

Meadows at Morris Farm Board of Directors Meeting Minutes

November 21, 2019

I. Call to order

Adjournment

called to order the regular meeting of the MMF BoD at 7:20 pm on November 21, 2019 at Glenkirk Elementary School.

II. Roll call/establish quorum

Victoria Swanson conducted a roll call. The following members of the BoD were present:

- Dana Alexy
- Kristy Byrd
- Christopher Newman
- Kim Sullins
- Victoria Swanson

The following homeowners were present:

- Robert Gillette [14327 Broadwinged Drive]
- Jennifer Oister [8932 Yellowleg Court]

III. Executive session

IV. Approval of minutes

Tracey Schaefer, SFMC, noted that the October meeting was an annual meeting; the meeting minutes will be approved at the following annual meeting. There was no regular Board meeting in October 2019.

V. Appointment of officers

Ms. Swanson motioned to approve the appointment of the following officers. Ms. Alexy seconded. All in favor.

- President: Dana Alexy
- Vice President: Victoria Swanson
- Treasurer: Chris Newman

- Secretary: Kim Sullins
- Director: Kristy Byrd

VI. Resident open forum

- Homeowner inquired about a damaged tree in her yard and removal/replacement process per guidelines [8932 Yellowleg Ct.]
- Activities committee chair inquired about any changes to the committee with the election of the new board. Ms. Swanson committed to remain as the liaison between the BoD and the Activities Committee.

VII. Committee reports

- None

VIII. Financial management

- Review of October statement.
- ACTION: Per a unanimous request of BoD members, Ms. Schaefer to coordinate a date/time and location for a year-end review of financials and schedule quarterly reviews of the annual budget (to be placed on meeting agendas). The year-end review is to be a working session, appropriately coordinated with Reserve Advisors and with proper advance notification sent to homeowners.
- Mr. Newman motioned to approve the FY2020 Draft Budget. Ms. Byrd seconded.
 - Votes: 4 in favor (Alexy, Byrd, Sullins, Swanson), 1 nay (Newman)
 - ACTION: Ms. Schaefer is to provide the BoD with the job description of the proposed on-site administrator.

IX. Unfinished business

- Committee charters (Covenants and Grounds): tabled

Note: Ms. Swanson departed the meeting at 8:55 pm.

X. New business

- Contracts review
 - Snow removal: Ms. Byrd motioned to approve. Mr. Newman seconded. All in favor

- Catbird Drive SWM pond cleanup/maintenance: tabled
- Outstanding Architectural Applications:
 - 14013 Indigo Bunting (fence): Approve with variance
 - 14298 Sharpshinned (fence): Approve as is
 - 14108 Flicker (patio): Approve as is
 - 8808 Redtailed (walkway, landscaping): Approve as is

XI. Adjournment

Mr. Newman motioned to adjourn at 8:59 pm. Ms. Byrd seconded. All in favor.

Minutes submitted by: Kim Sullins

Minutes approved by: Name