



MEADOW HILL
BOARD PACKET
January 17, 2024



**MEADOW HILL, INC.
EXECUTIVE BOARD MEETING
AGENDA - January 17, 2024**

HYBRID MEETING - IN PERSON AT CLUBHOUSE or VIA (ZOOM)

Zoom link <https://us02web.zoom.us/j/86802011584?pwd=bzRxb1BwZzR0ZG5FUGZGblRmRk5VUT09>

Meeting ID: 868 0201 1584

Passcode: 813487

1:30 PM BOARD MEETING

EXECUTIVE SESSION MEETING 12:30 PM – BOARD ONLY

1. Executive Session – 12:30 PM - 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 1:30 PM

1. Roll Call
2. Presidents Welcome and Remarks
 - Report of 1/10/2024 Planning Meeting
3. Hearings Scheduled - None
4. Minutes
 - December 2023 Minutes
5. Financial Reports (Treasurer)
6. Maintenance Superintendent Reports
 - Superintendent Report/Maintenance & Work Order Review
 - Project List
 - Work Orders requested/completed last month.
 - Annual High-Risk Maintenance Inspection – in progress
7. Manager's Report
 - Calendar Review
 - Correspondence



8. Committee Report
 - Grounds Committee
 - Tree Committee
 - Communications Committee
 - Welcome Committee
 - Maintenance Committee
 - Social Committee
 - Long-Term Planning Committee
 - Risk Management (future – looking for volunteers)
 - Capital Improvement (future – looking for volunteers)
 - Legislative (Future – looking for volunteers)
9. Open Forum – Owners may provide input, commentary, and ask questions (Floor is Open)
10. Old Business - updates
 - Aluminum Wiring
 - Hollister House
 - Garage Damage Units 100, 112, 126, 128
 - Consideration of increasing insurance deductible to \$50,000
11. New Business
 1. Consider items raised in the owners' forum and committee reports.
 - Committee Recommendations
 2. Consider items discussed in executive sessions and hearings.
 - Any items to vote on?
 3. Consideration of Homeowner Variance Requests
 - Are there any other homeowner variance requests to approve?
 4. Any other new business to discuss?
12. Adjournment



MINUTES

Meadow Hill, Inc.
Minutes of the Executive Board Meeting
December 20, 2023

Executive Session

The Executive Session convened at 12:30 PM by Sheila Duncan of Imagineers. Board members present: Jum Fuda, Brenda Berk, Donna Whalen, Walter Brownsword, Paul Jenkins. Deb Wellington present remotely. Absent: Ron King.

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 the Executive Session.

Open Session

I. Call to Order

The Open Session convened at 1:30 PM

II. Roll Call:

Present: Jim Fuda, Brenda Berk, Donna Whalen, Walter Brownsword, Paul Jenkins. Deb Wellington present remotely. Absent: Ron King

Also present: Sheila Duncan of Imagineers and Darien Covert Meadow Hill Maintenance Director.

III. Approval of the Previous Meeting

A motion was made by Mr. Brownsword to approve the Minutes of the Annual Budget Meeting. The motion was seconded by Ms. Berk. The vote to approve was unanimously approved. (6-0). Ron King was absent.

IV. President Remarks

Mr. Fuda thanked the Budget Committee for their work on the budget. He also thanked the Meadow Hill Community for voting to approve the budget and deciding what was best for Meadow Hill.

V. Financial Report Ms. Berk also thanked the community for their support of the Meadow Hill Budget. She informed us that the invoice for the water main break was \$21,000. She will put together a summary of the year and present it at the next meeting.

VI. Manager's Report

Sheil Duncan's report can be found in the meeting packet.

VII. Maintenance Report

Darien informed us that it was a busy month. The water main broke and the garage damage kept the maintenance department very busy. He informed us that the High-Risk Inspections will begin this month and continue into January. Mr. Brownsword praised Mr. Covert's response to an issue at Unit 217. The torrential rain created a flooding problem at the Unit and Darien responded immediately. He dug up an old drainpipe, cleaned it out, and created a new drainage system, to divert the water. Mr. Covert's rapid response to this issue prevented potential damage to the unit.

VII. Committee Reports

Grounds: Mr. Proulx reported that resident, Peter Rothfarb has created a walking tour map for Meadow Hill. This map highlights the amenities and beauty of Meadow Hill. It will be available on the Meadow Hill website very soon. The Board thanked Mr. Rothfarb for his work on this project.

Maintenance: Mr. Brownsword reminded us that the Annual Inspection of the units will continue.

Social: Ms. Whalen invited the community to a 100th Birthday Party for Connie Abbott on Sunday, January 21st from 2-4 PM. The invitation will be in the January Edition of The Lark.

Long Term Planning: Mr. Fuda reported that their focus will be on the Hollister House. The committee has a long list to prioritize. We will get an update from this committee after the New Year.

IX. Open Forum

Residents were given time to express their opinions and suggestions at this time.

X. Old Business:

- Fire Rebuild is done and the final bill paid.
- Aluminum Wiring completed. There are two more inspections to be made. The final report on the project will be given in January.

XI. New Business:

- A motion was made by Ms. Whalen to approve the salary increase as budgeted. The motion was seconded by Ms. Berk. Vote: unanimously approved. Yes:6 No:0 Mr. King absent
- A motion was made by Ms. Whalen to approve the landscaping contract with Highlight Landscape and Design. The motion was seconded by Mr. Jenkins. Vote unanimously approved. Yes: 6 No:0 Mr. King absent.

- A motion was made to approve the 2024 insurance renewal with Greater New York Insurance as presented by Bouvier Insurance. Further, the Board will evaluate increasing the deductible to \$50,000. The motion was made by Ms. Berk and seconded by Ms. Whalen. The vote was unanimously approved. Yes: 6, No: 0. Mr. King absent.

Garage Accident: The Board awaits the Adjusters' report to start the repairs to the damaged garages and will update the community as soon as the report is received.

The New Committees for 2024

Risk Management Committee focus is to educate the community about High-Risk issues, and the costs related to these risks.

The Finance Committee is looking for members interested in looking at our reserves, as well as line-up and develop any further infrastructure projects. A Finance background is suggested.

A Government Committee to monitor legislative activities with the State government is also looking for volunteers. The Committee will monitor state legislation impacting our community and provide testimony on pending legislation. The Committee will act as a liaison with the CAI-CT.

XIII. Adjournment: A motion to adjourn was made by Ms. Whalen and seconded by Ms. Wellington

Time of Adjournment: 2:07 PM

Minutes Submitted by: Donna Whalen-Secretary

Minutes Approved: December 30, 2023. Vote: Yes:7-0.

Next Meeting: The next meeting of the Meadow Hill Executive Board is January 17, 2024, at 1:30 PM.



FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of December 31, 2023

	<u>Balance Dec 31, 2023</u>	<u>Balance Nov 30, 2023</u>	<u>Change</u>
<u>Assets</u>			
Operating Cash			
1103 - Webster Debit Checking	1,754.52	2,352.84	(598.32)
1105 - Key Bank - Checking	6,273.51	1,224.63	5,048.88
1140 - Operating Checking - Pacific Premier Bk	21,534.70	118,952.90	(97,418.20)
1142 - Windsor Federal Bank	64,926.00	64,926.00	0.00
1145 - PPB Inc Claim 06C00716	0.00	4,550.62	(4,550.62)
1146 - PPB Segregated: SA Wire (Loan) 2023	337,454.35	219,333.40	118,120.95
1147 - PPB Segregated: SA Fire Rebuild 2023	0.00	76,141.86	(76,141.86)
1170 - Segregated Funds - Insurance/Loan	20,000.00	20,000.00	0.00
Total Operating Cash	451,943.08	507,482.25	(55,539.17)
Money Market			
1303 - Key Bank Money Market	32,186.90	37,159.16	(4,972.26)
1340 - Money Market - Pacific Premier Bank	64,750.88	106,465.16	(41,714.28)
Total Money Market	96,937.78	143,624.32	(46,686.54)
Certificates of Deposit			
1401 - Key Bank CD	123,905.99	123,410.14	495.85
Total Certificates of Deposit	123,905.99	123,410.14	495.85
Accounts Receivable			
1600 - Accounts receivable	9,811.78	9,171.61	640.17
1602 - A/R Long-Term Special Assessment	577,708.28	681,926.35	(104,218.07)
1604 - Accounts Receivable Reserves	180,586.03	180,586.03	0.00
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	929,878.60	1,033,456.50	(103,577.90)

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

	<u>Balance Dec 31, 2023</u>	<u>Balance Nov 30, 2023</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1701 - Prepaid Insurance	6,580.00	16,689.40	(10,109.40)
Total Prepaid Expenses	6,580.00	16,689.40	(10,109.40)
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	1,617,732.55	1,833,149.71	(215,417.16)
<u>Liabilities</u>			
Current Payables			
2100 - Accounts payable	107,883.23	189,435.95	(81,552.72)
2103 - Due to Reserves	75,898.75	75,898.75	0.00
2200 - Unit Owner Fees Received in Advance	13,094.86	130,515.43	(117,420.57)
2302 - Accrued Expenses	11,840.00	9,485.00	2,355.00
Total Current Payables	208,716.84	405,335.13	(196,618.29)
Prepays			
2208 - Deferred SA Income	480,295.35	508,121.35	(27,826.00)
Total Prepays	480,295.35	508,121.35	(27,826.00)

Balance Sheet Report

Meadow Hill, Inc.

As of December 31, 2023

	<u>Balance Dec 31, 2023</u>	<u>Balance Nov 30, 2023</u>	<u>Change</u>
<u>Liabilities</u>			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	687,363.50	646,301.04	41,062.46
Total Long Term Payables	<u>687,363.50</u>	<u>646,301.04</u>	<u>41,062.46</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>1,753,908.49</u>	<u>1,937,290.32</u>	<u>(183,381.83)</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	(37,274.28)	(9,274.28)	(28,000.00)
3203 - Fixed Asset Fund	1,878.45	1,878.45	0.00
Total Replacement Reserves	<u>(35,395.83)</u>	<u>(7,395.83)</u>	<u>(28,000.00)</u>
Total Owners' Equity	<u>(146,246.67)</u>	<u>(118,246.67)</u>	<u>(28,000.00)</u>
 Net Income / (Loss)	 <u>10,070.73</u>	 <u>14,106.06</u>	 <u>(4,035.33)</u>
Total Liabilities and Equity	<u><u>1,617,732.55</u></u>	<u><u>1,833,149.71</u></u>	<u><u>(215,417.16)</u></u>

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

December 01, 2023 thru December 31, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Association Fee Income								
4100 - Association Fee Income	56,802.00	56,800.00	2.00	681,624.00	681,605.00	19.00	681,605.00	(19.00)
4405 - CAI Rental	1,390.00	695.00	695.00	8,340.00	8,335.00	5.00	8,335.00	(5.00)
Total Association Fee Income	58,192.00	57,495.00	697.00	689,964.00	689,940.00	24.00	689,940.00	(24.00)
Special Assessment Income								
4201 - Special Assessment Loan 2023	44,906.00	0.00	44,906.00	463,047.25	0.00	463,047.25	0.00	(463,047.25)
4202 - Special Assessment: Fire U#6&10	5,717.07	0.00	5,717.07	160,323.57	0.00	160,323.57	0.00	(160,323.57)
Total Special Assessment Income	50,623.07	0.00	50,623.07	623,370.82	0.00	623,370.82	0.00	(623,370.82)
Income Charged by Unit								
4300 - Late fee income	(25.00)	37.00	(62.00)	1,475.00	450.00	1,025.00	450.00	(1,025.00)
4301 - Miscellaneous income	150.00	42.00	108.00	196.01	500.00	(303.99)	500.00	303.99
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	75.00	0.00	75.00	0.00	(75.00)
4306 - Statement fee income	(10.00)	0.00	(10.00)	(90.00)	0.00	(90.00)	0.00	90.00
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	115.00	79.00	36.00	1,706.01	950.00	756.01	950.00	(756.01)
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	0.00	62.00	(62.00)	850.00	750.00	100.00	750.00	(100.00)
4401 - Insurance claim income	0.00	0.00	0.00	266,795.23	0.00	266,795.23	0.00	(266,795.23)
4406 - Social Fund Income	1,466.00	187.00	1,279.00	786.00	2,250.00	(1,464.00)	2,250.00	1,464.00
Total Other Income Assoc Level	1,466.00	249.00	1,217.00	268,431.23	3,000.00	265,431.23	3,000.00	(265,431.23)
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.

December 01, 2023 thru December 31, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 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	200.00	(200.00)	200.00	200.00
Total Interest/Reserve Income	0.00	17.00	(17.00)	0.17	200.00	(199.83)	200.00	199.83
Total Meadow Hill, Inc. Income	110,396.07	57,840.00	52,556.07	1,583,472.23	694,090.00	889,382.23	694,090.00	(889,382.23)
<u>Expense</u>								
Professional Fees								
5100 - Management Fee	2,859.13	2,896.00	(36.87)	34,358.83	34,750.00	(391.17)	34,750.00	391.17
5101 - Legal Fees	94.50	83.00	11.50	3,614.25	1,000.00	2,614.25	1,000.00	(2,614.25)
5102 - Accounting Fees	0.00	0.00	0.00	5,270.00	5,000.00	270.00	5,000.00	(270.00)
Total Professional Fees	2,953.63	2,979.00	(25.37)	43,243.08	40,750.00	2,493.08	40,750.00	(2,493.08)
Utilities								
5200 - Electricity	1,002.50	1,792.00	(789.50)	23,523.38	21,500.00	2,023.38	21,500.00	(2,023.38)
5205 - Gas	1,895.17	1,083.00	812.17	13,409.20	13,000.00	409.20	13,000.00	(409.20)
5206 - Water	2,806.15	3,333.00	(526.85)	32,710.73	40,000.00	(7,289.27)	40,000.00	7,289.27
5207 - Sewer	1,725.00	2,000.00	(275.00)	20,441.69	24,000.00	(3,558.31)	24,000.00	3,558.31
5210 - Trash Removal	2,845.13	2,625.00	220.13	32,819.36	31,500.00	1,319.36	31,500.00	(1,319.36)
5211 - Telephone	195.44	333.00	(137.56)	4,979.53	4,000.00	979.53	4,000.00	(979.53)
Total Utilities	10,469.39	11,166.00	(696.61)	127,883.89	134,000.00	(6,116.11)	134,000.00	6,116.11
Administrative								
5308 - Miscellaneous Admin	250.00	250.00	0.00	4,396.90	3,000.00	1,396.90	3,000.00	(1,396.90)
5313 - Communications - LARK	0.00	42.00	(42.00)	142.54	500.00	(357.46)	500.00	357.46
5314 - Welcome Committee	0.00	12.00	(12.00)	0.00	150.00	(150.00)	150.00	150.00
Total Administrative	250.00	304.00	(54.00)	4,539.44	3,650.00	889.44	3,650.00	(889.44)
Insurance								
5400 - Master Insurance Policy	13,474.40	10,583.00	2,891.40	159,364.00	127,000.00	32,364.00	127,000.00	(32,364.00)
5401 - Worker's Compensation	374.00	667.00	(293.00)	(1,204.99)	8,000.00	(9,204.99)	8,000.00	9,204.99

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

December 01, 2023 thru December 31, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Insurance								
5403 - Health Insurance	2,136.25	2,153.00	(16.75)	26,079.56	25,836.00	243.56	25,836.00	(243.56)
5407 - Insurance Loss Expense	(18,734.93)	0.00	(18,734.93)	395,776.09	0.00	395,776.09	0.00	(395,776.09)
5409 - Automobile Insurance	203.00	200.00	3.00	2,582.75	2,400.00	182.75	2,400.00	(182.75)
5412 - Insurance Claim - unit 49	18,734.93	0.00	18,734.93	18,734.93	0.00	18,734.93	0.00	(18,734.93)
Total Insurance	16,187.65	13,603.00	2,584.65	601,332.34	163,236.00	438,096.34	163,236.00	(438,096.34)
Payroll								
5501 - Payroll-Maintenance	9,602.30	10,272.00	(669.70)	122,895.20	123,265.00	(369.80)	123,265.00	369.80
5503 - Payroll-Bonus	1,560.91	0.00	1,560.91	1,610.91	0.00	1,610.91	0.00	(1,610.91)
5504 - Payroll-Snow	0.00	167.00	(167.00)	610.00	2,000.00	(1,390.00)	2,000.00	1,390.00
5508 - Payroll-Mileage	0.00	0.00	0.00	97.95	0.00	97.95	0.00	(97.95)
5506 - Employer Payroll Taxes	800.83	786.00	14.83	10,090.76	9,430.00	660.76	9,430.00	(660.76)
5507 - Payroll Service Fees	204.02	175.00	29.02	2,435.06	2,100.00	335.06	2,100.00	(335.06)
Total Payroll	12,168.06	11,400.00	768.06	137,739.88	136,795.00	944.88	136,795.00	(944.88)
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	0.00	0.00	73,009.92	73,010.00	(0.08)	73,010.00	0.08
5606 - Tree Maintenance	0.00	407.00	(407.00)	11,489.52	4,890.00	6,599.52	4,890.00	(6,599.52)
5607 - Mulching-Perimeters	0.00	483.00	(483.00)	6,365.65	5,800.00	565.65	5,800.00	(565.65)
5609 - Fertilization	0.00	583.00	(583.00)	7,957.12	7,000.00	957.12	7,000.00	(957.12)
5611 - Snow Removal Supplies	466.40	333.00	133.40	596.08	4,000.00	(3,403.92)	4,000.00	3,403.92
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	1,249.61	2,000.00	(750.39)	2,000.00	750.39
5699 - Ground Improvements - Land Comm	159.53	0.00	159.53	2,027.25	3,110.00	(1,082.75)	3,110.00	1,082.75
Total Grounds Maintenance	625.93	1,973.00	(1,347.07)	102,695.15	99,810.00	2,885.15	99,810.00	(2,885.15)
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	175.00	(175.00)	3,399.72	2,100.00	1,299.72	2,100.00	(1,299.72)
5702 - Amenities	0.00	33.00	(33.00)	825.26	400.00	425.26	400.00	(425.26)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

December 01, 2023 thru December 31, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Amenities Maintenance								
5714 - Social Fund	1,417.12	187.00	1,230.12	666.57	2,250.00	(1,583.43)	2,250.00	1,583.43
Total Amenities Maintenance	1,417.12	395.00	1,022.12	4,891.55	4,750.00	141.55	4,750.00	(141.55)
Maintenance & Repairs								
5803 - Pest Control	0.00	225.00	(225.00)	2,666.65	2,700.00	(33.35)	2,700.00	33.35
5804 - Maintenance Supplies	707.09	333.00	374.09	9,638.54	4,000.00	5,638.54	4,000.00	(5,638.54)
5805 - Truck Maintenance & Fuel	88.00	208.00	(120.00)	2,242.88	2,500.00	(257.12)	2,500.00	257.12
5811 - Equipment Maint. Misc & Fuel	34.01	125.00	(90.99)	1,311.52	1,500.00	(188.48)	1,500.00	188.48
5900 - Building Maintenance	0.00	500.00	(500.00)	2,904.39	6,000.00	(3,095.61)	6,000.00	3,095.61
Total Maintenance & Repairs	829.10	1,391.00	(561.90)	18,763.98	16,700.00	2,063.98	16,700.00	(2,063.98)
Reserves and Miscellaneous								
6102 - Association Income Tax	0.00	58.00	(58.00)	0.00	700.00	(700.00)	700.00	700.00
6103 - Truck Taxes	0.00	58.00	(58.00)	889.03	700.00	189.03	700.00	(189.03)
6105 - Contribution To Reserves General	7,750.00	7,750.00	0.00	92,999.00	92,999.00	0.00	92,999.00	0.00
6120 - WF Loan # 75521651 Interest	3,683.92	0.00	3,683.92	29,042.84	0.00	29,042.84	0.00	(29,042.84)
Total Reserves and Miscellaneous	11,433.92	7,866.00	3,567.92	122,930.87	94,399.00	28,531.87	94,399.00	(28,531.87)
Capital Improvements								
7205 - Road/Walk Repairs	(7,391.33)	0.00	(7,391.33)	0.00	0.00	0.00	0.00	0.00
Total Capital Improvements	(7,391.33)	0.00	(7,391.33)	0.00	0.00	0.00	0.00	0.00
Total Meadow Hill, Inc. Expense	48,943.47	51,077.00	(2,133.53)	1,164,020.18	694,090.00	469,930.18	694,090.00	(469,930.18)
Total Meadow Hill, Inc. Income / (Loss)	61,452.60	6,763.00	54,689.60	419,452.05	0.00	419,452.05	0.00	(419,452.05)

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc-Reserve

December 01, 2023 thru December 31, 2023

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Income</u>								
Interest/Reserve Income								
4500 - Reserve Contributions	7,750.00	7,452.00	298.00	92,749.00	89,422.00	3,327.00	89,422.00	(3,327.00)
4502 - Interest Income Reserves	542.10	0.00	542.10	2,809.77	0.00	2,809.77	0.00	(2,809.77)
4504 - Income from Res. Appropriation	28,000.00	0.00	28,000.00	24,481.19	0.00	24,481.19	0.00	(24,481.19)
Total Interest/Reserve Income	36,292.10	7,452.00	28,840.10	120,039.96	89,422.00	30,617.96	89,422.00	(30,617.96)
Total Meadow Hill, Inc-Reserve Income	36,292.10	7,452.00	28,840.10	120,039.96	89,422.00	30,617.96	89,422.00	(30,617.96)
<u>Expense</u>								
Capital Improvements								
7202 - Roof Replacement	28,000.00	0.00	28,000.00	37,500.00	0.00	37,500.00	0.00	(37,500.00)
7205 - Road/Walk Repairs	7,391.33	0.00	7,391.33	7,391.33	0.00	7,391.33	0.00	(7,391.33)
7208 - Special Assessment Projects	44,906.00	2,917.00	41,989.00	463,047.25	35,000.00	428,047.25	35,000.00	(428,047.25)
7226 - Flat Roofs - Small	0.00	808.00	(808.00)	0.00	9,700.00	(9,700.00)	9,700.00	9,700.00
7227 - Flat Roofs - Large	0.00	2,833.00	(2,833.00)	0.00	34,000.00	(34,000.00)	34,000.00	34,000.00
7229 - Contingencies	21,482.70	833.00	20,649.70	21,482.70	10,000.00	11,482.70	10,000.00	(11,482.70)
Total Capital Improvements	101,780.03	7,391.00	94,389.03	529,421.28	88,700.00	440,721.28	88,700.00	(440,721.28)
Total Meadow Hill, Inc-Reserve Expense	101,780.03	7,391.00	94,389.03	529,421.28	88,700.00	440,721.28	88,700.00	(440,721.28)
Total Meadow Hill, Inc-Reserve Income / (L	(65,487.93)	61.00	(65,548.93)	(409,381.32)	722.00	(410,103.32)	722.00	410,103.32
Total Association Net Income / (Loss)	(4,035.33)	6,824.00	(10,859.33)	10,070.73	722.00	9,348.73	722.00	(9,348.73)

Accounts Payable Open Items

Meadow Hill, Inc.

As of Sun Dec 31, 2023

Period	Invoice Date	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Brownsword, Walter & Kelly - 276 Hollister Way West, Glastonbury, CT 06033								
December, 2023	12/05/2023	2023-12-05	1361 - 2104 - Clearing Account	12/05/2023		Refund - Overpaid SA Loan-Wire	00158-6316	55.94
Total Brownsword, Walter .Kelly:								55.94
Connecticut Natural Gas Corporation - P.O. Box 847820, Boston, MA 02284-7820 - (860) 524-8361								
December, 2023	12/14/2023	121423-5793	1361 - 5205 - Gas	12/14/2023	01/02/2024	Account # 040-0010385-5793	11/11/23-12/12/23	675.09
		121423-3060	1361 - 5205 - Gas	12/14/2023	01/02/2024	Account # 040-0010386-3060	11/11/23-12/12/23	75.50
		121423-9819	1361 - 5205 - Gas	12/14/2023	01/02/2024	Account # 040-0010387-9819	11/11/23-12/12/23	177.76
		121423-4033	1361 - 5205 - Gas	12/14/2023	01/02/2024	Account # 040-0010388-4033	11/11/23-12/12/23	217.49
		121423-5787	1361 - 5205 - Gas	12/14/2023	01/02/2024	Account # 040-0011134-5787	11/11/23-12/12/23	127.81
		121423-5795	1361 - 5205 - Gas	12/14/2023	01/05/2024	Account # 040-0011134-5795	11/11/23-12/12/23	138.63
Total Connecticut Natural Gas Corporation:								1,412.28
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618								
December, 2023	12/07/2023	120723-879-207	1361 - 5200 - Electricity	12/07/2023	01/02/2024	Acct # 5136 879 2073	11/6/23-12/7/23	977.43
	12/27/2023	122723-2014	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5116 519 2014	11/22/23-12/26/23	92.61
		122723-2069	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5113 619 2069	11/22/23-12/26/23	18.54
		122723-2075	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5118 719 2075	11/22/23-12/26/23	11.62
		122723-2008	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5162 529 2008	11/22/23-12/26/23	21.02
		122723-2017	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5134 519 2017	11/22/23-12/26/23	11.36
		122723-2068	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5161 619 2068	11/22/23-12/26/23	10.36
		122723-2029	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5169 719 2029	11/22/23-12/26/23	30.42
		122723-2090	1361 - 5200 - Electricity	12/27/2023	01/05/2024	Acct # 5164 219 2090	11/22/23-12/26/23	64.37
Total Eversource (E):								1,237.73
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105								
November, 2022	11/01/2022	11/2022-LR	1361 - 2103 - Due to Reserves	11/01/2022		Pay Off Loan from Reserve	11/2022	4,000.00
	11/10/2022	11/2022-L	1361 - 2107 - Due to Reserves - Windsor Fed Payoff	11/10/2022		Repayment of Loan from Reserves	11/2022	3,485.28
December, 2022	12/01/2022	12/2022-RC	1361 - 6105 - Contribution To Reserves General	12/01/2022		Reserve Contribution	12/2022	7,452.00
March, 2023	02/01/2023	02/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	02/2023	7,750.00
	03/01/2023	03/2023-RC	1361 - 6105 - Contribution To Reserves General	03/01/2023		Reserve Contribution	03/2023	7,750.00
		03/2023-LR	1361 - 2103 - Due to Reserves	03/01/2023		Pay Off Loan from Reserve	03/2023	4,000.00
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

Accounts Payable Open Items
Meadow Hill, Inc.
As of Sun Dec 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								
July, 2023	07/01/2023	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
State Of Connecticut - CT Dept. of Administrative Services , Hartford, CT 06103 - (860) 713-5880								
December, 2023	12/11/2023	99138	1361 - 5308 - Miscellaneous Admin	12/11/2023		Elevator Renewal	REG# 054-0002/1	240.00
Total State Of Connecticut:								240.00
Total report:								107,883.23

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Dec 01, 2023 thru Sun Dec 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Advance Plumbing & Heating Inc</u>					
Check Date: 12/06/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500084	Check Amount: 21,482.70		
	1361 - 7229 - Contingencies		12/05/2023 Water Main Break Repair	Excavation/ Repave	21,482.70
			Total for Advance Plumbing & Heating Inc		21,482.70
<u>AIS Affinity Insurance Agency, Inc.</u>					
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500083	Check Amount: 2,275.00		
	1361 - 1701 - Prepaid Insurance		12/05/2023 D&O # 0250950935; 1/1/24-25	due 1/1/24	2,275.00
			Total for AIS Affinity Insurance Agency, Inc.		2,275.00
<u>All Waste Inc.</u>					
Check Date: 12/04/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000591	Check Amount: 2,845.13		
	1361 - 5210 - Trash Removal		12/01/2023 Cust# 1-1308409	12/2023	2,845.13
			Total for All Waste Inc.		2,845.13
<u>Alwire Project Engineering LLC</u>					
Check Date: 12/07/2023	Bank: Windsor Federal Bank	Check Number: 00001011	Check Amount: 44,906.00		
	1361RES - 7208 - Special Assessment Projects		12/07/2023 Aluminium wire project	15 units	39,498.00
	1361RES - 7208 - Special Assessment Projects		12/07/2023 Aluminium Wire Project	clubhouse	2,253.00
	1361RES - 7208 - Special Assessment Projects		12/07/2023 Aluminium wire project	multiple units	3,155.00
			Total for Alwire Project Engineering LLC		44,906.00
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 12/31/2023	Bank: Pacific Premier Bank - OP	Check Number: 12272023	Check Amount: 299.38		
	1361 - 5403 - Health Insurance		12/31/2023 Health Insurance	12/2023	299.38
			Total for Anthem Blue Cross & Blue Shield		299.38
<u>Central Sealing Co., Inc.</u>					
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000594	Check Amount: 7,391.33		
	1361 - 7205 - Road/Walk Repairs		11/15/2023 Asphalt Crack Fillings	11/15/23	7,391.33
			Total for Central Sealing Co., Inc.		7,391.33
<u>Cigna + Oscar</u>					
Check Date: 12/26/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500091	Check Amount: 2,331.95		
	1361 - 5403 - Health Insurance		12/26/2023 Monthly Health Insurance	due 01/01/2024	2,331.95
			Total for Cigna + Oscar		2,331.95

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Dec 01, 2023 thru Sun Dec 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Connecticut Natural Gas Corporation</u>					
Check Date: 12/15/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000604	Check Amount: 177.89		
	1361 - 5205 - Gas		12/01/2023 Account # 040-0011134-5795	10/12/23-11/10/23	177.89
			Total for Connecticut Natural Gas Corporation		177.89
<u>Covert, Darien</u>					
Check Date: 12/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500089	Check Amount: 120.00		
	1361 - 5503 - Payroll-Bonus		12/21/2023 Holiday Bonus	per Board	120.00
			Total for Covert, Darien		120.00
<u>Crystalbay Construction, LLC</u>					
Check Date: 12/14/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000602	Check Amount: 28,000.00		
	1361 - 7202 - Roof Replacement		12/01/2023 New Roof Installation	Bldg 181/183/274/276	28,000.00
			Total for Crystalbay Construction, LLC		28,000.00
<u>Curtis, Mike</u>					
Check Date: 12/21/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500090	Check Amount: 80.00		
	1361 - 5503 - Payroll-Bonus		12/21/2023 Holiday Bonus	per Board	80.00
			Total for Curtis, Mike		80.00
<u>Eversource (E)</u>					
Check Date: 12/01/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000590	Check Amount: 528.04		
	1361 - 5200 - Electricity		11/22/2023 Acct # 5137 129 2038	10/24/22-11/22/22	39.85
	1361 - 5200 - Electricity		11/22/2023 Acct # 5139 519 2040	10/24/23-11/22/23	176.34
	1361 - 5200 - Electricity		11/22/2023 Acct # 5159 819 2052	10/24/22-11/22/22	22.01
	1361 - 5200 - Electricity		11/22/2023 Acct # 5124 519 2018	10/24/23-11/22/23	45.73
	1361 - 5200 - Electricity		11/22/2023 Acct # 5113 619 2069	10/24/23-11/22/23	16.56
	1361 - 5200 - Electricity		11/22/2023 Acct # 5161 619 2068	10/24/23-11/22/23	9.86
	1361 - 5200 - Electricity		11/22/2023 Acct # 5154 529 2005	10/24/23-11/22/23	30.42
	1361 - 5200 - Electricity		11/22/2023 Acct # 5162 529 2008	10/24/23-11/22/23	20.26
	1361 - 5200 - Electricity		11/22/2023 Acct # 5169 719 2029	10/24/23-11/22/23	34.64
	1361 - 5200 - Electricity		11/22/2023 Acct # 5164 219 2090	10/24/23-11/22/23	54.95
	1361 - 5200 - Electricity		11/22/2023 Acct # 5134 519 2017	10/24/23-11/22/23	11.62
	1361 - 5200 - Electricity		11/22/2023 Acct # 5118 719 2075	10/24/23-11/22/23	12.34
	1361 - 5200 - Electricity		11/22/2023 Acct # 5116 519 2014	10/24/23-11/22/23	53.46
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000593	Check Amount: 153.95		
	1361 - 5200 - Electricity		11/22/2023 Acct # 5133 519 2019	10/24/23-11/22/23	82.90

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Dec 01, 2023 thru Sun Dec 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Eversource (E)</u>					
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000593	Check Amount: 153.95		
	1361 - 5200 - Electricity	11/22/2023	Balance Forward	10/24/23-11/22/23	71.05
Check Date: 12/08/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000599	Check Amount: 37.98		
	1361 - 5200 - Electricity	11/22/2023	Acct # 5152 713 0165	11/8/23-11/22/23	12.81
	1361 - 5200 - Electricity	11/22/2023	Acct # 5148 763 0196	11/8/23-11/22/23	25.17
Check Date: 12/13/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000600	Check Amount: 1.90		
	1361 - 5200 - Electricity	12/01/2023	Acct # 5130 680 3073	11/1/23-12/1/23	1.90
Total for Eversource (E)					721.87
<u>Fields, Suzanne & Castano, Robyn</u>					
Check Date: 12/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500085	Check Amount: 3,700.00		
	1361 - 4201 - Special Assessment Loan 2023	12/19/2023	SA Loan-Wire	refund per PM	3,700.00
Total for Fields, Suzanne & Castano, Robyn					3,700.00
<u>Flynn, Gene</u>					
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000595	Check Amount: 133.51		
	1361 - 5308 - Miscellaneous Admin	11/28/2023	Social & Newsletter	Reimbursement	133.51
Total for Flynn, Gene					133.51
<u>Frontier Communications</u>					
Check Date: 12/28/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000605	Check Amount: 2.92		
	1361 - 5211 - Telephone	12/01/2023	Acct 860-037-5165	11/29/23-12/28/23	2.92
Total for Frontier Communications					2.92
<u>Grillo, Elizabeth</u>					
Check Date: 12/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500086	Check Amount: 0.00		
	1361 - 4201 - Special Assessment Loan 2023	12/19/2023	SA Loan-Wire	Refund per PM	3,500.00
	1361 - 4201 - Special Assessment Loan 2023	12/19/2023	*VOID* SA Loan-Wire	Refund per PM	(3,500.00)
Total for Grillo, Elizabeth					0.00
<u>Highlight Landscape and Design LLC</u>					
Check Date: 12/14/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000601	Check Amount: 159.53		
	1361 - 5699 - Ground Improvements - Land Common	12/07/2023	Deliver Topsoil	12/7/23	159.53
Total for Highlight Landscape and Design LLC					159.53

Cash Disbursement by Vendor

Meadow Hill, Inc.

Fri Dec 01, 2023 thru Sun Dec 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Home Depot Credit Services</u>					
Check Date: 12/05/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500082	Check Amount: 707.09		
	1361 - 5804 - Maintenance Supplies	12/05/2023	lv # 2013717: bottle wwater	6035 3225 0048 5366	86.94
	1361 - 5804 - Maintenance Supplies	12/05/2023	Inv # 6904265: E-DEP	6035 3225 0048 5366	1,000.00
	1361 - 5804 - Maintenance Supplies	12/05/2023	Inv # 512295: Bleach	6035 3225 0048 5366	102.61
	1361 - 5804 - Maintenance Supplies	12/05/2023	Inv # 7514891: Cartridge	6035 3225 0048 5366	115.16
	1361 - 5804 - Maintenance Supplies	12/05/2023	Returns/Adjustements	6035 3225 0048 5366	(597.62)
			Total for Home Depot Credit Services		707.09
<u>Imagineers, LLC</u>					
Check Date: 12/04/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000592	Check Amount: 76,141.86		
	1361 - 5407 - Insurance Loss Expense	11/01/2023	Fire Claim# 06C00716	Units #6, #10	76,141.86
Check Date: 12/07/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000597	Check Amount: 2,899.13		
	1361 - 4306 - Statement fee income	11/30/2023	Statement Fees	11/2023	40.00
	1361 - 5100 - Management Fee	12/01/2023	Management Fee	12/2023	2,859.13
			Total for Imagineers, LLC		79,040.99
<u>Meadow Hill, Inc.</u>					
Check Date: 12/07/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000598	Check Amount: 7,750.00		
	1361 - 6105 - Contribution To Reserves General	12/01/2023	Reserve Contribution	12/2023	7,750.00
			Total for Meadow Hill, Inc.		7,750.00
<u>Odle, Maureen</u>					
Check Date: 12/07/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000596	Check Amount: 72.00		
	1361 - 5200 - Electricity	11/10/2023	Electric Usage Exterior Motion Lights Reimbursement		72.00
			Total for Odle, Maureen		72.00
<u>Purcell, Theresa</u>					
Check Date: 12/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500087	Check Amount: 3,000.00		
	1361 - 4201 - Special Assessment Loan 2023	12/19/2023	SA Loan-Wire	Refund per PM	3,000.00
			Total for Purcell, Theresa		3,000.00
<u>Rosenblatt, Daryl</u>					
Check Date: 12/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500088	Check Amount: 0.00		
	1361 - 4201 - Special Assessment Loan 2023	12/19/2023	SA Loan-Wire	Refund per PM	3,180.00

Cash Disbursement by Vendor
Meadow Hill, Inc.
Fri Dec 01, 2023 thru Sun Dec 31, 2023

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>Rosenblatt, Daryl</u>					
Check Date: 12/19/2023	Bank: Pacific Premier Bank - OP	Check Number: 00500088	Check Amount: 0.00		
	1361 - 4201 - Special Assessment Loan 2023		12/19/2023 *VOID* SA Loan-Wire	Refund per PM	(3,180.00)
				Total for Rosenblatt, Daryl	0.00
<u>Sandler & Hansen, LLC</u>					
Check Date: 12/14/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000603	Check Amount: 94.50		
	1361 - 5101 - Legal Fees		12/05/2023 Professional Services	11/1-12/5	94.50
				Total for Sandler & Hansen, LLC	94.50
<u>The Hartford</u>					
Check Date: 12/26/2023	Bank: Pacific Premier Bank - OP	Check Number: 12262023	Check Amount: 1,667.00		
	1361 - 1701 - Prepaid Insurance		12/26/2023 Fidelity 02BDDGV3622; 01/01/24-25	acct # 14505601	1,667.00
				Total for The Hartford	1,667.00
<u>The Metropolitan District Co.</u>					
Check Date: 12/28/2023	Bank: Pacific Premier Bank - OP	Check Number: 05000606	Check Amount: 2,806.15		
	1361 - 5206 - Water		12/05/2023 1489 Main St. Acct # 21019066	11/1/23-12/4/23	2,806.15
				Total for The Metropolitan District Co.	2,806.15
<u>Windsor Federal Savings</u>					
Check Date: 12/07/2023	Bank: Pacific Premier Bank - OP	Check Number: 12072023	Check Amount: 7,527.46		
	1361 - 2403 - Windsor Federal Loan 75521651 - 2022		12/07/2023 WF Loan # 75521651: Principal	12/2023	3,843.54
	1361 - 6120 - WF Loan # 75521651 Interest		12/07/2023 WF Loan # 75521651: Interest	12/2023	3,683.92
				Total for Windsor Federal Savings	7,527.46
				Total for Meadow Hill, Inc.	217,292.40



PROJECT LIST

2023 Project List "y

<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

Meadow Hill Incorporated Report

☒ Open

Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
100 Hollister Way South Glastonbury, CT 06033 100 Hollister Way South - Unit: 1 OWNER: Rochford, Jane ACCOUNT ID: n/a	OPEN	Roofing / N/A	Covert, Darien / null	601914	Hours: null Labor: Mats:	CREATED: 01/05/2024 12:56 PM Rochford, Jane LAST UPDATED: 01/05/2024 1:04 PM Merritt, Danielle
Note: Ceiling Leak - I noticed about a week+ ago that in the corner of the livingroom near the fireplace and window, there is an area on the ceiling where it appears to have leaked (i.e., stained) I thought it might have to do with the roofing update from this past summer, but it does not appear to be near that. I would like someone to evaluate what caused that stain on the ceiling..						
COMMON AREA Install a 100th Birthday banner on the backside lawn of Connie Abbot's unit. Denise Weks has the banner.	OPEN	Club House / Equipment	Covert, Darien / null	601570	Hours: null Labor: Mats:	CREATED: 01/04/2024 8:10 AM Weeks, Denise LAST UPDATED: 01/04/2024 4:45 PM Merritt, Danielle
Note: Clubhouse- Social Club 100th Birthday Celebration set up - We need Darien to set up a 100th Birthday banner on the back side of Connie Abbot's unit in time for her 100th Birthday on January 19th. Set up one oblong buffet table in the usual place; set up 4 round tables with chairs opposite the fireplace. Plug in bar fridge Move the 100th Birthday banner for Connie Abbott's Celebration from the back lawn of her unit to the inside of the clubhouse. Hang on the sliding doors behind where we usually set up a buffet table.						
248 Hollister Way West Glastonbury, CT 06033 248 Hollister Way West - Unit: 1 OWNER: Fuda, James ACCOUNT ID: n/a	OPEN	Building Repair / N/A	Covert, Darien / null	598349	Hours: null Labor: Mats:	CREATED: 12/18/2023 12:58 PM Fuda, James LAST UPDATED: 01/04/2024 4:42 PM Merritt, Danielle
Note: Siding repair - The siding on the south side of the unit is loose from the storm. Half of the siding is attached and half (about five feet) is flapping against the side. The damage is on the south side of the unit at the lower roof soffit above the Utility Closet..						

78 Hollister Way South Glastonbury, CT 06033	OPEN	Building Repair / Siding	Covert, Darien / null	598188	Hours: null Labor: Mats:	CREATED: 12/18/2023 10:34 AM Merritt, Danielle
78 Hollister Way South - Unit: 1 OWNER: Deborah Selig ACCOUNT ID: n/a	Note: Siding replacement - The siding on the unit has been blown off- please reattach the pieces of siding..					LAST UPDATED: 12/18/2023 10:38 AM Merritt, Danielle
COMMON AREA Not Specified	OPEN	Garage / Lights	Covert, Darien / null	597311	Hours: null Labor: Mats:	CREATED: 12/13/2023 12:53 PM Merritt, Danielle
	Note: No Light in Garage -21 - The homeowner reported there is no light in the garage. Mike changed the lightbulb but still no light. Please evaluate .					LAST UPDATED: 12/13/2023 12:56 PM Merritt, Danielle
142 Hollister Way South Glastonbury, CT 06033	OPEN	Irrigation / Backflow	Covert, Darien / null	597261	Hours: null Labor: Mats:	CREATED: 12/13/2023 10:43 AM Trela, Kim M.
142 Hollister Way South - Unit: 1 OWNER: Trela, Kim M. ACCOUNT ID: n/a	Note: Drainage - Hi, The drain in front of units in building 142 &144 138 & 150 etc. often is so full you cannot get by. This should be put on future committee because it also freezes and is an ice rink in the winter. Since I frequently use the as a essential in/out of my home I fear of falling in winter and always have to use rainboots while raining. For an older person, delivery person, walkers this is a potential liability These are my future thoughts for the betterment of Meadow Hill. Please help especially with winter approaching. Thank you.					LAST UPDATED: 01/04/2024 4:39 PM Merritt, Danielle
227 Hollister Way North Glastonbury, CT 06033	OPEN	Building Repair / Siding	Covert, Darien / null	592706	Hours: null Labor: Mats:	CREATED: 11/20/2023 12:04 PM Merritt, Danielle
227 Hollister Way North - Unit: 1 OWNER: Susan Wallace, Trustee ACCOUNT ID: n/a	Note: Siding Replacement - A piece of siding replaced at the peak of my roof where it meets with my neighbor's unit (229) on the west side. It's located above our patios.					LAST UPDATED: 11/20/2023 12:06 PM Merritt, Danielle

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.					
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.					
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.					



ACTION POINTS PACKAGE



ACTION POINTS: DISPOSITION REPORT AS OF : 1/10/2024

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 12/20/2023

NEXT BOARD MEETING WILL BE HELD ON: 01/17/2024

Disposition:	Action Point:	Comments:
157367 Date: 12/13/2023 Type: Administrative By: sheila duncan Status: DONE	INSURANCE RENEWAL RECEIVED FROM BOUVIER	INSURANCE RENEWED WITH BOUVIER AND UPDATED COI RECEIVED
157549 Date: 12/21/2023 Type: Administrative By: sheila duncan Status: DONE	UPDATE 2024 BUDGET IN ACCOUNTING SYSTEM AND IN RESALE PACKETS	UPDATED. NOTICE SENT TO RESIDENTS REGARDING INCREASED FEES.
157551 Date: 1/4/2023 Type: Administrative By: sheila duncan Status: IN PROGRESS	REQUESTED FUNDS FROM WINDSOR FEDERAL FOR FINAL PAYMENT TO ALWIRE	HOLDING INVOICE UNTIL BOARD APPROVES FINAL PAYMENT BE RELEASED
157555 Date: 1/10/2023 Type: Administrative By: sheila duncan Status: IN PROGRESS	COORDINATE MEETING WITH BOARD AND ATTORNY SANDLER REGARDING CHARGES FOR ALUMINUM WIRING PROJECT	
157552 Date: 12/21/2023 Type: Administrative By: shelia duncan Status: IN PROGRESS	INITIATE CLAIM TO GNY REGARDING DAMAGE TO BUILDINGS FROM VEHICLE ACCIDENT	CLAIM INITIATED, SCOPE OF WORK RECEIVED, AWAITING BOARD'S DIRECTION FOR RECONSTRUCTION, IMAGINEERS TO PROVIDE DRAFT CONTRACT FOR BOARD APPROVAL

Number of Action Points on report:

5

MEADOW HILL - 2024

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



OLD BUSINESS



NEW BUSINESS

From: Jonathan Sharpe
To: Sheila Duncan
Cc: ejoval@binsurance.com; Nick Carras
Subject: GNY/INSCO claim F0697639-01 // Policy 6106M57670 // Insured MEADOW HILL, INC
Date: Thursday, January 4, 2024 1:37:53 PM
Attachments: [Building estimate-PC Higgins.pdf](#)

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 Sheila Duncan:

I'm following up on the voicemail I left for you at I do not show a record of an initial claim acknowledgement email going out to you, so please let this email serve as acknowledgment of the following first party property damage claim:

Insured: **MEADOW HILL, INC**
C/O IMAGINEERS, LLC
635 FARMINGTON AVE
HARTFORD CT 06105-2973
Loss Location: **106 HOLLISTER WAY S., GLASTONBURY, CT 06033 (Policy Loc. 001 / Bldg. 059)**
Date of Loss: **11/29/2023**
Claim No.: **F0697639-01**
Loss: **vehicle impact**

I am the handling Claims Examiner at **GNY Insurance**. Please note the claim number and my contact information (below) for your future correspondence.

As you are aware, this file was assigned to Nick Carras, an independent adjuster from **PC Higgins**. I received Nick's inspection report, and have processed the claim.

Please be advised that GNY will be issuing a net settlement payment of **\$11,443.01** based on our adjuster's building repair estimate. Depreciation has been waived on this payment. The payment breakdown is as follows:

Statement of Loss Summary - Building Coverage

Item	Replacement Cost Value	Depreciation	Actual Cash Value
Emergency demolition/board up allowance - no estimate or invoice submitted	\$ -	\$ -	\$ -
Independent Adjuster Estimate of Building Repairs	\$ 36,443.01	\$ 2,178.65	\$ 34,264.36
Subtotals	\$36,443.01	\$2,178.65	\$34,264.36
Less Deductible	\$25,000.00		
Less Prior Payments	\$0.00		
Total Claim Payable	\$11,443.01		
Total Recoverable Depreciation	- none withheld -		
Net Claim Amount	\$11,443.01		

The check will be made payable to: **MEADOW HILL, INC. AND WINDSOR SAVINGS AND LOAN ASSOCIATION, INC**
ISAOA/ATIMA

(Mortgage holders must be named on the loss payment as they have an insurable interest in the property. Please contact the lender(s) concerning any process they may have for the release of the funds)

The check will be mailed to:

MEADOW HILL, INC
C/O IMAGINEERS, LLC
635 FARMINGTON AVE
HARTFORD CT 06105-2973

Please note: our adjuster reported that he has not yet received a copy of the mitigation/board up invoice for this incident. Please forward it to Nick Carras when it becomes available.

Please also note that we were contacted by Rich Assid, an independent adjuster representing one of the unit owners. He requested a copy of our adjuster's estimate of the repairs. GNY does not release information about our policyholders' claims to third parties without prior written authorization. However, you may distribute the estimate or direct us to distribute it to other parties as you see fit.


If any additional damage is found or there is a difference in scope, in excess of what has been determined in the attached estimate or breakdown above, please present this information to GNY prior to making those repairs so that we have the opportunity to address that


additional damage or any of those differences. Failure to allow GNY the opportunity to prove any loss or damage to covered property may limit or preclude coverage for your claim.





Please contact me if you have any questions.

Kindest Regards,

Jonathan Sharpe
Property Claims Examiner
Greater New York Insurance Companies
646-392-9340 direct
jsharpe@gny.com



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TWP	FinServ	GPTW	gward
			

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