

Suffield Meadows Condominium Association
Annual Board of Directors Meeting
November 13, 2018

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

In Attendance: Kristen Isaksen, NRP Representative, and community residents.

REGISTRATION OF OWNERS/VOTERS

Tina Picciano and Tania Fox, Associates with NPR, LLC, were available at 6:30 p.m. to register owner/voters, accept proxy forms and hand out 2018 Annual Meeting Agenda and Final 2019 Budget/Assessments.

CALL TO ORDER

SMCUOA President, John Dunkin, called the Annual Meeting to order at 7:02 p.m.

WELCOME

John welcomed all owners to the Annual Board/Election Meeting. Board Meetings and Work Sessions are held all year long. These forums are informational and allow members to voice their opinion. ALL SMCUOA members are welcomed to attend all meetings. Please take the time to attend.

INTRODUCTIONS/ACKNOWLEDGMENTS

John recognized the current Board Members: President, John Dunkin; Vice President, Dan Parker; Treasurer, Dave Pickersgill; and Secretary, Vickie Hylton. Even though absent, Member at Large, Jim Phillips, remains an integral part of our community.

Management is represented by Kristen Isaksen, with NRPartners, LLC.

PROOF OF NOTICE/VERIFICATION OF QUORUM

- Vickie Hylton, Secretary SMCUOA, attested to the fact NPR,LLC mailed the Notice of the 2018 Annual Meeting, in accordance with the By-Laws of the Association, to all owners. The date of Annual meeting was recorded in the minutes of September 25, 2018.
- Vickie Hylton, Secretary SMCUOA, attested to the fact NPR,LLC instructions for the 2018 Annual Meeting, in accordance with the By-Laws of the Association, to all owners. Notice of Proxy form was recorded in the minutes of October 23, 2018.
- Kristen Isaksen announced quorum reached. Vickie Hylton, Secretary SMCUOA, attested to 61% members in attendance for quorum.

READING OF MINUTES/PRECEDING ANNUAL MEETING 2017

It was motioned by Lucille Williams and seconded by Ken Batchellor that the minutes of the 2017 Annual Meeting be accepted as posted. All were in favor. Minutes were unanimously accepted.

CALL FOR CANDIDATES/ANNUAL ELECTION

John Dunkin asked if there were nominations from the floor. There were none. There are two positions open. There are two candidates, John Dunkin and Marvin Sheldon, volunteering for the positions. Hearing no other nominations, John asked for a motion to dispense with the formal counting of ballots since there were two positions open and two candidates volunteered. Ken Batchellor motioned to accept the two candidates by acclamation. Keith Burke seconded the motion. All were in favor. Motion passed. John Dunkin and Marvin Sheldon, welcome to the Board and Thank You!

WELCOME AND THANK YOU ~

*John presented Dan with a **small** gift of appreciation!*

Dan shared his appreciation to the Board and thanked all for a job well done.

President's comments:

It's amazing how fast this year flew by. It's been three years since I first became a board member and I am still amazed at the number of volunteers that it takes to efficiently and effectively operate this community. Lucky for us that there are well over thirty of our residents that volunteer their time and energy to the community.

Sorrowfully, our community lost several of our residents this year, including Joan Semple, Gerry Richard, Frank Boyd, Marge Turner and Dick O'Connell.

On a brighter note, our community welcomed new residents Barbara Bramlette and Mary Irick, Paula and Frank Marinello, Beth and Ron Hasler, Judy Willis and Ioanna and Oswald Vallespir. Welcome to our family!

There are many thanks to give and the first is to my fellow board members for their dedication and support to this community. My thanks to Dave Pickersgill for minding the budget, keeping us solvent and for the exemplary work on developing our annual budget. To Vickie Hylton for the superb job of taking and distributing the minutes of each meeting (and reminding the other board members of action items!) and for the great work on publishing the monthly newsletter. To Jim Phillips for coordinating all Arbors work and resolving a multitude of issues. And, of course, to Dan Parker for his service to the community these past three years. Dan was a true asset to the board who always provided a fresh outlook on all topics.

And of course, to Kristen Isaksen, our NRP community representative, for managing our contractors and maintaining our community as a neighborhood we are all proud of. Last, but not least, thank you Jamie for your help to all our residents this year.

HIGHLIGHTS AND ACTIVITIES OF THE BOARD

- Clubhouse refresh completed!
- Suffield Meadows was named as the CAI Small Community of the Year
- Becht Engineering updated the reserve study.
- WWTP Valves have been replaced. Big thanks to the community for following the water restrictions during that time.
- Various maintenance issues in the Arbors, including hot water heaters, loose shutters, leaking windows, leaking pipes.
- Completed maintenance and repairs throughout the community including the pool fences, caulking and tile replacement at the pool, tree removal and replacement, tree pruning, sod replacement.
- Conservation Area/Prescribed Burn did not happen!

APPRECIATION

There are so many of our residents that volunteer their time and energy to our community that truly makes this a beautiful place to live. Hopefully I won't miss anyone, but if I do, please be assured that it's an honest mistake. So, in no order, here goes...

PAST BOARDS

Thanks to all the past Board members who worked so hard to produce the beautiful community that we all enjoy today. Without their dedication, perseverance and forethought, we wouldn't have this wonderful community.

WELCOME COMMITTEE

For years our new homeowners have been welcomed to Suffield Meadows by our one person "Welcome Committee". A big thanks goes to Sue Arnold for her time and energy ensuring that newly arrived residents feel at home. Sue delivers a welcome package to each new household and immediately makes new residents a part of our community. Thanks Sue!

SUFFIELD MEADOWS CUOA DIRECTORY

A huge thank you to Bev Batchellor and Vickie Hylton for updating, publishing and distributing the Suffield Meadows directory. Bev solicits updates and changes to the directory and ensures that all residents receive a copy. Not an easy task as the directory is printed alphabetically and by street address. This year, if the resident desires, Bev will include cell phone numbers as well as home numbers.

LANDSCAPE GROUP

A big thank you to Mary Lowe, Barbara Kluge and Maria Dominguez for hands-on pruning, weeding and planting of the common area landscape. Suffield Meadows is a beautiful community that all of us are proud to call home and these folks played a tremendous part in keeping it that way. Seasonal plantings include the front of each of the Arbors, the front entrance to the clubhouse and the Suffield Meadows entrance off route 29. A big thank you!

Two additional residents deserve a big thank you for identifying problems with our landscape and ensuring that our landscape contractor is performing. Thank you to Bob Lynch and Floyd Thompson for keeping the board apprised of pending concerns, such as dead or dying trees, and other matters relating to our landscape contract.

POOL GROUP

Suffield Meadows enjoyed another wonderful pool year thanks in large part to the efforts Linda and Floyd Thompson. Linda and Floyd coordinate the opening and closing of the pool on the summer weekends, answer questions and fill in whenever necessary. Volunteers maintain the pool during the week ends and clean the furniture at the beginning and end of the pool season.

Volunteers included Bev and Ken Batchellor, Gail and Bob Freie, Barbara Kluge, Mary Lowe, Sandra and Chris deRenourd, Kathleen and Bob Lynch, Joanna and Dan Parker, Phyllis and Bob Ardigo, Nancy Blanchard, Sandy Ludes, Tina Eastment, Vickie Hylton, Joyce and Bob Najjar, Jim Koehnke, Dick Gastley, Sue Arnold, Lorraine and Dave Pickersgill, and Kathy and me.

A big thank you to all these volunteers! And to Jamie, for maintaining the pool on week days throughout the season.

Also, thank you to Sandy Ludes for leading the water aerobics during the summer and the weekly exercise sessions during the winter. And to Joyce Najjar and Joyce Peterson for coordinating the Wednesday aqua fitness at the pool and the gentle Yoga on Thursdays at the fitness center. Thanks Sandy, Joyce and Joyce.

SOCIAL GROUP

Our community is very fortunate to have such an active social group! Each month this group has planned and executed parties and activities that brought the whole community together. This past year, the Social Group hosted 17 events, including the Valentine's Day Brunch, Ice Cream Social, Fourth of July BBQ, the Annual Christmas Party, the women's holiday luncheon and the first ever, men's holiday luncheon. We enjoyed a very special evening celebrating Suffield Meadows being named CAI's Small Community of the Year. Flag raising ceremonies on Memorial Day, Patriot's Day (September 11) and Veteran's Day are well attended with Tom Thompson leading us in song. Of course, the coffee and donuts were a welcomed treat.

Planning, advertising, organizing, ordering, setting up and cleaning up! A tremendous amount of work. Our thanks to Linda Thompson, Lorraine Pickersgill, Bert Boyd, Sandra deRenour, Ann Novak, Jackie Phillips, Lorraine Latka, Nancy Moore, Phyllis Ardigo, Kathleen Lynch, Nancy Blanchard, Marilyn and Charlie Wheeler, Sue Arnold and, of course, the co-chairs, Joanna Parker and Kathy Dunkin. Thank you all!

REFRESH GROUP

Starting over a year ago, a dedicated group of ladies met and decided that our 100 plus year-old farm house should be updated and formed the refresh group. These ladies designed improvements and presented ideas to the BOD to refresh the clubhouse to make it more usable for social functions and a place we could all be proud of. I am very pleased to announce that after many meetings, shopping trips and web searches, the refresh was completed this year. A big thank you to Kathy Dunkin, Joanna Parker, Linda Thompson, Nancy Blanchard, Vickie Hylton, Bev Batchellor, Ann Novak, Jean Delker and Lorraine Pickersgill.

SPECIAL THANKS

And I can't forget Jim Blanchard and his drone! Jim took the aerial pictures used on the Community Association of the Year poster in the clubhouse and identified several homes that had roof damage after one of the wind storms. And for the wide screen TV in the bar.

There are so many folks that deserve a thank you for organizing a multitude of activities, including the Suffield Meadows Ladies Luncheon, Hand and Foot, book clubs, Bunco groups and Poker nights that make this an amazing place to live and enjoy. And to those who help our neighbors every day. Those who provide rides, push wheelchairs, do some shopping, share emails and generally make this a great place to live.

OF SPECIAL NOTE

Please note that these groups and activities are open to all residents and everyone is encouraged to join. The Board of Directors meets for a work session on the second Thursday of each month and welcomes everyone at these sessions. Our general Board of Directors and Community Dialogue meetings are held on the fourth Tuesday of most months in the fitness center, except for December, February and July (no meetings).

TREASURER/BUDGET REPORT

Dave presented and explained the 2019 Budget (Handouts were issued with the explanation)

2019 Fees: Cottage's, \$421.00; Villa's, \$351.00; Arbors', \$453.00; ALF, \$4,204.00

- Dave explained the budget process and how the Board came to the 2019 Condo fees

- Most of the budget is based on contracts, which we have no control over.
- Nationwide increased the insurance premium for SMCUOA. The Board increased the Loss Assessment fee to \$10K to assist with keeping the condo fees at a lower rate.
- The Board also dismissed the aerating and over-seeding for 2019 to assist with lower fees.

ARBORS REPORT

In Jim's absence, John mentioned the Board's appreciation for the fine job he has done for the Arbors'.

SOCIAL GROUP REPORT

- December 8th, 5:30 p.m. ~ SMCUOA Holiday dinner will take place at the ALF. (Cost and reservation information will be sent via email and flyer)
 - Holiday "After Party" will take place immediately following our dinner. Gather at the Clubhouse for Eggnog and cookies. Bring an ornament for the SM Tree.
- December 19th, 11:30 a.m. ~ Ladies "pot luck" luncheon at the Clubhouse. Bring a dish to share and an ornament (\$10.00 value) to exchange. (ornament is optional but more fun to participate)
- December 20th ~ Men's luncheon. Sandwiches/coffee provided.

COMMUNITY SHARES/CARES

- *Toys for Tots* ~ Clint Mullen, Dan and Joanna Parker are our contacts for the Marine Corps. "Toys for Tots Program". Boxes are placed in the Clubhouse for collection of new, unwrapped toys. The boxes will remain in the Clubhouse until December 10th. Checks are acceptable. Make checks out to "**Toys for Tots**" (for donations) and leave with Clint Mullen or Dan and Joanna Parker. There is also a drop off location at a storefront between NAPA Auto and Sears in Warrenton.

COMMUNITY DIRECTORY

Bev Batchellor is preparing the 2019 directory. If you have updates (landline, cell phone or email) please inform Bev (Bev@batchellor.org OR 703-378-5986) If you have new neighbors, ask them to contact Bev OR someone on the Board with their phone and email information. When the directory is available a message will be sent through the Social Media.

COMMUNITY COMMENTS ~

- Bob Najjar requested an End of Year balance sheet be sent to owners.
- Residents requested Curb Appeal remove lawn clippings in a more responsible manner.
 - Lawn clippings are being left until end of day and clippings blow into garages/homes.
- Frank Slusser inquired as to what decides the level of reserves.
 - Dave explained it is based on the Reserve Study/Engineer assessments.

FYI

There is NO Board Meeting in December. The next Board Meeting will be January 22, 2019.

The next two Board Work Sessions will be December 13th and January 10th at 10 a.m. in the Clubhouse.

The Annual Meeting ended @ 8:20 p.m.

Respectfully submitted,

/s/ _____

Vickie Hylton, Secretary, SMCUOA