

Suffield Meadows Board of Directors

Work Session

October 11, 2018

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

NRP, LLC Management Representative: Kristen Isaksen

Resident: Reita Caraway

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

**ARC Approval, 6727 Holly Farm Lane** ~ Reita Caraway appeared personally to have their ARC approved. (Time is of the essence.) Dan motioned to accept. Jim seconded. All were in favor. Motion passed.

### **APPROVAL OF MINUTES**

Jim motioned to accept the minutes of Work Session, September 12, 2018 and Board meeting September 25, 2018. 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 I Window repair** ~ requires Board discussion.
- **Aeration/Seeding** ~ Curb Appeal is scheduled to mow, October 8<sup>th</sup> then Aerate/Seed October 9-11. Mowing by Curb Appeal will not take place for two weeks to allow for new growth.
- **Winterization of Irrigation** ~ Commonwealth Irrigation will winterize irrigation at the end of October.
- **Sod Repair** ~ Curb Appeal replaced (dead) sod, located at 6672 Suffield Lane.

#### **OLD BUSINESS:**

- **Ratify 6675 Stream View Lane Sod Install** ~ The Board previously approved the sod repair/install @ 6675 Stream View Lane. Dan motioned to ratify Curb Appeal's contract (\$1023.00). Vickie seconded the motion. All were in favor. Motion passed.
- **Ratify Replacement of Dead Trees at Clubhouse** ~ The Board previously approved the removal of three (3) dead trees and replace with four (4) Dragon Lady Hollies. Dan motioned to ratify Curb Appeal's contract (\$2925.00). Jim seconded the motion. All were in favor. Motion passed.
- **Schindler Elevator Contract Cost 2019** ~ NRP, LLC received a letter of explanation for preventive maintenance (cost) at Suffield Meadows Arbors' buildings. The cost, which includes a capped percentage rate of 5.9%, is \$5896.56, beginning March 1, 2018, billed annually.

- **Comcast Contract Cost 2019** ~ Comcast has provided Suffield Meadows a \$10.00 discount off current services. The cost for 2019 will be \$187.45.

#### **NEW BUSINESS:**

- **Gutter Cleaning** ~ Dan made the motion to accept King Contracting's proposal for Fall 2018 and Spring 2019 gutter cleaning for Arbors I&II and Clubhouse (\$800.00 per event) Jim seconded the motion. All were in favor. Motion passed.
  - **Holtzman Fixed Price Program** ~ Dan motioned to accept Holtzman's Fixed Price Program (\$1.98 per gal.) Suffield Meadows pays \$25.00 per account (\$75.00 total) to guarantee price December 1<sup>st</sup> thru March 15<sup>th</sup>. Vickie seconded the motion. All were in favor. Motion passed.
  - **Nationwide Insurance Deductible Increase** ~ During the Budget process, the Board agreed to renew the Suffield Meadows Condominium Insurance, with an approved increase of \$10,000 per deductible.
    - The community will be notified as to speak with their private insurance carrier to increase their deductible to cover the increase.
  - **Geese Police Discussion** ~ Geese Police provided a demonstration where the dogs would chase away the geese. By chance, there were no geese to chase! The Geese Police Service Contract is \$12,000 per year.
    - After lengthy discussion, Dan motioned to decline the proposal due to cost. Jim seconded the motion. All were in favor. Motion passed.
  - **Elite HVAC 2019 Contract** ~ Jim motioned to accept Elite's proposal for seasonal service including quarterly filter replacements (\$4365.00, same as 2018). Dan seconded the motion. All were in favor. Motion passed.
  - **2019 TruGreen Contract** ~ Dan mentioned to accept TruGreen's proposal with the removal of the Aeration/Seeding (\$7000.00), \$15,400.00 remain. Vickie seconded the motion. All were in favor. Motion passed.
  - **VA Approval Process** ~ The Board has already approved the FHA Approval process (\$1200.00) Dan motioned the Board to request NRP, LLC begin the VA Approval Process (\$750.00) . Jim seconded the motion. All were in favor. Motion passed.
  - **Arbors I Window Repair, 6704 Holly Farm Lane Unit 113, Water Damage** ~ Dan motioned to approve Titan Restoration's proposal (\$1800.00) to repair two windows due to water leakage. Jim seconded the motion. All were in favor. Motion passed.
- The Work Session ended at 11:15 a.m.

*All residents are welcomed to attend Work Session Meetings*

Respectfully submitted,

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Vickie Hylton, Secretary