

WORK SESSION OF THE SUFFIELD MEADOWS BOARD OF DIRECTORS

December 13, 2012

BOARD MEMBERS PRESENT: Mr. Ken Batchellor, President; Ms. Betty Seniw, Vice-President; Mr. Dave Pickersgill, Treasurer, Mr. David Crouch, At-Large; Ms. Patty Bates, Secretary

RESIDENTS PRESENT: Mr. Steve Motley, Ms. Carol Motley, Ms. Joyce Petersen, Mr. Michael Bates

OPEN SESSION: Mr. Batchellor opened the Board Work Session at 6 p.m.

Agenda: 1. Prioritizing projects for 2013 2. Signal Light 3. Accident causing property damage. 4. Executive Session

1. **Pointing brick wall** at the English Garden; repairing steps at Clubhouse/pool/English Garden steps. Ms. Ludtke will collect proposals for the work; *the steps will be a priority project for repair given it is a safety issue.*
2. **Bids for the irrigation system** were presented by Mr. Bates. Mr. Crouch offered to do a technical evaluation of the proposals before a decision by the Board is made. *A priority project will be to repair the holes/ruts at Central Park—safety issue—in advance of any irrigation system installation at the site.* Once the holes have been identified by the Landscaping Committee, Curb Appeal will be asked to submit a proposal for the leveling.
3. **Opening bids for the sprinkler system testing and annual maintenance at the Arbors and Clubhouse** is a priority project.
4. **Bids for water spigot back- flow testing** is a priority project including following up with the county/reporting procedures/inspections. This includes the WWTP, Arbors buildings, Pump House, Clubhouse, and Pool.
5. **Signage** replacement and upgrades is a priority. Mr. Motley and Ms. Ludtke are planning to meet with the vendor to finalize order and placement of the needed signs in January.
6. **HVAC replacement** estimates at the Arbors storage area is currently in process by Ms. Ludtke.
7. **Reserve Study** is a project priority. *Currently the proposal submitted by Metro Tech is in review—will be reviewed by the Board.*
8. **Roof and Gutter Inspections and cleaning at the Pump House, Arbors buildings, Clubhouse and WWTP** were completed on November 15, 2012. Additional inspections will take place by TWC during a rain to determine if the gutters and leaders are effective. In addition, a proposal for work to replace the gutters and or leaders in the Arbors buildings is in process.

9. **Clubhouse porch roof replacement or repairs** is a second priority project for assessment and estimate.
10. **Pump House painting** needs to be scheduled for spring as a priority project.
11. **Tree Plan is in process**—Mr. Lasher will present his long-term tree management plan to the community on January 22, 2013
12. **Original Planning Group work was** discussed including the various landscaping proposals received. Board will reconvene a new Group, which will be charged with addressing the original Group's recommendations

Traffic Light

1. Mr. Holder Trumbo, Scott Supervisor, gave Mr. Batchellor a tentative meeting date of Wednesday, December 19, 2012 at 1:30 to discuss the process of renewing the dialogue of placing a traffic control at the entry way of Suffield Meadows.

Accident Property Damage

1. Mr. Bates reported that there was a one-car accident on December 7, 2012, 11:37 p.m. that caused damage near the entrance. He obtained a copy of the police report and a quote for the repair from Curb Appeal. All the related documents will be sent to Ms. Ludtke for action.

Executive Session

1. Mr. Batchellor called the Board to an Executive Session at 7:15.
2. Mr. Bachellor moved out of Executive Sesion at 8:00.

Next Work Session: January 9, 10 a.m. CH

Next Board Meeting: January 22, 2013 FC

Ms. Bates made a motion to adjourn the meeting; Ms. Seniw seconded; it passed unanimously.

Minutes Submitted:

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Patty Bates