

Suffield Meadows Board of Directors  
Work Session  
September 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: Kathy Dunkin

Guests: Kevin Yungk, w/TruGreen

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

**TruGreen Pre-emergent and Weed Kill** ~ Kevin Yungk, representing TruGreen, was present to discuss weed kill treatments. TruGreen provided a renewal contract that presented an option for a double application to discourage crab grass. A first treatment in early spring then again in the March/April time frame.

- Kristen had the only copy with the cost as it was received just before the meeting. The proposal will be forwarded on Monday and the Board will discuss at next Work Session.
- Aerating was discussed. It was requested of TruGreen to use a heavier machine to penetrate the ground during the aeration process. The SM terrain is difficult as there are slopes as well as very compact ground.
- Mr. Yungk also discussed the attributes of an irrigation system to keep the weeds down as well as the unique problem the community has regarding our location and the invasive nature of unwanted seeds. Also discussed was the fact that extremely wet springs will jeopardize the effectiveness of a crabgrass pre-emergent treatment.

**Refresh the Clubhouse** ~ Kathy Dunkin was present to offer a proposal from the Refresh Group to complete the Clubhouse Refresh. An option was discussed to allow the Refresh Group a “not to exceed” amount of \$500.00 to complete the project. Dan motioned to accept the option of not to exceed \$500.00. Dave seconded the motion with the request that the Refresh Group meet again prior to expending additional funds. Four (4) members were in favor. One (1) member abstained. Motion passed.

**APPROVAL OF MINUTES**

Dave motioned to accept the minutes of Work Session, August 9, 2018 and Board meeting August 28, 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.
- **Pool Shower** ~ Elite Air completed the repairs to the pool shower and clubhouse toilet as approved by the Board, via email. Dave motioned to Ratify the contract. Jim seconded the motion. All were in favor. Motion passed.
  - Dan has volunteered to replace the shower head. Thanks, Dan.

### **OLD BUSINESS:**

- **Arbors II Roof Repair** ~ King's Contracting completed the repair to the roof ridge along Arbors II. The repair was approved by the Board via email at a cost of \$825.00. The actual cost was \$400.00. Dan motioned to Ratify the contract for the amended amount of \$400.00. Dave seconded the motion. All were in favor. Motion passed.
- **TruGreen Goose Grass Application** ~ TruGreen completed the application of chemical to kill the Goose Grass throughout the community. The treatment was approved by the Board via email for a cost of \$1800.00. Dave motioned to Ratify the contract. Dan seconded the motion. All were in favor. Motion passed.

### **NEW BUSINESS:**

- **Pool, Salt Water Conversion** ~ Payne Pools provided a proposal to convert the pool to a salt water system for the 2019 pool season. (Cost \$2830.50) The monthly cost for maintenance would remain the same as for the chlorine pool. Discussion ensued.
  - Dave motioned to decline the pool conversion based on cost/maintenance fees. Dan seconded the motion. All were in favor. Motion passed.
- **Holtzman Fixed Price Program, Arbors I, II and Clubhouse** ~ discussion ensued.
  - Additional information is requested. Tabled at this time.
- **6707 Stream View Lane, regarding turf** ~ The Board determined the request from the owner was on his limited common area. It is the responsibility of the owner to take care if the issue. Management forwarded the proposal from Curb Appeal to the owner.
- **6726 Stream View Lane, Tree Removal** ~ Curb Appeal provided a proposal to remove the dead tree from behind residence (\$1375.00). The owner is concerned it may damage property. Dave motioned to accept Curb Appeal's proposal. Jim seconded the motion. All were in favor. Motion passed.
- **Water Intrusion: Arbors II Unit 212, Unit 109 And Unit 101** ~ Titan Restoration and SC Companies provided proposals for Units 212 and 109. SC Companies provided a proposal for Unit 101, as well. The Board requested a proposal from Titan for Unit 101 before deciding. Tabled at this time.
  - Management will request proposal from Titan for Unit 101.

- **FHA Renewal** ~ Suffield Meadows FHA approval expires July 10, 2019. NRP,LLC will handle the process for a fee of \$1200.00. Dave motioned the Board to accept the FHA fee (\$1200.00) and enquire about VA approval. Dan seconded the motion. All were in favor. Motion passed.
    - Management will inquire about VA approval.
  - **ESS Contract Renewal** ~ 2019 ESS Renewal shows an increase of 2.4% over the 2018 contract. Dave motioned to accept the ESS contract. Dan seconded the motion. All were in favor. Motion passed.
  - **VSC Contract Renewal** ~ The 2019 VSC Fire & Security annual renewal contract remains the same as 2018, \$1440.00. Dan motioned to accept the VSC proposal. Dave seconded the motion. All were in favor. Motion passed.
  - **Jenkins Snow Removal Contract** ~ Jenkins' fees remain the same as 2017-2018 season. Dan motioned to accept Jenkins contract. Dave seconded the motion. All were in favor. Motion passed.
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- The Work Session ended at 11:05 a.m.
  - The Budget Session began immediately. There was a brief discussion. Dave asked that we look at the Long-Term Operating Plan. There will be a Budget Session every Thursday, 10:00 a.m., in the Clubhouse until the budget is completed.
  - The Budget Session ended at 11:20 a.m.

*All residents are welcomed to attend Work Session Meetings*

Respectfully submitted,

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Vickie Hylton, Secretary