

**Suffield Meadows Board of Directors**  
**Work Session**  
**July 8, 2021**

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

NRP, LLC Management Representative: Kristen Isaksen

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

**APPROVAL OF MINUTES**

Marvin motioned to accept the minutes of ZOOM Work Session June 10, 2021, and Board meeting June 22, 2021. Dave seconded the motion. All were in favor. Motion passed.

**REPORTS TO BOARD OF DIRECTORS**

**UPDATES ~**

- **Full Service's Bridge Repair** ~ A large majority of repairs have been completed. Full Service is on schedule to be completed by next weekend, July 17<sup>th</sup>.
- **Arbors II Roof Repair/Drywall Repair** ~ King Contracting has completed roof repair in Arbors II. Full Services, also, has completed the dry wall repair.)
- **Arbors I Foundation Repair** ~ JES provided a schedule for Arbors I foundation project. A communication was sent to the community as well as schedule. The four (4) units affected were sent detailed information, as well.
- **Fauquier County Water and Sanitation Authority Increase** ~ SMCUOA received communication from FCWA stating a 3% rate increase will be effective as of July 1, 2021. The 3% rate increase was deferred from the July 1, 2020, increase, due to COVID-19.

**ACTION ITEMS ~**

- **Ratify Quintero Construction Flagpole Repair** ~ Quintero Construction completely repaired flagstone/installed a new flagpole at the Clubhouse, after being accidentally knocked over. The invoice was provided to the resident and posted to the account. ~ Dave motioned to ratify the previously approved proposal, via email, from Quintero Construction. (\$2555.00 Acct. #73145 but amount will be reimbursed). Marvin seconded the motion. All were in favor. Motion passed.
- **Ratify Full Service's Additional cost to Bridge Repairs** ~ Dave motioned to ratify the previously approved proposal, via email, from Full Service, for additional supplies/labor to SM Bridge Repair. (\$2875.00 Acct. #32000). Keith seconded the motion. All were in favor. Motion passed.
- **Full Services Pool House and Clubhouse Repairs** ~ Dave motioned to accept two proposals from Full Service:
  - Proposal to repair concrete threshold at Pool house (\$325.00 Acct. #75100)
  - Proposal to repair front door at Clubhouse due to wood rot. Trim will be replaced and painted. (\$649.00 Acct. #73145)

- **Arbors II Siding repair/Window installation** ~ SMCUOA received a proposal from TYL to repair siding/trim around 8 large bump outs and 4 small bump outs and new window installation to Arbors II. After discussion it was agreed the repairs were very costly. The Board requested Management to request additional bids.
- **Keys to Clubhouse/Amenities** ~ Several residents have requested duplicate keys. Discussion ensued. Upon purchase, a key to the clubhouse, fitness center and pool, (one key opens all) is issued to each homeowner. If a key was not provided by the seller, it should not become the new owner's issue. Residents asking for a duplicate key in case theirs was lost will be charged for an additional key. Dave motioned to charge a replacement key fee of \$10.00. No key fee will be charged to new move-ins. Keith seconded the motion. All were in favor. Motion passed.
- **Arbors I carpet odor** ~ A resident complained of a carpet odor in Arbors I due to a previous leak. Homeowner had the carpet treated. Management checked out the odor and found none at this time.
- **SM Pool** ~ Opening the pool to non-owner/residents was discussed. Officers attended a WMCCAI Webinar. Pool openings in Condominium Associations was discussed.
  - There are several reasons NOT to open a pool!
    - Social distancing
    - Non- vaccinated persons using pool
    - Children under 12 not able to be vaccinated
    - We are NOT allowed to ask persons if they have been vaccinated
    - Transferring COVID
  - It was determined that use of Pool will remain restricted to owners/residents ONLY.
    - Continue to practice disinfecting, mask wearing, social distancing
- **NO Smoking?** ~ July 1 marks the legalization of Marijuana! The Board asks that Management check with Legal as to our rights within this new law.
- **Occupancy?** ~ The Board asks management to request occupancy numbers. Numbers will be posted.
- **ARC 6650 Suffield Lane** ~ Marvin motioned to approve. Keith seconded the motion. All were in favor. Motion passed.
- **No trespassing signs** ~ The Board discussed moving the "No Trespassing" sign at the front entrance. It was decided to move the sign up the road a bit closer to the guard rail. Management will have the sign moved.

The Work Session ended at 11:35 a.m.

Respectfully submitted,

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Vickie Hylton, Secretary