

Suffield Meadows Board of Directors
Work Session ~ via Zoom
April 8, 2021

Board Members Present: President, John Dunkin; Secretary, Vickie Hylton; Treasurer, Dave Pickersgill.
Absent: Vice President, Marvin Seldon; Member at Large, Keith Duda.

NRP, LLC Management Representative: Kristen Isaksen

The Clubhouse is closed due to COVID restrictions. The Board met in a *closed* Work Session while wearing masks and maintaining social distancing.

Residents were invited to view the Work Session via ZOOM. Mary Lowe, Michelle Baker and Bob Lynch joined the meeting via Zoom.

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

APPROVAL OF MINUTES

Dave motioned to accept the minutes of ZOOM Work Session March 11, 2021. Vickie seconded the motion. All were in favor. Motion passed.

REPORTS TO BOARD OF DIRECTORS

UPDATES ~

- **VA Waters/Wetlands** completed the first quarter inspection of the dry ponds and are found to be draining properly.
- **Full Service** has completed the list of items approved in March 2021.
 - Blue curbing at Arbor I&II
 - Elevator and trash chute painted
 - Flagpole: Halyard replaced
 - Visitor parking stencil in front of Arbors
 - Excess soil removed and replaced with sod at Arbors I back stairway.
- **Solar lights** installed along rear of Arbors I and stairs to parking area, for emergency lighting.
- **TruGreen** applied the pre- and post- emergent to all areas on April 5th and 6th. Communication was sent to the community on March 31st.
- **VSC Residential Inspection charge ~ NRP, LLC** will apply the \$82.50 fee for the inspection and replacement of outdated gauges to Unit sprinkler systems in the Villas and Cottages on May 1st.
 - Several owners have already sent payment for the inspection. This payment will remain a credit on their account until the charge is applied.

ACTION ITEMS ~

- **Ratify Lambert Plumbing repair in Arbors I** ~ Dave motioned to ratify the previously approved, via email, Lambert Plumbing proposal to repair the mail pipe, running within the drop ceiling, found leaking (\$1340.00, Acct. #31010). Vickie seconded the motion. All were in favor. Motion passed.
- **Ratify Curb Appeal, street sweeping** ~ Dave motioned to ratify the previously approved, via email, Curb Appeal proposal to remove sand, due to winter snow and ice, from all the roadways in the community (\$1920.00, Acct. # 73145). Vickie seconded the motion. All were in favor. Motion passed.

- **TYL, Arbors I-111 Water Intrusion Repair** ~ Windows were replaced at Arbors I, Unit 111 due to water coming into Unit. Upon further inspection, the sunroom exterior needs to be caulked and sealed after large cracks were found.
 - This item was tabled, at this time. The Board would like both buildings reviewed for caulking issues. Bids are being accepted.
- **ARC approved for 6752 Suffield Lane.**
- **Arbors I foundation leveling** ~ NRP, LLC and the Board continue to receive updates concerning the repairs to Arbors I foundation. JES is in the Engineer Preparation Phase. It may be another 4-8 weeks before any work can begin. Arbors I owners/residents will be kept apprised of the situation.
- **Opening of SMCUOA Amenities** ~ The Governor of Virginia has imposed certain restrictions due to the COVID-19 virus. SMCUOA must follow these guidelines.
 - *SMCUOA will once again check with counsel and insurance agent, as to opening safely.*
 - *As of now all amenities will remain closed.*
 - *This subject will be revisited as changes to Virginia's Executive Orders change.*

The Work Session ended at 11:30 a.m.

Respectfully submitted,

_____/s//____

Vickie Hylton, Secretary