

Suffield Meadows Board of Directors
Work Session
May 11, 2017

Board Members Present: President, John Dunkin; Vice President, Dan Parker; Treasurer, Dave Pickersgill; and Secretary, Vickie Hylton. Absent: Member at Large, Jim Phillips.

NRP, LLC Management Representative: Kristen Isaksen

Residents: Joyce Petersen and Carol Motley

John opened the meeting at 10:00 a.m.

APPROVAL OF MINUTES

Dave motioned to accept the Work Session minutes of April 13, 2017 and Board Minutes of April 25, 2017. Dan seconded the motion. All were in favor. Motion passed.

REPORTS TO BOARD OF DIRECTORS

ADMINISTRATIVE REPORT~

- **FHA/VA CERTIFICATION** – Legal has applied for FHA and is working on VA approval. The Board is awaiting response.
- **ENTRANCE/WELCOME SIGN** ~ The entrance sign is installed. Carousel did nice work. Quintero will install lighting is near future.
- **ARBORS II - HOT WATER REPAIR** ~ Work completed April 13th.
- **ARBORS' CODE CHANGE** ~ Code changes completed April 20th. Arbors II resident code change corrected. Door timing (locking after entry) will be changed to 30 seconds.
- **EXTERIOR REPAIRS TO ARBORS I&II AND CLUBHOUSE** ~ Bad weather has caused delays. Repairs are still in process
- **FLAG POLE AT CLUBHOUSE** ~ Flag pole has been installed with lighting. Our flag is flying!
- **HVAC REPAIRS TO ARBORS I&II AND CLUBHOUSE** ~ Completed April 25, 2017.
- **POOL UPDATE** ~ MRC onsite April 25th. Water turned on. Pool filled. Aqua Mechanics will prep pool.

- **NEW PANEL** ~ American Manufacturing Company is progressing on the new panel. A schematic will be available soon for approval. Dave Campbell, w/ESS, will review the schematic for the Board.

OLD BUSINESS:

- **SWM INSPECTION REPAIRS** ~ Dave motioned to accept Curb Appeal's proposal to install rip-rap at Dry Pond #1 as recommended by Virginia Water's inspection report (\$1880.00). Dan seconded the motion. All were in favor. Motion passed. Dry Pond #2 repairs to varmint holes will be taken care of in the fall after the fox kits vacate.

NEW BUSINESS:

- **AGE VERIFICATION PROCEDURE** ~ SMCUOA's counsel prepared a Draft Policy Resolution for Age Verification Procedures for review. The Board discussed the Policy Resolution and had questions and recommendations.
 - OCCUPANT INFORMATION SHEET – HOUSING FOR OLDER PERSONS NOTICE – ITEM #1. Needs to be changed to read ***“4 consecutive weeks in any twelve month period”*** to be consistent with the SMCUOA Condominium Regulations.
 - Amend Section 5.8(a) (12) of the By-laws to allow Widow/Widower to remain in the unit if she/he is under the age 55 in the event spouse dies.
 - Dan motioned that once counsel has made changes and the Policy Resolution is approved, the Board will sign and mail the verification forms to residents. A 15 day return is requested. Dave seconded the motion. All were in favor. Motion passed.
- **BRIDGE REPAIR** ~ On hold awaiting additional bids.
- **YOGA CLASS REQUEST** ~ Dave motioned the Board approve the request from Joyce Petersen for the Yoga Class to continue holding classes on Thursday afternoons in the Fitness Center. Dan seconded the motion. All were in favor. Motion passed.
- **COMCAST WIFI** ~ Installation of WIFI at WWTP on hold. Dave Campbell w/ESS seems to believe the land line is workable with the new panel installation.
- **MAINTENANCE RESPONSIBILITIES** ~ The Board discussed FAQ's of Unit Owner's responsibilities.
 - What are: Common elements, Limited common elements, Unit boundaries?
 - Maintenance of walkways, driveways, roofs, outside vertical walls, windows?
 - Arbors' vs. Villas vs. Cottages?
 - The Board recommends our Insurance Agent, Jack Mallom, address owners at the next Board Meeting.

- **GROUND EROSION ISSUES** ~ A resident reported erosion issues. The upcoming hot weather is not the time to be replanting grass. The issue will be addressed in the fall.
- **CLUBHOUSE SIGN** ~ A sign designating The Clubhouse is requested. Vickie volunteered to make a sign. The signs at The English Garden and Central Park are in disrepair. The Board recommends removing these two signs.

Regular Session ended at 11:30 a.m.

No Executive Session was required.

Having no further business to discuss, Dan motioned to adjourn. Dave seconded. All were in favor. The meeting adjourned.

All residents are welcomed to attend Work Session Meetings

Respectfully submitted,
_____/s//_____
Vickie Hylton, Secretary