

Suffield Meadows Board of Directors
Work Session ~ via Zoom
May 13, 2021

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

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. Several owners/residents attended, via ZOOM, including Charlie and Nancy Moore, Bob and Kathleen Lynch, Nancy Blanchard, Michelle Baker, Ken and Bev Batchellor, Sue Arnold, Sandy Ludes, Ginny Osborne, Tom and Linda Thompson, others (not named) may have been present.

John opened the meeting at 10:02 a.m.

APPROVAL OF MINUTES

Dave motioned to accept the minutes of ZOOM Work Session April 8, 2021. Keith seconded the motion. All were in favor. Motion passed.

REPORTS TO BOARD OF DIRECTORS

UPDATES ~

- **Bridge Inspection** ~Management requested that **Full Service** inspect and provide a proposal for repairs of boards/planks on the long and short bridges. Management will share when provided
- **VSC Owner/Resident Charge** ~ Villa and Cottage owners/residents have been charged for the Fire Sprinkler inspection and valve changes (\$82.50 each). This charge must be paid separately. It is not included in the monthly fee.
- **Schindler Elevator** ~ was called May 1st due to an emergency at The Arbors. The Friday night storm caused electric failure to the elevators and they were inoperable. Schindler installed new batteries.
- **Arbors I** ~ garage ceiling anchors collapsed and caused ceiling tiles to fall. Four tiles fell. Luckily, no cars were damaged. **Full Service** set new anchors in the concrete ceiling for stability and replaced tiles.
- **Resident complaint:**
 - **Noise in an above residence caused by walking on wood floors.**
 - Management investigated and while no ARC was on file, additional oriental rugs and padding were on floors. Noise reducing underlayment was installed under wood floors, as well. It was determined noise reducing code has been met. Owner was also asked to provide an ARC.
 - **Speeding through community.**
 - Owner/resident said she was almost hit by a speeding car.
 - The Board acknowledges this is a problem and every opportunity is taken to inform all owners/residents of the speed limit and stop signs.

ACTION ITEMS ~

- **Ratify Full Services (Miscellaneous items)** ~ Dave motioned to approve the previously approved, via email, Full Service proposal to repair several items, listed below. (\$619.00 Acct. #31010 for Arbors items and #31100 for signs) Keith seconded the motion. All were in favor. Motion passed.
 - **Cut and install** garage ceiling tiles, **Fix** parking wheel stop, **Replace** electric for Arbors I&II garage lights, **Install** 5 sign & posts.
- **Ratify Sign Purchase** ~ Dave motioned to approve the previously approved, via email, Full Service proposal to purchase and install 5 No Trespassing signs and 5 sign posts (\$596.30 Acct. # 31100) Keith seconded the motion. All were in favor. Motion passed.
- **Ratify New HMI Screen** ~ ESS notified the Board and Management on April 16th of a pipe break at the WWTP pump house which caused damage to the HMI screen. Dave motioned to approve the previously approved, via email, ESS purchase and install of replacement screen. Purchased May 4th and Installed May 5th. (\$3122.00 Acct. #32700) Keith seconded the motion. All were in favor. Motion passed.
- **Elite Air HVAC Repairs** ~ During the recent Quarterly HVAC inspection, Elite Air noted several items in need of repair. Dave motioned to accept Elite Air's proposal stating 8 concerns and recommendations. (\$433.00 Acct. #31020, Common Elements and \$2252.76 Acct. #31010, Arbors for a total of \$2685.76) Keith seconded the motion. All were in favor. Motion passed.
- **Arbors II, Hallway Repair** ~ Dave motioned to accept Full Services proposal to repair two areas located in Arbors II second floor ceiling. Roof leak caused dry wall damage. (\$1449.00 Acct. #76070). Keith seconded the motion. All were in favor. Motion passed.
 - Repairs will be completed when roof leak is repaired.
 - King Contracting will be onsite May 4th to inspect roof/provide proposal for review.
- **Arbors I-111, Water Intrusion Repair** ~ Windows were replaced in Arbors I, 111. Further inspection found large cracks in the sunroom exterior and needs to be caulked and sealed. TYL will remove old sealant, as needed, around trim boards, panels and panel molding ledge boards. TYL will apply new caulk/sealant, where removed. This will be done to both floors. Dave motioned to accept TYL's proposal. (\$1250.00 Acct. #31010) Keith seconded the motion. All were in favor. Motion passed.
- **Arbors II-106, Investigate Water Intrusion** ~ TYL provided a proposal to investigate water intrusion at the bump out. TYL will remove picture mold trim, recessed panel and trim board to see if Tyvec and/or flashing was installed at initial build. Dave motioned to accept TYL's proposal to investigate. (\$500.00 Acct. #31010) Keith seconded the motion. All were in favor. Motion passed.
 - The Board requested Management check with TYL to see if any of the \$500.00 for inspection would be applied to final repair.
- **Patio Box** ~ An Arbors resident asked for approval to place a patio box in front of her car to store fold up chair and small items.
 - The Board faced a similar issue concerning storage in front of cars in Arbors' garages, a few years ago. There were Bicycles, Grocery carts and other items stored between the cars and walls. The Board received several complaints, at that time. It was determined that nothing was to be stored other than in storage areas or owner unit.
 - After extensive discussion, the request was denied.
- **ARC Application Process** ~ FYI...NRP, LLC has a new application process. There is now an ARC Application manager who receives/reviews all ARC's to assure all documents are provided prior to posting on the Portal for Board Review.

COMMUNITY DISCUSSION

- **Owners/residents, via ZOOM, inquired why the “No Trespassing” signs were installed.**
 - The Board has received many phone calls and notices concerning unrecognized cars and persons in our community. There is actually a paver walkway that a resident of Snow Hill constructed into our Conservation Area to allow them to enter SMCUOA over a marshy area. Snow Hill was notified and asked to remove pavers. Personnel from SM has done most of the removing! SM is a Private Property and does not allow for anyone other than owners/residents to use the paths and streets. There ARE signs that state no trespassing, no parking and no solicitations. These signs are not being observed. At least the new sign has been noticed.
- **Speed Limit ~**
 - SMCUOA has a speed limit of 15 m.p.h. within the confines of our community. This speed limit is to be observed by everyone coming into and leaving our community. Owners/residents, relatives, visitors, private care workers and contractors are asked to obey this speed limit.
- **Owners/residents, via ZOOM, inquired about opening the Pool and Clubhouse.**
 - Due to staffing issues, Payne Pools is unable to remove the pool cover or chemically treat the pool water until the week of June 11th at the earliest.
 - SMCUOA must continue to follow the guidelines mandated by Governor Northam. Restrictions are continuously being updated. A resident volunteered to develop a proposal for the board to safely open the pool. The board will review and make a decision following CDC guidelines and Virginia mandates.
 - The Board will apprise the community of any change affecting our community.

The Work Session ended at 11:55 a.m.

Respectfully submitted,

_____/s/____

Vickie Hylton, Secretary