender | Member FDIC

Notice Date: 03-23-2023
Account Number: 75521651
Current Balance: 267,806.00

175 Meadow Hill, Inc.
C/O Imagineers, LLC
Ainslie Maine
635 Farmington Avenue
Hartford CT 06105

Loan Change Notice

The terms of your Commercial Non Revolve LOC allows periodic adjustments to the interest rate. We have recently reviewed your loan for its rate change, and will be making the following adjustments to it:

	Current Value	New Value	Effective Date
Interest Rate	7.750%	8.000%	03-23-2023
Rate Index	7.750%	8.000%	

The new Interest Rate was determined by adding the rate index of 8.000% (Based on Wall Street Journal Prime) and a margin of 0.000%. Next, that rate was checked against all contractual limits of your loan.

Your new interest rate is 8.000%.

If you have any questions concerning this notice, please call our Loan Department at (860) 298-1430.

IMAGINEERS LLC

April 4, 2023

John Brendal
258 Hollister Way West
Glastonbury, CT 06033

NOTICE OF VIOLATION

Dear John,

We had previously notified you on January 25, 2023 that you were in violation of the rules for Meadow Hill, Inc. and that you had a tarp over your rear door of your unit and that this needed to be removed and you needed to make arrangements to have this door replaced with an approved style door. As of this date, nothing has been done to the door and I have not received an update from you on when you plan to attend to this issue. I have also left you a message asking for an update on this matter, and have received no response from you.

If you fail to take action in resolving this matter by April 30, 2023, we will have no choice but to schedule a hearing in which daily fines could be assessed against you until this issue is resolved.

Please remember that all exterior modifications at Meadow Hill, Inc. need to be approved by the Board. Therefore, please complete the attached variance request and submit to our office with a picture of the door that you are planning to install and the license and insurance verification for the contractor performing the installation. You can email this information to sduncan@imagineersllc.com or mail to 635 Farmington Avenue, Hartford, CT 06105.

Below are the standards for door replacements at Meadow Hill, Inc.:

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

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

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

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

Thank you in advance for your cooperation in this matter.

Kindest regards,

Sheila Duncan
Community Association Manager
Meadow Hill, Inc.

IMAGINEERS LLC

03/20/2023

Stanley Murzyn, Jr.
161 Hollister Way North
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
161 Hollister Way North
Account # 00156-7568

NOTICE OF VARIANCE APPROVAL WITH CONDITIONS

Dear Stanley Murzyn, Jr.

The Board of Meadow Hill, Inc. APPROVED the variance request that you submitted for the installation of a walkway at your unit with conditions. The request has been approved as detailed on your original variance request with the addition of the following conditions.

2.1 the walkway will be to provide a brief drop-off and pick-up "only."
2.2 when working with the curbing, the contractor will be sure the changes made are ADA compliant.

Please notify our office once the approved work has been completed. Enclosed is a copy of the signed variance. The original will remain on file with the Association.

Thank you for taking the time to forward your request.

Sincerely,

Sheila Duncan
Property Manager

IMAGINEERS LLC

03/16/2023

Bonnie-Lee Brooks
240 Hollister Way West
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
240 Hollister Way West
Account # 00156-7843

NOTICE OF VARIANCE APPROVAL
Mechanical Equipment.

Dear Bonnie-Lee Brooks:

The Board of Meadow Hill, Inc. APPROVED the variance request that you submitted for the installation of a generator at your unit. The request has been approved as detailed on your original form.

Please note that the location of the installation will be indicated to you by the site superintendent. He will be in touch to point out where the approved location is.

Thank you for taking the time to forward your request.

Sincerely,

Sheila Duncan
Property Manager

IMAGINEERS LLC

MEADOW HILL, INC.

NOTICE OF ANNUAL ELECTION

April 1, 2023

Meadow Hill Unit Owner:

The Annual Election Meeting for Meadow Hill, Inc. will be held on Tuesday, June 13, 2023 at 7:00pm. The primary purpose of this vote will be to elect three (3) members to the Board of Directors for 3-year terms and one (1) member to the Board of Directors for a 2-year term.

This year there are two (2) expiring terms currently held by Toni Dolan and Sandy O'Leary. There is also one (1) vacant term created by the resignation of Dawn Faucher.

Enclosed within this mailing is a candidate profile form, should you be interested in serving the community and seek election to the Board, we ask that the form be completed and returned to Imagineers no later than May 10, 2023.

A second mailing will be sent to all homeowners which will include all board candidate information of the homeowners who are seeking election. A proxy form will also be included with the second mailing for Homeowners to cast their votes if they do not plan to attend this meeting.

If you have any questions concerning this matter, you may contact Imagineers at 860-768-3419.

Signed,

Sheila Duncan

Sheila Duncan
Property Manager, Duly Authorized
Meadow Hill, Inc.

MEADOW HILL, INC.

CANDIDATE PROFILE

If you are interested in being a candidate for election to Meadow Hill Executive Board, please fill out this form and return to: (Complete the Word Form at http://MeadowHIll.net/CandidateProfile

Meadow Hill, Inc., Attn: Sheila Duncan,
C/O Imagineers, LLC, 635 Farmington Avenue, Hartford, CT 06105,

MANAGEMENT MUST RECEIVE THIS FORM NO LATER THAN May 10th, 2023.

Name of Candidate: _____

Address:_____

Owner Since:_____(Year)

Using the space below, please write a brief, legible summary of your background and reasons for candidacy. Feel free to include work history, issues of importance to you at Meadow Hill, work history, other affiliations or offices held, etc. This profile will be distributed along with the ballot.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

By submitting this form of candidacy and signing below, the undersigned attests to being available to attend at least 10 Board meetings annually, to be available for a minimum of 10 hours per month for Association business, to be willing to acquire background information and/or optional training on issues and Board functions, and to uphold applicable state laws and the Declaration, Bylaws and Rules of the Association and any amendments thereto.

Signature_____ Date_____

IMAGINEERS LLC

COMMITTEE REPORTS

IMAGINEERS LLC

April 4, 2023

Homeowner
Meadow Hill Inc.
Glastonbury, CT

Re: Notice and Comment Meadow Hill Inc. Proposed Rules Amendments

Dear Meadow Hill Homeowner,

This notice and comment is being provided to you pursuant to the Connecticut General Statutes 47-261b.

C.G.S. 47-261b(b) provides as follows:

Following adoption, amendment or repeal of a rule, the Association shall give all unit owners notice of its action and include with such notice a copy of any new or amended rule.

You are hereby provided notice that the Board of Directors intends to amend the Rules and Regulations of Meadow Hill Inc. Enclosed are the proposed rules.

Comments should be mailed to Sheila Duncan, Property Manager, Meadow Hill Inc., 635 Farmington Avenue, Hartford, CT 06105, faxed to 860-236-3951 or emailed to sduncan@imagineersllc.com in ample time to be received prior to April 19, 2023.

The Meadow Hill Inc. Board plans to adopt the new rules at their Board meeting to be held on Wednesday, April 19, 2023 at 1:30PM in the clubhouse.

Please contact Imagineers at 860-768-3419 if you have any questions regarding this notice.

Sincerely,

Sheila Duncan

Sheila Duncan
Property Manager

CC: Board of Directors

April 3, 2023

Memorandum

To: Meadow Hill Homeowners and Residents

From: Toni Dolan, President, Board of Directors

Re: Revised draft of Meadow Hill Rules

Attached to this memo is the draft of the most recent revisions to the Meadow Hill Rules document. These latest changes reflect the comments from community members as well as those from our attorney, Scott Sandler. You will note that Atty. Sandler offered both those that might be required by law and those that he considered advice rather than requirements.

As you will recall, earlier this year, a Rules Committee was appointed to review the current Meadow Hill rules to bring them up to date with our recently adopted governing documents, namely, the Declaration and Bylaws, as well as to hopefully bring some clarity to some areas that were not clearly defined. This committee, with members Kathy McCarthy-Proulx, Christine Keating, Sandy O'Leary, Jim Fuda, and I met several times to review and to discuss the necessary updates and some suggested language. We did research on what were necessary changes as required by law, what imprecise sections needed to be more clearly defined, and what areas might need updating given the date of the last document (2019).

This was done with the understanding that 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 . . . 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.

As we developed a final draft, we had two periods of "Notice and Comment" and received comments from only ***five*** community members. After both required periods of time were completed, we again met to review and discuss the suggested changes, and in some cases, made those revisions to the document. We then submitted changes to our association attorney for his review. At this point, the committee had done their work and a final draft was refined and is now in final draft form.

These rules are what govern everyday life here at Meadow Hill. It is important that you read this draft, familiarize yourself with it, noting the changes, and to attend the April 19th board meeting, and/or to submit written comments via Sheila Duncan at: SDuncan@imagineersllc.com. This will be the final period of "Notice and Comment" and the board will be listening to you for your input, after which we will be ready to vote on a final document. Please make every effort to offer your opinions. The board wants to ensure that we have heard from all interested parties before we make a final decision.

MEADOW HILL, INC. Effective May 15, 2023

Operating Policy

" Meadow Hill", MEADOW HILL, INC., (the Association) is operated and maintained as a residential age fifty-five plus (55+) community. To furnish a desirable and comfortable living environment, the Association provides the following facilities for use by 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 maintenance of the grounds and building's exteriors (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

Unit owners are responsible for some exterior maintenance. For example, they must maintain, repair, and replace patios, balconies, and porches assigned to their units as limited common elements. An owner must also maintain, repair, and replace any walkways he or she, or a predecessor in title, installed.

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 the Common Community (the Common Elements) are controlled by the governing Documents consisting of the Amended and Restated Declaration of Meadow Hill, A Common Interest Community("Declaration"), the Amended and Restated Bylaws of the Association ("Bylaws"), and the Rules of the Association ("Rules"), as amended from time to time, provided to all residents, and unit owners. All unit owners, tenants, and other residents are subject to the governing documents. Violators of any of the provisions set forth in these documents may be subject to disciplinary action imposed by the Executive Board. Questions pertaining to these operating policies should be referred to:

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

Rule 1: General

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

1.2. All Unit Owners, tenants, mortgagees, and occupants of Units shall comply with the Documents. The acceptance of a deed or the exercise of any Incident of ownership or the entering into a lease or the entering into occupancy of a Unit constitutes an 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. 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. The Board may, from time to time, grant exceptions when reasonable and appropro

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

1.5. Unit Owners are responsible for any damages caused directly or indirectly by themselves, guests, or their tenants and tenants' guests. Each Unit Owner will reimburse the Association for any damages to any other Unit or to the Common Elements caused intentionally, negligently or

by that Unit Owner's failure to properly maintain, repair or make replacements to his or her Unit and any equipment, property, or belongings within the Unit. The Association will be responsible for damage to Units caused intentionally, negligently, or by its failure to properly maintain, repair, or make replacements to Common Elements. If such expense is caused by the 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 communications in Meadow Hill between residents, contractors, staff, executive board members, the management company, and others may not include derogatory or discriminatory language. Civility and respect shall be always expected.

1.10. Owners, residents, and guests shall maintain decorum in all common areas including common buildings, recreational facilities, decks, 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 shall communicate about official business only with the Management Company, Maintenance Supervisor, Executive Board, and Committee Chairs, and never with contractors engaged by the Association without the Association's prior approval. All communication with those individuals and others, including residents, at Meadow Hill must 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 must only be paid to individuals authorized by the Executive Board to receive such payments. The Association 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 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 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 and Rules.

4.2. As stated in the Declaration~~s~~, unit leases or rentals must be for at least 1 year. 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~~.~~ Short-term rentals ~~are~~ prohibited including, but not limited to, those by services such as Airbnb and Verbo, are prohibited.

4.3 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.

4.4. Storage of items within garages must be neat, and 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.

4.5. 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.

4.6. In accordance with Sec. 47-261b (b) of the Connecticut Common Interest Ownership Act which states that "A rule regulating the 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 an event. All such flags and signs are limited to the unit and the four feet surrounding the unit and must not be attached such as to damage the unit. All such flags and signs may not exceed 18" x 24" in size. All other signs are prohibited without prior executive board approval, which may be withdrawn at any time.

Rule 5: Use of Residential Units and Garages

5.1. Use and occupancy restriction.

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

5.3. No electrical device creating electrical overloading of standard circuits may be used without permission from the Executive Board. Misuse or abuse of appliances or fixtures within a Unit that 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 bearing walls or partition walls between units require compliance with the following, prior to the performance of any work:

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 the owners remain the property of the unit and may be uninstalled and returned to the owner by Meadow Hill. All rights to allocate electrical service shall always 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 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.

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 the 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 the 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 the 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 loft storage spaces (i.e., attics) and porches of residential units are classified as limited common properties.

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. 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.

6.8. 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 white or off-white (or have such 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 the water during times of drought or state-mandated water restrictions. In the event of a violation of the 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, after Notice and Hearing, 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. The entry door is defined as the main, original entrance door of the unit. Entry doors may be metal, wood, fiberglass, or fiberglass wood grain which may be painted brown to match the current standard Meadow Hill door color, or depending on the unit siding color as follows:

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

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

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

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

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

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

7.6. All unit and garage numbers will be purchased, specified, and installed by the Association. The Executive Board will determine and approve the size, location, color, and style of all numbers. Each garage will have a unit number centered uniformly over the garage entrance. Each unit will

have a unit number centered uniformly over the main entry. Unit owners may request that additional numbers be placed in a specific or approximate convenient location to assist visitors, such requests are subject to Executive Board approval.

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

7.8 In order to protect the integrity of the vinyl siding and trim, no holes, nails, screws, hangers, or attachments of any kind may be made to the siding or trim without written permission of the Executive Board. The cost 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 the Association, it is the Unit Owner's responsibility to notify the Management Company before undertaking corrective action, so that the Association and its insurance company can assess the problem, determine responsibility, and if responsible, determine the method of restoration. The Association 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 unit owner must inform the Association's maintenance supervisor of all extended vacancies.

7.11 Pursuant to Section 6.6 of the Declaration, 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, after Notice and Hearing, as a common expense attributable to the unit.

b) After the Notice and Hearing, determine whether a fine is warranted for failure to repair, maintain, or replace the high-risk component.
c) Assess any cost of restoring damaged or destroyed portions of Meadow Hill, resulting from the owner's failure to abide by these maintenance standards, which is not covered by the Association's master insurance policy, solely against that owner's unit, after Notice and Hearing.

The following are defined as high-risk components:

a) Chimneys and Fireplaces – Residents may not use their fireplaces 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***. Unit owners are responsible for scheduling and paying for cleanings.

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 a 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 is 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 to maintain, repair, and replace each of these components as required. It is also the owner's responsibility to inspect each component and to provide documentation to the Association as part of any 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 in accordance with the at least the minimum standards set by the State of Connecticut and the Town of Glastonbury. Only licensed contractors and professionals may perform work at Meadow Hill. Unit owners are responsible for any damage to the condominium caused by any work performed by, or at the direction of, the owner.

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. The Association is responsible for obtaining and maintaining property insurance covering the condominium buildings, including the units, pursuant to Article XX of the Declaration.

8.3. All Unit Owners are responsible for obtaining and maintaining condominium insurance protection for their units (HO6) including a minimum of $50,000 of building or dwelling coverage, and on all their personal properties, together with liability coverage. A copy of the said policy shall be made available at the request of the management company.

8.4. Any damage must be promptly reported to the Executive Board and management company immediately following the occurrence thereof.

8.5. Nothing shall be done or kept within Meadow Hill presenting an increase in exposure that could potentially impact the rate of insurance which will increase the rate of insurance on any of the buildings or contents thereof, without the 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, 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 designated 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 the 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 that 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, trucks, SUVs, and vans, specifically excluding, however, commercial vehicles, campers, and vehicles having more than 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 to access 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 the 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. Pets, service, and support animals may not be kept, bred, or maintained for any commercial

purposes. The Executive Board, after Notice and Hearing, may require that any pet, service, or support animal causing or creating a nuisance or unreasonable disturbance, or noise ~~may~~ be permanently removed from the Property.

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, support, or service animals may be kept in any Garage Unit. Dogs shall not 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, support, and service animal owners must pick up their animals' droppings in all areas of the Property. The pet, support, 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 animals must satisfy the licensing and immunization requirements of the State of Connecticut and the Town of Glastonbury. Service Animals will be permitted for those persons holding certificates of necessity. Dogs must be leashed and must be under the direct supervision or control of a resident when outside the owner's unit. 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 wooded and outside perimeter areas designated for such use by the Executive Board. The outside perimeter area for this purpose includes the 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 Service and support animals as defined under the Americans with Disabilities Act ("ADA") are subject to all of 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. The limit applies to pets. Service and support animals are not counted as pets. Therefore, a resident may have two pets, plus the number of required service or support animals.

10.6 Pets are limited to a maximum weight of fifty (50) pounds. Unit owners with pets exceeding this limit, as of the effective date of this Rule, may keep those pets. However, any pet acquired after the effective date of this Rule must comply with the weight limitation.

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, the 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 an event is a social event organized primarily for all Meadow Hill residents. Any events not meeting the requirements for "All Resident" events are considered "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. The Association shall charge 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, the Association shall require a 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 n a Calendar of Events to be held at the Clubhouse and provide a copy to the chairperson 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 the 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, for which an admission fee will be charged, may be held at the Clubhouse.

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

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

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

Rule 12: Swimming Pool, Enclosed Pool Area

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

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

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

12.4. Swimmers should be always cautious 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:
9:00 am – 1:00 pm and 3:30 pm – 8:00 pm

12.7. Diapers and incontinent people are not allowed in the swimming pool unless they are appropriately attired with protective outer garments.

12.8. Glassware is not allowed within the enclosed pool area. Unbreakable water bottles are allowed.

12.9. Food and alcoholic beverages are not permitted within the enclosed pool area.

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 must 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, 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 must 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 pool 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 pickleball. Off-season, while all nets are down, resident pets may use the courts for unleashed dog recreation. 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 being acquainted with and understand these rules.

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

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

Rule 14: Stables

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

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

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

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

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

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

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

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

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

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

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

a. first come, first serve basis.

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

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

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

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

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

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

Rule 15: Greenhouse

15.1. The greenhouse is maintained for the enjoyment and convenience of residents for the storage of plants.

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 must 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 Executive Board 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. The Executive Board 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 by either the property manager or the Executive Board.

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 and foreclosure, if necessary. Collection costs shall also include any administrative fees charged by the Association's management company in turning over and monitoring accounts that are in collection.

Payment received shall be applied:

First, to the oldest monthly Common Expense balance due.

Second, to interest.

Third, to late fees.
Fourth, to outstanding fines, if any.

Fifth, to any special assessments.

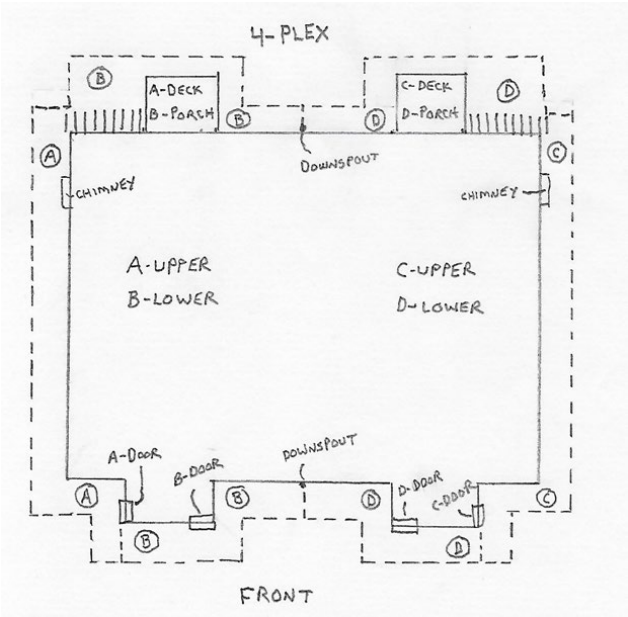
Sixth, to any other Common Expenses assessed in accordance with the Association's governing documents.

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

Rule 21: Owner and Meadow Hill Grounds Responsibilities

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

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

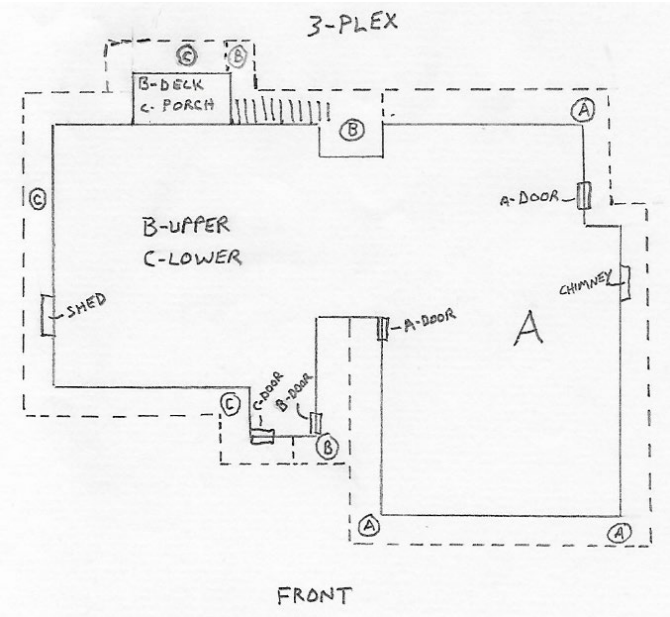


21.2. Unit Owners may choose and maintain plantings in designated beds around their units not to exceed an area of 4 feet from the foundation without approval from the Executive Board. Removal of live shrubs and trees or the planting of new shrubs and trees must be approved by the Executive Board or by the Maintenance Supervisor and Grounds Committee chair. Procuring such plantings, shrubs, and trees will be at the owner's expense.

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

21.4. Except as covered by the Do Not Touch List, Owners must at all times maintain their designated areas in a reasonably presentable state and such that Meadow Hill, Inc. can weed, trim and mulch. If an owner does not or cannot maintain their beds Meadow Hill, Inc., may, after notice, restore it to such state, including removal of trees, shrubs, and plants. The Executive Board may assess the owner reasonable charges for such restoration.

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

OLD BUSINESS

IMAGINEERS LLC

NEW BUSINESS

MEADOW HILL, INC.

VARIANCE REQUEST

NAME: Luther & Denise Weeks UNIT NUMBER: 334

ADDRESS: 334 Hollister Way West

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

Roof vent for ceiling fan in 3-season room where we are installing hot tub.
Estimated date of completion: mid-May to mid June 2023.

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: L & D Weeks Date: 4/5/2023

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:

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/31/2023

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

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

PRODUCER		
The Roberts Agency, Inc. 31 Tunxis Avenue Bloomfield, CT 06002	CONTACT NAME: Holly Gerner	
	PHONE (A/C, No, Ext): (860) 242-7726 218	FAX (A/C, No): (860) 242-5505
	E-MAIL ADDRESS: GernerH@RobertsIns.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : MESA Underwriters	
INSURED Crystal Bay Construction Co., LLC 7 Sunrise Drive Columbia, CT 06237	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL2333109201 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			MP0006001042005	08/17/2022	08/17/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Evidence of Insurance.

CERTIFICATE HOLDER

Luther Weeks
334 Hollister Way
Glastonbury CT 06033

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

Jennifer Semple

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STATE OF CONNECTICUT ✦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

CRYSTALBAY CONSTRUCTION CO LLC
7 SUNRISE DRIVE
COLUMBIA, CT 06237

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

HOME IMPROVEMENT CONTRACTOR

Registration #: HIC.0625721
Effective: 04/01/2023
Expiration: 03/31/2024

Michelle Seagull

Michelle Seagull, Commissioner

Deliver to Luther
Glastonbury 06033
Home & Kitchen
Search Amazon
EN
Hello, Luther
Account & Lists
Returns
& Orders
0

All Buy Again Prime Video Customer Service Today's Deals Amazon Basics

06 44 05

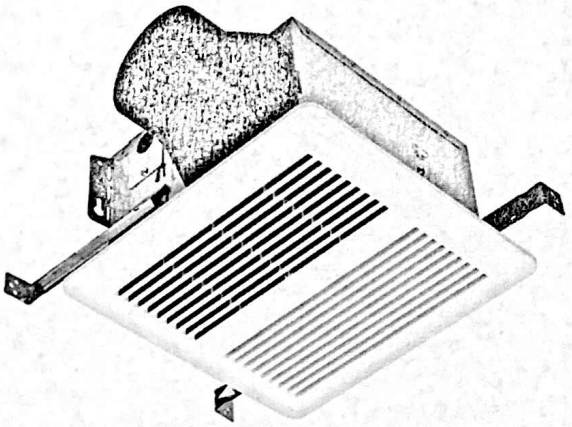
Amazon Home Shop by Room Discover Shop by Style Home Décor Furniture Kitchen & Dining Bed & Bath Garden & Outdoor Home Improvem

Tools & Home Improvement › Building Supplies › HVAC › Ventilation Fans

Sponsored

Last purchased Mar 30, 2023
Size: **100 CFM, 0.8 Sone, Humidity Sensing**

View order | Helpful information | Set reminder



Roll over image to zoom in

KAZE APPLIANCE SNP100H | 100 CFM | 0.8 Sone | Humidity Sensing | No Attic Access Required Bathroom Ventilation Exhaust Extractor Fan

Visit the KAZE APPLIANCE Store
258 ratings

-22% $124.50
List Price: ~~$159.50~~

Two-Day
FREE Returns

With **Amazon Business**, you would have **saved $76.45** in the last year. Create a free account and **save up to 1%** today.

Thank you for being a Prime member. Get $100 off: Pay $24.50 ~~$124.50~~ upon approval for the Amazon Prime Rewards Visa Card.

Size:
100 CFM, 0.8 Sone, Humidity Sensing

Brand	KAZE APPLIANCE
Electric fan design	Exhaust Fan
Power Source	AC
Style	Modern
Product Dimensions	9"D x 9"W x 6"H

See more

About this item

- CEILING OPENING SIZE - Please note the ceiling opening requirement is 9 x 9 inch, resizing your ceiling opening will be needed

$124.50
Two-Day
FREE Returns

FREE delivery **Thursday, April 6.** Order within 9 hrs 44 mins

Deliver to Luther - Glastonbury 06033

In Stock

Qty: 1

Add to Cart

Buy Now

Payment	Secure transaction
Ships from	Amazon
Sold by	KAZE GROUP
Packaging	Shows what's inside

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Support: Free Amazon product support included

Add a Protection Plan:

- ☐ 4-Year Protection for $29.99
- ☐ 3-Year Protection for $21.99
- ☐ Add a gift receipt for easy returns

Add to List

Buy it on Amazon Business

Save up to 1% on this product with business-only pricing.

Create a free account

New (2) from
$124.50

Just for Pros: Access Tools and Benefits Built for Business

You're shopping
Stamford
OPEN until 10 pm

Delivering to
06902

4" roof vent

Cart | 0 items

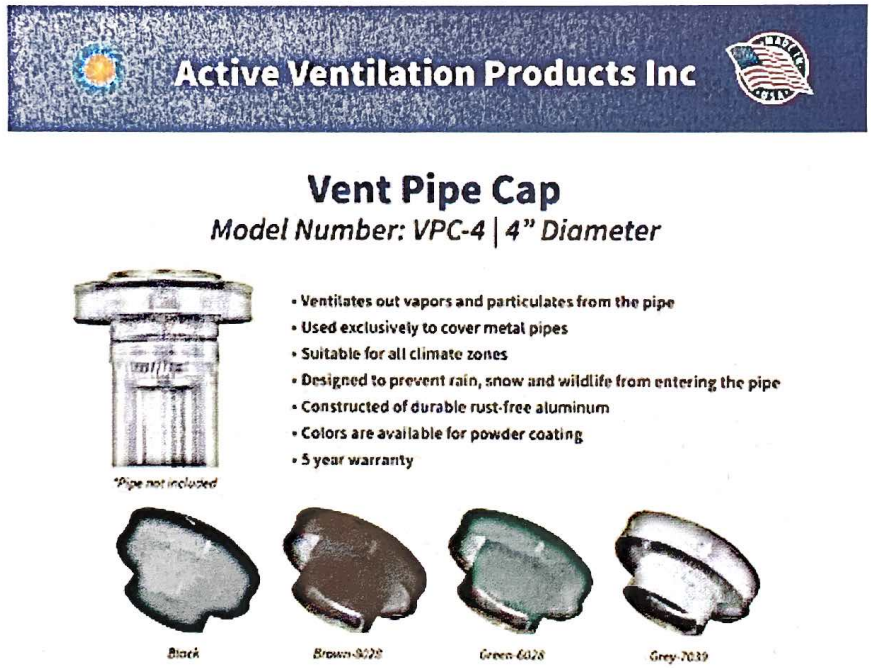
Internet #316955996 Model #VPC-4-BR Store SKU #1007498321

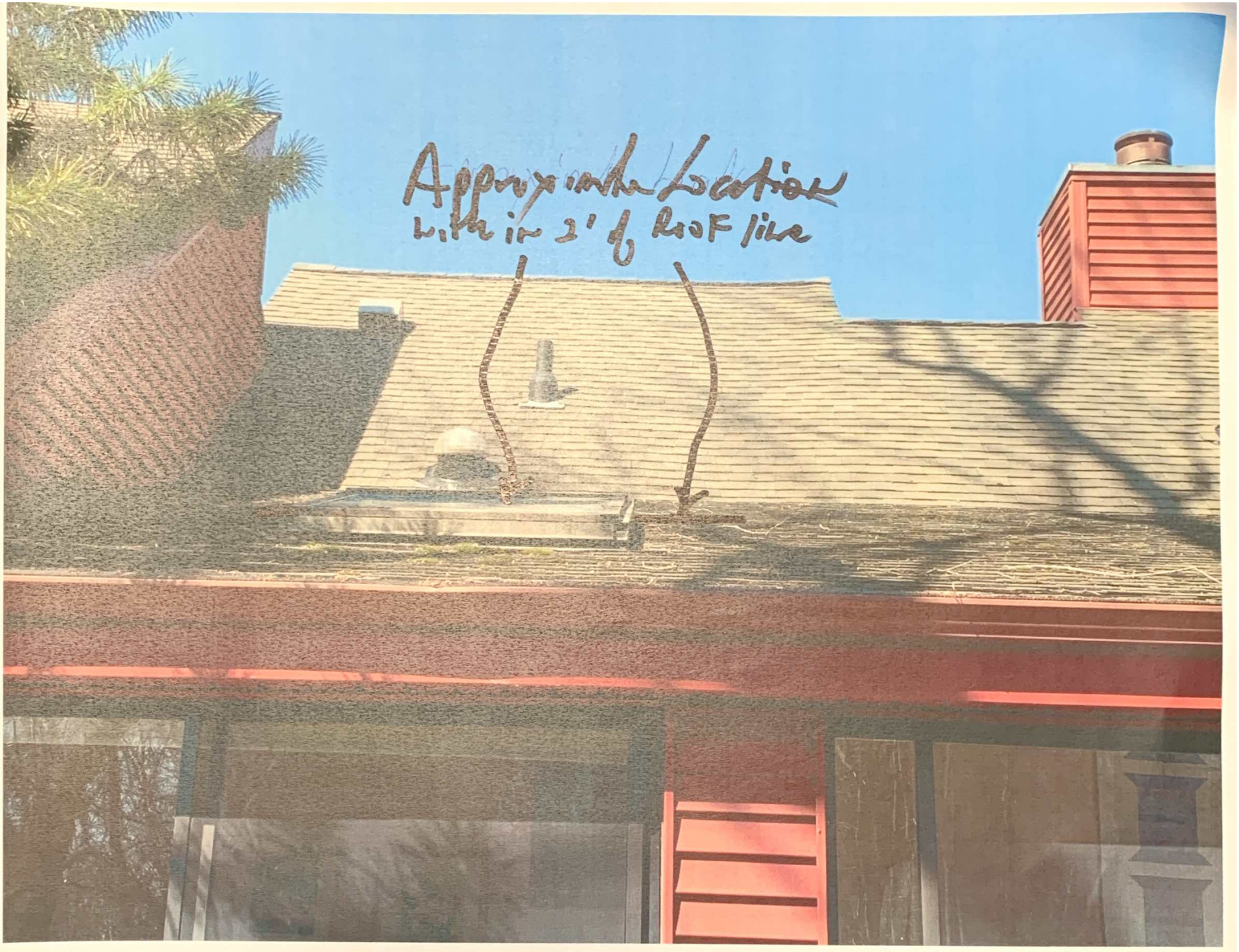
Active Ventilation

4 in. Diameter Aluminum Static Roof Vent Pipe Cap in ~~Brown~~ Black

(12) Questions & Answers (5)

Live Chat
Feedback




Approximate Location
within 2' of Roof line