



MEADOW HILL
BOARD PACKET
June 21, 2023



MEADOW HILL, INC.
BOARD MEETING
June 21, 2023 AGENDA

MEETING TO BE HELD IN PERSON AT CLUBHOUSE
1:30PM BOARD MEETING

EXECUTIVE SESSION MEETING 1:00 – BOARD ONLY

1. Executive Session – 1:00PM - 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. Election of Officers
3. Minutes
4. Financial Reports (Treasurer)
5. Maintenance Superintendent Reports
 - Superintendent Report/Maintenance & Work order review
 - Project List
6. Manager's Report
 - Calendar Review
 - Correspondence
7. Committee Report
 - Grounds Committee
 - Tree Committee
 - Communications Committee
 - Long Term planning Committee
 - Rules Committee
 - Social Committee
 - Hospitality Committee
 - Fire Rebuild Committee
 - Maintenance Committee
8. Open Forum – Owners may provide input, commentary and ask questions (Floor is Open)
9. Old Business
 - Aluminum Wiring Remediation
 - Rules Section 21.3 Update and Discussion
 - Fire Rebuild Insurance Funding and Unit Owners Share
 - Any other old business?

10. 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
 - 84 HWS Variance request window & door replacement
 - Any other homeowner variance requests to approve?
4. 2023 Meadow Hill Directory Status
5. Any other new business to discuss?

11. Adjournment



MINUTES

Meadow Hill, Inc.

Minutes of Executive Board Meeting

May 17, 2023

Executive Session

The Executive Session convened at 12:45 PM by President Toni Dolan with Board Members present: Vice-President Ed Litke, Secretary Jim Fuda, Directors, Dave Faxon, Sandy O’Leary, and Ron King. 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 1:25 PM.

Open Session

The Open Session of the Executive Board Meeting convened at 1:32 PM

Roll Call: Present were President Toni Dolan, Vice-President Ed Litke, Secretary Jim Fuda, and Directors, Dave Faxon, Sandy O’Leary, and Ron King.

President’s Remarks: President Dolan greeted and thanked all attending and made a special announcement as this was her last Board meeting as President. She expressed gratitude and praise to all the volunteers, committees, and past Board members for all their support to her during her Presidency and for the unselfishness of all who volunteer at Meadow Hill to make it the community it is.

Hearings

Public hearings were conducted by the Board.

- Unit #258 / John Brendal –prior to the start of the hearing, Secretary Jim Fuda recused himself as he is a direct neighbor of Mr. Brendal. Mr. Fuda left the table and sat in the audience. The hearing was conducted following two notices of violation were sent and no response was received from the Unit Owner. Mr. Brendal shared he has been hampered by supply chain issues and the measurements of the door require a custom non-stock door. He indicated he has placed an order with Home Depot. The door should be installed in 6 to 8 weeks. The Board will render a decision within 30- days.

Mr. Fuda returned to his Board seat after the hearing of Unit #258.

- Unit #76 / Mark Pawshuk - Mr. Pawshuk requested the Board consider ending his suspension of the use of the amenities. He stated he was sorry for his past behavior and has not had any recent incidents. Testimony of support was provided by Unit Owners Theresa Purcell (#50), Kathy Collins (#272), and Linda Fillion (#182).

At the request of Vice President Litke, Sheila Duncan noted the history of past behaviors resulting in the suspension of privileges to use the amenities and the fines. Noted were the initial improper use of the clubhouse and behavior, public urination leading both resulting in arrests by the Glastonbury Police Department, and alleged harassment of a female at the pool.

The Board will render a decision within 30 days.

Minutes – Minutes of the April 19, 2023, Executive Board Meeting were unanimously approved by e-mail vote (Yes-6, No-0) on 5/4/2023.

Treasurer's Report – Sheila Duncan provided an overview of the financials included in the Board Packet.

Maintenance Report - Darien Covert reported that Work Orders are being responded to and addressed. Work completed this month from the Project List were – garden plots rototilled, irrigation system running, the pool being prepped for Memorial Day weekend opening, and stairs near the pool and Unit #129 to be repaired.

Manager Report – Sheila Duncan of Imagineers reported the annual review of the employee dental plan was in process, the pool inspection is scheduled for May 24th, and an executed Hold Harmless Agreement from Unit # 324 (Luther Weeks) was received.

Committee Reports

- 1) Grounds – Mike Prouix, Committee Chair reported the approved Spring Planting Plan is underway with plants being ordered this week and planting to start the week of 5/22. A second pollinator garden has been tilled and seeded and Mike is looking for volunteers to water the garden until it is established. He also noted that signs have been added in memory of former Ground Committee volunteers – Jack Raycroft and Norman Gordon. Consultation with the District Soil Conservation Service for evaluation of planting grass recommended soil testing be done. This is a free service of the SCS and will be done prior to the fall.
- 2) Trees – The budget will be submitted to the Board once the estimate from Watson Tree is submitted to the Tree Committee.
- 3) Long-Term – Jim Fuda, Committee Chair reported the aluminum wiring remediation project is continuing with 40% of the units completed as of last week. Work will continue to be scheduled as long as the connectors are available. The delay in the supply chain for connectors in filling the order is delaying the estimate of a completion date.

The committee is developing a report on options for revenue generation for the Hollister House. The report will be submitted to the new Board for their review.

- 4) Rules – Toni Dolan, Committee Chairperson reported comments from the April meeting from residents were reviewed and changes made. The final version was included in the May Board packet. Comments from the residents expressed a concern that changes to Section 21.3 was a major change from the April version and wanted more time and a process for input before the Board voted on the Rules. After hearing further comments

from those in attendance the Board acted. on as follows: Jim Fuda proposed the following motion: to approve the proposed Rule Changes dated 05/08/2023 which were included in the May 17th Board Packet except for Section 21.3. Section 21.3 will be open to comments in writing from residents for the Board to consider before finalizing Section 21.3 at a later date. The motion was seconded by Ed Litke and unanimously approved by the Board (Yes-6, No-0). Motion passed.

- 5) Fire Rebuild – Jim Fuda reported the building construction is complete and the units are both occupied by the Dolans and Molly. Site work and restoration of grass and landscape areas are being completed by our Maintenance Staff as part of the Rebuild project. The final electric service is still delayed. Once the parts are received, permanent electric service connections will be made, and the units and all garages able to have power. The resolution of insurance funding is ongoing and will be finalized in the next thirty days. The approximate Unit Owner cost is \$1,200 per unit. Once the number is finalized a letter will be sent to each Unit Owner.
- 6) Maintenance – Bob Kolwicz, Committee Co-Chair reported the inspection for walls and stairs was completed. The report identified two locations of stairs that need repair. A Work Order was submitted and discussed at the weekly Maintenance meeting. Darien is addressing the request. Bob also identified a section of rotting fascia board at the Clubhouse to be replaced and an area of erosion near a section of the wall which will be discussed with the Unit Owner.
- 7) Social- Sandy O’Leary, Chair of the Committee information has been sent out for the May 25th “Meet and Greet” event and plans are being formulated for an early summer event.

Open Forum

- 1) Deb Wellington (#292) – questioned why the proposed rule changes did not restrict access to Dogwood Lane. She also suggested we should allow residents to pay for their estimated costs of the Special Assessment for the Aluminum Wiring Remediation Project to save interest costs.
- 2) Roger Bouchard (#171) noted one dead tree and one stressed from trees near the tennis courts. Darien to address.
- 3) Walter Brownsword (#272) – noted many areas of mature landscaping needs to be evaluated and addressed. He also inquired what the process is for the enforcement of the Rules.
- 4) Mike Proulx (#314) – was not in favor of the change to paragraphs 21-3 and suggested more time is needed.
- 5) Kathy Proulx (#314) – opposed the proposed change to paragraph 21.3 of the Rules and suggested more time is needed.
- 6) Susan Wallace (#227) – suggested more time is needed for the review of the recent changes to the Rules.

Old Business - None

New Business

- 1) Unit #105 (Vicki Germani) Variance request for the installation of new windows was approved unanimously. The motion for approval was made by Jim Fuda and seconded by Sandy O’Leary and received 6 Yes, 0 No votes. Motion carried.

- 2) Unit #102 (Brenda Berk) Variance request for the conversion of her existing three-season room to a year-round room was approved unanimously. The motion for approval was made by Jim Fuda and seconded by Dave Faxon and received 6 Yes, 0 No votes. Motion carried.
- 3) Central Paving Proposal dated 10/11/2022 and revised and explained by Darien. The proposal contains three items. Item 1 and 2 provides a scope and fee for paving at two locations (near Unit #112 and near Unit #139). The third item is to provide a paved ramp in place of stairs near Unit #50. The Board took the following actions:
 - a A motion was made by Jim Fuda, and seconded by Ed Litke to not approve Item #3, the paved ramp in place of stairs at Unit #50 and to direct Darien Covert to repair the existing two stairs. The motion was unanimously approved. 6 Yes, 0 No votes. Motion carried.
 - b A motion was made by Jim Fuda and seconded by Ron King to approve the proposal for Items 1 (Unit #139) and 2 (Unit #112) totaling \$797.63. The motion was unanimously approved. 6 Yes, 0 No votes. Motion carried.

Adjourn - The meeting was adjourned at 3:13 PM. Jim Fuda moved, seconded by Ron King, and unanimously approved by the Board (6- Yes, 0 – No).

Time of adjournment – 3:13 PM

Minutes submitted by: Jim Fuda

Minutes approved by email vote 06/02/2023; Yes, 6– No, 0

Email Votes – 04/20/2023 to 05/16/2023 The following votes were made since the last Board meeting and are recorded as part of these notes:

- 05/04 – The motion to approve the minutes of the April 19, 2023, Executive Board Meeting by Toni Dolan and seconded by Jim Fuda, was unanimously approved by e-mail vote (Yes-6, No-0) on 5/04/2023.



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of May 31, 2023

	<u>Balance May 31, 2023</u>	<u>Balance Apr 30, 2023</u>	<u>Change</u>
<u>Assets</u>			
Operating Cash			
1103 - Webster Debit Checking	2,320.11	633.19	1,686.92
1105 - Key Bank - Checking	1,311.78	1,311.78	0.00
1140 - Operating Checking - Pacific Premier Bk	346.01	922.16	(576.15)
1145 - PPB Inc Claim 06C00716	14,482.62	48,500.00	(34,017.38)
1146 - PPB Segregated: SA Wire (Loan) 2023	16,417.10	16,417.10	0.00
1170 - Segregated Funds - Insurance	4,000.00	8,700.00	(4,700.00)
Total Operating Cash	38,877.62	76,484.23	(37,606.61)
Money Market			
1303 - Key Bank Money Market	36,795.99	36,702.31	93.68
1340 - Money Market - Pacific Premier Bank	130,319.30	130,297.17	22.13
Total Money Market	167,115.29	166,999.48	115.81
Certificates of Deposit			
1401 - Key Bank CD	121,784.30	121,784.30	0.00
Total Certificates of Deposit	121,784.30	121,784.30	0.00
Accounts Receivable			
1600 - Accounts receivable	1,972.66	2,308.19	(335.53)
1602 - A/R Long-Term Special Assessment	683,315.86	683,315.86	0.00
1604 - Accounts Receivable Reserves	114,740.58	106,990.58	7,750.00
1605 - Reserve Recievable - WindsorFed Ln Payof	3,533.89	3,533.89	0.00
Total Accounts Receivable	803,562.99	796,148.52	7,414.47
Prepaid Expenses			
1701 - Prepaid Insurance	98,651.00	105,471.35	(6,820.35)
Total Prepaid Expenses	98,651.00	105,471.35	(6,820.35)

Balance Sheet Report Meadow Hill, Inc.

As of May 31, 2023

	<u>Balance May 31, 2023</u>	<u>Balance Apr 30, 2023</u>	<u>Change</u>
<u>Assets</u>			
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00
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	<u>10,140.35</u>	<u>10,140.35</u>	<u>0.00</u>
Total Assets	<u>1,240,131.55</u>	<u>1,277,028.23</u>	<u>(36,896.68)</u>
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	143,646.80	60,814.38	82,832.42
2101 - Insurance payable	56,849.44	71,069.14	(14,219.70)
2103 - Due to Reserves	60,538.58	64,538.58	(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	24,350.67	22,966.68	1,383.99
2203 - Deferred Insurance Claim Income	0.00	47,387.00	(47,387.00)
2302 - Accrued Expenses	19,220.00	17,500.00	1,720.00
Total Current Payables	<u>304,222.10</u>	<u>283,892.39</u>	<u>20,329.71</u>
Prepays			
2208 - Deferred SA Income	541,366.00	594,244.00	(52,878.00)
Total Prepays	<u>541,366.00</u>	<u>594,244.00</u>	<u>(52,878.00)</u>

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

	<u>Balance May 31, 2023</u>	<u>Balance Apr 30, 2023</u>	<u>Change</u>
<u>Liabilities</u>			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	320,684.00	267,806.00	52,878.00
Total Long Term Payables	320,684.00	267,806.00	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	1,454,382.90	1,434,053.19	20,329.71
<u>Owners' Equity</u>			
Members Equity			
3100 - Members Equity	(194,367.40)	(194,367.40)	0.00
Total Members Equity	(194,367.40)	(194,367.40)	0.00
Replacement Reserves			
3200 - Replacement Reserve	225.72	225.72	0.00
3203 - Fixed Asset Fund	4,472.69	4,472.69	0.00
Total Replacement Reserves	4,698.41	4,698.41	0.00
Total Owners' Equity	(189,668.99)	(189,668.99)	0.00
Net Income / (Loss)	(24,582.36)	32,644.03	(57,226.39)
Total Liabilities and Equity	1,240,131.55	1,277,028.23	(36,896.68)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

May 01, 2023 thru May 31, 2023

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Association Fee Income								
4100 - Association Fee Income	56,802.00	56,800.00	2.00	284,010.00	284,002.00	8.00	681,605.00	397,595.00
4405 - CAI Rental	695.00	695.00	0.00	3,475.00	3,473.00	2.00	8,335.00	4,860.00
Total Association Fee Income	57,497.00	57,495.00	2.00	287,485.00	287,475.00	10.00	689,940.00	402,455.00
Special Assessment Income								
4201 - Special Assessment Loan 2023	52,878.00	0.00	52,878.00	158,634.00	0.00	158,634.00	0.00	(158,634.00)
Total Special Assessment Income	52,878.00	0.00	52,878.00	158,634.00	0.00	158,634.00	0.00	(158,634.00)
Income Charged by Unit								
4300 - Late fee income	100.00	38.00	62.00	475.00	188.00	287.00	450.00	(25.00)
4301 - Miscellaneous income	(3.64)	41.00	(44.64)	(3.64)	208.00	(211.64)	500.00	503.64
4302 - General fine income	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
4305 - Insufficient funds fee	0.00	0.00	0.00	25.00	0.00	25.00	0.00	(25.00)
4306 - Statement fee income	(40.00)	0.00	(40.00)	(40.00)	0.00	(40.00)	0.00	40.00
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	56.36	79.00	(22.64)	486.36	396.00	90.36	950.00	463.64
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	0.00	63.00	(63.00)	450.00	313.00	137.00	750.00	300.00
4401 - Insurance claim income	142,025.60	0.00	142,025.60	276,051.31	0.00	276,051.31	0.00	(276,051.31)
4406 - Social Fund Income	0.00	188.00	(188.00)	1,200.00	938.00	262.00	2,250.00	1,050.00
4407 - Ins. Claim Income - unit 227	0.00	0.00	0.00	4,204.53	0.00	4,204.53	0.00	(4,204.53)
Total Other Income Assoc Level	142,025.60	251.00	141,774.60	281,905.84	1,251.00	280,654.84	3,000.00	(278,905.84)
Interest/Reserve Income								
4502 - Interest Income Reserves	0.00	16.00	(16.00)	60.91	83.00	(22.09)	200.00	139.09
Total Interest/Reserve Income	0.00	16.00	(16.00)	60.91	83.00	(22.09)	200.00	139.09
Total Meadow Hill, Inc. Income	252,456.96	57,841.00	194,615.96	728,572.11	289,205.00	439,367.11	694,090.00	(34,482.11)

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc.
May 01, 2023 thru May 31, 2023

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Professional Fees								
5100 - Management Fee	2,859.13	2,896.00	(36.87)	14,344.92	14,479.00	(134.08)	34,750.00	20,405.08
5101 - Legal Fees	31.50	84.00	(52.50)	2,928.75	417.00	2,511.75	1,000.00	(1,928.75)
5102 - Accounting Fees	0.00	0.00	0.00	275.00	0.00	275.00	5,000.00	4,725.00
Total Professional Fees	2,890.63	2,980.00	(89.37)	17,548.67	14,896.00	2,652.67	40,750.00	23,201.33
Utilities								
5200 - Electricity	3,338.13	1,791.00	1,547.13	11,327.45	8,958.00	2,369.45	21,500.00	10,172.55
5205 - Gas	624.22	1,084.00	(459.78)	6,532.31	5,417.00	1,115.31	13,000.00	6,467.69
5206 - Water	3,486.95	3,334.00	152.95	11,384.23	16,667.00	(5,282.77)	40,000.00	28,615.77
5207 - Sewer	1,700.00	2,000.00	(300.00)	8,280.00	10,000.00	(1,720.00)	24,000.00	15,720.00
5210 - Trash Removal	2,618.65	2,625.00	(6.35)	13,129.93	13,125.00	4.93	31,500.00	18,370.07
5211 - Telephone	549.96	334.00	215.96	2,065.30	1,667.00	398.30	4,000.00	1,934.70
Total Utilities	12,317.91	11,168.00	1,149.91	52,719.22	55,834.00	(3,114.78)	134,000.00	81,280.78
Administrative								
5308 - Miscellaneous Admin	10.00	250.00	(240.00)	3,248.46	1,250.00	1,998.46	3,000.00	(248.46)
5313 - Communications - LARK	142.54	41.00	101.54	142.54	208.00	(65.46)	500.00	357.46
5314 - Welcome Committee	0.00	13.00	(13.00)	0.00	63.00	(63.00)	150.00	150.00
Total Administrative	152.54	304.00	(151.46)	3,391.00	1,521.00	1,870.00	3,650.00	259.00
Insurance								
5400 - Master Insurance Policy	13,139.60	10,584.00	2,555.60	65,700.00	52,917.00	12,783.00	127,000.00	61,300.00
5401 - Worker's Compensation	312.00	666.00	(354.00)	8,120.00	3,333.00	4,787.00	8,000.00	(120.00)
5403 - Health Insurance	2,123.28	2,153.00	(29.72)	8,685.57	10,765.00	(2,079.43)	25,836.00	17,150.43
5407 - Insurance Loss Expense	197,986.03	0.00	197,986.03	332,011.74	0.00	332,011.74	0.00	(332,011.74)
5409 - Automobile Insurance	232.75	200.00	32.75	1,161.75	1,000.00	161.75	2,400.00	1,238.25
5410 - Ins. Claim Expenses - unit 227	0.00	0.00	0.00	4,204.53	0.00	4,204.53	0.00	(4,204.53)
Total Insurance	213,793.66	13,603.00	200,190.66	419,883.59	68,015.00	351,868.59	163,236.00	(256,647.59)

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

May 01, 2023 thru May 31, 2023

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Payroll								
5501 - Payroll-Maintenance	12,070.90	10,272.00	1,798.90	53,179.40	51,360.00	1,819.40	123,265.00	70,085.60
5503 - Payroll-Bonus	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
5504 - Payroll-Snow	0.00	166.00	(166.00)	610.00	833.00	(223.00)	2,000.00	1,390.00
5508 - Payroll-Mileage	0.00	0.00	0.00	66.60	0.00	66.60	0.00	(66.60)
5506 - Employer Payroll Taxes	906.30	786.00	120.30	4,697.40	3,929.00	768.40	9,430.00	4,732.60
5507 - Payroll Service Fees	207.05	175.00	32.05	994.85	875.00	119.85	2,100.00	1,105.15
Total Payroll	13,184.25	11,399.00	1,785.25	59,598.25	56,997.00	2,601.25	136,795.00	77,196.75
Grounds Maintenance								
5600 - Landscaping Maint. Contract	9,126.24	9,126.00	0.24	18,252.48	27,379.00	(9,126.52)	73,010.00	54,757.52
5606 - Tree Maintenance	0.00	408.00	(408.00)	0.00	2,038.00	(2,038.00)	4,890.00	4,890.00
5607 - Mulching-Perimeters	0.00	484.00	(484.00)	5,727.55	2,417.00	3,310.55	5,800.00	72.45
5609 - Fertilization	0.00	584.00	(584.00)	0.00	2,917.00	(2,917.00)	7,000.00	7,000.00
5611 - Snow Removal Supplies	0.00	334.00	(334.00)	129.68	1,667.00	(1,537.32)	4,000.00	3,870.32
5616 - Road/Walks Repairs	0.00	166.00	(166.00)	0.00	833.00	(833.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm	0.00	388.00	(388.00)	425.40	1,166.00	(740.60)	3,110.00	2,684.60
Total Grounds Maintenance	9,126.24	11,490.00	(2,363.76)	24,535.11	38,417.00	(13,881.89)	99,810.00	75,274.89
Amenities Maintenance								
5701 - Pool Supplies/Repairs	150.00	175.00	(25.00)	150.00	875.00	(725.00)	2,100.00	1,950.00
5702 - Amenities	0.00	34.00	(34.00)	463.66	167.00	296.66	400.00	(63.66)
5714 - Social Fund	0.00	188.00	(188.00)	1,171.61	938.00	233.61	2,250.00	1,078.39
Total Amenities Maintenance	150.00	397.00	(247.00)	1,785.27	1,980.00	(194.73)	4,750.00	2,964.73
Maintenance & Repairs								
5803 - Pest Control	313.73	225.00	88.73	720.46	1,125.00	(404.54)	2,700.00	1,979.54
5804 - Maintenance Supplies	1,601.17	334.00	1,267.17	3,211.89	1,667.00	1,544.89	4,000.00	788.11
5805 - Truck Maintenance & Fuel	99.00	209.00	(110.00)	719.20	1,042.00	(322.80)	2,500.00	1,780.80
5811 - Equipment Maint. Misc & Fuel	0.00	125.00	(125.00)	195.92	625.00	(429.08)	1,500.00	1,304.08

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

May 01, 2023 thru May 31, 2023

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Maintenance & Repairs								
5900 - Building Maintenance	1,226.75	500.00	726.75	1,449.51	2,500.00	(1,050.49)	6,000.00	4,550.49
Total Maintenance & Repairs	3,240.65	1,393.00	1,847.65	6,296.98	6,959.00	(662.02)	16,700.00	10,403.02
Reserves and Miscellaneous								
6102 - Association Income Tax	0.00	59.00	(59.00)	0.00	292.00	(292.00)	700.00	700.00
6103 - Truck Taxes	114.40	59.00	55.40	1,559.29	292.00	1,267.29	700.00	(859.29)
6105 - Contribution To Reserves General	7,750.00	7,750.00	0.00	38,749.00	38,749.00	0.00	92,999.00	54,250.00
6120 - WF Loan # 75521651 Interest	1,950.88	0.00	1,950.88	7,150.05	0.00	7,150.05	0.00	(7,150.05)
Total Reserves and Miscellaneous	9,815.28	7,868.00	1,947.28	47,458.34	39,333.00	8,125.34	94,399.00	46,940.66
Total Meadow Hill, Inc. Expense	264,671.16	60,602.00	204,069.16	633,216.43	283,952.00	349,264.43	694,090.00	60,873.57
Total Meadow Hill, Inc. Income / (Loss)	(12,214.20)	(2,761.00)	(9,453.20)	95,355.68	5,253.00	90,102.68	0.00	(95,355.68)

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc-Reserve
May 01, 2023 thru May 31, 2023

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Interest/Reserve Income								
4500 - Reserve Contributions	7,750.00	7,452.00	298.00	38,499.00	37,258.00	1,241.00	89,422.00	50,923.00
4502 - Interest Income Reserves	115.81	0.00	115.81	196.96	0.00	196.96	0.00	(196.96)
Total Interest/Reserve Income	7,865.81	7,452.00	413.81	38,695.96	37,258.00	1,437.96	89,422.00	50,726.04
Total Meadow Hill, Inc-Reserve Income	7,865.81	7,452.00	413.81	38,695.96	37,258.00	1,437.96	89,422.00	50,726.04
<u>Expense</u>								
Capital Improvements								
7208 - Special Assessment Projects	52,878.00	2,916.00	49,962.00	158,634.00	14,583.00	144,051.00	35,000.00	(123,634.00)
7226 - Flat Roofs - Small	0.00	809.00	(809.00)	0.00	4,042.00	(4,042.00)	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,834.00	(2,834.00)	0.00	14,167.00	(14,167.00)	34,000.00	34,000.00
7229 - Contingencies	0.00	834.00	(834.00)	0.00	4,167.00	(4,167.00)	10,000.00	10,000.00
Total Capital Improvements	52,878.00	7,393.00	45,485.00	158,634.00	36,959.00	121,675.00	88,700.00	(69,934.00)
Total Meadow Hill, Inc-Reserve Expense	52,878.00	7,393.00	45,485.00	158,634.00	36,959.00	121,675.00	88,700.00	(69,934.00)
Total Meadow Hill, Inc-Reserve Income / (L	(45,012.19)	59.00	(45,071.19)	(119,938.04)	299.00	(120,237.04)	722.00	120,660.04
Total Association Net Income / (Loss)	(57,226.39)	(2,702.00)	(54,524.39)	(24,582.36)	5,552.00	(30,134.36)	722.00	25,304.36

Accounts Payable Open Items

Meadow Hill, Inc.

As of Wed May 31, 2023

Period	Invoice Date - Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Anytime Sewer & Drain & Jetting Service - 35 Peters Road, Bloomfield, CT 06002							
May, 2023	05/15/2023 1789335	1361 - 5900 - Building Maintenance	05/15/2023	06/05/2023	Main Line Back Up	161 Hollister Way No	360.00
Total Anytime Sewer Drain Jetting Service:							360.00
Connecticut Natural Gas Corporation - P.O. Box 847820, Boston, MA 02284-7820 - (860) 524-8361							
May, 2023	05/12/2023 051223-5787	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0011134-5787	04/13/23-05/10/23	70.99
	051223-5795	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0011134-5795	04/13/23-05/10/23	80.95
	051223-9819	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0010387-9819	4/13/23-5/10/23	77.82
	051223-5793	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0010385-5793	4/13/23-5/10/23	344.45
	051223-4033	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0010388-4033	4/13/23-5/10/23	129.24
	051223-3060	1361 - 5205 - Gas	05/12/2023	06/01/2023	Account # 040-0010386-3060	4/13/23-5/10/23	50.77
Total Connecticut Natural Gas Corporation:							754.22
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618							
May, 2023	05/23/2023 052323-2008	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5162 529 2008	4/25/23-5/23/23	22.36
	052323-2090	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5164 219 2090	4/25/23-5/23/23	77.46
	052323-2017	1361 - 5200 - Electricity	05/23/2023	06/01/2023	Acct # 5134 519 2017	4/25/23-5/23/23	12.74
	052323-2075	1361 - 5200 - Electricity	05/23/2023	06/01/2023	Acct # 5118 719 2075	4/25/23-5/23/23	15.47
	052323-2014	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5116 519 2014	4/25/23-5/23/23	24.08
	052323-2052	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5159 819 2052	4/25/23-5/23/23	21.34
	052323-2068	1361 - 5200 - Electricity	05/23/2023	06/01/2023	Acct # 5161 619 2068	4/25/23-5/23/23	9.96
	052323-2029	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5169 719 2029	4/25/23-5/23/23	31.32
	052323-2005	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5154 529 2005	4/25/23-5/23/23	34.07
	052323-2040	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5139 519 2040	4/25/23-5/23/23	280.31
	052323-2038	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5137 129 2038	4/25/23-5/23/23	47.85
	052323-2018	1361 - 5200 - Electricity	05/23/2023	06/05/2023	Acct # 5124 519 2018	4/25/23-5/23/23	85.73
	052323-2069	1361 - 5200 - Electricity	05/23/2023	06/01/2023	Acct # 5113 619 2069	4/25/23-5/23/23	9.62
Total Eversource (E):							672.31
Highlight Landscape and Design LLC - P. O. Box 1479, Glastonbury, CT 06033 - (860) 657-3155							
May, 2023	05/01/2023 33546	1361 - 5600 - Landscaping Maint. Contract	05/01/2023	06/06/2023	Seasonal Landscaping	5/2023	9,126.24
Total Highlight Landscape and Design LLC:							9,126.24
Imagineers, LLC - 635 Farmington Avenue, Hartford, CT 06105 - (860) 247-2318							
May, 2023	04/30/2023 AR056303-CON	1361 - 5407 - Insurance Loss Expense	05/01/2023	06/01/2023	Fire Claim# 06C00716	6 & 10 Hollister Way	70,443.05
Total Imagineers, LLC:							70,443.05
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

Accounts Payable Open Items

Meadow Hill, Inc.

As of Wed May 31, 2023

Period	Invoice Date - Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105							
November, 2022	11/10/2022	11/2022-L	1361 - 2107 - Due to Reserves - Windsor Fed Payoff	11/10/2022		Repayment of Loan from Reserves	3,485.28
December, 2022	12/01/2022	12/2022-RC	1361 - 6105 - Contribution To Reserves General	12/01/2022		Reserve Contribution	7,452.00
March, 2023	02/01/2023	02/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	7,750.00
	03/01/2023	03/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	7,750.00
April, 2023	03/2023-LR	1361 - 2103 - Due to Reserves	03/01/2023		Pay Off Loan from Reserve	03/2023	4,000.00
	04/01/2023	04/2023-RC	1361 - 6105 - Contribution To Reserves General	04/01/2023		Reserve Contribution	7,750.00
May, 2023	04/2023-LR	1361 - 2103 - Due to Reserves	04/01/2023		Pay Off Loan from Reserve	04/2023	4,000.00
	05/01/2023	05/2023-RC	1361 - 6105 - Contribution To Reserves General	05/01/2023		Reserve Contribution	7,750.00
	05/2023-LR	1361 - 2103 - Due to Reserves	05/01/2023		Pay Off Loan from Reserve	05/2023	4,000.00
Total Meadow Hill, Inc.:							<u><u>57,937.28</u></u>
The Metropolitan District Co. - PO Box 990092, Hartford, CT 06199-0092 - (860) 278-0127							
May, 2023	05/05/2023	620000642672	1361 - 5206 - Water	05/05/2023	06/05/2023	1489 Main St. Acct # 21019066	3,486.95
Total The Metropolitan District Co.:							<u><u>3,486.95</u></u>
Violette Silvester & Sons, Inc. - 65 Cherry Street, East Hartford, CT 06108 - (860) 289-3466							
May, 2023	05/01/2023	90785	1361 - 5900 - Building Maintenance	05/01/2023	06/05/2023	Camera Sewer Line	866.75
Total Violette Silvester _Sons, Inc.:							<u><u>866.75</u></u>
Total report:							<u><u>143,646.80</u></u>

Cash Disbursement by Vendor

Meadow Hill, Inc.

Mon May 01, 2023 thru Wed May 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>All Waste Inc.</u>					
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP 1361 - 5210 - Trash Removal	Check Number: 05000471	Check Amount: 2,618.65		
		05/01/2023	Monthly Services	5/2023	2,618.65
				Total for All Waste Inc.	2,618.65
<u>Alwire Project Engineering LLC</u>					
Check Date: 05/08/2023	Bank: Windsor Federal Bank 1361 - 7208 - Special Assessment Projects	Check Number: 00001005	Check Amount: 52,878.00		
		05/08/2023	Remediation of all aluminium wire	14 units	52,878.00
				Total for Alwire Project Engineering LLC	52,878.00
<u>Amtrust North America</u>					
Check Date: 05/09/2023	Bank: Pacific Premier Bank - OP 1361 - 1701 - Prepaid Insurance	Check Number: 05092023	Check Amount: 4,424.00		
		05/09/2023	Workers Comp WWC3648879	5/10/2: down payment	4,424.00
				Total for Amtrust North America	4,424.00
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 05/31/2023	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 05302023	Check Amount: 291.57		
		05/31/2023	Health Insurance	05/2023	291.57
				Total for Anthem Blue Cross & Blue Shield	291.57
<u>Arbella Insurance Group</u>					
Check Date: 05/16/2023	Bank: Pacific Premier Bank - OP 1361 - 1701 - Prepaid Insurance	Check Number: 00500062	Check Amount: 2,440.00		
		05/16/2023	Com.Auto Policy #1020073625; 5/28/; acct # 612077141		2,440.00
				Total for Arbella Insurance Group	2,440.00
<u>Braman</u>					
Check Date: 05/15/2023	Bank: Pacific Premier Bank - OP 1361 - 5803 - Pest Control	Check Number: 05000477	Check Amount: 313.73		
		05/01/2023	Pest Control Service	5/1/23	313.73
				Total for Braman	313.73
<u>Cigna + Oscar</u>					
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP 1361 - 5403 - Health Insurance	Check Number: 00500059	Check Amount: 2,055.61		
		05/08/2023	Monthly Health Insurance	due 05/01/2023	2,055.61
				Total for Cigna + Oscar	2,055.61

Cash Disbursement by Vendor

Meadow Hill, Inc.

Mon May 01, 2023 thru Wed May 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Department Of Motor Vehicles</u>					
Check Date: 05/09/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500061	Check Amount: 114.40		
	1361 - 6103 - Truck Taxes	05/09/2023	HM Trailer # AJ75642	exp. 6/26/2024	114.40
Total for Department Of Motor Vehicles					114.40
 <u>Dolan, Toni</u>					
Check Date: 05/30/2023	Bank: Meadow Hill Ins Claim 06C00716	Check Number: 00500026	Check Amount: 8,381.00		
	1361 - 5407 - Insurance Loss Expense	05/30/2023	Build In Cabinets	10 Hollister Way	8,381.00
Total for Dolan, Toni					8,381.00
 <u>Eversource (E)</u>					
Check Date: 05/03/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000470	Check Amount: 78.59		
	1361 - 5200 - Electricity	04/25/2023	Acct # 5133 519 2019	3/23/23-4/25/23	78.59
Check Date: 05/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000474	Check Amount: 1,688.57		
	1361 - 5200 - Electricity	05/01/2023	Acct # 5130 680 3073	4/3/23-5/1/23	11.33
	1361 - 5200 - Electricity	05/08/2023	Acct # 5136 879 2073	04/06/23-05/08/23	1,677.24
Check Date: 05/18/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000479	Check Amount: 827.25		
	1361 - 5200 - Electricity	05/01/2023	Acct # 5136 879 2073	03/08/23-04/06/23	827.25
Total for Eversource (E)					2,594.41
 <u>Flynn, Gene</u>					
Check Date: 05/03/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500058	Check Amount: 142.54		
	1361 - 5313 - Communications - LARK	05/03/2023	The Lark Newsletter	Reimbursement	142.54
Total for Flynn, Gene					142.54
 <u>Frontier Communications</u>					
Check Date: 05/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000475	Check Amount: 181.88		
	1361 - 5211 - Telephone	05/01/2023	Acct 860-037-5165	4/27/23-5/26/23	50.80
	1361 - 5211 - Telephone	05/01/2023	Acct 860-037-5165	4/29/23-5/28/23	131.08
Check Date: 05/31/2023	Bank: Pacific Premier Bank - OP	Check Number: 05242023	Check Amount: 131.08		
	1361 - 5211 - Telephone	05/31/2023	Acct 860-037-5165	ACH withdrawal	131.08
Total for Frontier Communications					312.96

Cash Disbursement by Vendor

Meadow Hill, Inc.

Mon May 01, 2023 thru Wed May 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Greater New York Mutual Insurance Co.</u>					
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP	Check Number: 05082023	Check Amount: 14,219.70		
	1361 - 2101 - Insurance payable	05/08/2023	6106M57670; 1/1/23-24	due 05/03/2023	14,219.70
Total for Greater New York Mutual Insurance Co.					14,219.70
<u>Highlight Landscape and Design LLC</u>					
Check Date: 05/01/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000469	Check Amount: 425.40		
	1361 - 5699 - Ground Improvements - Land Common	04/13/2023	Remove Earth	4/13/23	425.40
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000473	Check Amount: 9,126.24		
	1361 - 5600 - Landscaping Maint. Contract	04/01/2023	Landscaping	4/2023	9,126.24
Total for Highlight Landscape and Design LLC					9,551.64
<u>Home Depot Credit Services</u>					
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500060	Check Amount: 397.09		
	1361 - 5804 - Maintenance Supplies	05/08/2023	Inv # 7015154: paint, seal	6035 3225 0048 5366	275.48
	1361 - 5804 - Maintenance Supplies	05/08/2023	Inv # 1510427; concrete mix	6035 3225 0048 5366	61.05
	1361 - 5804 - Maintenance Supplies	05/08/2023	Inv # 612856: paint	6035 3225 0048 5366	60.56
Total for Home Depot Credit Services					397.09
<u>Imagineers, LLC</u>					
Check Date: 05/01/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000468	Check Amount: 33.61		
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies & Postage	2/7/23	33.61
Check Date: 05/08/2023	Bank: Meadow Hill Ins Claim 06C00716	Check Number: 00500023	Check Amount: 113,547.99		
	1361 - 5407 - Insurance Loss Expense	05/01/2023	Fire Claim 06C00716	6 & 10 Hollister Way	113,547.99
Check Date: 05/08/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000472	Check Amount: 7,822.39		
	1361 - 5100 - Management Fee	04/01/2023	Management Fee	4/2023	2,859.68
	1361 - 5100 - Management Fee	04/01/2023	Retroactive Fee 2 mos	4/2023	220.00
	1361 - 5100 - Management Fee	05/01/2023	Management Fee	05/2023	2,859.13
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies	3/7/23	221.21
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies & Postage	10/21/22	159.71
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies	10/18/22	134.00
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies	11/15/22	229.72
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies & Postage	11/21/22	581.67
	1361 - 5308 - Miscellaneous Admin	04/01/2023	Copies	12/20/22	204.19
	1361 - 5308 - Miscellaneous Admin	04/12/2023	Copies and Postage	4/12/23	353.08

Cash Disbursement by Vendor

Meadow Hill, Inc.

Mon May 01, 2023 thru Wed May 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Imagineers, LLC</u>					
Check Date: 05/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000476	Check Amount: 80.00		
	1361 - 4306 - Statement fee income	05/01/2023	Statement Fees	4/2023	80.00
Total for Imagineers, LLC					121,483.99
<u>Sandler & Hansen, LLC</u>					
Check Date: 05/09/2023	Bank: Meadow Hill Ins Claim 06C00716	Check Number: 00500024	Check Amount: 1,256.50		
	1361 - 5407 - Insurance Loss Expense	05/09/2023	Fire Restoration	6 & 10 Hollister Way	1,256.50
Check Date: 05/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000478	Check Amount: 31.50		
	1361 - 5101 - Legal Fees	05/04/2023	Professional Services	5/4/23	31.50
Total for Sandler & Hansen, LLC					1,288.00
<u>Stevas, Carol Ann Perrotti</u>					
Check Date: 05/23/2023	Bank: Meadow Hill Ins Claim 06C00716	Check Number: 00500025	Check Amount: 4,357.49		
	1361 - 5407 - Insurance Loss Expense	05/23/2023	Awning Reimbursement	Fire Claim	4,357.49
Total for Stevas, Carol Ann Perrotti					4,357.49
<u>Town of Glastonbury</u>					
Check Date: 05/03/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500057	Check Amount: 150.00		
	1361 - 5701 - Pool Supplies/Repairs	05/03/2023	Pool Inspection	5/2/23	150.00
Total for Town of Glastonbury					150.00
<u>Windsor Federal Savings</u>					
Check Date: 05/11/2023	Bank: Pacific Premier Bank - OP	Check Number: 05152023	Check Amount: 1,950.88		
	1361 - 6120 - WF Loan # 75521651 Interest	05/11/2023	WF Loan # 75521651: Interest	05/2023	1,950.88
Total for Windsor Federal Savings					1,950.88
Total for Meadow Hill, Inc.					229,965.66



PROJECT LIST

2023 Project List

<u>Freq</u>	<u>Year</u>	<u>DateBy</u>	<u>MAINTENANCE PROJECT LIST</u>
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

<u>Freq</u>	<u>Year</u>	<u>DateBy</u>	<u>MAINTENANCE PROJECT LIST</u>
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 horseshoe 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



SERVICE REQUEST LOG



ACTION POINTS PACKAGE

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

	<p>Complete 1st trimming of plants and trees Survey trees and shrubs, recommend removal and major tree work Solicit bids for crack filling of roads and sidewalk repairs</p>
July	<p>Summer Projects</p>
August	<p>Begin seeding bare spots Complete agreed upon tree and shrub removal and major tree work</p>
September	<p>Schedule closing of irrigation system Publish semi-annual dump run in LARK Close Pool Order road salt Fall Fertilization</p>
October	<p>Manager drafts budget by October 15 – includes current year budget, projected year end and actual and proposed next year’s budget 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</p>
November	<p>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</p>
December	<p>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</p>



CORRESPONDENCE

From: [Jim Fuda](#)
To: [Danielle Merritt](#)
Cc: [Sheila Duncan](#); [Toni Dolan](#)
Subject: Rules eblast
Date: Thursday, June 8, 2023 10:15:01 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.

Danielle,

I am going to ask you resend the eblast as the change was important and I found two very minor typos.

The final text is as follows:

Dear Homeowner,

The Executive Board at the May 19th Executive Board meeting unanimously approved the revisions to the Rules and Regulations dated 05/08/2023 except for Section 21, Paragraph 21.3. The Board is accepting written comments from the community before making a final decision on Paragraph 21.3. Written comments can be emailed to Sheila Duncan of Imagineers at sduncan@imagineersllc.com or mailed to her at Imagineers, 635 Farmington Avenue, Hartford, CT 060xx.

Background and Considerations

The beauty and charm of Meadow Hill were established many years ago and overseen by the early leaders of the community who had the foresight to recognize the importance of maintaining the grounds in an aesthetic and appealing appearance.

Their vision understood that latitude for Unit Owners for plantings around the building was an important "amenity" to the residents and a privilege unique to Meadow Hill. To achieve the latitude a "Four-foot area" from the building was established as an area where unit owners were allowed to plant in this area with prior approval of the Board.

Over the years adherence to the Rules has slipped and the vision of an "aesthetic and appealing" appearance has deviated from the vision of the early leaders.

The recent changes to the Rules and Regulations have attempted to refocus the community's awareness and attention to the "four-foot area" and allow latitude with the approval of the Board. Comments and feedback received during the four months of comment on the Rules has understandably reflected views on both ends of the spectrum.

Based on comments received through the 5/19 Executive Board meeting, the Board is considering revising Paragraph 21.3 to read as follows:

21.3 Consistent with 21.2, Unit Owners may plant flowers and herbs in the four-foot area. Bushes, shrubs, decorative items, pots, and deck or patio lighting must be approved by the Executive Board. Holiday decorations and lighting are allowed between November 15th and January 15th without Executive Board approval.

Summary

The Board will entertain written comments to this proposed change. Comments must be received on or before June 11th. Final vote on Section 21.3 will take place at the regular June Meeting which is scheduled for Wednesday, June 21, 2023 at 1:30 p.m.



May 24, 2023

Judith Rudzki
Mark Pawshuk
76 Hollister Way South
Glastonbury, CT 06033

HEARING RESULT LETTER

Dear Judith & Mark,

A hearing was held on May 17, 2023 with the Board of Directors for Meadow Hill at your request. A resident of your unit, Mark Pawshuk, asked the Board of Directors to reconsider the current suspension in place regarding his use of the Meadow Hill amenities. Mr. Pawshuk was present at this hearing and provided verbal testimony for the Board's consideration.

It was the decision of the Board not to reduce the length of time of Mr. Pawshuk's current suspension. In issuing their decision, the Board found as follows:

- Whereas, the suspension was given due to two violations of the Meadow Hill bylaws and declaration and subsequent arrest for Breach of Peace, the first on June 21, 2021, and
- Whereas, while Mr. Pawshuk remained on suspension, a second violation of the Meadow Hill bylaws and declaration occurred on September 24, 2021, for which he was again charged with breach of peace, and
- Whereas, on March 25, 2022, a letter was sent to Judith Rudzski, homeowner, and to Mr. Pawshuk, resident, informing them that another hearing was scheduled due to an additional violation in that,
- Mr. Pawshuk was in the clubhouse on two occasions in violation of the suspensions; this letter also indicated that fines were being levied for each occurrence of being in the clubhouse; and
- Whereas, on August 8, 2022, a warning of rules infraction was sent to Judith Rudzski detailing harassment of a guest at the pool, excessive noise, and smoking on the deck, in violation of Sections 19.2, 19.3, 19.4, and
- Whereas, fines were issued for these violations and the length of time for Mr. Pawshuk's suspension was extended for an additional year due to this pattern of behavior ending in October 2023, and
- Whereas, as of this date, the fines that were levied remain unpaid,

Therefore be it **Resolved, That** the Executive Board of Meadow Hill oppose the request of Mr. Pawshuk to reduce the length of time of his current suspension. Therefore, the current suspension which ends in October 2023 which forbids Mr. Pawshuk to use amenities at Meadow Hill remains in place.

Thank you in advance for your anticipated understanding.

Kindest regards,

Sheila Duncan
Community Association Manager
Meadow Hill, Inc.

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

Affirmative Action/Equal Opportunity Employer



May 25, 2023

John Brendal
258 Hollister Way West
Glastonbury, CT 06033

HEARING RESULT LETTER

Dear John,

A hearing was conducted with the Meadow Hill Board of Directors on May 17, 2024 in which you were in attendance and provided verbal testimony for the Board's consideration.

It is the decision of the Board that the rules violation which resulted in this hearing be remedied within 60 days of receipt of this letter. The Board retains the right to review and evaluate further actions should the door replacement not be completed by the end of the sixty-day period.

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

Kindest regards,

Sheila Duncan
Community Association Manager
Meadow Hill, Inc.

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

Affirmative Action/Equal Opportunity Employer



May 15, 2023

Caroline Anne Perrotti Stevas
3 Michele Drive
Portland, CT 06480

RE: Safety Violation – 6 Hollister Way South Garage

Dear Caroline,

Our office has received complaints that you are storing propane tanks and gas storage containers in the garage of this unit at Meadow Hill. Storage of propane tanks in the garage or units is not permitted per the rules and regulations for Meadow Hill, Inc. for the safety of all residents.

This is a violation of the following rules:

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

5.8 Consistent with the Town of Glastonbury Fire Marshall, there shall be no use of 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 typically used for barbecue grills must be stored outdoors or in a suitable unattached shed.

Please remove these items from the garage within 5 days of this letter. Failure to do so could result in fines being assessed against you after notice and hearing or our having the Meadow Hill maintenance staff remove and properly dispose of these items at your expense.

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

Sincerely,

Sheila Duncan
Property Manager
Meadow Hill, Inc.

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

Affirmative Action/Equal Opportunity Employer



06/09/2023

Patricia A. Lavey
48 Hollister Way South
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
48 Hollister Way South
Account # 00156-7018

Dear Patricia A. Lavey:

The Board of Meadow Hill, Inc. has DENIED your work order request to have a ramp replace the steps. The evaluation by Central Sealing and Darien came back that a ramp would not be feasible given the incline and any remedy would not be cost effective at this time. Darien will repair the steps.

Thank you for taking the time to forward your request.

Sincerely,
Sheila Duncan

Sheila Duncan
Property Manager

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

Affirmative Action/Equal Opportunity Employer



06/09/2023

Gail S. Griffith
23 Carriage Drive
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
78 Hollister Way South
Account # 00156-7160

Dear Gail S. Griffith:

The Board of Meadow Hill, Inc. has DENIED your work order request to have a ramp replace the steps. The evaluation by Central Sealing and Darien came back that a ramp would not be feasible given the incline and any remedy would not be cost effective at this time. Darien will repair the steps.

Thank you for taking the time to forward your request.

Sincerely,
Sheila Duncan

Sheila Duncan
Property Manager

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

Affirmative Action/Equal Opportunity Employer



06/09/2023

Mary Katherine Hoogewerff Desc
44 Hollister Way South
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
44 Hollister Way South
Account # 00164-1921

Dear Mary Katherine Hoogewerff Desc:

The Board of Meadow Hill, Inc. has DENIED your work order request to have a ramp replace the steps. The evaluation by Central Sealing and Darien came back that a ramp would not be feasible given the incline and any remedy would not be cost effective at this time. Darien will repair the steps.

Thank you for taking the time to forward your request.

Sincerely,
Sheila Duncan

Sheila Duncan
Property Manager

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

Affirmative Action/Equal Opportunity Employer



06/09/2023

Terri DiGiro
74 Hollister Way South
Glastonbury, CT 06033

RE: Meadow Hill, Inc.
74 Hollister Way South
Account # 00170-2527

Dear Terri DiGiro:

The Board of Meadow Hill, Inc. has DENIED your work order request to have a ramp replace the steps. The evaluation by Central Sealing and Darien came back that a ramp would not be feasible given the incline and any remedy would not be cost effective at this time. Darien will repair the steps.

Thank you for taking the time to forward your request.

Sincerely,
Sheila Duncan

Sheila Duncan
Property Manager

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

Affirmative Action/Equal Opportunity Employer



COMMITTEE REPORTS

June 14, 2023

Memorandum

To: Meadow Hill Board of Directors as of June 13, 2023

From: Meadow Hill Board of Directors as of June 13, 2023

Re: Report and Recommendation of the Rules Committee Re: Section 21.3

The Board of Directors of Meadow Hill Association began the process of reviewing and revising the Rules of the association over one year ago, in May of 2022. As discussed at the first meeting of the committee, "the intent and goals of this committee was to ensure that the current rules were brought into compliance with the recently adopted declaration and bylaws and to ultimately continue the beauty of the Meadow Hill community".

Once we had a final draft that was reviewed by Attorney Scott Sandler, we sent out the draft to the community for notice and comment. We received comments and made some adjustments to the draft. It was then sent out to the community for a second period of notice and comment. Again, we heard from the community members and made some adjustments. The final draft was sent out with the board packet on Friday, May 19th. After receiving comments at the May 23rd meeting, the board voted unanimously to approve the draft **except** for Rule 21.3. The motion called for written comments to be sent to the board relative to that section of the rules. The minutes of that meeting were approved on June 1st and posted to Pitera.

Since that time we have received twelve written responses. We would offer the following in response to those concerns:

- The Declaration of the Association, Article IX, Restrictions on Use for the Units, details many of the specifics as to what is allowed and not allowed. This is one of two governing documents from which we have to align our rules. One of the objectives of the committee was compliance with these documents.
- The second objective was to "ultimately continue the beauty of Meadow Hill". Rule 6 provides a statement that relates to the Common Areas, etc. "These rules were established to provide a reasonable standard for maintaining the continued attractive appearance of our community, the protection of property values and the encouragement of friendly, neighborly relationships in the community.
- Audits and Compliance: Meadow Hill (Darien) and the property manager will periodically evaluate the properties for compliance with the rules outlined in this section (Rule 6) and
- Section 21. You might have noticed Sheila Duncan and Darien Covert on site last Friday doing a review of the entire complex. This practice will occur on a regular basis. They will be responsible for noting areas of non-compliance, so board members will not be involved in compliance issues unless and until non-compliance continues. Unit owners have thirty days to remedy any notice of non-compliance or to file a request with the board for approval of a plan.
- If a homeowner and/or resident has planted and/or is currently or, in the future, has pots that meet the standard that is suggested, there is no need to get approval from the board. It is only if there is a plan to change or alter or exceed what the suggested standard is.
- The four-foot area around your unit is limited common area, and therefore, not "owned" individually, but, rather by the whole community. Previous board(s) had granted this area as an "amenity" to be enjoyed by homeowners.

Memo/rules
Page 2

We hope that this background and history will provide you with the information necessary to approve this Section 21.3 as attached. The Board of Directors as of June 13, 2023 unanimously recommends Adoption of this section.

5/18/23

Imagineers, Board of Directors,

Please reconsider changing Rule # 21.3

Section 6.

Our ability to use our perimeter around our units have been a real plus for our owners. Many of us cannot get to the garden area because of physical limitations. We should be permitted to plant + care for any vegetation as in the past. IF someone has a problem with the appearance, they can speak with their neighbor or bring the issue to the board.

This should be a non-issue and we should be able to communicate with each other in a civil manner.

Thank you.

Linda
Linda Fillion
182
Hallister Way S.
Gladwin Ferry Ct.
01033

From: [Bonnie Brooks](#)
To: [Sheila Duncan](#)
Subject: Response to Rule Revision 21.3
Date: Thursday, June 8, 2023 1:56:48 PM

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.

#1: To give the residents 3 days to respond to this rule, indicates that the Board is **NOT** interested in resident feedback, but only to move forward with its own agenda. Some people do not check their email regularly, may be on vacation or a host of other reasons why 3 days is not a reasonable amount of time.

#2: The majority of us take great pride in our surroundings. Yes, there are a few residents who do not care for their area; however, imposing these rules will NOT encourage them to care more.

#3: It should NOT fall under the purview of this BOD to decide what is tasteful and what is not. We are individuals with individual tastes and the definition of beauty should not be determined by a chosen few.

#4: The decks are the responsibility of the unit owner including expense of its upkeep. That the BOD should assume no responsibility – but want a say in its décor is unacceptable.

#5: Let me see if we are all understanding what is being proposed. I buy a decorative pot – go to the BOD for approval – and if rejected – go back to the store and return it? Is the BOD going to grandfather in what we already have – or is our money and efforts for naught?

#6: And who is going to “police” this? What will be put in place to ensure that infractions are fair and consistent across the board?

I would hope that the Board has better things to do than doling out rejections for every decorative item, pot etc. I cannot imagine the countless wasted hours the BOD would spend every spring and summer as residents prepare to enhance their surroundings.

There will always be people who do not care for their surroundings – no matter what rules you put in place. But the vast majority of us put countless hours and expense to care for this beautiful community.

The Boards is on the verge of punishing the masses for the failure of a few.

I wholeheartedly reject rule 21.3. And if the Board gave residents more than 3 days to respond, I am sure many others would reject this as well.

Respectfully,

Bonnie Brooks

#240

From: [Danielle Merritt](#)
To: [Jim Fuda](#); [Toni Dolan](#)
Cc: [Sheila Duncan](#)
Subject: FW: Meadow Hill Incorporated - Rules and Regulation Approved Revision
Date: Thursday, June 8, 2023 10:25:13 AM

From: Jane Rochford <JaneRochford@reply.pilera.com>
Sent: Thursday, June 8, 2023 10:23 AM
To: Danielle Merritt <DMerritt@imagineersllc.com>
Subject: Re: Meadow Hill Incorporated - Rules and Regulation Approved Revision

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===== Please Respond Above This Line =====

21.3 imposes unreasonable restriction on the unit owners. To require a board authorization for pots, plants and lighting suggests that those plants pots and lighting that owners have had were unacceptable. If that is the case, the board should spell out in specific terms what has been unacceptable, why it has been unacceptable and who, specifically finds it unacceptable!

I would point out that any changes that are proposed by 1, or few people (and I know this does happen) should be dismissed if there is not further support for the proposed change.

The sense of responsibility that unit owners have had for the appearance of Meadow Hills has led to owners taking initiative. However, if the board is going to impose unreasonable restrictions (which they are) it will suppress the unit owners' desire to contribute to the upkeep of the complex.

The attention might be better focused on enforcing that the landscapers do not harm the unit owners' gardens, which they have been doing for years. They have used weed wackers on flowers planted by unit owners many times and the unit owners have never been compensated for it inasmuch as management has said they would be. Or the fact that landscapers mow the grass into the gardens by the river, despite requests that they be mowed away from the gardens.

Or how about having steps involved in the lawn care (i.e., which and how much pesticides is applied annually, coordinating what type of grass seed is used on the lawn, based on the pH of the soil, and how frequently the lawn is cut

I and another unit owner recommended years ago that the grass not be cut so often and so short, but nothing was done about it) be approved first each week by a designated unit owner rather than giving them (outsourced labor) free reign?

The proposed changes strike me as trivial and arbitrary.

Sent from my iPhone

From: [Susan Wallace](#)
To: [Sheila Duncan](#)
Subject: Rule 21.3
Date: Thursday, June 8, 2023 12:15:48 PM

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.

Dear Meadow Hill Board members,

I am writing to say that I take issue with the tentative change to rule 21.3 which would require all owners to submit their pots and decorations to the Board to be approved or rejected. It becomes a thorny issue when these types of subjective decisions are left up to a minority. It then becomes a matter of personal taste and who is to judge one persons taste to be better than the next?

I would ask you, again, to please consider my suggestion to edit the rule as stated in my previous communication on May 27th to Jim and Toni; pots or physical decorations in the condo colors or the color of their window trim; brown, red, gray, black or bronze.

Thank you,

Susan Wallace
#227

Sent from my iPad

From: [Victoria German](#)
To: [Sheila Duncan](#)
Subject: Proposed Rule Change of 21.3 - Final Email to replace initial one that wasn't completed.
Date: Monday, June 12, 2023 9:09:59 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.

Good Morning, Sheila,

Here are a few of my thoughts regarding this proposed rule change to be forwarded to the board:

First of all, I do not agree with the proposed rule change. Does the board really want a request for approval every time an owner wants to plant a geranium in a pot outside their door? And, does the board really think every owner is going to do that? Personally I think it's ridiculous.

From my reading of this, every single thing I put outside my front door, on my deck, in my four foot area - except flowers or herbs that go directly into the dirt - I need to contact the board. I was on the Rules Committee for quite awhile, and this subject was one of the initial and continuing items, with of course no resolve at the time I felt I should resign. At that time this original "vision" was mentioned; however, as of my resignation, no one had located any original documents regarding this "vision,"

Now the words "aesthetic and appealing" are being used in quotes, which leads me to believe something has been located that is being quoted from. The statement: "Their vision understood that latitude for Unit Owners for plantings around the building was an important 'amenity' to the residents and a privilege unique to Meadow Hill. To achieve the latitude a 'four-foot area' from the building was established as an area where unit owners were allowed to plant in this area with prior approval of the Board." This wording and use of quotations leads me to believe the board has found these original documents to be able to make these statements. I would be very interested in seeing them. Was a request for approval required for "Bushes, shrubs, decorative items, pots, and deck or patio lighting"?

My feeling is most, if not all, residents know what brought this issue about a few years ago; and I think that original item has been taken care of. Also, I think that whole thing could have been avoided with a contact and gentle reminder early on from the board; there was no need for this issue to go this far. Many new owners have never lived in a condominium setting before - including myself - and find it difficult to understand and adjust to all the rules at the beginning. We're all reasonable folks. Life is too short to be spending so much time on pots and tchotchkes (a small object that is decorative rather than strictly functional).

My suggestion in the past has been -- and still is -- that perhaps a little "CliffsNotes" version of the rules at the time of purchase would be a good idea before anything drastic or expensive is done. (The issue of the green-and-white striped awning a few years ago comes to mind.) Let's face it, buying a new home, selling an old one, moving, and perhaps downsizing is overwhelming. Most new residents do not read the voluminous bylaws and rules at the time of moving in.

Sadly, I do not have a suggestion for a new rule other than perhaps "within reason," and that isn't even good. Who's "reason"? There will always be individuals that will push whatever limits exist. Whatever it is, though, I think contact should be made very early on by a board member, perhaps not a neighbor, to explain Meadow Hill policies and rules and to ask the new owner to just look around at their neighbors. Simply saying something like: If you look around, you can see what is generally accepted. We don't grow corn in large pots on decks or patios. We don't put out four-foot lime green leprechauns in the four-foot area." (I guess if they counter with there are two large giraffes, though, then that's up to the board to deal with

That's my two cents. Thank you and good luck to the board.

From: [Mike Proulx](#)
To: [Sheila Duncan](#)
Subject: Response to Proposed Rule
Date: Thursday, June 8, 2023 6:35:16 PM

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.

Dear Board of Directors:

At the May 2023 Board meeting, we objected to the adoption of proposed rule 21.3, in large part because this specific rule had been newly added to the draft package after the previous Board meeting and there had been no opportunity for owner notice and comment. For 3 weeks there has been no communication regarding the rule change. Today, we received an email introducing the proposed rule change and indicating that comments must be received in 3 days. Three days?

In a senior community like MH, many residents do not even use email, or do not check it often. To allow only 3 days for comment feels like a disingenuous gesture, rather than a sincere effort to gather and consider owner feedback. Further, this rushed process does not allow a chance for owners to review and consider the feedback from their fellow owners and neighbors.

Regarding the rule itself, we find it objectionable and largely unnecessary. Meadow Hill is a beautiful place, and the vast majority of residents make every effort to keep it beautiful. Part of the unique charm is that residents are allowed to express a degree of individuality in choosing their outside décor. The fact that there are differing views on what is tasteful, or pleasing is a fact of life that we should expect in a communal living situation. Not everyone will agree on what is beautiful, nor should we! The rare instance of extreme or offensive décor should be dealt with individually, not as a broad, heavy-handed rule.

Then there are the practical considerations. How will such a rule be enforced? Will board members patrol the grounds looking for unauthorized lawn ornaments? Is approval really going to be required every time an owner wants to have a potted plant or ceramic bunny in their yard? Is this the best use of the Board's time and talent? Will violations be handled in a consistent manner? Will enforcement be proactive (flagging violations on a routine basis) or reactive (responding only when there is a complaint)? Does this lay the groundwork for protracted grudges and retaliations between neighbors?

Meadow Hill has been an enviable place of beauty and charm for nearly half a century, due to the care and respect of the people who live there as neighbors. In this regard, we believe we should trust those people to continue to do so. We strongly disagree with rule 21.3 and urge you to reconsider its adoption.

From: [Robyn Castano](#)
To: [Sheila Duncan](#)
Subject: Re: Rules
Date: Friday, June 9, 2023 8:51:53 PM

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.

Meadow Hill

Sent from my iPhone

> On Jun 9, 2023, at 8:20 AM, Sheila Duncan <sduncan@imageersllc.com> wrote:

>

> What property is this regarding? I will share with the Board of that property.

>

> -----Original Message-----

> From: Robyn Castano <rcyoga@icloud.com>

> Sent: Thursday, June 8, 2023 10:45 AM

> To: Sheila Duncan <SDuncan@imageersllc.com>

> Subject: Rules

>

> 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.

>

>

> Hi Sheila. This is probably very trivial, but I noticed in the rules about Pickelball that participants are allowed one hour play if others are waiting. The way the game is normally played is that people play one game and then if others are waiting, they relinquish the court until that game is over and it goes on like that.

> Thanks for all you do!

> Robyn Castano

>

> Sent from my iPhone



OLD BUSINESS



NEW BUSINESS

MEADOW HILL, INC.
VARIANCE REQUEST

NAME: Caroline and Jeffrey Rhoades

UNIT NUMBER: 84

ADDRESS: 84 Hollister Way S, Glastonbury, CT 06033

Describe in full - attach sketch if necessary:

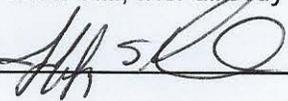
(Include name of contractor, certificate of insurance and contractor's license, and an estimated time of completion.)

All work to be completed by Mike Kruse of Revive General Contracting LLC with an estimated time of completion being 4 weeks. Work to be done: replace front door and storm door with pre-hung exterior door unit. Replace sliding glass door unit in master bedroom with French door unit. Convert three season porch to 4 season porch by replacing existing windows with vinyl double hung window units, remove portion of wall between the porch and living room, and install Duct-free split system for heating/ac.

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: _____



Date: _____

June 9 2023

The Board of Directors APPROVE APPROVE WITH STIPULATIONS DISAPPROVE this variance request. The approved variance is valid for 180 days from date of approval. Expiration date: _____

Additional Stipulations:

Approved by: _____

Date: _____

INSPECTION REPORT

Work Completed _____ Date _____ Inspected By _____ Date _____

Comments: _____

Install double hung windows



STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

REVIVE RESTORATION AND CONSTRUCTION SERVICES LLC

3705 HEBRON AVE

GLASTONBURY, CT 06033-2852

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

HOME IMPROVEMENT CONTRACTOR

Registration #: HIC.0665202

Effective: 04/01/2023

Expiration: 03/31/2024



Michelle Seagull, Commissioner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/25/2022

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

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

PRODUCER	Simply Business 1 Beacon Street 15th Floor Boston, MA 02108	CONTACT NAME:	Simply Business	
		PHONE (A/C, No, Ext):	(844) 654-7272	FAX (A/C, No):
		E-MAIL ADDRESS:	contactus@simplybusiness.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:	Markel Insurance Company	38970
INSURED	Revive General Contracting 3705 Hebron Ave Glastonbury, Connecticut 06033	INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

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

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MKUS3454042XB	02/25/2022	02/25/2023	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						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
	<input checked="" type="checkbox"/>	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$2,000,000
		POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
		OTHER:							
		AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
		<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
		<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	
		<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
		<input type="checkbox"/> SCHEDULED AUTOS							
		<input type="checkbox"/> NON-OWNED AUTOS ONLY							
		UMBRELLA LIAB						EACH OCCURRENCE	
		<input type="checkbox"/> OCCUR						AGGREGATE	
		EXCESS LIAB							
		<input type="checkbox"/> CLAIMS-MADE							
		DED							
		RETENTION							
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT	
		OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>	N/A			E.L. DISEASE - EA EMPLOYEE	
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
		PROFESSIONAL LIABILITY						EACH CLAIM	
								AGGREGATE	

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

CERTIFICATE HOLDER

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