

Suffield Meadows Board of Directors

Work Session

July 13, 2017

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

NRP, LLC Management Representative: Kristen Isaksen

Residents: Charlie Moore, Jim and Donna Koehnke, Joyce Petersen, Carol Motley, Frank Slusser and Ken Batchellor

Special Guest: Jack Mallam, Commercial Agent w/Puffenbarger Insurance and Financial Inc. (Nationwide)

John opened the meeting at 10:00 a.m. with the introduction of Jack Mallam.

Mr. Mallam discussed the Nationwide Master Policy and why we all need a Condominium Owner's Insurance Policy. While the Master Policy will cover items such as building, theft, monies, crime and worker's compensation for the SMCUOA, Condo Insurance Policy is needed to cover personal liability and contents of personal property. The Master Policy is designed to interface with the Condo Unit Owner's Policy. The Master Policy has a \$5K deductible (One occurrence /One claim) The Condo Unit Owner's Policy may cover the \$5K deductible depending on cause. When the owner is setting up the Condo Unit Policy, make sure there is Loss Assessment Coverage. While some policies only cover group coverage make sure there is individual coverage. Speak with your agent! You should have Improvements and Betterments coverage. The Master Policy, in case of loss, would replace the structure to the original dwelling. The Condo Unit Owner's Policy w/improvement and betterment coverage, would replace the structure to its current. Document your belongings! Take a video or photos and store them offsite! Having a battery backup for your sump pump is a very good idea. Review regularly with your agent. DO NOT purchase a Homeowner's Policy. As a Condominium owner you MUST have a Condo Unit Owner's Policy. IF you have a Homeowner's Policy, verify w/agent and get approval in writing. It is also recommended to have an Umbrella Policy to cover liability. It is suggested to have the same company issue the Condo Unit Owner's Policy as the Master Policy, but not necessary.

The regular Work Session resumed at 10:45 a.m.

APPROVAL OF MINUTES

Dave motioned to accept the minutes of Work Session June 8, 2017 and Board Meeting of June 27, 2017. Jim seconded the motion. All were in favor. Motion passed.

REPORTS TO BOARD OF DIRECTORS

ADMINISTRATIVE REPORT~

- **FHA/VA CERTIFICATION** – Legal has received approval of the FHA Certification. VA Certification shouldn't be too far behind.
- **EXTERIOR REPAIRS TO ARBORS' AND CLUBHOUSE** – Titan has completed all work.
 - A leak at Arbors I, #113 needs attention
- **CURB APPEAL** – has filled in hole next to Pump House and removed fallen branch behind Arbors II.
 - Two properties need trimming due to neglect. Management will send a notice.
- **BRIDGES** – Repairs to both bridges and power washing has been completed by Quintero Construction.
 - **Ratification:** Dave motioned to approve Quintero Construction's power washing (\$2400.00) of both bridges. Dan seconded the motion. All were in favor. Motion passed.
 - The Board declined the proposal to seal both bridges.
- **AGE VERIFICATION SURVEY** – Management continues to receive surveys. As of this date approximately 25 are still missing. Given another weeks' time, phone calls may be necessary.
- **FLAG POLE AND WELCOME SIGN LIGHTING** – Quintero Construction has completed installation of "new" commercial grade flagpole and lighting at the (entrance)Welcome sign.
- **DRAIN JETTING AT ARBORS I&II** – American Plumbing completed jetting, June 22nd.

NEW BUSINESS:

- **6728 & 6675 STREAM VIEW – TURF REPAIRS** – After discussion, on hold until Fall.
- **HOLLY ARBORETUM – Hand mow and string trim** – After discussion, on hold
- **ARBORS I DRAINAGE** – American Plumbing excavated the output platform and recommends rip-rap installation to allow effective drainage. Dan made the motion to accept Curb Appeal's proposal (\$1945.00) for installation/labor. Jim seconded the motion. All were in favor. Motion passed.
- **GUESTS AT SM SOCIAL EVENTS** – Discussion ensued as how to handle payment of guests(nonresidents/non-family). The social events are subsidized by owners' monthly fees to keep costs down. While occasional guests are acceptable, discussions highlighted the fact that community social events are meant to bring the community together. They are primarily intended for community residents and their families. Because community events are subsidized by condo owner's fees the board also felt that a guest fee to these events was warranted. The Board will consider a new rule/regulation to implement so the burden will not be placed on the Social Committee. Management will prepare draft and send to Board for approval.
- **WWTP GUEST SIGN-IN LOG** – Residents, management and contractors are required to sign the (office) log book upon entry of facility. Vickie volunteered to place an appropriate sign on the outside door.
- **COMMUNITY OF THE YEAR** – Management presented the Board with the application packet (included in the July 13, 2017 Work Session package) to apply for the Community of the Year Award. Each Board member will review the process and complete at the next Work

Session, August 10th.

- **MOSQUITO DEFENSE** – The Board declined the proposal from TruGreen for mosquito and tick treatment.
- **MOLD REMEDIATION FOR PUMP HOUSE** – Dave made the motion to accept the proposal from SC Companies to scrub affected area, treat and set-up and utilize HEPA Air Scrubber during remediation (\$855.00). Dan seconded the motion. All were in favor. Motion passed.

At 12:15 p.m. all visitors left the building and the Board went into Executive Session.

At 12:45 the Board returned to Regular Session and was adjourned.

All residents are welcomed to attend Work Session Meetings

Respectfully submitted,

 //s//

Vickie Hylton, Secretary