

Suffield Meadows Board of Directors
Work Session
August 13, 2015, 10:00 a.m.

Board Members Present: President, Ken Batchellor; Vice-President, Jim Phillips; Dave Pickersgill; Secretary, Vickie Hylton and Member at Large, Sue Arnold.

Management Representative: April Ludtke

(**Agenda:** noted in BOLD)

1.) WWTP ~ Status of Order and Installation Contract

- Last Work Session (July 23, 2015) the Muffin Monster was approved and ordered
- Ken motioned we accept the delivery/installation proposal from Apex Companies, LLC (\$8450.00). Dave seconded the motion. All were in favor. Motion passed.

2.) Arbors Power Wash

- A-Team completed the professional cleaning of Arbors I, II.
 - A-Team is scheduled to return for touch up work to outside of building.

3.) Driveway Repair

- ProPave completed the repair of designated driveways (August 10, 2015)

4.) Driveway Seal/Crack fill

- There are approximately 50 driveways on the list to be worked on
- ProPave has scheduled August 26, 27 and 28, 2015 for the crack fill and seal.
 - ProPave will bill each resident accordingly

5.) Pool Umbrella

- Thank you, Les Collins, for the repair of one of our pool umbrellas. It was brilliant that you ordered parts and installed them, saving our community the price of ordering a new umbrella (\$295.00)! Thank you, thank you.

6.) Clubhouse Porch ~ Ceiling Fans

- April is looking into the purchase and installation of two ceiling fans. She must check with an electrician to see if it is feasible.

7.) Northern Patch ~ Tree of Heaven

- The Tree of Heaven has grown back in the Northern Patch!
 - Tom Thompson is checking with Terry Lasher w/VA Department of Forestry
 - Possible solution: Back hoe roots

8.) Arbors II Drywall Repair, outside Unit 113

- April will check with Hubbies R Us.
 - Alternate contractor will be used if Hubbies are not available

9.) Water leak concerns ~ back doors of Arbors I, II

- April is looking into resolutions

10.) Arbors I, II ~ stairway, hallway storage

- Such storage is not permitted. Residents will be advised.

11.) Arbors I ~ oil leak in garage

- Owner will be advised and possibly billed for clean-up

12.) Common Grounds ~ Landscape Issues

- A resident made a list of certain issues concerning grounds
 - This list has been revisited with David (Curb Appeal)
 - David and April will follow up with Tom (Curb Appeal) and review contract

No Executive Session was required.

Meeting adjourned at 11:40 a.m.

Respectfully submitted,

/s/

Vickie Hylton, Secretary