

Suffield Meadows Board of Directors  
Work Session  
January 11, 2018

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

NRP, LLC Management Representative: Kristen Isaksen

Residents: Ron Novak, Joyce Petersen, Frank Slusser and Kathleen Lynch

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

**BOOKCASE BUILD** ~ ~ Ron Novak has accepted a request to build bookcases for the clubhouse. Ron is an owner in Suffield and hobbyist of fine furniture design/build. The Board was presented with design elements and wood choices. Ron will lay out a final design and present it before the actual build. Assistance will be needed to sort through the array of wood he has on hand. Ron has asked another owner and furniture enthusiast, Bill Reidy, for his help. Materials and time will be donated. There will be no cost unless additional pieces of lumber need to be purchased.

#### **APPROVAL OF MINUTES**

Dave motioned to accept the minutes of Work Session, December 14, 2017. Dan seconded the motion. All were in favor. Motion passed.

#### ***REPORTS TO BOARD OF DIRECTORS***

##### **ADMINISTRATIVE REPORT ~**

- **Suffield Calendar** ~ The calendar is online (see SM website – suffieldmeadows.org) and will be updated each month to include regular and special events as well as Clubhouse reservations.
- **Arbors' Stairwell Cleaning** ~ Full Service has completed a thorough cleaning of all 4 stairwells in the Arbors'. The cleaning included walls, lights and mopping.
- **Downspout, Arbors I** ~ Titan Restoration installed a new downspout to Arbors I, January 5, 2018. Management will follow up to make sure no additional leaks are found.
- **Lawn Care** ~ Curb Appeal completed the final leaf removal December 18-19, 2017. TruGreen applied winterization/fertilizer December 20-21, 2017.
- **Gutter Cleaning @ Clubhouse and Arbors I&II** was completed by King Construction, December 21, 2017.

##### **NEW BUSINESS:**

- **Arbors' Hot Water Heaters** ~ Reserve Study estimates replacement at 15-year time frame. The Board has received two bids for replacement to understand the potential costs involved. No action to be taken at this time.

## **OLD BUSINESS:**

- **Conservation Area/Prescribed Burn** ~ A letter has been drafted and will be sent to all Suffield residents and neighbors within 1000 feet of the prescribed burn.
  - Joe Rosetti, Forestry Service agent, has been invited to the January 23<sup>rd</sup> Board Meeting for a Q&A. Non-Suffield residents residing within the 1000 feet area will be invited to attend the Q&A at 6:00 p.m. The regular Board meeting and Mr. Rosetti's Q&A will begin at 7:00 p.m.
- **Ratify Light Repair** ~ Dave motioned the Board ratify the light repair completed by Full Service to Arbors I, Unit 201 (cost \$185.00). Jim seconded the motion. All were in favor. Motion passed.
- **Smoke Detectors** ~ Dan Parker had his smoke detectors sound an alarm. The Fire Department was called and thankfully there was no fire. The smoke detectors had exceeded their life expectancy of 10 years and it was recommended to replace the entire household's detectors.
  - All smoke detectors in residences in Suffield have been installed at least that long ago.
  - A notice has been sent to all owners/residents via email with the recommendation to replace all smoke detectors in their home if they are over 10 years old.
    - A follow-up email with a Board recommendation that each homeowner consider having the work completed by a licensed electrician will be sent.
- **Holiday Decorations** ~ with the beginning of the new year, it is time to remove all Fall and Christmas decorations.
- **Board Meeting discomfort** Kathleen Lynch expressed her discomfort at a Board meeting she attended. She suggested that transparency might be a way to make residents feel more empowered. She suggested using the website or the newsletter to list short- and long-term endeavors. The Board then discussed the current various communication processes in place and asked that other forms of information dissemination be brought to the Board's attention to ensure everyone in the Community is made aware of short and long-term plans for the Community before implementation begins. Currently:
  - All meetings, whether Work Sessions or Board Meetings are open to all owners/residents. There are 112 units within Suffield Meadows. Approximately 40-50 residents attend the Board meetings on a regular basis. The Work Sessions are attended by only 2-4 residents!
  - The Work Session is a business meeting. Ideas are brought forward and discussed. Motions are made to approve/disapprove ideas and move forward or not. Announcements to the owners are made at the Board Meetings. There is always Community Dialogue at the end of the Board Meetings.
  - Minutes of all meetings are posted to the SM website.
  - There are no major plans on the horizon however ideas are discussed all the time.
- Regular Work Session ended at 11:45 a.m. and went directly to Executive Board.
- Guests left the premises.
- Executive Board ended at 12:20 p.m. and returned to Regular Session for immediate adjournment.

*All residents are welcomed to attend Work Session Meetings*

Respectfully submitted,  
\_\_\_\_\_/s/\_\_\_\_\_  
Vickie Hylton, Secretary