



**MEADOW HILL
BOARD PACKET
February 21,
2024**



**MEADOW HILL, INC.
EXECUTIVE BOARD MEETING
AGENDA - February 21, 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

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
3. Hearings Scheduled - None
4. Minutes
 - January 2023 Minutes
 - February 6th Planning Meeting 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 –nearing completion
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
 - Capital Improvement (Future)
 - Legislative (Future)
9. Open Forum – Owners may provide input, commentary, and ask questions (Floor is Open)
10. Old Business - updates
- Increase of owner deductible
 - Aluminum Wiring project update
 - Dryer vent and gas log cleaning program
 - Hollister House update
 - Garage Damage Units 100, 112, 126, 128
11. New Business
1. Reserve Study status of proposals/selection process
 2. Water heaters in bedrooms (code compliance)
 3. River flooding and Garden report from Grounds
 4. Identify the nomination committee and schedule
 5. Update on litigation (Stevas/Unit #6 against the Association and Unit #10)
 6. Any other new business to discuss? Variance requests, etc.
12. Adjournment

MINUTES

Meadow Hill, Inc.
Minutes of the Executive Board Meeting
January 17, 2024

Executive Session

The Executive Session convened at 12:30 PM by Sheila Duncan of Imagineers. Board members present: Jim Fuda, Walter Brownsword, Ron King, and Paul Jenkins. Deb Wellington and Brenda Berk attended remotely. Sheila Duncan, Kristin Davis of Imagineers, and Scott Sandler of Sandler & Hansen attended. Absent: Donna Whalen

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 1:33 PM.

II. Roll Call - Present: Jim Fuda, Walter Brownsword, Paul Jenkins, Ron King. Deb Wellington attended remotely. Absent: Brenda Berk, Donna Whalen.

III. President Remarks – President Fuda thanked Sheila Duncan of Imagineers for her years of service to Meadow Hill and welcomed Kristin Davis, who was announced as Sheila's replacement for the Meadow Hill account. Sheila announced at the start of the meeting that she had recently been promoted to the Rental Division of Imagineers and introduced Kristin Davis to the Board and Meadow Hill community.

President Fuda expressed condolences on behalf of the Board to the family of Kathy Hoogewerff and congratulations to Connie Abbott for celebrating her 100th birthday.

Mr. Fuda also provided a summary of the Planning Committee meeting of the Board held on January 10th and documented in the Meeting Minutes, which were available at the meeting.

IV. Financial Report – Sheila Duncan of Imagineers summarized the financials in the distributed Board Meeting packet. The financials closed the year better than projected with a loss of \$9,348.

V. Manager's Report -Sheila Duncan reported key activities completed and documented in the Executive Board Packet

VI. Maintenance Report -Darien reported that 36 units remain to be completed for the Annual Inspection, work on the Project List will start on March 1st, the winter project of white house numbers will start (garages will remain black), and siding and trim will be done when the weather is warmer.

VII. Committee Reports

- **Grounds**: Mike Proulx reported that the Committee is working on the proposed spring planting plan for presentation to the Board. They are also evaluating and reviewing the testing results with a soil expert to identify alternatives to turf grass and potential next steps for sustainable planting. An evaluation of the soil at the river garden is also being done. At the request of the President, Mike will coordinate with maintenance (Walter Brownsword and Darien Covert) for a possible alternative location for the garden.

- **Maintenance:** Walter Brownsword reported that 36 units remain to complete the Annual Inspection. The Committee is also looking at developing vendors who will provide preferred pricing for dryer vents and gas fireplace logs for cleaning. Notices will be provided to Unit Owners one year before the 10-year milestone listed in the Rules.
- **Communications:** Gene Flynn is working with Kim Trella on a proposal for consideration by the Board for the use of Facebook as a community communication tool.
- **Welcoming:** Two new residents were welcomed – Unit #170, Tom and Janie Spada, and Unit #108, Bernice Bernstein.
- **Long-Term Planning:** Mr. Fuda reported that their focus will be on the Hollister House. The committee is working on prioritizing the list for 2024.

VIII. Open Forum

Residents were given time to express their opinions and suggestions at this time. Comments or suggestions made were a) water heater warranties are less than the 10-year rules, b) an increase in insurance of about \$43 if the Association deductible changes to \$50,000 (Board welcoming resident input on increases in HOA policies of residents), c) response to financial questions on credits in financial report clarified by Mr. Fuda as given for the wiring project, and d) concern of the use of Facebook.

IX. Old Business:

- Aluminum Wiring is completed, and the Board will develop the Project Analysis to close the project.
- Hollister House is waiting for two potential offers.
- Garage Repairs for Units 100,112,126,128,142,144 – insurance claim completed and construction to repair the damages to begin within two weeks. Unit Owner's insurance will pay for the damage. The Association has no financial exposure to this claim.

X. New Business: No new business came before the Board. E-mail votes taken since the last meeting are as follows:

1. 1/17/2024 – Planning Committee minutes of 1/10/2024 unanimously approved (7-0).
2. 1/15/2024 – Variance request from Unit #179 for an outside railing was unanimously approved (7-0).
3. 1/15/2024 – Variance request from Unit #170 for replacing a patio door unanimously approved (7-0).
4. 1/16/2024 – Authorized the President to execute the contract from Imagineers Construction to complete the garage repairs for the insurance claim. Motion made by Jim Fuda, second by Ron King, and approved (5 yes, 0 no; no vote received from Ms. Berk or Ms. Whalen).

XI. Adjournment: A motion to adjourn was made by Paul Jenkins and seconded by Ron King and unanimously approved (5 yes, 0 no)

Time of Adjournment: 2:35 PM

Minutes Submitted by: Jim Fuda

Minutes Approved: Yes: 5, No: 0. Ms. Berk and Ms. Whalen abstained.

Next Meeting: The next meeting of the Meadow Hill Executive Board is the Planning Committee meeting scheduled for February 7th at 10 AM and the Executive Board meeting on February 21st at 1:30 PM.

Meadow Hill Executive Planning Committee Meeting Minutes

February 7, 2024

The Executive Board is adding a meeting with the purpose of planning and discussing topics regarding the operation and functioning of Meadow Hill. The planning meeting allows more time for the Board to discuss topics in more detail and depth than time permits at the monthly Executive Board Meetings. The planning meeting is open to residents' attendance as it is an open meeting per our by-laws. **No actions will be voted on or taken at this meeting. Discussion is limited to Agenda items.**

The Planning Committee meeting convened at 10:00 AM by President Jim Fuda—board members present: J. Fuda, D. Whalen, W. Brownsword, P. Jenkins, R. King and Kristin Davis, our new property manager from Imagineers. D. Wellington present through Zoom/B. Berk absent.

Agenda

1. Updates from out 1/10 meeting

a. Feedback on the premium increase for homeowners, if the Master Policy increases to \$50,000.

Discussion on this subject looked at both sides of the issue. The pros of increasing the Master Policy is that Meadow Hill will save \$20,000. The increase would also reduce our claims, which would positively affect our insurance premiums.

The Cons of the increase- It would mean that our residents will have to increase their Loss Coverage to be at \$50,000. This means individual unit owner premiums could increase in the range of \$43-\$100, depending on their carrier. The Board discussed making the change later in the year to give the community a reprieve from additional expenses.

The Board will also explore changing the date of our premium for our annual renewal to the fall, allowing the Budget Committee to have firm numbers for the preparation of next year's budget.

Imagineers will contact Bouvier for a Board presentation discussion on insurance targeting the March Board meeting with April as the fallback date.

b. Status of the recruitment effort for the Risk Management Committee - Tom Bailey is joining this committee and additional volunteers are desired.

c. Annual Inspection of High-Risk Components.

W. Brownsword informed the committee that 80% of the units have been completed for the Annual Inspection of High-Risk Components. Some of the remaining units may be delayed until spring when owners return to Meadow Hill. These units will be inspected at the time access is available. Units not in compliance will be notified in writing by Imagineers.

Some of the high-risk components discussed:

- Dryer Vents- Suggestion that everyone should have their vent cleaned this year, then we all start on the same page going forward. Imagineers will contact contractors to solicit interest and preferred pricing for residents to take advantage of.
- Water Heaters in the Bedroom-Current Building Code may prohibit a flammable component (I.e gas water heater) to in a bedroom. Thie potential affects our four-plex units and possibly a handful of other units. Darien will send the new code information to Walter upon receipt from the Town of Glastonbury and update the Board at our February meeting. Per our current Rules, all new hot water heaters require a shut-off valve and leak pan.
- Cleaning of Gas fire logs - the Board will evaluate a preferred vendor(s) and targeted schedules for the gas fire logs similiar to the approach with dryer vents and alternate years required. i.e. dryer vents in even years, gas logs in odd years.

d. Feedback on the Residents Handbook – the Board had no changes or comments on the draft outline for the Resident’s Handbook.

e. Rules and Regulations Summary. Mike and Kathy Prouix offered to edit and condense the Summary of the Rules and Regulations. The document will be provided to all unit owners and will be posted in our Resale Certificates.

f. Status of Centralized Filing – Ms. Berk is on vacation and will report next month.

2. New Items

- Information and discussion on Corporate Transparency Act** - Ms. Davis will contact Scott Sandler and will report on this in the future.
- Board member education and budget.** Board Members discussed and agreed to the importance of education programs and materials offered by the CAI-CT. All members have Membership Ids previously distributed and are encouraged to review and take advantage of the programs. Board members are willing to pay personally as there is no budget to pay for attendance to the seminars.
- Water heaters in the bedrooms.** Jim recommended unit owners contact the town to check on any code changes. It is the unit owner’s responsibility.
- Board Communications and protocol.** Board members’ concerns should be brought to President Jim Fuda first. He will then contact Kristen Davis of Imagineers, and they will address them together. The President is the point person for the organization, internally and externally and will channel requests with Kristin Davis, our property manager. Our contractors and professional services firms- legal, insurance, accounting etc. will take direction through Kristin and the President. The treasurer (Brenda) will have direct communication to the accounting lead at Imagineers. This protocol will be used moving forward.
- Establishing a Nominating Committee** for the June 2024 Annual Election -We have four (4) members whose terms are up. J. Fuda, R. King, D. Wellington, P. Jenkins. Ron King volunteered to be part of the Nominating Committee. Brenda Berk has also expressed interest. Ed Litke will be contacted for his interest.
- Email Communication** - There is a recommendation to manage Meadow Hill documentation and communication through email. A multi-tiered communication would reduce costs and paper consumption. This plan must include everyone-Those with email

and those who do not have email. Eileen Rothfarb has volunteered to work with Paul Jenkins and Kristin Davis to compile this information.

Open Forum

Time was given for residents to weigh-in on these agenda items. The Board thanks all who participated.

Adjournment: A motion of adjournment was made by Walter Brownsword and seconded by Paul Jenkins and unanimously approved by those in attendance (6 – 0).

Time of Adjournment: 11:24 AM

Minutes Submitted by: Donna Whalen, Secretary

Minutes approved by email:

FINANCIAL REPORT

Balance Sheet Report

Meadow Hill, Inc.

As of January 31, 2024

	Balance Jan 31, 2024	Balance Dec 31, 2023	Change
Assets			
Operating Cash			
1103 - Webster Debit Checking	1,586.72	1,754.52	(167.80)
1105 - Key Bank - Checking	1,161.55	6,273.51	(5,111.96)
1140 - Operating Checking - Pacific Premier Bk	12,870.18	21,534.70	(8,664.52)
1142 - Windsor Federal Bank	20,020.00	64,926.00	(44,906.00)
1146 - PPB Segregated: SA Wire (Loan) 2023	389,598.06	337,454.35	52,143.71
1149 - PPB Segr: Ins.Claim DOL 11/29/23 Vehicle	2,332.26	0.00	2,332.26
1170 - Segregated Funds - Insurance/Loan	20,000.00	20,000.00	0.00
Total Operating Cash	447,568.77	451,943.08	(4,374.31)
Money Market			
1303 - Key Bank Money Market	37,217.26	32,186.90	5,030.36
1340 - Money Market - Pacific Premier Bank	72,671.46	64,750.88	7,920.58
Total Money Market	109,888.72	96,937.78	12,950.94
Certificates of Deposit			
1401 - Key Bank CD	123,905.99	123,905.99	0.00
Total Certificates of Deposit	123,905.99	123,905.99	0.00
Accounts Receivable			
1600 - Accounts receivable	31,004.63	9,811.78	21,192.85
1602 - A/R Long-Term Special Assessment	558,924.09	577,708.28	(18,784.19)
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	932,287.26	929,878.60	2,408.66

Balance Sheet Report

Meadow Hill, Inc.

As of January 31, 2024

	Balance Jan 31, 2024	Balance Dec 31, 2023	Change
Assets			
Prepaid Expenses			
1701 - Prepaid Insurance	163,487.00	6,580.00	156,907.00
Total Prepaid Expenses	163,487.00	6,580.00	156,907.00
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	1,785,624.84	1,617,732.55	167,892.29
Liabilities			
Current Payables			
2100 - Accounts payable	117,281.97	107,883.23	9,398.74
2101 - Insurance payable	127,248.52	0.00	127,248.52
2103 - Due to Reserves	75,898.75	75,898.75	0.00
2200 - Unit Owner Fees Received in Advance	38,406.85	13,094.86	25,311.99
2203 - Deferred Insurance Claim Income	2,332.26	0.00	2,332.26
2302 - Accrued Expenses	13,545.00	11,840.00	1,705.00
Total Current Payables	374,713.35	208,716.84	165,996.51
Prepays			
2208 - Deferred SA Income	480,295.35	480,295.35	0.00
Total Prepays	480,295.35	480,295.35	0.00

Balance Sheet Report

Meadow Hill, Inc.

As of January 31, 2024

	Balance Jan 31, 2024	Balance Dec 31, 2023	Change
Liabilities			
Long Term Payables			
2403 - Windsor Federal Loan 75521651 - 2022	632,997.97	687,363.50	(54,365.53)
Total Long Term Payables	632,997.97	687,363.50	(54,365.53)
Reserve for Future Major Repairs & Repl			
2500 - Contract Liability	377,532.80	377,532.80	0.00
Total Reserve for Future Major Repairs & Repl	377,532.80	377,532.80	0.00
Total Liabilities	1,865,539.47	1,753,908.49	111,630.98
Owners' Equity			
Members Equity			
3100 - Members Equity	(100,780.11)	(100,780.11)	0.00
Total Members Equity	(100,780.11)	(100,780.11)	0.00
Replacement Reserves			
3200 - Replacement Reserve	(37,274.28)	(37,274.28)	0.00
3203 - Fixed Asset Fund	1,878.45	1,878.45	0.00
Total Replacement Reserves	(35,395.83)	(35,395.83)	0.00
Total Owners' Equity	(136,175.94)	(136,175.94)	0.00
Net Income / (Loss)	56,261.31	0.00	56,261.31
Total Liabilities and Equity	1,785,624.84	1,617,732.55	167,892.29

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

January 01, 2024 thru January 31, 2024

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Association Fee Income								
4100 - Association Fee Income	65,489.00	65,525.00	(36.00)	65,489.00	65,525.00	(36.00)	786,301.00	720,812.00
4405 - CAI Rental	0.00	348.00	(348.00)	0.00	348.00	(348.00)	4,170.00	4,170.00
4408 - Ins.Claim Income - Vehicle Dmg 2024	34,110.75	0.00	34,110.75	34,110.75	0.00	34,110.75	0.00	(34,110.75)
Total Association Fee Income	99,599.75	65,873.00	33,726.75	99,599.75	65,873.00	33,726.75	790,471.00	690,871.25
Income Charged by Unit								
4300 - Late fee income	(50.00)	83.00	(133.00)	(50.00)	83.00	(133.00)	1,000.00	1,050.00
4301 - Miscellaneous income	20,150.00	0.00	20,150.00	20,150.00	0.00	20,150.00	0.00	(20,150.00)
4306 - Statement fee income	(20.00)	0.00	(20.00)	(20.00)	0.00	(20.00)	0.00	20.00
Total Income Charged by Unit	20,080.00	83.00	19,997.00	20,080.00	83.00	19,997.00	1,000.00	(19,080.00)
Other Income Assoc Level								
4400 - Clubhouse & Hollister House Income	150.00	83.00	67.00	150.00	83.00	67.00	1,000.00	850.00
4406 - Social Fund Income	0.00	208.00	(208.00)	0.00	208.00	(208.00)	2,500.00	2,500.00
Total Other Income Assoc Level	150.00	291.00	(141.00)	150.00	291.00	(141.00)	3,500.00	3,350.00
Total Meadow Hill, Inc. Income	119,829.75	66,247.00	53,582.75	119,829.75	66,247.00	53,582.75	794,971.00	675,141.25
Expense								
Professional Fees								
5100 - Management Fee	2,859.13	2,975.00	(115.87)	2,859.13	2,975.00	(115.87)	35,700.00	32,840.87
5101 - Legal Fees	63.00	417.00	(354.00)	63.00	417.00	(354.00)	5,000.00	4,937.00
5102 - Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total Professional Fees	2,922.13	3,392.00	(469.87)	2,922.13	3,392.00	(469.87)	45,700.00	42,777.87
Utilities								
5200 - Electricity	2,118.36	2,208.00	(89.64)	2,118.36	2,208.00	(89.64)	26,500.00	24,381.64
5205 - Gas	1,545.05	1,167.00	378.05	1,545.05	1,167.00	378.05	14,000.00	12,454.95
5206 - Water	1,700.45	3,250.00	(1,549.55)	1,700.45	3,250.00	(1,549.55)	39,000.00	37,299.55
5207 - Sewer	1,725.00	1,875.00	(150.00)	1,725.00	1,875.00	(150.00)	22,500.00	20,775.00

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

January 01, 2024 thru January 31, 2024

Expense	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Utilities								
5210 - Trash Removal	2,845.13	2,833.00	12.13	2,845.13	2,833.00	12.13	34,000.00	31,154.87
5211 - Telephone	503.90	433.00	70.90	503.90	433.00	70.90	5,200.00	4,696.10
Total Utilities	10,437.89	11,766.00	(1,328.11)	10,437.89	11,766.00	(1,328.11)	141,200.00	130,762.11
Administrative								
5308 - Miscellaneous Admin	127.39	333.00	(205.61)	127.39	333.00	(205.61)	4,000.00	3,872.61
5313 - Communications - LARK	0.00	71.00	(71.00)	0.00	71.00	(71.00)	850.00	850.00
Total Administrative	127.39	404.00	(276.61)	127.39	404.00	(276.61)	4,850.00	4,722.61
Insurance								
5400 - Master Insurance Policy	14,675.00	14,500.00	175.00	14,675.00	14,500.00	175.00	174,000.00	159,325.00
5401 - Worker's Compensation	362.00	783.00	(421.00)	362.00	783.00	(421.00)	9,400.00	9,038.00
5403 - Health Insurance	2,012.48	1,855.00	157.48	2,012.48	1,855.00	157.48	22,265.00	20,252.52
5409 - Automobile Insurance	204.00	229.00	(25.00)	204.00	229.00	(25.00)	2,750.00	2,546.00
5413 - Ins.Claim - Vehicle Dmg 2024	9,110.75	0.00	9,110.75	9,110.75	0.00	9,110.75	0.00	(9,110.75)
Total Insurance	26,364.23	17,367.00	8,997.23	26,364.23	17,367.00	8,997.23	208,415.00	182,050.77
Payroll								
5501 - Payroll-Maintenance	13,542.09	10,641.00	2,901.09	13,542.09	10,641.00	2,901.09	127,687.00	114,144.91
5504 - Payroll-Snow	1,160.00	67.00	1,093.00	1,160.00	67.00	1,093.00	800.00	(360.00)
5508 - Payroll-Mileage	0.00	8.00	(8.00)	0.00	8.00	(8.00)	100.00	100.00
5506 - Employer Payroll Taxes	1,347.53	854.00	493.53	1,347.53	854.00	493.53	10,250.00	8,902.47
5507 - Payroll Service Fees	342.77	196.00	146.77	342.77	196.00	146.77	2,350.00	2,007.23
Total Payroll	16,392.39	11,766.00	4,626.39	16,392.39	11,766.00	4,626.39	141,187.00	124,794.61
Grounds Maintenance								
5600 - Landscaping Maint. Contract	0.00	0.00	0.00	0.00	0.00	0.00	85,000.00	85,000.00
5606 - Tree Maintenance	0.00	667.00	(667.00)	0.00	667.00	(667.00)	8,000.00	8,000.00
5607 - Mulching-Perimeters	0.00	558.00	(558.00)	0.00	558.00	(558.00)	6,700.00	6,700.00
5609 - Fertilization	0.00	875.00	(875.00)	0.00	875.00	(875.00)	10,500.00	10,500.00

Income Statement Report

Meadow Hill, Inc.

Meadow Hill, Inc.

January 01, 2024 thru January 31, 2024

Expense	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Grounds Maintenance								
5611 - Snow Removal Supplies	1,690.28	333.00	1,357.28	1,690.28	333.00	1,357.28	4,000.00	2,309.72
5616 - Road/Walks Repairs	0.00	167.00	(167.00)	0.00	167.00	(167.00)	2,000.00	2,000.00
5699 - Ground Improvements - Land Comm.	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00	4,400.00
Total Grounds Maintenance	1,690.28	2,600.00	(909.72)	1,690.28	2,600.00	(909.72)	120,600.00	118,909.72
Amenities Maintenance								
5701 - Pool Supplies/Repairs	0.00	583.00	(583.00)	0.00	583.00	(583.00)	7,000.00	7,000.00
5702 - Amenities	240.00	551.00	(311.00)	240.00	551.00	(311.00)	6,610.00	6,370.00
5714 - Social Fund	111.96	208.00	(96.04)	111.96	208.00	(96.04)	2,500.00	2,388.04
Total Amenities Maintenance	351.96	1,342.00	(990.04)	351.96	1,342.00	(990.04)	16,110.00	15,758.04
Maintenance & Repairs								
5803 - Pest Control	0.00	258.00	(258.00)	0.00	258.00	(258.00)	3,100.00	3,100.00
5804 - Maintenance Supplies	531.82	667.00	(135.18)	531.82	667.00	(135.18)	8,000.00	7,468.18
5805 - Truck Maintenance & Fuel	335.00	250.00	85.00	335.00	250.00	85.00	3,000.00	2,665.00
5811 - Equipment Maint. Misc & Fuel	678.28	67.00	611.28	678.28	67.00	611.28	800.00	121.72
5900 - Building Maintenance	0.00	517.00	(517.00)	0.00	517.00	(517.00)	6,200.00	6,200.00
Total Maintenance & Repairs	1,545.10	1,759.00	(213.90)	1,545.10	1,759.00	(213.90)	21,100.00	19,554.90
Reserves and Miscellaneous								
6103 - Truck Taxes	0.00	79.00	(79.00)	0.00	79.00	(79.00)	950.00	950.00
6105 - Contribution To Reserves General	7,904.00	7,904.00	0.00	7,904.00	7,904.00	0.00	94,859.00	86,955.00
6120 - WF Loan # 75521651 Interest	3,784.07	0.00	3,784.07	3,784.07	0.00	3,784.07	0.00	(3,784.07)
Total Reserves and Miscellaneous	11,688.07	7,983.00	3,705.07	11,688.07	7,983.00	3,705.07	95,809.00	84,120.93
Total Meadow Hill, Inc. Expense	71,519.44	58,379.00	13,140.44	71,519.44	58,379.00	13,140.44	794,971.00	723,451.56
Total Meadow Hill, Inc. Income / (Loss)	48,310.31	7,868.00	40,442.31	48,310.31	7,868.00	40,442.31	0.00	(48,310.31)

Income Statement Report
Meadow Hill, Inc.
Meadow Hill, Inc-Reserve
January 01, 2024 thru January 31, 2024

<u>Income</u>	<u>Current Period</u>			<u>Year to Date (1 month)</u>			<u>Annual Budget</u>	<u>Budget Remaining</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		
Interest/Reserve Income								
4500 - Reserve Contributions	7,904.00	0.00	7,904.00	7,904.00	0.00	7,904.00	0.00	(7,904.00)
4502 - Interest Income Reserves	47.00	0.00	47.00	47.00	0.00	47.00	0.00	(47.00)
Total Interest/Reserve Income	7,951.00	0.00	7,951.00	7,951.00	0.00	7,951.00	0.00	(7,951.00)
Total Meadow Hill, Inc-Reserve Income	7,951.00	0.00	7,951.00	7,951.00	0.00	7,951.00	0.00	(7,951.00)
Total Meadow Hill, Inc-Reserve Income / (L	7,951.00	0.00	7,951.00	7,951.00	0.00	7,951.00	0.00	(7,951.00)
Total Association Net Income / (Loss)	56,261.31	7,868.00	48,393.31	56,261.31	7,868.00	48,393.31	0.00	(56,261.31)

Accounts Payable Open Items
Meadow Hill, Inc.
As of Wed Jan 31, 2024

Period	Invoice Date - Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Eversource (E) - P. O. Box 56002, Boston, MA 02205-6002 - (888) 783-6618							
January, 2024	01/24/2024	012424-2069	1361 - 5200 - Electricity	01/24/2024	Acct # 5113 619 2069	12/26/23-1/24/24	16.78
		012424-2040	1361 - 5200 - Electricity	01/24/2024	Acct # 5139 519 2040	12/26/23-1/24/24	208.27
		012424-2018	1361 - 5200 - Electricity	01/24/2024	Acct # 5124 519 2018	12/26/23-1/24/24	19.28
		012424-2014	1361 - 5200 - Electricity	01/24/2024	Acct # 5116 519 2014	12/26/23-1/24/24	59.42
		012424-2075	1361 - 5200 - Electricity	01/24/2024	Acct # 5118 719 2075	12/26/23-1/24/24	11.36
		012424-2005	1361 - 5200 - Electricity	01/24/2024	Acct # 5154 529 2005	12/26/23-1/24/24	31.41
		012424-2008	1361 - 5200 - Electricity	01/24/2024	Acct # 5162 529 2008	12/26/23-1/24/24	18.77
		012424-2068	1361 - 5200 - Electricity	01/24/2024	Acct # 5161 619 2068	12/26/23-1/24/24	14.07
		012424-2052	1361 - 5200 - Electricity	01/24/2024	Acct # 5159 819 2052	12/26/23-1/24/24	22.26
		012424-2038	1361 - 5200 - Electricity	01/24/2024	Acct # 5137 129 2038	12/26/23-1/24/24	37.85
		012424-2029	1361 - 5200 - Electricity	01/24/2024	Acct # 5169 719 2029	12/26/23-1/24/24	30.69
		012424-2090	1361 - 5200 - Electricity	01/24/2024	Acct # 5164 219 2090	12/26/23-1/24/24	63.61
		012424-2017	1361 - 5200 - Electricity	01/24/2024	Acct # 5134 519 2017	12/26/23-1/24/24	10.86
		012424-2019	1361 - 5200 - Electricity	01/24/2024	Acct # 5133 519 2019	12/26/23-1/24/24	97.05
		012424-0165	1361 - 5200 - Electricity	01/24/2024	Acct # 5152 713 0165	1/24/24	27.84
		Total Eversource (E):					669.52
Frontier Communications - P. O. Box 740407, Cincinnati, OH 45274-0407 - (800) 921-8102							
January, 2024	12/29/2023	122923-1206	1361 - 5211 - Telephone	01/01/2024	Acct 860-037-5165	12/29/23-1/28/24	134.91
					Total Frontier Communications:		134.91
Highlight Landscape and Design LLC - P. O. Box 1479, Glastonbury, CT 06033 - (860) 657-3155							
January, 2024	01/09/2024	36072	1361 - 5611 - Snow Removal Supplies	01/09/2024	Salt Application	1/9/24	600.88
					Total Highlight Landscape and Design LLC:		600.88
Imagineers, LLC - 635 Farmington Avenue, Hartford, CT 06105 - (860) 247-2318							
January, 2024	01/23/2024	012324-	1361 - 5413 - Ins.Claim - Vehicle Dmg 2024	01/23/2024	Ins.Claim contract Garages	11/2 HWS - deposit	9,110.75
	01/29/2024	AR067541-VIS/	1361 - 5308 - Miscellaneous Admin	01/29/2024	Secretary Of State- Annual Report 2024	P/E 1/29	50.00
					Total Imagineers, LLC:		9,160.75
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

Page 1 of 2

Accounts Payable Open Items
Meadow Hill, Inc.
As of Wed Jan 31, 2024

Period	Invoice Date	Number	Dept - Account	Trans Date	Paid Date	Comment	Reference	Amount
Meadow Hill, Inc. - C/O Imagineers, LLC, Hartford, CT 06105								
April, 2023	04/01/2023	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
The Metropolitan District Co. - PO Box 990092, Hartford, CT 06199-0092 - (860) 278-0127								
January, 2024	01/05/2024	600002187145	1361 - 5206 - Water	01/05/2024	02/01/2024	1489 Main St. Acct # 21019066	12/5/23-12/28/23	1,700.45
Total The Metropolitan District Co.:								1,700.45
Willsey, Beverly H. - 324 Hollister Way West, Glastonbury, CT 06033								
January, 2024	01/10/2024	01102024	1361 - 2104 - Clearing Account	01/10/2024	02/01/2024	Refund - SA Wire-Loan	00156-8062	78.18
Total Willsey, Beverly H.:								78.18
Total report:								117,281.97

Cash Disbursement by Vendor
Meadow Hill, Inc.

Mon Jan 01, 2024 thru Wed Jan 31, 2024

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
<u>All Waste Inc.</u>					
Check Date: 01/08/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000611	Check Amount:	2,845.13	
1361 - 5600 - Landscaping Maint. Contract		01/01/2024	Landscaping	1/2024	2,845.13
				Total for All Waste Inc.	2,845.13
<u>Anthem Blue Cross & Blue Shield</u>					
Check Date: 01/31/2024	Bank: Pacific Premier Bank - OP	Check Number: 01312024	Check Amount:	299.38	
1361 - 5403 - Health Insurance		01/31/2024	Health Insurance	01/2024	299.38
				Total for Anthem Blue Cross & Blue Shield	299.38
<u>Bouvier Insurance</u>					
Check Date: 01/04/2024	Bank: Pacific Premier Bank - OP	Check Number: 01042024	Check Amount:	2,470.00	
1361 - 1701 - Prepaid Insurance		01/04/2024	Umbrella G74674720; 1/1/24-25	MEADHIL-02	2,470.00
				Total for Bouvier Insurance	2,470.00
<u>Brownsword, Walter & Kelly</u>					
Check Date: 01/11/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000616	Check Amount:	55.94	
1361 - 2104 - Clearing Account		01/01/2024	Refund - Overpaid SA Loan Wire	00158-6316	55.94
Check Date: 01/31/2024	Bank: Pacific Premier Bank - OP	Check Number: 00500097	Check Amount:	0.00	
1361 - 2104 - Clearing Account		12/05/2023	Refund - Overpaid SA Loan-Wire	00158-6316	55.94
1361 - 2104 - Clearing Account		01/31/2024	duplicate refund	deleted	(55.94)
			Total for Brownsword, Walter & Kelly		55.94
<u>Cigna + Oscar</u>					
Check Date: 01/18/2024	Bank: Pacific Premier Bank - OP	Check Number: 00500094	Check Amount:	2,331.95	
1361 - 5403 - Health Insurance		01/18/2024	Monthly Health Insurance	due 02/01/2024	2,331.95
				Total for Cigna + Oscar	2,331.95
<u>Connecticut Natural Gas Corporation</u>					
Check Date: 01/02/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000608	Check Amount:	1,273.65	
1361 - 5205 - Gas		12/14/2023	Account # 040-0010385-5793	11/11/23-12/12/23	675.09
1361 - 5205 - Gas		12/14/2023	Account # 040-0010386-3060	11/11/23-12/12/23	75.50
1361 - 5205 - Gas		12/14/2023	Account # 040-0010387-9819	11/11/23-12/12/23	177.76
1361 - 5205 - Gas		12/14/2023	Account # 040-0010388-4033	11/11/23-12/12/23	217.49
1361 - 5205 - Gas		12/14/2023	Account # 040-0011134-5787	11/11/23-12/12/23	127.81
Check Date: 01/05/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000609	Check Amount:	138.63	
1361 - 5205 - Gas		12/14/2023	Account # 040-0011134-5795	11/11/23-12/12/23	138.63

Cash Disbursement by Vendor
Meadow Hill, Inc.

Mon Jan 01, 2024 thru Wed Jan 31, 2024

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
Connecticut Natural Gas Corporation					
Check Date: 01/18/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000619	Check Amount: 1,430.05		
1361 - 5205 - Gas		01/16/2024	Account # 040-0010385-5793	12/13/23-1/11/24	760.69
1361 - 5205 - Gas		01/16/2024	Account # 040-0010386-3060	12/13/23-1/11/24	85.53
1361 - 5205 - Gas		01/16/2024	Account # 040-0010387-9819	12/13/23-1/11/24	199.18
1361 - 5205 - Gas		01/16/2024	Account # 040-0010388-4033	12/13/23-1/11/24	234.64
1361 - 5205 - Gas		01/16/2024	Account # 040-0011134-5787	12/13/23-1/11/24	150.01
Total for Connecticut Natural Gas Corporation					2,342.33
Eversource (E)					
Check Date: 01/02/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000607	Check Amount: 977.43		
1361 - 5200 - Electricity		12/07/2023	Acct # 5136 879 2073	11/6/23-12/7/23	977.43
Check Date: 01/05/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000610	Check Amount: 260.30		
1361 - 5200 - Electricity		12/27/2023	Acct # 5162 529 2008	11/22/23-12/26/23	21.02
1361 - 5200 - Electricity		12/27/2023	Acct # 5134 519 2017	11/22/23-12/26/23	11.36
1361 - 5200 - Electricity		12/27/2023	Acct # 5161 619 2068	11/22/23-12/26/23	10.36
1361 - 5200 - Electricity		12/27/2023	Acct # 5169 719 2029	11/22/23-12/26/23	30.42
1361 - 5200 - Electricity		12/27/2023	Acct # 5164 219 2090	11/22/23-12/26/23	64.37
1361 - 5200 - Electricity		12/27/2023	Acct # 5116 519 2014	11/22/23-12/26/23	92.61
1361 - 5200 - Electricity		12/27/2023	Acct # 5113 619 2069	11/22/23-12/26/23	18.54
1361 - 5200 - Electricity		12/27/2023	Acct # 5118 719 2075	11/22/23-12/26/23	11.62
Check Date: 01/11/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000613	Check Amount: 598.59		
1361 - 5200 - Electricity		01/02/2024	Acct # 5159 819 2062	11/22/23-12/26/23	24.24
1361 - 5200 - Electricity		01/01/2024	Acct # 5139 519 2040	11/22/23-12/26/23	246.93
1361 - 5200 - Electricity		01/01/2024	Acct # 5124 519 2018	11/22/23-12/26/23	23.47
1361 - 5200 - Electricity		01/01/2024	Acct # 5154 529 2005	11/22/23-12/26/23	37.12
1361 - 5200 - Electricity		01/02/2024	Acct # 5130 680 3073	12/1/23-1/2/24	10.74
1361 - 5200 - Electricity		01/01/2024	Acct # 5137 129 2038	11/22/23-12/26/23	43.32
1361 - 5200 - Electricity		01/01/2024	Acct # 5133 519 2019	11/22/23-12/26/23	103.74
1361 - 5200 - Electricity		01/01/2024	Acct # 5152 713 0165	11/22/23-12/26/23	30.30
1361 - 5200 - Electricity		01/01/2024	Acct # 5148 763 0196	11/22/23-12/26/23	78.73
Check Date: 01/18/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000618	Check Amount: 985.25		
1361 - 5200 - Electricity		01/01/2024	Acct # 5148 763 0196	12/26/23-12/28/23	3.86
1361 - 5200 - Electricity		01/09/2024	Acct # 5136 879 2073	12/7/23-1/9/24	981.39
Total for Eversource (E)					2,821.57

Cash Disbursement by Vendor Meadow Hill, Inc.

Mon Jan 01, 2024 thru Wed Jan 31, 2024

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
Greater New York Mutual Insurance Co.					
Check Date: 01/09/2024	Bank: Pacific Premier Bank - OP	Check Number: 00010924	Check Amount: 42,429.48		
1361 - 2101 - Insurance payable		01/09/2024	GNV 1106M57670: 1/1/24-25	down payment	42,429.48
			Total for Greater New York Mutual Insurance Co.		42,429.48
Home Depot Credit Services					
Check Date: 01/09/2024	Bank: Pacific Premier Bank - OP	Check Number: 00500093	Check Amount: 476.64		
1361 - 5804 - Maintenance Supplies		01/09/2024	Inv # 8010532: 6x6-8x2PT	6035 3225 0048 5366	119.78
1361 - 5804 - Maintenance Supplies		01/09/2024	Inv # 2512543: Box Fan	6035 3225 0048 5366	69.89
1361 - 5804 - Maintenance Supplies		01/09/2024	Inv # 6020669: Pipes	6035 3225 0048 5366	286.97
			Total for Home Depot Credit Services		476.64
Imagineers, LLC					
Check Date: 01/08/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000612	Check Amount: 2,859.13		
1361 - 5100 - Management Fee		01/01/2024	Management Fee	1/2024	2,859.13
Check Date: 01/11/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000614	Check Amount: 159.53		
1361 - 5507 - Payroll Service Fees		01/01/2024	Payroll Processing Fee	Q4 2023	159.53
			Total for Imagineers, LLC		3,018.66
Meadow Hill, Inc.					
Check Date: 01/26/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000620	Check Amount: 7,904.00		
1361 - 6105 - Contribution To Reserves General		01/01/2024	Reserve Contribution	01/2024	7,904.00
			Total for Meadow Hill, Inc.		7,904.00
Sandler & Hansen, LLC					
Check Date: 01/16/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000617	Check Amount: 63.00		
1361 - 5101 - Legal Fees		01/04/2024	Professional Services	12/5/23	63.00
			Total for Sandler & Hansen, LLC		63.00
Southdata Inc.					
Check Date: 01/29/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000621	Check Amount: 247.39		
1361 - 5308 - Miscellaneous Admin		01/01/2024	Coupons, Envelops, Postage	12/26	247.39
			Total for Southdata Inc.		247.39
State Of Connecticut					
Check Date: 01/09/2024	Bank: Pacific Premier Bank - OP	Check Number: 07000079	Check Amount: 0.00		
1361 - 5308 - Miscellaneous Admin		12/11/2023	Elevator Renewal	REG# 054-0002/1	240.00

Cash Disbursement by Vendor Meadow Hill, Inc.

Mon Jan 01, 2024 thru Wed Jan 31, 2024

Vendor	Dept - Account - Project	Trans Date	Remarks	Reference	Amount
State Of Connecticut					
Check Date: 01/09/2024	Bank: Pacific Premier Bank - OP	Check Number: 07000079	Check Amount: 0.00		
	1361 - 5308 - Miscellaneous Admin	01/09/2024 Elevator Renewal		REG# 054-00021	(240.00)
Check Date: 01/11/2024	Bank: Pacific Premier Bank - OP	Check Number: 05000615	Check Amount: 240.00		
	1361 - 5702 - Amenities	01/01/2024 Elevator Renewal		REG# 054-00021	240.00
Total for State Of Connecticut					240.00
Town Clerk					
Check Date: 01/08/2024	Bank: Pacific Premier Bank - OP	Check Number: 00500092	Check Amount: 60.00		
	1361 - 5308 - Miscellaneous Admin	01/08/2024 Resale Certificate Filing		2024	60.00
Total for Town Clerk					60.00
Windsor Federal Savings					
Check Date: 01/09/2024	Bank: Pacific Premier Bank - OP	Check Number: 01092024	Check Amount: 7,527.46		
	1361 - 2403 - Windsor Federal Loan 75521651 - 2022	01/09/2024 WF Loan # 75521651: Principal		01/2024	3,743.39
	1361 - 6120 - WF Loan # 75521651 Interest	01/09/2024 WF Loan # 75521651: Interest		01/2024	3,784.07
Check Date: 01/30/2024	Bank: Pacific Premier Bank - OP	Check Number: 00500095	Check Amount: 5,791.14		
	1361 - 2403 - Windsor Federal Loan 75521651 - 2022	01/30/2024 WF Loan # 75521651: Principal		unit 57 (156-7063)	5,716.14
	1361 - 4301 - Miscellaneous Income	01/30/2024 WF Loan # 75521651: bank fee		unit 57 (156-7063)	75.00
Total for Windsor Federal Savings					13,318.60
Total for Meadow Hill, Inc.					81,424.07

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

Freq	Year	DateBy	MAINTENANCE PROJECT LIST
AsReq	2023	AsReq	Repair/replace broken fence sections
AsReq	2023	AsReq	Repair concrete steps
AsReq	2023	AsReq	Minor repair to stone walls.
AsReq	2023	AsReq	Attend to pipe and roof leaks
Daily	2023	Daily	Set sprinkler hoses for north and south entrances
Daily	2023	Daily	Pick up any loose sticks around property
Daily	2023	Daily	Check pool ph 3 times daily
Daily	2023	Daily	Pick up any loose sticks around property
Daily	2023	Daily	Skim pool for leaves-check filters-check pool level
Daily	2023	Daily	Clean pool chairs and tables of bird droppings
Monthly	2023	Monthly	Setup Clubhouse for Executive Board meetings etc.
Semi_An	2023	Semi_An	Replace furnace filters
Semi_An	2023	Semi_An	Dump Runs
Semi_An	2023	Semi_An	Change times, outside lights, daylight savings etc.
Semi_An	2023	Semi_An	Clean shuffleboard and 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: 02/14/2023 to 02/15/2024

Meadow Hill Incorporated Report

Open



Unit	State	Type	Assigned	WO ID	Expenditure	Schedule
182 Hollister Way South Glastonbury, CT 06033 Unit: 1 OWNER: Linda B. Fillion ACCOUNT ID: n/a	OPEN	Painting / Interior	Covert, Darlen / null	610871	Hours: null Labor: Mats:	CREATED: 02/12/2024 9:44 AM Merritt, Danielle LAST UPDATED: 02/12/2024 9:48 AM Merritt, Danielle
		Note: Ceiling stain - Please paint ceiling that was damaged by upstairs water heater. Hallway between kitchen and living room.				
106 Hollister Way South Glastonbury, CT 06033 106 Hollister Way South - Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Task / N/A	Covert, Darlen / null	610756	Hours: null Labor: Mats:	CREATED: 02/10/2024 3:41 PM Guild, Joann LAST UPDATED: 02/12/2024 8:32 AM Merritt, Danielle
		Note: Tree removal - Please cut down diseased mountain laurel.				
14 Hollister Way South Glastonbury, CT 06033 14 Hollister Way South - Unit: 1 OWNER: Marilyn Lathrop ACCOUNT ID: n/a	OPEN	Roofing / Repair	Covert, Darlen / null	610409	Hours: null Labor: Mats:	CREATED: 02/08/2024 3:26 PM Merritt, Danielle LAST UPDATED: 02/08/2024 5:26 PM Merritt, Danielle
		Note: Tighten Downspout - Reinstall the drain near the front door..				

147 Hollister Way North Glastonbury, CT 06033 147 Hollister Way North - Unit: 1 OWNER: Castano, Robyn ACCOUNT ID: n/a	OPEN	Other / N/A	Covert, Darien / null	610066	Hours: null Labor: Mats:	CREATED: 02/07/2024 4:15 PM Castano, Robyn LAST UPDATED: 02/12/2024 8:31 AM Merritt, Danielle
	Note: Crawlspace - Replace trellis to block crawlspace from animals .					
174 Hollister Way South Glastonbury, CT 06033 174 Hollister Way South - Unit: 1 OWNER: Eileen Rothbart ACCOUNT ID: n/a	OPEN	Landscaping / Ground Maintenance	Covert, Darien / null	609046	Hours: null Labor: Mats:	CREATED: 02/05/2024 9:13 AM Merritt, Danielle LAST UPDATED: 02/05/2024 9:16 AM Merritt, Danielle
	Note: Backyard Clean up - Please remove the pinecones and brush in the backyard..					
15 Hollister Way North Glastonbury, CT 06033 15 Hollister Way North - Unit: 1 OWNER: Nancy Roberts ACCOUNT ID: n/a	OPEN	Plumbing / Other	Anytime Sewer & Drain & Jetting Service / Contact, Company	609044	Hours: null Labor: Mats:	CREATED: 02/05/2024 9:07 AM Merritt, Danielle LAST UPDATED: 02/05/2024 9:10 AM Merritt, Danielle
	Note: drain blockage - A drain blockage was reported between 2 units. 15 and 17 Please reach out as soon as possible for an appointment.					
COMMON AREA Not Specified	OPEN	Club House / N/A	Covert, Darien / null	608727	Hours: null Labor: Mats:	CREATED: 02/02/2024 1:33 PM Merritt, Danielle LAST UPDATED: 02/02/2024 1:37 PM Merritt, Danielle
	Note: Clubhouse Rental 2/10 - Clubhouse rental 2/10 for 25-30 people.					

139 Hollister Way North Glastonbury, CT 06033 139 Hollister Way North - Unit: 1 OWNER: Tatiana Geist ACCOUNT ID: n/a	OPEN	Powerwash / N/A	Covert, Darien / null	608725	Hours: null Labor: Mats:	CREATED: 02/02/2024 1:32 PM Merritt, Danielle LAST UPDATED: 02/02/2024 1:35 PM Merritt, Danielle
	Note: Powerwash - Powerwash unit- homeowner would like to have the siding power washed they report mildew.					
COMMON AREA Not Specified	OPEN	Club House / N/A	Covert, Darien / null	608705	Hours: null Labor: Mats:	CREATED: 02/02/2024 1:22 PM Merritt, Danielle LAST UPDATED: 02/02/2024 1:25 PM Merritt, Danielle
	Note: Clubhouse Rental 3/23 - Tom Spada Rental 3/23 50 guests.					
139 Hollister Way North Glastonbury, CT 06033 139 Hollister Way North - Unit: 1 OWNER: Tatiana Geist ACCOUNT ID: n/a	OPEN	Roofing / N/A	Covert, Darien / null	608336	Hours: null Labor: Mats:	CREATED: 02/01/2024 12:15 PM Merritt, Danielle LAST UPDATED: 02/01/2024 12:17 PM Merritt, Danielle
	Note: Remove Moss - Please clean the roof of moss.					
170 Hollister Way South Glastonbury, CT 06033 170 Hollister Way South - Unit: 1 OWNER: Janice Spada ACCOUNT ID: n/a	OPEN	Roofing / Repair	Covert, Darien / null	608315	Hours: null Labor: Mats:	CREATED: 02/01/2024 11:47 AM Merritt, Danielle LAST UPDATED: 02/01/2024 11:50 AM Merritt, Danielle
	Note: Roof Leak - Roof leak reported in the living room.					

COMMON AREA Not Specified	OPEN	Club House / Equipment	Covert, Darien / null	608120	Hours: null Labor: Mats:	CREATED: 01/31/2024 3:59 PM Merritt, Danielle LAST UPDATED: 01/31/2024 4:03 PM Merritt, Danielle
203 Hollister Way North Glastonbury, CT 06033 203 Hollister Way North - Unit: 1 OWNER: Barbara Massy ACCOUNT ID: n/a	OPEN	Roofing / Repair	Covert, Darien / null	607969	Hours: null Labor: Mats:	CREATED: 01/31/2024 11:50 AM Merritt, Danielle LAST UPDATED: 01/31/2024 11:56 AM Merritt, Danielle
Note: Evaluate Chimney Cap - Please evaluate and replace the chimney cap. They are also experiencing water dripping by the exhaust pipe Vent (Hot Water heater).						
161 Hollister Way North Glastonbury, CT 06033 161 Hollister Way North - Unit: 1 OWNER: Stanley Murzyn, Jr. ACCOUNT ID: n/a	OPEN	Electrical / Light Bulb Change	Covert, Darien / null	607922	Hours: null Labor: Mats:	CREATED: 01/31/2024 9:42 AM Merritt, Danielle LAST UPDATED: 01/31/2024 9:46 AM Merritt, Danielle
Note: Lightbulb Replacement - Please replace the two spotlights on the front of the building above 161 door. They have burned out.						
106 Hollister Way South Glastonbury, CT 06033 106 Hollister Way South - Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Other / N/A		607020	Hours: null Labor: Mats:	CREATED: 01/26/2024 2:24 PM Guild, Joann LAST UPDATED: 01/26/2024 2:26 PM Guild, Joann
Note: Painting of railing - Will like permission to paint my railing outside with the prescribed meadow hill paint. I will have this done Mid march.						

106 Hollister Way South Glastonbury, CT 06033 Unit: 1 OWNER: Guild, Joann ACCOUNT ID: n/a	OPEN	Landscaping / N/A	606915	Hours: null Labor: Mats:	CREATED: 01/26/2024 8:41 AM Guild, Joann LAST UPDATED: 01/26/2024 8:50 AM Merritt, Danielle
	Note: Remove weeds - Would like disease and dead mountain laurel removed early spring. Did place a work order this fall. Need heavy trimming of 2 large bushes one being a yew leaving little room to walk around condo. The other very large holly hard to move by. Best to trim holly's just coming out of dormancy in spring. Thank you.				
COMMON AREA Not Specified	OPEN	Club House / N/A	604956	Hours: null Labor: Mats:	CREATED: 01/18/2024 8:33 AM Merritt, Danielle LAST UPDATED: 01/18/2024 8:39 AM Merritt, Danielle
	Note: Clubhouse Rental 1/20 - The family of Mary Kay of 44 HWS will be renting the clubhouse for the bereavement services. Set up for 85 guests Alison Hoogeweff is the contact -860-543-3209.				
112 Hollister Way South Glastonbury, CT 06033 112 Hollister Way South - Unit: 1 OWNER: Sandra O'Leary ACCOUNT ID: n/a	OPEN	Building Repair / N/A	604802	Hours: null Labor: Mats:	CREATED: 01/17/2024 1:41 PM Merritt, Danielle LAST UPDATED: 01/17/2024 1:43 PM Merritt, Danielle
	Note: Stucco Reface - The stucco on the back wall of the garages facing the rear yard at unit #112 and bordering Hollister Way South is chipping away and needs to be refaced Entered by Toni Dolan.				
136 Hollister Way South Glastonbury, CT 06033 136 Hollister Way South - Unit: 1 OWNER: Sharon Mulcahy ACCOUNT ID: n/a	OPEN	Roofing / Repair	604110	Hours: null Labor: Mats:	CREATED: 01/15/2024 9:35 AM Merritt, Danielle LAST UPDATED: 01/15/2024 9:37 AM Merritt, Danielle
	Note: Roof Pipe - Please repair the roof pipe that is causing leaks into the unit.				

94 Hollister Way South Glastonbury, CT 06033 94 Hollister Way South - Unit: 1 OWNER: Bailey, Jr., Thomas A. ACCOUNT ID: n/a	OPEN	Roofing / Flashing	Covert, Darien / null	604093	Hours: null Labor: Mats:	CREATED: 01/15/2024 8:51 AM Bailey, Jr., Thomas A. LAST UPDATED: 01/15/2024 10:00 AM Merritt, Danielle
	Note: Flashing destroyed . - Flashing on the upper roof eave of 94 Hollister Way South, facing northeast, was blown off and destroyed. Should be replaced.					
COMMON AREA Not Specified	OPEN	Grounds / Lights	Covert, Darien / null	603714	Hours: null Labor: Mats:	CREATED: 01/12/2024 10:08 AM Merritt, Danielle LAST UPDATED: 01/12/2024 10:13 AM Merritt, Danielle
	Note: Light out - Coming from the road, near the 2nd set of garages the lights are out on the right and side.					
178 Hollister Way South Glastonbury, CT 06033 178 Hollister Way South - Unit: 1 OWNER: Elizabeth Grillo ACCOUNT ID: n/a	OPEN	Gutters/Downspouts / N/A	Covert, Darien / null	603425	Hours: null Labor: Mats:	CREATED: 01/11/2024 10:00 AM Merritt, Danielle LAST UPDATED: 01/11/2024 10:10 AM Merritt, Danielle
	Note: Gutter Cleaning - Please clean both front and back gutters, the homeowner reports when it rains the rain comes straight down.					
199 Hollister Way North Glastonbury, CT 06033 199 Hollister Way North - Unit: 1 OWNER: Daren Hill ACCOUNT ID: n/a	OPEN	General Repair / N/A	Covert, Darien / null	603146	Hours: null Labor: Mats:	CREATED: 01/10/2024 1:29 PM Merritt, Danielle LAST UPDATED: 01/10/2024 1:32 PM Merritt, Danielle
	Note: Water Stains - Please evaluate and repair the water stains in the living rooms cathedral ceiling.					

100 Hollister Way South Glastonbury, CT 06033	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
100 Hollister Way South - Unit: 1 OWNER: Rochford, Jane ACCOUNT ID: n/a	<p>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..</p>					
COMMON AREA	OPEN	Club House / Equipment	Covert, Darien / null	601570	Hours: null Labor: Mats:	CREATED: 01/04/2024 8:10 AM Weeks, Denise LAST UPDATED: 01/18/2024 8:48 AM Merritt, Danielle
Install a 100th Birthday banner on the backside lawn of Connie Abbot's unit. Denise Weeks has the banner.	<p>Note: Clubhouse-1/21 - We need Darien to set up a 100th Birthday banner on the back side of Connie Abbott'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.</p>					
248 Hollister Way West Glastonbury, CT 06033	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
248 Hollister Way West - Unit: 1 OWNER: Fuda, James ACCOUNT ID: n/a	<p>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.</p>					
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 LAST UPDATED: 12/18/2023 10:38 AM Merritt, Danielle
78 Hollister Way South - Unit: 1 OWNER: Deborah Seig ACCOUNT ID: n/a	<p>Note: Siding replacement - The siding on the unit has been blown off- please reattach the pieces of siding..</p>					

COMMON AREA	Garage / Lights		Covert, Darien / null	597311	Hours: null Labor: Mats:	CREATED: 12/13/2023 12:53 PM Merritt, Danielle LAST UPDATED: 12/13/2023 12:56 PM Merritt, Danielle
Not Specified	OPEN					
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 .						
142 Hollister Way South Glastonbury, CT 06033 Unit: 1 OWNER: Treia, Kim M. ACCOUNT ID: n/a	OPEN	Irrigation / Backflow	Covert, Darien / null	597261	Hours: null Labor: Mats:	CREATED: 12/13/2023 10:43 AM Treia, Kim M. LAST UPDATED: 01/04/2024 4:39 PM Merritt, Danielle
	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.					
227 Hollister Way North Glastonbury, CT 06033 227 Hollister Way North - Unit: 1 OWNER: Susan Wallace, Trustee ACCOUNT ID: n/a	OPEN	Building Repair / Siding	Covert, Darien / null	592706	Hours: null Labor: Mats:	CREATED: 11/20/2023 12:04 PM Merritt, Danielle LAST UPDATED: 11/20/2023 12:06 PM Merritt, Danielle
	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.					
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, Shelia
	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 : 2/14/2024

ACCOUNT NAME: Meadow Hill Association, Inc.

DATE OF SUBJECT BOARD MEETING: 01/24/2024

NEXT BOARD MEETING WILL BE HELD ON: 02/21/2024

Disposition:	Action Point:	Comments:
157555 Date: 1/10/2023 Type: Administrative By: Kristin Davis Status: DONE	COORDINATE MEETING WITH BOARD AND ATTORNEY SANDLER REGARDING CHARGES FOR ALUMINUM WIRING PROJECT	
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
157797 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: IN PROGRESS	ADDED UNIT 272 TO THE OUTSTANDING WORK ORDERS FOR ALL WIRE FOR SERVICE ON 1/26.	
157801 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: IN PROGRESS	INSPECTION OF ALL UNITS FOR WASHER HOSES, WATER HEATERS, SMOKE AND CO2 DETECTORS, AND DRYER VENT CLEANING AND PIPING. SEND LETTERS TO VIOLATIONS AND REITERATE THE NEED FOR THE WORK TO BE PERFORMED BY	
157806 Date: 1/24/2024 Type: Financial By: Kristin Davis Status: IN PROGRESS	WORK WITH BOARD PRESIDENT ON RECONCILING THE WIRING PROJECT INCOME AND EXPENSES WITH THE GOAL OF CLOSING OUT THE PROJECT.	
157800 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: NOT DONE	COMMUNICATE WITH CHRIS FROM CONSTRUCTION ON UPDATE OF GARAGE CLAIM AND SUBROGATION AGAINST THE INSURANCE COMPANY. GARAGE DOORS ON ORDER 6-8 WEEK LEAD TIME.	
157802 Date: 1/24/2024 Type: Maintenance By: Kristin Davis Status: NOT DONE	COORDINATE WITH DARIEN THE REMOVAL, PAINTING AND REINSTALLATION OF HOUSE NUMBERS OVER FRONT DOORS OF ALL UNITS	
157803 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	PUBLISH PLANNING MEETING ONCE SCHEDULED BY BOD AND PRIOR MONTH MINUTES TO CREATE BETTER TRANSPARENCY	

Disposition:**Action Point:****Comments:**

157804 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	COLLECT RESERVE STUDY PROPOSALS FOR 2024	
157805 Date: 1/24/2024 Type: Administrative By: Kristin Davis Status: NOT DONE	POST NEED FOR RISK MANAGEMENT COMMITTEE ONCE INSTRUCTED	

Number of Action Points on report:

10

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

COMMITTEE REPORTS

Kristin Davis

From: Jim Fuda <jimfuda@gmail.com>
Sent: Wednesday, February 14, 2024 8:03 AM
To: Kristin Davis
Subject: Fwd: Thoughts and info on river garden flooding and relocations
Attachments: GardenContamination3.pdf; GardenContamination2.pdf; GardenContamination1.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.

Good morning Kristin.

Can this e-mail exchange and the attachments be included in the Board packet?

Jim

Begin forwarded message:

From: Mike Proulx <rangernice@hotmail.com>
Subject: Thoughts and info on river garden flooding and relocations
Date: February 5, 2024 at 11:22:14 AM EST
To: Jim Fuda <jimfuda@gmail.com>, Ron King <cpgking@gmail.com>

Hi Jim. I didn't see alternate garden locations on the agenda for Wed's planning meeting, but I know you are thinking about it. Although the community garden is outside Grounds Comm's normal scope of activity, we have gathered a little information about possible contamination from flooding, so I am forwarding this information in case it is helpful to you in your considerations. Kathy and I will be on the Wed call in case this topic does happen to come up.

Attached are copies of several emails. The file names are numbered so you can read them in sequence. First is a response to an independent inquiry made by Deb Wellington to the Glastonbury Director of Health, which Deb then referred to Grounds. Susan Wallace, acting for Grounds, followed up with some inquiries to various agencies. Emails 2 and 3 contain responses to those inquiries.

In our Grounds Comm mtg on Feb 1, we discussed this information. Here is a summary of that discussion, from our meeting notes:

- Garden/Pasture: Susan has made several inquiries and received some useful information. Testing for heavy metals (HM's) is not easy or cheap. It helps to know what to test for specifically (we don't). Consensus seems to be that testing for HM's is probably not necessary, but soil remediation may be.
- For the garden area, remediation means multiple tillings with days of dry out time in between. For pasture it is at least 2 cycles of letting the grass grow to 8 inches then mowing to the ground.
- One source said that HM's are not likely to be a concern in vegetables grown above ground, but root vegetables could be a concern.
- In addition to contamination/remediation concerns, other issues with the river garden include limited accessibility for many residents and risk of repeated loss of materials/effort/plantings as the threat of summer flood events seems to be increasing.

- Board is talking about finding new location(s) for community garden. Our team would support that as a solution.
- Mike and Kathy will report what we have learned to Board at next planning discussion.

As alternate sites, Darien suggested the flat area near the circle by the barn (the area where we put up a lighted "Christmas tree" a couple of years ago). As it may be difficult to find one site large enough for the number of plots required, it may be necessary to have multiple sites with a few plots each. Ron suggested maybe having one site per neighborhood, which could be a good approach.

Again, Grounds is not looking to spearhead this effort, as the community garden and the pasture are amenities that fall under other committees. So at this point, we don't plan to do any more on this, but we wanted to make this information and our thoughts available to you and others that may be involved in looking at this. Feel free to forward to the rest of the Board and relevant others.

Regards,
Mike P

FW: Farming along CT river in 2024

dwelling5 <dwelling5@cox.net>

Tue 12/5/2023 5:06 PM

To: Kathy & Mike Proulx <rangernice@hotmail.com>; Wallace Susan <ssewallace@aol.com>

I know gardening is not part of grounds. But I am wondering if you would be willing to do this testing in late March or April?

Deb Wellington

860 306-4502

Sent from my phone

----- Original message -----

From: Wendy Mis <wendy.mis@glastonbury-ct.gov>

Date: 12/5/23 4:49 PM (GMT-05:00)

To: dwelling5@cox.net

Subject: FW: Farming along CT river in 2024

Deborah:

Given that the area by the river floods every few years or so, it's hard to say next growing season will be any different from a previous growing season. The pathogens in sewage aren't going to survive on the ground for very long, but heavy metals and other toxins typically found in sewage can be a concern. Different plants take up different metals/toxins. Clearly any plants covered by flood waters should be considered inedible, which is why the flooding earlier this year was so devastating.

The only way to know what is in the soil is to have the soil tested. Before spring planting, you may wish to have your soil tested through UConn. You can find information at this link [Soil Testing | Soil Nutrient Analysis Laboratory \(uconn.edu\)](#). There is a phone number listed on the webpage where you can call and talk to someone at UConn to explain your concerns.

Regards,

Wendy S. Mis, MPH, RS

Director of Health

Town of Glastonbury

2155 Main Street

Glastonbury, CT 06033

wendy.mis@glastonbury-ct.gov

860-652-7534 (p)

860-652-7533 (f)

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From: Glastonbury, CT Webmaster <webmaster@glastonbury-ct.gov>

Sent: Saturday, December 2, 2023 12:45 PM

To: Wendy Mis <wendy.mis@glastonbury-ct.gov>

Subject: Farming along CT river in 2024

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

Message submitted from the <Glastonbury, CT> website.

Site Visitor Name: Deborah Wellington

Site Visitor Email: dwellling5@cox.net

I live at Meadow Hill Condo Complex, along the Ct river. We have community gardens along the river, which were totally flooded out this past summer. How do we determine if it will be safe to have a vegetable garden again along the river?

Fwd: CT river flooding and soil contamination

Susan Wallace <ssewallace@aol.com>

Thu 1/18/2024 4:48 PM

To: Mike Proulx <rangerice@hotmail.com>; Peter Rothfarb <peter.rothfarb@gmail.com>; covert darien <doc71@myyahoo.com>; Linda Fillion <lfillion@cox.net>; Dick Brimley <photobrim@sbcglobal.net>; Harris Berloe <berlohj@yahoo.com>; Judith Woodward <jwood7@mindspring.com>; Patti McNamara <pmod444@gmail.com>; Ron King <cpgking@gmail.com>

This was the first exchange.

Sent from my iPad

Begin forwarded message:

From: "Pettinelli, Dawn" <dawn.pettinelli@uconn.edu>
Date: January 15, 2024 at 2:33:03 PM EST
To: ssewallace@aol.com
Cc: CAHNR - Soil Nutrient Lab <soiltest@uconn.edu>
Subject: FW: CT river flooding and soil contamination

-----Original Message-----

From: CAHNR - Soil Nutrient Lab <soiltest@uconn.edu>
Sent: Monday, January 15, 2024 1:26 PM
To: Pettinelli, Dawn <dawn.pettinelli@uconn.edu>; McIntosh, Patrick <patrick.mcintosh@uconn.edu>
Subject: FW: CT river flooding and soil contamination

Hi Susan,

It is wise to be concerned about contaminants after flooding. The UConn lab is just a small fertility lab and the only contaminant we can test for is lead. The CT Department of Public Health has a list of state approved environmental testing labs on their website: https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/environmental_laboratories/pdf/In-State-Approved-Commercial-Laboratories-11_2023.pdf The problem is that one really doesn't know what contaminants to test for. Maybe your health director can make

Fwd: CT river flooding and soil contamination

Susan Wallace <ssewallace@aol.com>

Thu 1/18/2024 4:45 PM

To: Mike Proulx <rangernice@hotmail.com>; Peter Rothfarb <peter.rothfarb@gmail.com>; covert darien <doc71@myyahoo.com>; Linda Fillion <lfillion@cox.net>; Dick Brimley <photobrim@sbcglobal.net>; Harris Berloe <berlohj@yahoo.com>; Judith Woodward <jwood7@mindspring.com>; Patti McNamara <pmod444@gmail.com>; Ron King <cpgking@gmail.com>

These are the latest.

Sent from my iPad

Begin forwarded message:

From: "Meinert, Richard" <richard.meinert@uconn.edu>
Date: January 18, 2024 at 6:39:48 AM EST
To: Susan Wallace <SSEWALLACE@aol.com>
Subject: RE: CT river flooding and soil contamination

Good Morning

The link below is to the US FDA website that provides guidance on Evaluating the Savfety of Flood Affected Food Crops.
<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/guidance-industry-evaluating-safety-flood-affected-food-crops-human-consumption>

Basically it says that no flood contaminated crops should be used for human food. Soil contamination is not so cut and dried. Certainly there are testsa that can be conducted to detect the presence of heavy metals, mycotoxins, pathogenic bacteria and several other contaminants. The problem is that unlike soil testing for nutrients where representative samples obtained by aggregating 10-20 subsamples mixing them together and sending them to the Soil Analysis Lab for a fertilizer recommendation, one would need to test every gram of the soil in the entire root zone of the field to certain there was no contaminant in the entire flooded area. This is impossible.

If you have conducted heavy metal or any other contaminant testing in the past to provide you with some idea of the background level of these materials in the soil prior to flooding a composite (fertility type) soil sample would at least let you know if the level had increased. Without that knowledge any soil testing would be of only limited help.

So what to do. For the community garden area if the garden is natural soil, rather than raised beds let the area dry enough to be workable. Work the soil with a rototiller, harrow or other means to bring below ground soil to ther surface. Do this multiple times

with a couple of sunny days in between to let the soil surface dry out. Drying and exposure to the sun will kill off the majority of the pathogenic bacteria that could have been in the sewage. Heavy metals in modern sewage are not as much of a problem now as they have been in the past. Environmental laws have eliminated most of the industrial contamination from industry and sewage plants have been designed to remove even more of the ones that do get through from residences etc.

If you have raised beds working the soils in them would be more difficult, but would also be more important because most raised beds are primarily compost, wood chips or sawdust and other organic material that will act as a sponge and hold moisture containing pathogens. Natural soil lets soil drain away faster so less contaminants remain. If you can, remove the frames, or remove the soil from the frames to spread the material out to dry and work it around multiple times to expose more surface area to sunlight.

For the paddock area, as soon as possible mow the paddock as low as you possibly can. Ideally the ground will freeze (without snow cover) and you can get in on the frozen ground to mow off any standing vegetation. This mowing is to ensure that the horses do not consume any (as little as possible anyway) of the vegetation that was actually under water and contaminated. Hold off turning animals into the flooded areas of the paddock until the spring growth of pasture grasses is at least 8 inches tall. Do not let the animals over graze the paddocks. This might result in the horses picking up some of the flood damaged vegetation. Remove the horses when they have eaten the pasture down to 4 inches. Turn the horses back in again when the grass is again around 8 inches tall. After the second turn out you should be able to go back to managing the paddock normally.

One other item to think about for the paddocks. Make sure the water source is clean, especially if the water sources is a natural stream or pond. If city water is the source the concern is with the water troughs, fountains etc. If these were under water they will need to be cleaned and sanitized also.

I hope this helps. If you have more questions or concerns please contact me any time.

Richard Meinert
Associate Extension Educator
Dairy and Livestock
Nutrient Management
843 University Drive
Torrington, CT 06790
Office 860-626-6240
Mobile 860-841-7079



COLLEGE OF AGRICULTURE, HEALTH AND NATURAL RESOURCES

EXTENSION

From: Susan Wallace <ssewallace@aol.com>
Sent: Wednesday, January 17, 2024 5:41 PM
To: Meinert, Richard <richard.meinert@uconn.edu>
Subject: Fwd: CT river flooding and soil contamination

Message sent from a system outside of UConn.

Hello Mr. Meinert,

Please see the email thread below. Would you be able to tell me what contaminants we should test the soil in our paddock for that may possibly affect the health of a grazing horse? Dawn Pettinelli, also from UCONN, was able to provide some very helpful information regarding our community garden but I do have a question regarding soil testing of farmland along the banks of the CT River. Are farms required to test for pesticides and heavy metals and other contaminants periodically and especially after prolonged flooding?

Thank you for your time. I look forward to hearing from you.

1/19/24, 11:41 AM

Mail - Mike Proulx - Outlook

Regards,

Susan Wallace

Sent from my iPad

Begin forwarded message:

From: Susan Wallace <SSEWALLACE@aol.com>
Date: January 17, 2024 at 5:22:18 PM EST
To: CAHNR - Soil Nutrient Lab <soiltest@uconn.edu>
Subject: Re: CT river flooding and soil contamination

Thank you for your reply. We began our search with our Health District Officer, Wendy Mis, who pointed us to you. I will reach out to Richard Meinert in regard to contaminants that might possibly affect livestock. I appreciate your help.

Regards,

Susan Wallace

Sent from my iPad

On Jan 16, 2024, at 10:36 AM, CAHNR - Soil Nutrient Lab <soiltest@uconn.edu> wrote:

Good morning,

Thank you for your interest!

Our lab does not measure anything toxic except for lead. That being said there is a lot to unpack. Attached is the CT Department of Public Health of state accredited laboratories that you can use for testing anything that is a heavy metal or toxin. I think asking your local Health District Officer would be a good first course of action. You can contact your local town hall to find out that information. They should give you a better idea in response to what could be there, or to test for, or if what you should do if there is this concern. In regards to horse grazing. I am not sure how much or what contaminants bioaccumulate into a grass pasture. You can try

reaching out to Richard Meinert, he is the Center Coordinator & Agriculture (Dairy/Livestock) Nutrient Management individual through the Department of Extension. His email is richard.meinert@uconn.edu. I am sure he could at least point you in the right direction of what might be a better course of action if you have these concerns. If you need anything else, please do not hesitate to contact us!

Best regards and stay safe,
SNAL

Please gives us your feedback by taking this brief survey.

Like us on Facebook!

University of Connecticut
Soil Nutrient Analysis Laboratory
6 Sherman Place U-5102
Storrs, CT 06269-5102
Phone: 860.486.4274
Fax: 860.486.4562
Soil Nutrient Analysis Laboratory

-----Original Message-----

From: Susan Wallace <ssewallace@aol.com>
Sent: Monday, January 15, 2024 1:26 PM
To: CAHNR - Soil Nutrient Lab <soiltest@uconn.edu>
Subject: CT river flooding and soil contamination

Message sent from a system outside of UConn.

To Whom it May Concern,

It was suggested by the Director of Health, Ms. Wendy S. Mis, in Glastonbury CT, that I reach out to you regarding the heavy flooding of the CT River last summer and the ill effect that may have on our community garden this spring. It is our understanding that sewage from MA was released into the river which made the water toxic. Our community garden is located along the banks of the river and there is also a paddock for horses on the same property that was also flooded. Should we be testing the soil in both places for heavy metals and other toxins before planting our garden this May and prior to allowing a horse to graze in the paddock? I am looking for recommendations and guidance.

I look forward to hearing from you and thank you in advance for your time.

Regards,

Susan Wallace
Meadow Hill Grounds Committee
Glastonbury, CT

Sent from my iPad

<In-State-Approved-Commerical-Environmental-Laboratories-1_2023.pdf>

suggestions?

It seems from reading some Extension publications that even if some sewerage was in flood waters that after the soil dried out and by the next season, there should not be issues with microbes. But there could be depositions of heavy metals or petroleum products or pesticides and who knows what else was swept away by the flood waters. With pesticides, there is no one overall test, rather one would have to tell the lab what pesticide to test for which in cases of flooding would be very difficult to do.

Are there any farms nearby that were flooded? Maybe you can ask the farmers what they test for or are concerned about? I think it would be a safe bet to grow above ground crops like tomatoes or broccoli. If the flooding was extensive and prolonged, the soil should certainly be tested for at least heavy metals before growing root crops.

I wish I had more information but there are so many unknowns. Here are some Extension publications that might be helpful.

<https://extension.psu.edu/gardens-after-flooding>

https://www.uvm.edu/sites/default/files/Extension-Community-Horticulture/Resources/Flood-Recovery_Guidance_for_Lawns_and_Gardens.pdf

Dawn Pettinelli

From: Susan Wallace <ssewallace@aol.com>

Sent: Monday, January 15, 2024 1:25:55 PM (UTC-05:00) Eastern Time (US & Canada)

To: CAHNR - Soil Nutrient Lab

Subject: CT river flooding and soil contamination

Message sent from a system outside of UConn.

To Whom it May Concern,

It was suggested by the Director of Health, Ms. Wendy S. Mis, in Glastonbury CT, that I reach out to you regarding the heavy flooding of the CT River last summer and the ill effect that may have on our community garden this spring. It is our understanding that sewage from MA was released into the river which made the water toxic. Our community garden is located along the banks of the river and there is also a paddock for horses on the same property that was also flooded. Should we be testing the soil in both places for heavy metals and other toxins before planting our garden this May and prior to allowing a horse to graze in the paddock? I am looking for recommendations and guidance.

1/19/24, 11:42 AM

Mail - Mike Proulx - Outlook

I look forward to hearing from you and thank you in advance for your time.

Regards,

Susan Wallace
Meadow Hill Grounds Committee
Glastonbury, CT

Sent from my iPad



NEW BUSINESS



February 8, 2024

To Whom This May Concern:

Below you will find our responses to questions that the Board of Directors have about copper wired units and breakers regarding the electrical remediation project at Meadow Hill Condominium Association. We hope this additional information is helpful.

1. As we stated to the Board prior to the project starting, we would only be giving credit for units that were entirely wired with copper. Because there are too many variables in these projects, due to us not being able to see every termination point beforehand, we deem it appropriate that we only credit for units that are 100% copper. These units do not require our material and only require the electricians inspecting the termination points. Also, most of the units that we encounter that have partial copper, the copper wiring is generally very limited.
2. When we first estimated the project, we were informed that all panels had been updated, and shown a handful of panels reflecting this information. As we progressed in the project, we encountered many panels that needed complete replacement. Considering the project would not pass town inspection without these upgrades, we immediately addressed it with the board and agreed that these panels would need to be replaced and invoiced separately for.
3. Like stated above, when the General Contractor of Alwire was originally shown a handful of units to base his estimate on, he did not see units requiring a large amount of breaker installations. The charges for additional breakers were because of the unexpected significant increase in breaker installations needed throughout the complex.

I hope this additional information gives clarification as to why these situations were managed in this manner.

I will also add that Alwire has done a significant amount of out-of-scope work for the residents at Meadow Hill with no charge throughout the project. Whether it be installing new light fixtures free of charge, tending to service calls that ended up not being the responsibility of the electricians, or just showing up at a resident's home late at night to give them peace of mind that everything was working correctly. We always try to go the extra mile. For example, a bathtub was damaged by a tool in one of the homes. We had a bathtub company come out and refinish the entire bathtub instead of just fixing the one small spot that was damaged. We also paid extra for a non-slip coat on the tub, per the customer's request with no argument. With a project that is not "cookie cutter" and has so many different variables involved, we know that we must be flexible and work with a "give and take" style relationship with our customers to provide the best service possible to them.

If there are any further questions or concerns, we would be more than happy to attend an executive session with the board to further discuss.

Sincerely,

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

From: Mike Proulx rangernice@hotmail.com
Subject: Questions and Concerns regarding individual refunds for wiring remediation project
Date: January 29, 2024 at 5:05 PM
To: Paul Jenkins pjenk86-shop@yahoo.com, Brenda Berk bberk413@gmail.com, Deb Wellington dwelling5@cox.net, Donna Whalen dtwhale53@gmail.com, Jim Fuda jimfuda@gmail.com, Ron King cpgking@gmail.com, Walter Brownsword wbjr33@yahoo.com, Kristin Davis KDavis@imageersllc.com

Dear Board Members,
 Attached is a letter expressing our questions and concerns regarding the individual unit refunds from the aluminum wiring remediation project. If anyone is unable to open the file, the contents of the letter are embedded below.
 Kind regards,
 Mike and Kathy McCarthy-Proulx
 314 HWW

January 29, 2024

Dear Board Members,

During the open forum at the Board meeting of January 24, 2024, we inquired about some disbursements that appeared in the December financial report: specifically, checks sent to 4 unit owners in December 2023. The checks totaled approximately \$13,000 and the notations indicated they represented refunds for the aluminum wire remediation project. Board president explained these were refunds for owners whose units had previously had some of the wiring upgraded to copper, that Alwire had verified the upgrades, and had provided a credit back to the project specifically tied to those units. When asked why there weren't refunds for the many other owners who have had electrical upgrades done as part of remodeling projects, it was stated that it was Alwire's view that in such units the effort involved in opening, inspecting, and closing all the connection points was essentially the same whether the CoPalum connectors were actually installed or not, so no project credits and ensuing refunds were extended to those owners. Though not particularly satisfied with this explanation, we chose not to pursue the discussion further at that time, pending some additional reflection.

Having now thought about this a great deal and having reviewed all the project-related documentation available to us, we have many questions and concerns about how this situation was handled, which we have tried to organize into categories below.

Process:

How and when was it decided to extend refunds to certain individuals? We attend Board meetings regularly, and we have no recollection of a Board discussion or vote on issuing refunds. Had there been such, it would certainly have caught our attention. To double check our memory, a review of Board meeting minutes shows only 2 references to this topic, both in response to open forum questions. To date, it does not appear that the two individuals who asked about it were granted refunds.

Despite the wiring project update being included in every meeting, the minutes reflect no formal Board discussion or vote on the topic of reduced assessments for partial remediation. Nor does there appear to be any discussion in the notes of the Long-Term Planning Committee. So, we are at a loss to understand how and when this decision was made. How could a decision like this be made without a Board

vote?

Scope:

So far, the financial report indicates 4 owners have received refunds ranging from \$3000 to \$3700. Are there more to come? For example, based on the Board president's explanation, it seems reasonable to assume that owners of units 6 and 10, which were totally rebuilt after the fire, would be granted a significant, if not full, credit for remediation. Is that the case? Are there any others? What is the total dollar amount credited to the project and either refunded or not assessed to individual owners?

Communication:

If the Board and LTC had decided to provide refunds for partial remediation, how was it communicated to owners? It does not appear to be documented in any official communication to owners, including:

- Board meeting minutes
- Correspondence to or from unit owners included in Board meeting packets.
- The project Powerpoint presentation from Aug 24, 2022, in which the Meadow Hill attorney stated "\$5,183 is the average cost per unit (distributed on the basis of square footage)"
- The Resolutions documents that the Board and community voted on and overwhelmingly approved in Sept 2022.
- The final letter containing project payment details sent to owners in October 2023. In fact, for the second time, this letter shows a breakdown of the assessment amount per unit, with the only differentiating factor being unit square footage. Nothing in any document suggests that some owners would pay less than a full assessment based on prior electrical upgrades, or the total number of outlets/devices in the unit or any other individual condition. In fact, it was generally understood that there was no intention for doing "per unit" accounting based on any premise other than square footage, a condition the owners clearly accepted based on the overwhelming vote to approve the project.

Financial Considerations:

So far, there is at least \$13000 in refunds being granted, and we assume there are at least a few more. How are those being funded? If those amounts effectively reduce the project cost, shouldn't those cost savings be allocated to all owners, not just a few? Or at least put the money saved into the general fund where it benefits all owners? As it stands now, it feels like a few owners are receiving significant refunds that are funded by the rest of the community. At the same time, those same few owners will receive all the long-term insurability and financial benefits as the rest of the owners who paid their full assessments.

Transparency:

From the get-go, this project was presented as a "common good" effort to enhance Meadow Hill's insurability and yield more favorable insurance rates - benefits that would accrue equally to all owners, and which would be funded by an equitable assessment to all owners. Yet after the fact, it appears that a few owners were granted dispensation from their full assessment, without any public discussion or visibility at all. Whether or not this process was conducted legitimately (and we don't claim to know the answer to that) it carries an air of secrecy that is not in

keeping with the level of transparency this Board wants to promote and which has the potential to undermine owners' trust in the Board's commitment to openness and transparency.

Requested action:

To be very clear, we are not seeking a refund for our individual assessment. From the start, we were in full support of this project and more than willing to pay our full share as assessed. We simply believe that all owners should be equitably responsible for the cost, as all owners will share equally in the benefits. Second, if the project came in under budget, then all owners should benefit, either as a reduction in everyone's individual assessment or as an addition to the general fund.

Finally, in the interest of full disclosure and transparency, we believe the community should be informed about the individual refunds and given an opportunity to comment if so desired. To that end, we request this letter become part of the official record as an attachment to the Board meeting minutes and/or inclusion in the Correspondence section of the Board packet.

As active members of the Meadow Hill community, we remain committed to making this a community of neighbors who act in a spirit of openness, trust, and confidence to promote the common good of all members, a goal we share in common with all Board members.

Respectfully,
Mike and Kathy McCarthy-Proulx
314 HWW

LetterToBoard.pdf

326 KB

