

Suffield Meadows Board of Directors

Work Session

August 9, 2018

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

John opened the meeting at 10:05 a.m.

**APPROVAL OF MINUTES**

Dan motioned to accept the minutes of Work Session, July 12, 2018. Dave 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 Task List** ~ List was provided, questions raised concerning need for weeding in certain areas such as front entrance and next to 6651 Suffield Lane.
  - **Action:** John will discuss with Kristen.
- **Replacement Umbrella** – received and is stored in Clubhouse for next season.
- **WWTP Valve Replacements** ~ completed. Awaiting larger heavy-duty stainless-steel bolts.

**OLD BUSINESS:**

- **Ratify Pool Shower Repair** ~ The Board approved Elite Comfort Pro’s contract to repair the pool shower leak via email on July 30<sup>th</sup>. Faucet will have valve cartridges and seals replaced for \$255.
  - **Action:** Dave motioned to ratify contract, Jim seconded. All were in favor. Motion passed. Discussion followed regarding replacement of shower head and assembly. Dan will check and look for alternatives.

**NEW BUSINESS:**

- **Arbors Repainting Parking Spaces** — NRP has reached out to SC Companies, Full Services and Empire Towing for proposals. Once proposals are received they will be provided to the Board for discussion.

**Action:** Board Update - NO ACTION AT THIS TIME

- **Stormwater Pond Repairs** — Proposals from Virginia Waters and Wetlands to repair the two dry ponds were discussed and decision was deferred until next Work Session. Total Cost for all repairs is \$6,595

**Action:** Board Deferred to September Work Session

- **6681 Suffield Lane Tree** — Resident emailed the Board and management requesting their ornamental tree be inspected due to deterioration of the tree. Management has requested that Curb Appeal inspect and provide recommendation.

**Action:** Board awaiting information from Curb Appeal, but agree tree is located on limited common property so it is the owner’s responsibility to address the deuteriation.

- **Salt Water Pool Discussion** - In an email sent to the Board on July 29<sup>th</sup>, Linda Thompson asked the Board to consider the option to convert the pool to a salt system for the 2019 pool season.

**Action:** Board Discussed issue and need further information. Management will be directed to seek bids for potential replacement of equipment and maintenance. Item will be placed on Board’s “To Do” list

- **Water Intrusion Arbors 2 (Units 212 & 204) & Arbors 1 (Unit 109)** - During the recent rain storms both units had water damage. Titan met with NRP on July 30 and 31<sup>s<sup>t</sup></sup> to inspect the two units. The proposals from Titan were provided for the Board's review. A proposal for water damage to Arbors 1 Unit 109 was also reviewed by the Board for \$4300.

**Action:** Dave motioned to accept the three proposals at a cost of \$5,200, \$2,340 and \$4,300, Dan seconded. All were in favor, motion passed.

- **Arbors 1 Maintenance Room Pipe Leak** - The Arbors 1 Maintenance room has a pipe that extends into the cinder block wall. NRP met with MRC and Appleton Campbell for estimates.

**Action:** Dave motioned to accept the \$1,150 Appleton Campbell bid since less intrusive, Jim seconded, all were in favor and motion passed.

**EXECUTIVE SESSION –**

- Started at 10:58 a.m. and ended at 11:21 a.m.

The General Work Session ended at 11:22 a.m.

*All residents are welcomed to attend Work Session Meetings*

Respectfully submitted,

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Dave Pickersgill for Vickie Hylton, Secretary