

Suffield Meadows Board of Directors

Work Session

April 12, 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

Resident: Ken Batchellor

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

### **APPROVAL OF MINUTES**

Dave motioned to accept the minutes of Work Session, March 8, 2018 and Board meeting March 27, 2018. Jim 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.
- **Curb Appeal Grounds Maintenance** ~ Cleaning/edging of flower beds took place March 6-9. Mulch was applied April 2-6. Curb Appeal has prepared a task sheet and will be checked off with all the work completed in Suffield Meadows. We will have a record of tasks completed.
- **Pool Prep** ~ MRC Plumbing is scheduled to de-winterize the pool plumbing May 1<sup>st</sup>. Payne Pools is scheduled to ready the pool May 4<sup>th</sup>.
- **Arbors Garage Heaters** ~ Elite is scheduled to turn off the Arbors' garage heaters April 16<sup>th</sup>.
- **Resident Request** ~ Arbors 2 residents have requested to have installed solar lights along the sidewalk leading to the fitness center. The reason being it is dark and unlit when they come to the evening Board meeting.
  - There is no good place to put light stakes. Lawn service and snow plow will run over them. Flood lights shine into the windows of homes behind the Fitness Center.
    - The Board will once again investigate the situation.

#### **OLD BUSINESS:**

- **Roof Repair Arbors I** ~ The Board previously approved King Contracting, LLC to repair loose shingles at Arbors I (\$400.00). Dave made the motion to ratify/sign the contract for work completed March 16, 2018. Jim seconded the motion. All were in favor. Motion passed.

#### **NEW BUSINESS:**

- **SMCUOA Stormwater Ponds Inspection 2018** ~ Dave made the motion to accept Virginia Water and Wetlands proposal for the annual inspection of the wet and dry ponds located on the property (\$625.00). Dan seconded the motion. All were in favor. Motion passed.
- **Pool Fence Repair** ~ The fencing around the pool has loosened due to age and weather. Dave made the motion to accept Full Services proposal for the pool fence repairs (\$375.00). Jim

seconded the motion. All were in favor. Motion passed

- **Miscellaneous Services/Repairs** ~ Dave made the motion to accept Full Services proposal to provide miscellaneous services: 1. Install 4-First Aid Kits, 2. Tighten loose shutters on Clubhouse and Arbors buildings, 3. Touch up paint on wall in clubhouse lobby, 4. remove siding from tree in central park (total cost \$549.00). Jim seconded the motion. All were in favor. Motion passed.
  - The Board asked management to check with Full Services to cut down the dead tree alongside the bridge.
- **Arbors' Duct Cleaning** ~ Put on hold until other bids are received.
  - Dan reported a tractor was stuck alongside the path behind Streamview Lane. The path has a low area and stays wet. That section is difficult to traverse.
    - The Board recommended that Curb Appeal cut a grass path alongside the paved path, so residents can walk around and avoid that section. Management will check with Curb Appeal.
  - Residents @ 6723 and 6725 Stream View Lane have had trees removed. The ARC was received and approved. Awaiting planting of new trees.
  - Resident @ 6731 Stream View Lane had extensive yard work completed. The landscape contractor placed a sign in the yard. The sign is not allowed. Management will handle.
  - Evergreen trees alongside WWTP are dying. Check with Meadows Farm if they are still in the guarantee period. If not, new trees need to be planted. Management will handle.
  - Jim reported Arbors I&II entranceway from garage to building is not properly cleaned. Management will handle.
  - The rope barrier across the pathway to the WWTP Pump House is being taken down and not replaced. The rope barrier is a reminder NOT to enter that section. It should only be accessible to ESS. Management will check with ESS and remind them of the rule.
  - A resident located the original "Suffield Farm" plaque which the Semples displayed on their Holly Farm. The Board will locate a proper place to display the plaque.

Regular Work Session ended at 11:10 a.m. No Executive session was required. Regular Session was adjourned.

Guests left the premises.

*All residents are welcomed to attend Work Session Meetings*

Respectfully submitted,

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Vickie Hylton, Secretary