



MEADOW HILL
BOARD PACKET
October 18, 2023



SCHEDULED HEARINGS



May 8, 2023

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

NOTICE OF SCHEDULED HEARING

Dear Judith & Mark,

A hearing has been scheduled with the Board of Directors for Meadow Hill regarding unpaid fines for violations that were assessed to your account. I have included an account history which details the outstanding balance on your account as a result of these fines. Your condo fee payment for the month of January 2023 is also outstanding. As a result of these unpaid fines and condo fees, your account continues to be assessed late fees and statement fees on a monthly basis until this balance is paid.

The hearing is scheduled for October 18, 2023, at 1:30PM in the Meadow Hill clubhouse. You are permitted to attend the hearing in the clubhouse even though your use of the amenities has been suspended. If you prefer not to attend and wish to submit written documentation instead, you can email to sduncan@imagineersllc.com.

At this Hearing, the Unit Owner and Tenant will have an opportunity to address the Board. Please be informed the Board will conduct this Hearing as scheduled. The Unit Owner and Tenants have the right to attend this Hearing, be represented and/or participate at this Hearing. The Board will proceed with this Hearing even if either party fails to attend the Hearing.

The Board can vote at this hearing to take further legal action against you to collect the unpaid balance on your account or suspend your use of amenities until such time that this balance has been paid in full on your account, or take other action against you.

If you are unable to attend the meeting and wish to submit documentation in writing for the Board's consideration, you can email it to sduncan@imagineersllc.com.

You will be notified within 30 days of the hearing in writing of the Board's decision.

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



September 28, 2023

John Brendal
258 Hollister Way West
Glastonbury, CT 06033

NOTICE OF HEARING LETTER

Dear John,

A hearing regarding the need for replacement of your door 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 was the decision of the Board at that hearing that the door be replaced within 90 days. As of this date, the door still has not been replaced. Therefore, another hearing is being scheduled.

The hearing is scheduled for October 18, 2023, at 1:45PM in the Meadow Hill clubhouse. You are requested to attend this hearing.

At this Hearing, the Unit Owner will have an opportunity to address the Board. The Unit Owner has the right to attend this Hearing, be represented and/or participate at this Hearing. The Board will proceed with this Hearing even if either party fails to attend the Hearing.

The Board can vote at this hearing to take further legal action against you or assess fines on your account until the violation has been remedied. The Board could also vote to have the necessary work to your unit completed and bill you for all charges incurred.

If you are unable or prefer not to attend the hearing and wish to submit documentation in writing for the Board's consideration, you can email it to sduncan@imagineersllc.com.

You will be notified within 30 days of the hearing in writing of the Board's decision.

Kindest regards,

Sheila Duncan
Community Association Manager
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MINUTES

Meadow Hill, Inc.

Minutes of Executive Board Meeting

September 20, 2023

Executive Session

The Executive Session convened at 12:30 PM by President Jim Fuda with Board Members present: Vice-President Ed Litke, Treasurer Brenda Berk, Directors, Dave Faxon, Ron King, and Walter Brownsword. Sheila Duncan of Imagineers joined the meeting at 1:00 p.m. Secretary Donna Whalen was out of town and unable to attend.

[Per state law, voting on any issue discussed in the 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 p.m.

Open Session

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

Roll Call: Present were President Jim Fuda, Vice-President Ed Litke, Treasurer Brenda Berk, Directors, Dave Faxon, Ron King, and Walter Brownsword. Secretary Donna Whalen was out of town and unable to attend.

President's Remarks: Vice President Ed Litke announced the passing of former President and Meadow Hill resident John Goselin. A moment of silence followed.

Jim announced the October meeting will be at the normal 1:30 PM time frame. The evening meeting and workshop previously announced will be scheduled for a future date.

Minutes – Minutes of the August 17, 2023, Executive Board Meeting were unanimously approved by e-mail vote (Yes-6, No-0) on 8/21/2023. Ron King was absent and did not vote.

Treasurer's Report – Brenda Berk provided the overview of the financials. Income on target with plan. The \$122K CD has been rolled over into 10-month CD with an interest rate of 5%. The Budget Committee is working with the committees to build a plan for 2024. We have two large items, a landscape contract, and master insurance policy, that will likely drive a significant budget increase.

Maintenance Report - Darien Covert reported that Work Orders are being responded to and addressed. Work for this month and the upcoming weeks are closing the irrigation system, opening the greenhouse, and brush hogging the phragmites on the south slope and paddock area is scheduled for early November. The pool will be closed on September 28th and the tennis/pickleball court nets removed the first week of October. Fall plantings will be completed by the end of September. Two dogwood trees will be planted, and Darien is waiting for a proposal for stump grinding. Stump grinding may be done in-house depending on the cost of the proposal received.

Darien is seeking approval from the Board for the replacement of two flat roofs and two large roofs which were scheduled for this year but put on hold earlier in the year. The Contractor has held his proposal and has committed the work to be done before the end of the year. Units identified were #100, #276, #318, and #181/183.

Manager Report – Sheila Duncan of Imagineers reported an invoice for an emergency deck stairs repair was sent to the Unit Owner, and an insurance claim for 49 HWS is in discussion and ongoing, a letter was received by the Board of possible litigation from is in the hands of our Attorney and Insurance providers, a Variance application for 128 HWS was received and provided to the Board for review, and a proposal for sealing cracks in the roadways and sidewalks was received and provided to the Board for review and action, and a letter was issued to the Unit Owner of #217HWN of the approval by email vote of the Variance Application for replacement windows.

Committee Reports

- 1) Grounds – Mike Prouix, Committee Chair reported the fall planting projects will start, soil samples have been taken to develop alternative plantings in areas where grass will not grow. The Committee will develop test areas for the evaluation.
- 2) Trees – Gene Flynn is on vacation and reported through Mike Prouix that two Dogwoods would be planted, and stumps removed.
- 3) Communications – Mike Prouix reported on behalf of Gene Flynn, Chairperson of the Committee the Lark will continue to publish every other month. At the request of the President, the Committee will investigate options and recommendations to broaden the distribution of messages and communications to the Meadow Hill Community.

Luther Weeks, a member of the Communications Committee asked for a text version of the Declaration and By-Laws to post on the Meadow Hill website.

- 4) Long-Term – Jim Fuda, Committee Chair reported the Committee has submitted a recommendation to the Board for sale of the Hollister House. The proposal is to sell the building As Is but allow the conversion of the amenities to two residential units. The Community would need to approve the conversion before the project could move forward. Ed Litke, the Committee member, added the project would still be under the control of the Association and the exterior of the Hollister House would remain the same unless the Board approved changes.
- 5) Maintenance – Walter Brownsword, Committee Co-Chair reported items for the 2024 budget are being developed and include – Phase 2 of the house numbers converted to white for increased visibility, completion of the crack filling and painting for the second tennis/pickleball court, request for a new bench and two replacement picnic tables and a pipe water feed to the Community Garden. The retaining walls are undergoing inspection by Bob Kolwicz and Ray Dolan. A brush hog is scheduled for early November for phragmite control in the lower paddock area.
- 6) Social- Donna Whalen reported the upcoming Social Event on the community garden 29th. Flyers and email blasts have been sent out to the community.

Open Forum

The following is a summary of comments made by residents in attendance:

- 1) Budget – concern we are not collecting adequate funds from HOA fees.
- 2) Reserves – need additional funding.
- 3) The Reserve Study should be updated.
- 4) Hollister House Proposal:
 - a. Subject to capital gains or taxes?
 - b. Should get three appraisals.
 - c. Support replenishment of reserves
 - d. Limited market for the project
- 5) Miscellaneous:
 - a. The Garden Is not being closed. A suggestion is to allow them to rest for a year.
 - b. Punch list for Aluminum Wiring project being kept by LTC.
 - c. Mosquitos – identified steps we can take. Spraying is not effective.

Old Business

- 1) Dogwood Lane – after discussion and to address concerns of safety for pedestrians, impact from delivery trucks, and reverting to the original use of Dogwood Lane as an emergency connector of HWW and HWN, the Board agreed to have two signs posted with restrictions limiting access to emergency vehicles and Meadow Hill maintenance vehicles only and allowing the continued use by the residents adjacent to Dogwood Lane to resident pick up and drop off only.

A motion was made to “Install signage at each end of Dogwood Lane stating, “No through traffic, emergency and Meadow Hill maintenance vehicles only, resident pick up and drop off only”. The motion was made by Ron King and seconded by Ed Litke. The Board voted unanimously (Yes – 6, No -0), Donna Whalen did not vote as she was not in attendance.

- 2) Aluminum Wiring Project – The Project is 80% complete and will be finished at the end of October. Letters to Unit Owners for payments will be sent out by the end of the month and the Construction Loan converted to a permanent loan.

New Business

- 1) Hollister House – The board discussed the Hollister House recommendation of the Long-Term Committee and agreed to move the project forward for presentation and approval by the Community. A motion was made by Dave Faxon (?) and seconded by Ed Litke (?) to move forward with the recommendation of the Long-Term Committee. The proposal will be presented to the Meadow Hill community as a proposed change to the Declaration to seek a change of the Hollister House from an amenity to up to two residential units and if approved by 80% of the unit owners, to put the Hollister House for sale in “As is” condition and authorize up to \$5,000 from the Reserves for legal fees. The Board voted unanimously (Yes – 6, No -0), Donna Whalen did not vote as she was not in attendance.
- 2) Roofs - The board discussed Darien’s request for approval to eliminate the flat roofs at four locations. A motion was made to approve \$30,000 from Reserves to pay for eliminating flat roofs for Units #100, 276, 318, and 181/183. Walter Brownsword moved the motion and

Dave Faxon seconded the motion. The Board voted unanimously (Yes – 6, No -0), Donna Whalen did not vote as she was not in attendance.

- 3) Crack Sealing Roads and Walks – The board reviewed and discussed the proposal received from Central Sealing for sealing cracks in roadways, and walkways. A motion was made to approve the proposal submitted in the amount of \$7,391.33 and transfer funds from the Reserves. Walter Brownsword moved the motion and Dave Faxon seconded the motion. The Board voted unanimously (Yes – 6, No -0), Donna Whalen did not vote as she was not in attendance.
- 4) Variance Application of Unit #128 – The board reviewed the request of the Unit Owner, Mary Neery, to enclose and enlarge her deck to make a four seasons room. The Unit Owner was present. The Board had questions about the size of the proposal and agreed for Darien to review it in the field with the Unit Owner and report his findings back to the Board. The matter will be tabled until receipt of Darien’s findings.

Special Announcement – Jim Fuda announced that both Ed Litke and Dave Faxon will be retiring from the Board. Jim thanked them for their sacrifice, commitment, and contribution to Meadow Hill. Their last meeting will be the October Board meeting.

Adjourn - The meeting was adjourned at 3:23 PM. Ron King moved to adjourn, and Dave King seconded. The motion was unanimously approved by the Board (6- Yes, 0 – No), Donna Whalen did not vote as she was unable to attend.

Time of adjournment – 3:23 PM

Minutes submitted by: Jim Fuda

Minutes approved by email vote on 10/01/2023; Yes, 6 – No, 0; Donna Whalen did not vote as she was unable to attend.

Email Votes – 08/17/2023 to 09/19/2023 The following votes were made since the last Board meeting and are recorded as part of these notes:

- 08/20 – The motion to approve the minutes of the August 18, 2023, Executive Board Meeting was made by Dave Faxon and seconded by Brenda Berk. The motion was approved by e-mail vote (Yes-6, No-0) on 08/20/2023. Ron King did not vote as he was not able to attend the meeting.
- 08/31 - The motion to approve the Fall Planting Plan submitted by the Grounds Committee to expend \$874 of their remaining budget was made by Dave Faxon and seconded by Brenda Berk. The motion was unanimously approved by e-mail vote (Yes-7, No-0) on 08/31/2023.
- 09/06 - The motion to approve the request of Bonnie Brooks to conduct an information presentation on Transitional Living on October 12th and allow family members to attend was made by Brenda Berk and seconded by Dave Faxon. The motion was unanimously approved by e-mail vote (Yes-7, No-0) on 09/06/2023.
- 09/08 - The motion to approve the Variance Application of #217 HWN for the replacement of windows was made by Walter Brownsword and seconded by Brenda Berk. The motion was unanimously approved by e-mail vote (Yes-7, No-0) on 09/08/2023.



FINANCIAL REPORT

Balance Sheet Report
Meadow Hill, Inc.
As of September 30, 2023

	<u>Balance Sep 30, 2023</u>	<u>Balance Aug 31, 2023</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1701 - Prepaid Insurance	44,798.60	58,853.20	(14,054.60)
Total Prepaid Expenses	44,798.60	58,853.20	(14,054.60)
Fixed Assets/Accum Depreciation			
1806 - Equipment	13,040.89	13,040.89	0.00
1807 - Accumulated Depreciation.: Equipment	(99,877.22)	(99,877.22)	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
Total Fixed Assets/Accum Depreciation	8,487.10	8,487.10	0.00
Total Assets	1,541,576.47	1,435,084.29	106,492.18
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	114,812.28	94,518.86	20,293.42
2103 - Due to Reserves	75,898.75	69,898.75	6,000.00
2104 - Clearing Account	1,285.00	0.00	1,285.00
2200 - Unit Owner Fees Received in Advance	16,981.00	57,298.17	(40,317.17)
2203 - Deferred Insurance Claim Income	18,640.43	0.00	18,640.43
2302 - Accrued Expenses	26,250.00	24,265.00	1,985.00
Total Current Payables	253,867.46	245,980.78	7,886.68
Prepays			
2208 - Deferred SA Income	388,019.00	488,488.00	(100,469.00)
Total Prepays	388,019.00	488,488.00	(100,469.00)

Balance Sheet Report

Meadow Hill, Inc.

As of September 30, 2023

	<u>Balance Sep 30, 2023</u>	<u>Balance Aug 31, 2023</u>	<u>Change</u>
<u>Assets</u>			
Operating Cash			
1103 - Webster Debit Checking	1,359.24	2,769.46	(1,410.22)
1105 - Key Bank - Checking	1,224.63	1,224.63	0.00
1140 - Operating Checking - Pacific Premier Bk	4,689.45	773.75	3,915.70
1142 - Windsor Federal Bank	52,878.00	0.00	52,878.00
1145 - PPB Inc Claim 06C00716	4,550.62	4,550.62	0.00
1146 - PPB Segregated: SA Wire (Loan) 2023	27,847.40	28,251.65	(404.25)
1147 - PPB Segregated: SA Fire Rebuild 2023	62,245.50	31,393.00	30,852.50
1148 - PPB Segregated: Claim unit 49 NHW	18,734.93	0.00	18,734.93
1170 - Segregated Funds - Insurance	10,000.00	20,000.00	(10,000.00)
Total Operating Cash	183,529.77	88,963.11	94,566.66
Money Market			
1303 - Key Bank Money Market	37,097.12	37,044.56	52.56
1340 - Money Market - Pacific Premier Bank	100,410.02	110,379.13	(9,969.11)
Total Money Market	137,507.14	147,423.69	(9,916.55)
Certificates of Deposit			
1401 - Key Bank CD	122,408.01	121,784.30	623.71
Total Certificates of Deposit	122,408.01	121,784.30	623.71
Accounts Receivable			
1600 - Accounts receivable	20,560.96	3,038.00	17,522.96
1602 - A/R Long-Term Special Assessment	681,926.35	681,926.35	0.00
1604 - Accounts Receivable Reserves	180,586.03	162,836.03	17,750.00
1605 - Reserve Recievable - WindsorFed Ln Payof	160,172.51	160,172.51	0.00
1609 - Other Receivable	1,600.00	1,600.00	0.00
Total Accounts Receivable	1,044,845.85	1,009,572.89	35,272.96

Balance Sheet Report
Meadow Hill, Inc.
As of September 30, 2023

	<u>Balance Sep 30, 2023</u>	<u>Balance Aug 31, 2023</u>	<u>Change</u>
<u>Liabilities</u>			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	532,196.00	426,440.00	105,756.00
Total Long Term Payables	<u>532,196.00</u>	<u>426,440.00</u>	<u>105,756.00</u>
Reserve for Future Major Repairs & Repl			
2500 - Contract Liability	377,532.80	377,532.80	0.00
Total Reserve for Future Major Repairs & Repl	<u>377,532.80</u>	<u>377,532.80</u>	<u>0.00</u>
Total Liabilities	<u>1,551,615.26</u>	<u>1,538,441.58</u>	<u>13,173.68</u>
<u>Owners' Equity</u>			
Members Equity			
3100 - Members Equity	(110,850.84)	(110,850.84)	0.00
Total Members Equity	<u>(110,850.84)</u>	<u>(110,850.84)</u>	<u>0.00</u>
Replacement Reserves			
3200 - Replacement Reserve	225.72	225.72	0.00
3203 - Fixed Asset Fund	1,878.45	1,878.45	0.00
Total Replacement Reserves	<u>2,104.17</u>	<u>2,104.17</u>	<u>0.00</u>
Total Owners' Equity	<u>(108,746.67)</u>	<u>(108,746.67)</u>	<u>0.00</u>
 Net Income / (Loss)	 <u>98,707.88</u>	 <u>5,389.38</u>	 <u>93,318.50</u>
Total Liabilities and Equity	<u><u>1,541,576.47</u></u>	<u><u>1,435,084.29</u></u>	<u><u>106,492.18</u></u>

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

September 01, 2023 thru September 30, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (9 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Association Fee Income								
4100 - Association Fee Income	56,802.00	56,801.00	1.00	511,218.00	511,204.00	14.00	681,605.00	170,387.00
4405 - CAI Rental	695.00	694.00	1.00	6,255.00	6,251.00	4.00	8,335.00	2,080.00
Total Association Fee Income	57,497.00	57,495.00	2.00	517,473.00	517,455.00	18.00	689,940.00	172,467.00
Special Assessment Income								
4201 - Special Assessment Loan 2023	100,469.00	0.00	100,469.00	311,981.00	0.00	311,981.00	0.00	(311,981.00)
4202 - Special Assessment: Fire U#6&10	107,432.50	0.00	107,432.50	154,606.50	0.00	154,606.50	0.00	(154,606.50)
Total Special Assessment Income	207,901.50	0.00	207,901.50	466,587.50	0.00	466,587.50	0.00	(466,587.50)
Income Charged by Unit								
4300 - Late fee income	375.00	38.00	337.00	1,150.00	338.00	812.00	450.00	(700.00)
4301 - Miscellaneous income	0.00	42.00	(42.00)	(3.64)	375.00	(378.64)	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	25.00	0.00	25.00	75.00	0.00	75.00	0.00	(75.00)
4306 - Statement fee income	90.00	0.00	90.00	70.00	0.00	70.00	0.00	(70.00)
4313 - Pool Card Income	0.00	0.00	0.00	20.00	0.00	20.00	0.00	(20.00)
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	490.00	80.00	410.00	1,341.36	713.00	628.36	950.00	(391.36)
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	0.00	63.00	(63.00)	700.00	563.00	137.00	750.00	50.00
4401 - Insurance claim income	0.00	0.00	0.00	248,154.80	0.00	248,154.80	0.00	(248,154.80)
4406 - Social Fund Income	0.00	188.00	(188.00)	(680.00)	1,688.00	(2,368.00)	2,250.00	2,930.00
Total Other Income Assoc Level	0.00	251.00	(251.00)	248,174.80	2,251.00	245,923.80	3,000.00	(245,174.80)
Interest/Reserve Income								
4501 - Interest Income Operating	0.00	0.00	0.00	0.17	0.00	0.17	0.00	(0.17)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

September 01, 2023 thru September 30, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (9 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Interest/Reserve Income								
4502 - Interest Income Reserves	0.00	17.00	(17.00)	0.00	150.00	(150.00)	200.00	200.00
Total Interest/Reserve Income	0.00	17.00	(17.00)	0.17	150.00	(149.83)	200.00	199.83
Total Meadow Hill, Inc. Income	265,888.50	57,843.00	208,045.50	1,233,576.83	520,569.00	713,007.83	694,090.00	(539,486.83)
<u>Expense</u>								
Professional Fees								
5100 - Management Fee	2,859.13	2,896.00	(36.87)	25,781.44	26,063.00	(281.56)	34,750.00	8,968.56
5101 - Legal Fees	(28.50)	83.00	(111.50)	3,134.75	750.00	2,384.75	1,000.00	(2,134.75)
5102 - Accounting Fees	0.00	5,000.00	(5,000.00)	5,270.00	5,000.00	270.00	5,000.00	(270.00)
Total Professional Fees	2,830.63	7,979.00	(5,148.37)	34,186.19	31,813.00	2,373.19	40,750.00	6,563.81
Utilities								
5200 - Electricity	2,226.71	1,792.00	434.71	19,535.83	16,125.00	3,410.83	21,500.00	1,964.17
5205 - Gas	818.96	1,083.00	(264.04)	9,531.48	9,750.00	(218.52)	13,000.00	3,468.52
5206 - Water	2,988.55	3,333.00	(344.45)	24,135.20	30,000.00	(5,864.80)	40,000.00	15,864.80
5207 - Sewer	1,680.00	2,000.00	(320.00)	14,975.00	18,000.00	(3,025.00)	24,000.00	9,025.00
5210 - Trash Removal	2,845.13	2,625.00	220.13	24,283.97	23,625.00	658.97	31,500.00	7,216.03
5211 - Telephone	453.58	333.00	120.58	3,958.60	3,000.00	958.60	4,000.00	41.40
Total Utilities	11,012.93	11,166.00	(153.07)	96,420.08	100,500.00	(4,079.92)	134,000.00	37,579.92
Administrative								
5308 - Miscellaneous Admin	377.75	250.00	127.75	2,980.47	2,250.00	730.47	3,000.00	19.53
5313 - Communications - LARK	0.00	42.00	(42.00)	142.54	375.00	(232.46)	500.00	357.46
5314 - Welcome Committee	0.00	13.00	(13.00)	0.00	113.00	(113.00)	150.00	150.00
Total Administrative	377.75	305.00	72.75	3,123.01	2,738.00	385.01	3,650.00	526.99
Insurance								
5400 - Master Insurance Policy	13,477.60	10,583.00	2,894.60	118,934.40	95,250.00	23,684.40	127,000.00	8,065.60
5401 - Worker's Compensation	374.00	667.00	(293.00)	(2,326.99)	6,000.00	(8,326.99)	8,000.00	10,326.99

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

September 01, 2023 thru September 30, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (9 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Insurance								
5403 - Health Insurance	2,294.23	2,153.00	141.23	17,462.63	19,377.00	(1,914.37)	25,836.00	8,373.37
5407 - Insurance Loss Expense	60,207.00	0.00	60,207.00	319,634.23	0.00	319,634.23	0.00	(319,634.23)
5409 - Automobile Insurance	203.00	200.00	3.00	1,973.75	1,800.00	173.75	2,400.00	426.25
Total Insurance	76,555.83	13,603.00	62,952.83	455,678.02	122,427.00	333,251.02	163,236.00	(292,442.02)
Payroll								
5501 - Payroll-Maintenance	9,731.00	10,272.00	(541.00)	92,386.90	92,449.00	(62.10)	123,265.00	30,878.10
5503 - Payroll-Bonus	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
5504 - Payroll-Snow	0.00	167.00	(167.00)	610.00	1,500.00	(890.00)	2,000.00	1,390.00
5508 - Payroll-Mileage	31.35	0.00	31.35	97.95	0.00	97.95	0.00	(97.95)
5506 - Employer Payroll Taxes	718.64	786.00	(67.36)	7,775.86	7,073.00	702.86	9,430.00	1,654.14
5507 - Payroll Service Fees	165.64	175.00	(9.36)	1,698.82	1,575.00	123.82	2,100.00	401.18
Total Payroll	10,646.63	11,400.00	(753.37)	102,619.53	102,597.00	22.53	136,795.00	34,175.47
Grounds Maintenance								
5600 - Landscaping Maint. Contract	9,126.24	9,126.00	0.24	54,757.44	63,884.00	(9,126.56)	73,010.00	18,252.56
5606 - Tree Maintenance	216.42	408.00	(191.58)	11,489.52	3,668.00	7,821.52	4,890.00	(6,599.52)
5607 - Mulching-Perimeters	0.00	483.00	(483.00)	6,365.65	4,350.00	2,015.65	5,800.00	(565.65)
5609 - Fertilization	1,010.33	583.00	427.33	7,957.12	5,250.00	2,707.12	7,000.00	(957.12)
5611 - Snow Removal Supplies	0.00	333.00	(333.00)	129.68	3,000.00	(2,870.32)	4,000.00	3,870.32
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	0.00	1,500.00	(1,500.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm	1,002.86	388.00	614.86	1,428.26	2,721.00	(1,292.74)	3,110.00	1,681.74
Total Grounds Maintenance	11,355.85	11,488.00	(132.15)	82,127.67	84,373.00	(2,245.33)	99,810.00	17,682.33
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	175.00	(175.00)	2,430.77	1,575.00	855.77	2,100.00	(330.77)
5702 - Amenities	0.00	33.00	(33.00)	682.75	300.00	382.75	400.00	(282.75)
5714 - Social Fund	0.00	188.00	(188.00)	(750.55)	1,688.00	(2,438.55)	2,250.00	3,000.55
Total Amenities Maintenance	0.00	396.00	(396.00)	2,362.97	3,563.00	(1,200.03)	4,750.00	2,387.03

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

September 01, 2023 thru September 30, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (9 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Maintenance & Repairs								
5803 - Pest Control	2,196.11	225.00	1,971.11	2,666.65	2,025.00	641.65	2,700.00	33.35
5804 - Maintenance Supplies	1,729.75	333.00	1,396.75	7,850.87	3,000.00	4,850.87	4,000.00	(3,850.87)
5805 - Truck Maintenance & Fuel	141.03	208.00	(66.97)	1,494.24	1,875.00	(380.76)	2,500.00	1,005.76
5811 - Equipment Maint. Misc & Fuel	0.00	125.00	(125.00)	440.72	1,125.00	(684.28)	1,500.00	1,059.28
5900 - Building Maintenance	(147.61)	500.00	(647.61)	2,581.09	4,500.00	(1,918.91)	6,000.00	3,418.91
Total Maintenance & Repairs	3,919.28	1,391.00	2,528.28	15,033.57	12,525.00	2,508.57	16,700.00	1,666.43
Reserves and Miscellaneous								
6102 - Association Income Tax	0.00	58.00	(58.00)	0.00	525.00	(525.00)	700.00	700.00
6103 - Truck Taxes	0.00	58.00	(58.00)	889.03	525.00	364.03	700.00	(189.03)
6105 - Contribution To Reserves General	7,750.00	7,750.00	0.00	69,749.00	69,749.00	0.00	92,999.00	23,250.00
6120 - WF Loan # 75521651 Interest	3,296.10	0.00	3,296.10	17,923.01	0.00	17,923.01	0.00	(17,923.01)
Total Reserves and Miscellaneous	11,046.10	7,866.00	3,180.10	88,561.04	70,799.00	17,762.04	94,399.00	5,837.96
Capital Improvements								
7208 - Special Assessment Projects	404.25	0.00	404.25	404.25	0.00	404.25	0.00	(404.25)
Total Capital Improvements	404.25	0.00	404.25	404.25	0.00	404.25	0.00	(404.25)
Total Meadow Hill, Inc. Expense	128,149.25	65,594.00	62,555.25	880,516.33	531,335.00	349,181.33	694,090.00	(186,426.33)
Total Meadow Hill, Inc. Income / (Loss)	137,739.25	(7,751.00)	145,490.25	353,060.50	(10,766.00)	363,826.50	0.00	(353,060.50)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc-Reserve

September 01, 2023 thru September 30, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (9 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Interest/Reserve Income								
4500 - Reserve Contributions	7,750.00	7,452.00	298.00	69,499.00	67,066.00	2,433.00	89,422.00	19,923.00
4502 - Interest Income Reserves	707.25	0.00	707.25	1,148.19	0.00	1,148.19	0.00	(1,148.19)
4504 - Income from Res. Appropriation	0.00	0.00	0.00	(13,018.81)	0.00	(13,018.81)	0.00	13,018.81
Total Interest/Reserve Income	8,457.25	7,452.00	1,005.25	57,628.38	67,066.00	(9,437.62)	89,422.00	31,793.62
Total Meadow Hill, Inc-Reserve Income	8,457.25	7,452.00	1,005.25	57,628.38	67,066.00	(9,437.62)	89,422.00	31,793.62
<u>Expense</u>								
Capital Improvements								
7208 - Special Assessment Projects	52,878.00	2,917.00	49,961.00	311,981.00	26,250.00	285,731.00	35,000.00	(276,981.00)
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	0.00	7,275.00	(7,275.00)	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	0.00	25,500.00	(25,500.00)	34,000.00	34,000.00
7229 - Contingencies	0.00	833.00	(833.00)	0.00	7,500.00	(7,500.00)	10,000.00	10,000.00
Total Capital Improvements	52,878.00	7,391.00	45,487.00	311,981.00	66,525.00	245,456.00	88,700.00	(223,281.00)
Total Meadow Hill, Inc-Reserve Expense	52,878.00	7,391.00	45,487.00	311,981.00	66,525.00	245,456.00	88,700.00	(223,281.00)
Total Meadow Hill, Inc-Reserve Income / (L	(44,420.75)	61.00	(44,481.75)	(254,352.62)	541.00	(254,893.62)	722.00	255,074.62
Total Association Net Income / (Loss)	93,318.50	(7,690.00)	101,008.50	98,707.88	(10,225.00)	108,932.88	722.00	(97,985.88)

Accounts Payable Open Items

Meadow Hill, Inc.

As of Sat Sep 30, 2023

Period	Invoice Date -	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Berk Brenda - 102 Hollister Way South, Glastonbury, CT 06033								
September, 2023	10/03/2023	2023-10-03	1361 - 5308 - Miscellaneous Admin	09/30/2023	10/03/2023	Reimbursement	10032023	66.97
Total Berk Brenda:								66.97
Braman - P. O. Box 368, Agawam, MA 01001-0368 - (413) 732-9009								
September, 2023	09/01/2023	2482453	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482455	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482452	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482450	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482451	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482454	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
		2482456	1361 - 5803 - Pest Control	09/01/2023		Pest Control Service	9/1/23	313.73
Total Braman:								2,196.11
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618								
September, 2023	09/25/2023	092523-2090	1361 - 5200 - Electricity	09/25/2023		Acct # 5164 219 2090	8/24/23-9/25/23	94.21
		092523-2008	1361 - 5200 - Electricity	09/25/2023		Acct # 5162 529 2008	8/24/23-9/25/23	20.87
		092523-2068	1361 - 5200 - Electricity	09/25/2023		Acct # 5161 619 2068	8/24/23-9/25/23	9.88
		092523-2052	1361 - 5200 - Electricity	09/25/2023		Acct # 5159 819 2052	8/24/23-9/25/23	21.94
		092523-2029	1361 - 5200 - Electricity	09/25/2023		Acct # 5169 719 2029	8/24/23-9/25/23	27.56
		092523-2005	1361 - 5200 - Electricity	09/25/2023		Acct # 5154 529 2005	8/24/23-9/25/23	30.24
		092523-2017	1361 - 5200 - Electricity	09/25/2023		Acct # 5134 519 2017	8/24/23-9/25/23	12.83
		092523-2038	1361 - 5200 - Electricity	09/25/2023		Acct # 5137 129 2038	8/24/23-9/25/23	45.21
		092523-2040	1361 - 5200 - Electricity	09/25/2023		Acct # 5139 519 2040	8/24/23-9/25/23	739.73
		092523-2018	1361 - 5200 - Electricity	09/25/2023		Acct # 5124 519 2018	8/24/23-9/25/23	77.60
		092523-2075	1361 - 5200 - Electricity	09/25/2023		Acct # 5118 719 2075	8/24/23-9/25/23	13.63
		092523-2019	1361 - 5200 - Electricity	09/25/2023		Acct # 5133 519 2019	8/24/23-9/25/23	59.45
		092523-2069	1361 - 5200 - Electricity	09/25/2023		Acct # 5113 619 2069	8/24/23-9/25/23	18.46
		092523-2014	1361 - 5200 - Electricity	09/25/2023		Acct # 5116 519 2014	8/24/23-9/25/23	9.88
Total Eversource (E):								1,181.49
Imagineers, LLC - 635 Farmington Avenue, Hartford, CT 06105 - (860) 247-2318								
September, 2023	09/01/2023	AR061159-MGM	1361 - 5100 - Management Fee	09/01/2023		Management Fee	9/2023	2,859.13
Total Imagineers, LLC:								2,859.13
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

Accounts Payable Open Items

Meadow Hill, Inc.

As of Sat Sep 30, 2023

Period	Invoice Date -	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105								
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
April, 2023	04/01/2023	04/2023-RC	1361 - 6105 - Contribution To Reserves General	04/01/2023		Reserve Contribution	04/2023	7,750.00
		04/2023-LR	1361 - 2103 - Due to Reserves	04/01/2023		Pay Off Loan from Reserve	04/2023	4,000.00
May, 2023	05/01/2023	05/2023-RC	1361 - 6105 - Contribution To Reserves General	05/01/2023		Reserve Contribution	05/2023	7,750.00
		05/2023-LR	1361 - 2103 - Due to Reserves	05/01/2023		Pay Off Loan from Reserve	05/2023	4,000.00
June, 2023	06/01/2023	06/2023-RC	1361 - 6105 - Contribution To Reserves General	06/01/2023		Reserve Contribution	06/2023	7,750.00
		06/2023-LR	1361 - 2103 - Due to Reserves	06/01/2023		Pay Off Loan from Reserve	06/2023	4,000.00
July, 2023	07/01/2023	07/2023-RC	1361 - 6105 - Contribution To Reserves General	07/01/2023		Reserve Contribution	07/2023	7,750.00
		07/2023-LR	1361 - 2103 - Due to Reserves	07/01/2023		Pay Off Loan from Reserve	07/2023	4,000.00
August, 2023	08/01/2023	08/2023-RC	1361 - 6105 - Contribution To Reserves General	08/01/2023		Reserve Contribution	08/2023	7,750.00
		08/2023-LR	1361 - 2103 - Due to Reserves	08/01/2023		Pay Off Loan from Reserve	08/2023	4,000.00
September, 2023	09/01/2023	09/2023-RC	1361 - 6105 - Contribution To Reserves General	09/01/2023		Reserve Contribution	09/2023	7,750.00
		09/2023-LR	1361 - 2103 - Due to Reserves	09/01/2023		Pay Off Loan from Reserve	09/2023	4,000.00
Total Meadow Hill, Inc.:								104,937.28
Sandler & Hansen, LLC - 98 Washington Street, Third Floor, Middletown, CT 06457 - (860) 398-9090								
September, 2023	09/11/2023	7508	1361 - 5101 - Legal Fees	09/11/2023		Professional Services	9/11/23	488.25
		7509	1361 - 5407 - Insurance Loss Expense	09/11/2023		Professional Services	9/11/23	94.50
Total Sandler Hansen, LLC:								582.75
The Metropolitan District Co. - PO Box 990092, Hartford, CT 06199-0092 - (860) 278-0127								
September, 2023	09/05/2023	610000760793	1361 - 5206 - Water	09/05/2023		1489 Main St. Acct # 21019066	8/1/23-8/31/23	2,988.55
Total The Metropolitan District Co.:								2,988.55
Total report:								114,812.28

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Sep 01, 2023 thru Sat Sep 30, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>A & A Pest Control, Inc.</u>					
Check Date: 09/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000536	Check Amount:	63.81	
	1361 - 5803 - Pest Control	08/28/2023	Pest Control	08/28/2023	63.81
			Total for A & A Pest Control, Inc.		63.81
<u>All Waste Inc.</u>					
Check Date: 09/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000537	Check Amount:	2,845.13	
	1361 - 5210 - Trash Removal	09/01/2023	Trash Removal	09/2023	2,845.13
			Total for All Waste Inc.		2,845.13
<u>Alwire Project Engineering LLC</u>					
Check Date: 09/07/2023	Bank: Windsor Federal Bank	Check Number: 00001008	Check Amount:	52,878.00	
	1361RES - 7208 - Special Assessment Projects	09/07/2023	Remediation of aluminium branch circ 14 units		52,878.00
			Total for Alwire Project Engineering LLC		52,878.00
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 09/30/2023	Bank: Pacific Premier Bank - OP	Check Number: 09272023	Check Amount:	299.38	
	1361 - 5403 - Health Insurance	09/30/2023	Health Insurance	09/2023	299.38
			Total for Anthem Blue Cross & Blue Shield		299.38
<u>CAI</u>					
Check Date: 09/01/2023	Bank: Pacific Premier Bank - OP	Check Number: 07000072	Check Amount:	0.00	
	1361 - 5308 - Miscellaneous Admin	09/01/2023	Annual Membership Dues	9/1/23	320.00
	1361 - 5308 - Miscellaneous Admin	09/01/2023	Annual Membership Dues	9/1/23	(320.00)
			Total for CAI		0.00
<u>Cigna + Oscar</u>					
Check Date: 09/14/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500070	Check Amount:	2,331.95	
	1361 - 5403 - Health Insurance	09/14/2023	Monthly Health Insurance	due 09/2023	2,331.95
			Total for Cigna + Oscar		2,331.95
<u>Connecticut Natural Gas Corporation</u>					
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000541	Check Amount:	783.96	
	1361 - 5205 - Gas	09/15/2023	Account # 040-0010386-3060	8/11/23-9/13/23	41.53
	1361 - 5205 - Gas	09/15/2023	Account # 040-0010387-9819	8/11/23-9/13/23	71.36
	1361 - 5205 - Gas	09/15/2023	Account # 040-0010388-4033	8/11/23-9/13/23	91.16
	1361 - 5205 - Gas	09/18/2023	Account # 040-0010385-5793	8/11/23-9/13/23	543.09

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Sep 01, 2023 thru Sat Sep 30, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Connecticut Natural Gas Corporation</u>					
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000541	Check Amount: 783.96		
	1361 - 5205 - Gas	09/15/2023	Account # 040-0011134-5787	8/11/2-9/13/23	36.82
			Total for Connecticut Natural Gas Corporation		783.96
<u>Dolan, Toni</u>					
Check Date: 09/25/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000546	Check Amount: 977.00		
	1361 - 2104 - Clearing Account	09/08/2023	Fire Rebuild SA Overpymt refund	9/8/23	977.00
			Total for Dolan, Toni		977.00
<u>Eversource (E)</u>					
Check Date: 09/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000535	Check Amount: 1,267.77		
	1361 - 5200 - Electricity	08/24/2023	Acct # 5113 619 2069	7/25/23-8/24/23	17.29
	1361 - 5200 - Electricity	08/24/2023	Acct # 5139 519 2040	7/25/23-8/24/23	835.76
	1361 - 5200 - Electricity	08/24/2023	Acct # 5159 819 2052	7/25/23-8/24/23	20.21
	1361 - 5200 - Electricity	08/24/2023	Acct # 5124 519 2018	7/25/23-8/24/23	71.49
	1361 - 5200 - Electricity	08/24/2023	Acct # 5133 519 2019	7/25/23-8/24/23	56.32
	1361 - 5200 - Electricity	08/24/2023	Acct # 5134 519 2017	7/25/23-8/24/23	13.33
	1361 - 5200 - Electricity	08/24/2023	Acct # 5137 129 2038	7/25/23-8/24/23	42.41
	1361 - 5200 - Electricity	08/24/2023	Acct # 5118 719 2075	7/25/23-8/24/23	14.64
	1361 - 5200 - Electricity	08/24/2023	Acct # 5116 519 2014	7/25/23-8/24/23	10.15
	1361 - 5200 - Electricity	08/24/2023	Acct # 5161 619 2068	7/25/23-8/24/23	10.15
	1361 - 5200 - Electricity	08/24/2023	Acct # 5169 719 2029	7/25/23-8/24/23	24.96
	1361 - 5200 - Electricity	08/24/2023	Acct # 5162 529 2008	7/25/23-8/24/23	20.47
	1361 - 5200 - Electricity	08/24/2023	Acct # 5164 219 2090	7/25/23-8/24/23	102.45
	1361 - 5200 - Electricity	08/24/2023	Acct # 5154 529 2005	7/25/23-8/24/23	28.14
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000544	Check Amount: 775.22		
	1361 - 5200 - Electricity	09/08/2023	Acct # 5136 879 2073	8/9/23-9/8/23	775.22
			Total for Eversource (E)		2,042.99
<u>Frontier Communications</u>					
Check Date: 09/12/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000538	Check Amount: 131.99		
	1361 - 5211 - Telephone	09/01/2023	Acct 860-037-5165	08/29/23-09/28/23	131.99
Check Date: 09/30/2023	Bank: Pacific Premier Bank - OP	Check Number: 09252023	Check Amount: 131.99		
	1361 - 5211 - Telephone	09/30/2023	Acct 860-037-5165	09/25/2023	131.99
			Total for Frontier Communications		263.98

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Sep 01, 2023 thru Sat Sep 30, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Highlight Landscape and Design LLC</u>					
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000543	Check Amount: 9,126.24		
	1361 - 5600 - Landscaping Maint. Contract	09/01/2023	Seasonal Landscaping Service as De: 09/2023		9,126.24
			Total for Highlight Landscape and Design LLC		9,126.24
<u>Home Depot Credit Services</u>					
Check Date: 09/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000540	Check Amount: 1,689.75		
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	141.18
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	178.44
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	35.44
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	43.03
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	480.67
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	79.42
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	73.38
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	07/28/2023	66.86
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	90.08
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	89.03
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	249.50
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	34.74
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	41.58
	1361 - 5804 - Maintenance Supplies	09/01/2023	Home Depot Purchase	08/28/2023	86.40
			Total for Home Depot Credit Services		1,689.75
<u>Imagineers, LLC</u>					
Check Date: 09/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000539	Check Amount: 60,000.00		
	1361 - 5407 - Insurance Loss Expense	09/01/2023	Fire Claim# 06C00716	6 & 10 Hollister Way	60,000.00
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000542	Check Amount: 360.78		
	1361 - 4306 - Statement fee income	09/01/2023	Statement Fees	8/2023	60.00
	1361 - 5308 - Miscellaneous Admin	09/01/2023	Copies & Postage	5/15/23	300.78
			Total for Imagineers, LLC		60,360.78
<u>Rottner, Les & Roni</u>					
Check Date: 09/20/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500071	Check Amount: 35.31		
	1361 - 2104 - Clearing Account	09/13/2023	Refund - Signed Up for ACH	00171-2818	35.31
			Total for Rottner, Les & Roni		35.31

Cash Disbursement by Vendor
Meadow Hill, Inc.
Fri Sep 01, 2023 thru Sat Sep 30, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Trugreen</u>					
Check Date: 09/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000545	Check Amount: 1,010.33		
	1361 - 5609 - Fertilization	09/01/2023	Ornamental Bed Weed Control	08/28/2023	1,010.33
				Total for Trugreen	1,010.33
<u>Windsor Federal Savings</u>					
Check Date: 09/14/2023	Bank: Pacific Premier Bank - OP	Check Number: 09142023	Check Amount: 3,296.10		
	1361 - 6120 - WF Loan # 75521651 Interest	09/14/2023	WF Loan # 75521651: Interest	09/2023	3,296.10
				Total for Windsor Federal Savings	3,296.10
				Total for Meadow Hill, Inc.	138,004.71



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

Dates: 10/11/2022 to 10/12/2023

Meadow Hill Incorporated Report

☒ Open



Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
223 Hollister Way North Glastonbury, CT 06033 223 Hollister Way North - Unit: 1 OWNER: Patricia M. Maloney ACCOUNT ID: n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien / null	583333	Hours: null Labor: Mats:	CREATED: 10/10/2023 9:02 AM Merritt, Danielle LAST UPDATED: 10/11/2023 10:51 AM Duncan, Sheila
	Note: Poison ivy - Remove the ground cover and tree removal to remove the poison ivy. The rear yard It is creeping into the yard of Virginia at 221 HWN .					
175 Hollister Way North Glastonbury, CT 06033 175 Hollister Way North - Unit: 1 OWNER: Joan Palatine ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	583060	Hours: null Labor: Mats:	CREATED: 10/09/2023 10:26 AM Merritt, Danielle LAST UPDATED: 10/09/2023 10:27 AM Merritt, Danielle
	Note: Powerwash - Power wash the north side of unit.					
179 Hollister Way North Glastonbury, CT 06033 179 Hollister Way North - Unit: 1 OWNER: Edward Litke ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	583058	Hours: null Labor: Mats:	CREATED: 10/09/2023 10:24 AM Merritt, Danielle LAST UPDATED: 10/09/2023 10:26 AM Merritt, Danielle
	Note: Power wash - Power wash east side of unit.					

86 Hollister Way South Glastonbury, CT 06033 86 Hollister Way South - Unit: 1 OWNER: Ronald King ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	581877	Hours: null Labor: Mats:	CREATED: 10/03/2023 5:26 PM Merritt, Danielle LAST UPDATED: 10/03/2023 5:27 PM Merritt, Danielle
	Note: Power wash - power wash back of unit.					
COMMON AREA Not Specified	OPEN	Grounds / Lights	Covert, Darien / null	581630	Hours: null Labor: Mats:	CREATED: 10/03/2023 9:43 AM Merritt, Danielle LAST UPDATED: 10/03/2023 9:44 AM Merritt, Danielle
	Note: Motion Light Repair - Please repair the outside motion detector flood light on the western side of 90 Hollister Way South.					
COMMON AREA 102 Hollister Way S	OPEN	Garage / N/A	Covert, Darien / null	581207	Hours: null Labor: Mats:	CREATED: 10/02/2023 9:11 AM Berk, Brenda LAST UPDATED: 10/02/2023 9:30 AM Merritt, Danielle
	Note: Peeling Paint - Paint is peeling from the wood framing around the garage door. Needs to be repainted..					
328 Hollister Way West Glastonbury, CT 06033 328 Hollister Way West - Unit: 1 OWNER: Lucille DiMarco ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	578956	Hours: null Labor: Mats:	CREATED: 09/22/2023 9:16 AM Merritt, Danielle LAST UPDATED: 09/22/2023 9:17 AM Merritt, Danielle
	Note: Powerwash Unit - Powerwash unit.					

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 / null	578940	Hours: null Labor: Mats:	CREATED: 09/22/2023 8:33 AM Merritt, Danielle LAST UPDATED: 10/11/2023 10:58 AM Duncan, Sheila
	Note: Evaluate bare ground - Bev of #324 has reached to to have the space between her unit and #320. She states the area has become bare ground. Please advise if there are any suggestions for this area besides seeding. Sending to Grounds Committee .					
96 Hollister Way South Glastonbury, CT 06033 96 Hollister Way South - Unit: 1 OWNER: Gail F. Coulom ACCOUNT ID: n/a	OPEN	Building Repair / Stairs	Covert, Darien / null	578356	Hours: null Labor: Mats:	CREATED: 09/20/2023 9:58 AM Merritt, Danielle LAST UPDATED: 10/11/2023 10:58 AM Duncan, Sheila
	Note: Step Repair - Pleas repair stairs leading up to my condo - they are all crumbling away. The stair depth on some of stairs is too short for full shoe - keep tripping going up stairs.					
96 Hollister Way South Glastonbury, CT 06033 96 Hollister Way South - Unit: 1 OWNER: Gail F. Coulom ACCOUNT ID: n/a	OPEN	Landscaping / Tree Trimming	Covert, Darien / null	578355	Hours: null Labor: Mats:	CREATED: 09/20/2023 9:57 AM Merritt, Danielle LAST UPDATED: 09/20/2023 9:58 AM Merritt, Danielle
	Note: Trim branches - Trim branches overhanging the porch and chimney.					
115 Hollister Way North Glastonbury, CT 06033 115 Hollister Way North - Unit: 1 OWNER: Irene Miller ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	577216	Hours: null Labor: Mats:	CREATED: 09/15/2023 9:42 AM Merritt, Danielle LAST UPDATED: 09/15/2023 9:44 AM Merritt, Danielle
	Note: Power Wash Unit - Please Powerwash the side of unit where the deck is. The homeowner reported it is ful of green substance.					

324 Hollister Way West Glastonbury, CT 06033 324 Hollister Way West - Unit: 1 OWNER: Beverly H. Willsey ACCOUNT ID: n/a	OPEN	Landscaping / N/A	Covert, Darien / null	571118	Hours: null Labor: Mats:	CREATED: 08/21/2023 2:34 PM Wilson, Michelle LAST UPDATED: 10/11/2023 11:04 AM Duncan, Sheila
	Note: Removal of shrubs - Please remove bush and myrtle that is south of the cypress bushes in the common area behind my condo. Mike Proulx and I have agreed that it would be best to seed grass there this fall. Then the landscaper would just mow that area..					
COMMON AREA Not Specified	OPEN	Grounds / N/A		570623	Hours: null Labor: Mats:	CREATED: 08/18/2023 3:21 PM Duncan, Sheila LAST UPDATED: 10/11/2023 11:05 AM Duncan, Sheila
	Note: top soil and seed area where plants removed 112 - homeowner requests top soil and seed be added to area near hill in front of unit where plants were removed outside of unit 112 HW. She will water area..					
254 Hollister Way West Glastonbury, CT 06033 254 Hollister Way West - Unit: 1 OWNER: Mary Ellen Linderman ACCOUNT ID: n/a	OPEN	General Repair / Fence Repair	Covert, Darien / null	568719	Hours: null Labor: Mats:	CREATED: 08/11/2023 8:10 AM Merritt, Danielle LAST UPDATED: 10/11/2023 11:06 AM Duncan, Sheila
	Note: Fence Repair - the red fence near that area is badly damaged. Please replaced.					
254 Hollister Way West Glastonbury, CT 06033 254 Hollister Way West - Unit: 1 OWNER: Mary Ellen Linderman ACCOUNT ID: n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien / null	568717	Hours: null Labor: Mats:	CREATED: 08/11/2023 8:08 AM Merritt, Danielle LAST UPDATED: 10/11/2023 11:06 AM Duncan, Sheila
	Note: Poison ivy - Poison ivy and bittersweet are growing again in the area by the steps to our garage area. Please remove/treat.					

334 Hollister Way West Glastonbury, CT 06033	OPEN	Other / N/A	Covert, Darien / null	539766	Hours: null Labor: Mats:	CREATED: 04/20/2023 3:07 PM Weeks, Luther LAST UPDATED: 08/21/2023 9:38 AM Duncan, Sheila
334 Hollister Way West - Unit: 1 OWNER: Weeks, Luther ACCOUNT ID: n/a	Note: Grass seed Aug-Sep 2023 - Please seed grass around my unit: North side, South side, and Southwest corner. I have automatic watering which I will set for 2x per day..					
17 Hollister Way North Glastonbury, CT 06033	OPEN	Landscaping / Ground Maintenance	Covert, Darien / null	534807	Hours: null Labor: Mats:	CREATED: 03/30/2023 2:29 PM Merritt, Danielle LAST UPDATED: 08/21/2023 9:39 AM Duncan, Sheila
17 Hollister Way North - Unit: 1 OWNER: Joseph Chinnici ACCOUNT ID: n/a	Note: Lawn Maintence - The owner has requested the front/side lawn be reseed.					
COMMON AREA leading up to unit 6	OPEN	Grounds / N/A	Covert, Darien / null	530659	Hours: null Labor: Mats:	CREATED: 03/09/2023 7:55 AM Merritt, Danielle LAST UPDATED: 05/26/2023 9:54 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	General / Roof/Shingle	Klaus Larsen LLC / Contact, Company	513974	Hours: null Labor: Mats:	CREATED: 12/20/2022 9:33 AM Merritt, Danielle LAST UPDATED: 05/26/2023 9:55 AM Merritt, Danielle
	Note: Repair Roof Leak - Please repair the barn roof - there is an active leak.					
COMMON AREA Not Specified	OPEN	Grounds / N/A	Covert, Darien / null	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.					

126 Hollister Way South Glastonbury, CT 06033	OPEN	Building Repair / Siding	Covert, Darien / null	486265	Hours: null Labor: Mats:	CREATED: 08/22/2022 10:10 AM Merritt, Danielle
126 Hollister Way South - Unit: 1 OWNER: Judith Gregg ACCOUNT ID: n/a	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..					LAST UPDATED: 12/06/2022 10:26 AM Merritt, Danielle



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 10/11/2023

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 09/20/2023

NEXT BOARD MEETING WILL BE HELD ON: 10/18/2023

Disposition:	Action Point:	Comments:
156022 Date: 8/21/2023 Type: Administrative By: sheila duncan Status: DONE	INITIATED INSURANCE CLAIM ON BEHALF OF 49 HWS WHO ADVISED DAMAGES EXCEED THE \$25,000 DEDUCTIBLE	RECEIVED SCOPE OF WORK FROM GNY REGARDING WHAT THEY ARE COVERING, HOMEOWNER REQUESTED DEPRECIATION AS WELL AND ADJUSTER IS REVIEWING SUBMITTED DOCUMENTATION
156023 Date: 8/21/2023 Type: Administrative By: sheila duncan Status: DONE	CLAIM INITIATED TO D&O CARRIER REGARDING PENDING LITIGATION	INFORMATION INCLUDED IN EXECUTIVE SESSION PACKET, D&O CARRIER ADVISED LETTER WAS NOT AN OFFICIAL CLAIM, SHOULD WE RECEIVE ONE AT A LATER DATE WE WILL NEED TO RESUBMIT TO THEM TO OPEN
156025 Date: 9/6/2023 Type: Administrative By: sheila duncan Status: DONE	VARIANCE REQUEST FROM 128 HWS INCLUDED IN BOARD PACKET FOR REVIEW	DARIEN TO MEET WITH HOMEOWNER TO REVIEW
156026 Date: 9/6/2023 Type: Administrative By: sheila duncan Status: DONE	PROPOSAL RECEIVED FROM CENTRAL SEALING FOR CRACK FILLING	BOARD APPROVED PROPOSAL, SIGNED PROPOSAL SENT TO CENTRAL SEALING TO SCHEDULE CRACK FILLING
156518 Date: 9/20/2023 Type: Administrative By: sheila duncan Status: DONE	UPDATE BOARD LIST ED LITKEN AND DAVE FAXON RESIGNED FROM BOARD	BOARD LIST UPDATED
156520 Date: 9/20/2023 Type: Administrative By: sheila duncan Status: DONE	SCHEDULE HEARINGS FOR 76 HWS AND 258 HWW FOR OCTOBER MEETING	HEARING NOTICES SENT TO BOTH UNITS
156517 Date: 9/20/2023 Type: Administrative By: sheila duncan Status: IN PROGRESS	SEND LETTER TO HOMEOWNERS GIVING THEM THE OPPORTUNITY TO PREPAY SPECIAL ASSESSMENT	AWAITING ADDITIONAL INFORMATION FROM ACCOUNTING AND WINDSOR FEDERAL

Number of Action Points on report:

7

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

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



CORRESPONDENCE



October 4, 2023

Dear Landscape Professional,

Meadow Hill, Inc. Board of Directors is soliciting bids for landscape services. Meadow Hill is located in Glastonbury, CT and consists of 129 units.

Detailed specifications for landscape services are enclosed for your review. Please provide a quote on the bid sheet provided. All bids must be received by October 31, 2023.

You are encouraged to review the property in detail and ask questions you have regarding these specifications before submitting a bid.

I can be reached at 860-768-3368 or by email at sduncan@imagineersllc.com. I can coordinate a time for our onsite superintendent to meet you at the property to review any questions you may have.

Proposals should be emailed to sduncan@imagineersllc.com or mailed to my attention at 635 Farmington Avenue, Hartford, CT 06105 no later than October 31, 2023.

Thank you.

Sincerely,

Sheila Duncan

Sheila Duncan
Property Manager
Meadow Hill, Inc.

Encl.

Phone Number: (860)-768-3300 Fax Number: (860) 236-3951

635 FARMINGTON AVE., HARTFORD, CT 06105

Landscape Specifications For Meadow Hill, Inc.

Request for Proposal

For The Period Of: April 1, 2024 through March 31, 2027

INTENT

Meadow Hill, Inc. (“MHI”) is seeking proposals for landscape services for its property located in Glastonbury, CT. MHI is professionally managed by Imagineers, LLC, 635 Farmington Avenue, Hartford, CT 06105. Contractor must visit the site prior to submitting proposal. Any questions regarding these specifications should be directed to Sheila Duncan, Property Manager, at 860-768-3368 or sduncan@imagineersllc.com.

All proposals should be submitted to Sheila Duncan, Imagineers, LLC, 635 Farmington Avenue, Hartford, CT 06105 or emailed to sduncan@imagineersllc.com no later than October 31, 2023.

Meadow Hill, Inc. retains the right to reject all bids or to waive defects of same if deemed to be in the best interest of Meadow Hill, Inc.

SCOPE OF SERVICES

Services within the landscape maintenance program will consist of furnishing direct labor, materials, and equipment (included but not limited to such items as gas, tools, and equipment) to successfully complete the following calendar of events in a professional manner.

Contractor must provide monthly summary reports to the Board representative.

Contractor shall obtain all permits and/or licenses required to complete the work as defined herein. It is the contractor’s responsibility to ensure that all work conforms to the requirements of all applicable laws, regulations, and codes. All work will be performed by experienced/trained and, where applicable, licensed personnel who will use the best practices of the trade.

Contractor: Shall not create or cause to happen any circumstance or situation that could affect or cause to threaten the safety of any person or property that is in the vicinity of the worksite. Shall maintain all equipment in good and safe operating condition and follow all safety measures appropriate to the industry for the protection of all employees.

Contractor: Shall not store any equipment, materials, and/or supplies on the MHI property without written permission. Shall promptly repair and/or restore property damage caused as a result of landscape maintenance operations on the premises.

From time to time, the Contractor when asked by the Grounds Committee will advise, for selected areas, which plants are appropriate to add and which should be removed. There will be a spring and fall walk-around to identify possible project and/or problem areas and to assess quality/improvement opportunities of work being done. Walkthrough should include, at a minimum, a supervisor or higher from Contractor, MH Maintenance supervisor, and one or more representatives from Grounds committee.

DETAILED SPECIFICATIONS

All work shall be performed according to standard horticultural practices.

Spring Cleanup (April through May)

Spring work shall include all of the following:

- Removal of debris, including leaves and branches from all lawn areas and planting beds.
- Removal of all winter sand and salt from roadways, roadway edges, parking lots and sidewalks.
- A thorough and proper blade edging to all mulch beds will be done once in early Spring.
- Edge all beds by May 1

Mulching, to include all of the following:

- Existing mulch to be raked away from foundations in the Spring. Excess mulch from previous years to be recultivated or removed. All newly planted deciduous small and medium trees will be edged digging a 24" radius around the trunk and all evergreens by digging a circle at the drip line once a year.
- Install/spread mulch in all common area plant beds and 4-foot area surrounding residential units, regardless of Do Not Touch status, **only enough for top dressing; 3 " only in new areas**. Common areas include river-facing areas of Riverview units to include North and South slopes. Contractor will specify amount of mulch required and Association will purchase the mulch at Association's expense and have it delivered to the property for the Contractor to install.
- Installation of mulch must be completed by May 31.

Maintenance (Spring through Fall)

Normal maintenance to include all of the following:

- Weekly mowing or as needed in the drier season, including removal of grass clippings from turf areas, walkways and parking areas. Contractor to use its discretion during these months but assure that the property is kept groomed at all times. Mowing should be completed at least bi-weekly during the drier season and keep the lawns groomed to the Association's discretion.
- Mowing heights will be adjusted according to weather. During very dry periods, mowing height shall be 4 inches.
- Appropriately sized mowing equipment will be used for the space being mowed (ex, a 22" mower in tight areas) **Use K-turn in small areas to avoid damage to grass.**
- Mowing should not occur during heavy rainstorms.
- Mowing will be done weekdays between 7am-5pm (if necessary on Saturday if authorized).
- String trimming of all sidewalks and beds weekly after mowing. Trimming along curb edges shall be done in a vertical orientation (ie, edging) to avoid "scalped" areas along curbs. In all areas, trimming height shall be no less than 3 inches.
- Cut grass will be bagged and all excess clippings will be removed from all areas.
- Careful execution of mowing and clean-up to avoid blown grass coverage on cars, planting beds, buildings, other structures, **including front steps and decks**, etc.
- Mulched areas will not be disturbed or have grass clippings blown upon them.
- Riverfront area will be mowed bi-weekly and the areas along river and backside of garden will be trimmed at the same time. Mowers will avoid blowing grass on gardens.
- Pasture mowing will be done monthly only if there are no horses in the pasture.
- Monthly weeding of foundations, beds and common areas. Weed control and chemicals to these areas provided by Fertilization Company. Subject to separate contract.
- Weekly clean-up of sticks and club house kitchen entrance.
- Contractor shall not dump anything on the grounds except in the Northwest dump area. Contractor will not dump any materials not from Meadow Hill.
- Additional work i.e., seeding and plant installation will be done at Association's request and will include all necessary materials and labor to accomplish the job and billed separately.

Trimming, to include all of the following:

- Three trimming events per year: first in mid-June to target early blooming bushes (i.e. forsythia, viburnum, etc.); second after the rhododendrons flower so they are trimmed at the appropriate time; at this time, the yews, holly, boxwood and barberry will be pruned of new growth; third in mid-September as a touch up to all shrubs that require attention.
- A “**Do Not Touch**” list will be provided by the Meadow Hill **Management Company** of homes **for** which the Contractor will not do any trimming and for which the owners have assumed responsibility for the complete area as such responsibility is further defined by the Meadow Hill Executive Board from time to time.
- Other trees 15 feet and under will be trimmed as required controlling branches touching units and low branches.

Tree and Shrub Maintenance, to include all of the following:

- All newly planted deciduous trees will be edged by digging a 24” radius from the trunk and all evergreens by digging a circle at the drip line once a year to be completed by May 1.
- All shrubs adjacent to buildings will be trimmed to 12” away from structure walls; once in late Spring and once in Fall; regardless of the unit’s Do Not **Touch** status. This is separate from the Trimming events noted above.

Turf Fertilization:

Not included in this contract.

Fall (October through November)

- Regular mowing as needed during these months.
- Raking and/or blowing of all front, rear, and common lawn areas, plantings, beds, parking areas and walkways to remove fallen leaves and debris.
- Final perennial cut back to be done at this time.

DETAILS OF CONTRACT

Equipment

Contractor will provide a full list of equipment with the proposal.

Documentation

Contractor will provide monthly, written updates of what has been accomplished to the Board contact representative. At the end of the annual term, Contractor and Board contact will also complete an annual one-page score card to document the results of the annual service to the community.

Length of Contract

The term of the contract is to be three years in length, contingent upon indication of satisfaction by the Board of Meadow Hill, Inc. with the services as provided.

Termination of Contract

Meadow Hill, Inc. will retain the right to terminate this contract any time and without cause.

Insurance

Contractor shall provide certificates of the following insurances to be maintained throughout the life of the contract, naming MHI as an additional insured:

- Comprehensive liability insurance, including completed operations, with limits of not less than \$1,000,000 single limit liability.
- Worker's compensation insurance for all employees associated with his operations

Indemnification and Hold Harmless Agreement

Contractor will agree to assume all risks under this contract and shall be solely responsible and answerable in damages for all accidents and injuries to property or person and hereby covenants and agrees to indemnify and hold harmless Meadow Hill, Inc., its officers, agents, and employees from any and all claims, suits, losses, damages and/or injuries to property or person of whatsoever kind whether direct or indirect, arising out of Contractor's landscaping and snow removal on the premises of Meadow Hill, Inc.. The financial responsibility of Contractor shall not be limited to the amount of liability insurance held by Contractor.

Price Proposal

Price proposal will include a total price, including sales tax, for each year of the contract, as well as a breakdown of price by type of service to be performed. Contractor will agree to submit to managing agent monthly invoices for services. Payment will be made by 15th of each month. WE REQUEST THAT YOU INCLUDE 3 REFERENCES WITH PHONE NUMBERS AND EMAIL ADDRESSES. IN ADDITION, PLEASE SUBMIT A COPY OF YOUR NORMAL SAMPLE CONTRACT.

Optional Requested Services

From time-to-time services beyond the scope of this contract shall be requested of the Contractor. These services shall be clearly identified by the Contracting Agent and a price for those services agreed upon in writing prior to any work being done.



OLD BUSINESS



Proposal

CENTRAL SEALING COMPANY, INC.

CT LIC # 0549065

69 Thomas Street

East Hartford, CT 06108

meadow hill (860) 289-7900 • (860) 282-6113 • paving@centralsealingct.com

PROPOSAL SUBMITTED TO:

c/o Imagineers LLC

PHONE:

860 7683300

DATE:

9/5/23

STREET:

Attn: Sheila

EMAIL:

sduncan@imagineersllc.com

CITY, STATE and ZIP CODE:

JOB LOCATION:

meadow hill

CONTACT:

We hereby submit specifications and estimates for:

☐ Fine clean entire complex of any/all dirt and/or debris.

☒ Blow out cracks with compressed air to remove any dirt/vegetation.

☒ Fill all cracks with hot rubberized asphalt & cover crack filler with abrasive to prevent any "pick-up" of material.
includes roadways and walkways

☐ Sealcoat entire complex with ____ coat(s) of commercial grade non-skid sandmix sealer with additive.
(Sealer is to be completely dry before applying second coat.)

☐ Re-stripe previous markings with latex paint. (White or yellow available).

☐ Barricade lot/roadway until completely dry.

Sub \$6,950.⁰⁰

tax \$ 441.³³

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

total 7,391.³³
dollars(\$)

Payment to be made as follows:

Deposit: ϕ

Balance: due upon completion

All work is subject to tax unless a tax exempt or resale certificate is received by our office.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Note: This proposal may be withdrawn by us if not accepted within 45 days.

Acceptance of Proposal

The Above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Sheila Duncan

Date Of Acceptance: 9.20.23

Signature



NEW BUSINESS

MEADOW HILL LONG TERM PLANNING COMMITTEE

Hollister House Proposal

September 16, 2023

Outlined below is a brief summation of the committee's progress regarding the sale of the Hollister House. At our upcoming MH Community Board Meeting the LTC will share our findings and answer any questions related to this project. We will need the support and approval of our unit owners to proceed with this project.

WHO and WHAT – The Long-Term Committee is recommending to the Meadow Hill Executive Board that we sell the Hollister House. We feel the best solution at the lowest cost is to sell the Hollister House.

WHERE and WHEN – We would try to sell the Hollister House “As Is”. This suggests that we should sell it in its current state with no modifications. Any buyer would be allowed to do any renovations to the property's interior, but those renovations would be required to adhere to Meadow Hill by-laws and regulations. The buyer would be allowed to develop up to 2 residential units within the current structure. By listing Hollister House for a 3-month period, we will gain valuable insight as to the property's current market value. If we are unsuccessful in selling the property during this period, we will reassess our options and return to the Board and ultimately the community other options to consider.

WHY – We feel that we can sell the Hollister House to generate revenue for the Association, while maintaining control of the property. We predict a potential boost to our reserves by an estimated \$200k to \$250K.

KEY PROJECT CONSIDERATIONS

- Consider selling “As Is” for approximately \$275,000.
- Sell as additional units and maintain control (By-Laws, Declarations, Rules).
- Additional HOA fees plus utility savings of approximately \$10-\$12K annually.
- The LTC can facilitate this project with the Board's approval.
- Seek approval of 80% of the MH community to change our Declaration to increase up to two residential units.
- Receive Town approval for the proposed change.
- LTC will initially need \$5K for town fees, attorney, and planning fees.



October 11, 2023

Mary Anne Costerella
133 Hollister Way North
Glastonbury, CT 06033

Re: Meadow Hill, Inc.
133 HOLLISTER WAY NORTH
Account #: 00163-9768

Dear Mary Anne Costerella:

As a result, from the recent fire at your unit. The association is requesting the breaker and A/C condenser unit be repaired by a licensed and insured vendor and provide verification to our office that this was done and is safe to operate.

Sincerely,
Sheila Duncan

Sheila Duncan
Community Association Manger

cc: Board of Directors

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

Affirmative Action/Equal Opportunity Employer