

Meadows at Morris Farm Board of Directors Meeting Minutes

March 19, 2020 (actual date 4.1.2020)

I. Call to order

Dana Alexy called the informational meeting to order at 7:03 pm on April 1, 2020 via telconference (due to COVID-19-related guidelines from CDC and Virginia Government on in-person meetings; agenda adjusted to reflect need for unanimous consent on motions).

II. Roll call/establish quorum

Not applicable. Email votes must be unanimous for approval. For each motion, indicate your vote to approve or not in favor.

III. Approval of agenda

MOTION: To approve the agenda for March 19, 2020 meeting.

Mover: Victoria Swanson

Second: Kim Sullins

Vote in favor (must be unanimous to approve):

- Dana Alexy: approve
- Victoria Swanson: approve
- Kristy Byrd: approve
- Kim Sullins: approve
- MOTION PASSES

IV. Approval of minutes from previous Board meeting

MOTION: To approve the agenda for the Regular Board of Directors meeting on February 13, 2020 meeting and the Special Meeting held on February 27, 2020.

Mover: Kim Sullins

Second: Kristy Byrd

Vote in favor (must be unanimous to approve):

- Dana Alexy: approve
- Victoria Swanson: approve
- Kristy Byrd: approve
- Kim Sullins: approve
- MOTION PASSES

V. Community Inspection Services Presentation

Presentation and discussion with CIS representative.

ACTION: SFMC to request quote from CIS to include landscaping/instant curb appeal add-on to annual maintenance package (twice per year during growing season).

Intervals between inspection: door hanger as 1st notice; 15 days to letter; 15 days to hearing.

ACTION: SFMC to put CIS proposal on April Agenda (expect proposal to vote on via email/unanimous consent)

VI. Resident open forum (No homeowners present for open forum)

VII. Financial Management

- February 2020 Financial Statements (insert any points of discussion/questions below)
 - Dana Alexy: none
 - Victoria Swanson: none
 - Kristy Byrd: none
 - Kim Sullins: Requested more detailed investment statements moving forward.
- Audit and Tax Preparation proposals
 - Dana Alexy: none
 - Victoria Swanson: none

- Kristy Byrd: none
- Kim Sullins: none

- **2019 Draft Audit**

MOTION: To approve Goldklang for 2020 and 2021 audit services and tax preparation.

Mover: Victoria Swanson

Second: Kim Sullins

Vote in favor (must be unanimous to approve):

- Dana Alexy: approve
- Victoria Swanson: approve
- Kristy Byrd: approve
- Kim Sullins: approve
- MOTION PASSES

VIII. Manager Update

- Doody Calls Proposal to increase service to pet waste stations (by request of BoD)

MOTION: To increase service to twice per week to 5 stations as proposed by Doody Calls, not to exceed \$2405.

- Mover: Victoria Swanson
- Second: Dana Alexy
- All in favor:
 - Kim: Approve
 - Dana: Approve
 - Victoril: Approve
 - Kristy: Approve

- MOTION PASSES

IX. Committee Reports: TABLED for April BoD meetings

X. Unfinished Business

- **Pool Fence Repair/Replacement Matrix**

DISCUSSION:

- Dana Alexy: With the delay in pool opening due to stay at home orders in place until June 10, I would like to explore fence replacement in conjunction with phase 1 of concrete replacement. I'm fine with repairing to get the pool open in June but would like us to still address full fence and phase 1 concrete replacement so that the work can be done at the end of the pool season this year.
- Victoria Swanson: Recommend fence repair and look at other options to fix the trip hazards and postpone Phase I. Foam jacking or mud jacking
- Kristy Byrd: recommend repair option for this pool season
- Kim Sullins: Recommend the repair option for this pool season, to revisit for longer term action in conjunction with concrete replacement project.

MOTION: To execute fence repair option in the amount of \$1395 from KPS as proposed, contingent upon project completion by pool opening.

Mover: Victoria Swanson

Second: Dana Alexy

Vote in favor (must be unanimous to approve):

- Dana Alexy: approve
 - Victoria Swanson: approve
 - Kristy Byrd: approve
 - Kim Sullins: approve
 - MOTION PASSES
- **NV Pools Maintenance Review**

DISCUSSION:

- Dana Alexy: Concur with Victoria's recommendations: approve all except mesh safety cover storage fee and test results display board. Also agree with Kim, that we would like NV to provide a forecast for maintenance/repairs before we enter into budget discussions for next fiscal year.
- Victoria Swanson: Approve all except for Storage fee of cover \$325
- Kristy Byrd:
- Kim Sullins: Concur with Victoria's recommendations. I would like for NV to help us do a better forecast for maintenance/repairs at the end of the pool season for the coming year, so we can better budget for it. The bigger ticket items on the list should not have been a surprise, but they don't appear accounted for in our annual budget.

MOTION: To approve the NV Pools Maintenance Review Proposal with the exception of line items for the Mesh Safety Cover Storage Fee (\$325).

Mover: Victoria Swanson

Second: Kim Sullins

Vote in favor (must be unanimous to approve):

- Dana Alexy: approve
- Victoria Swanson: approve
- Kristy Byrd: approve
- Kim Sullins: approve

MOTION PASSES

- **Catbird Drive Trailhead Landscaping Proposals** (no new information)
 - Table
- **PWCSA Damage Issue** (insert any points of discussion/questions below)
 - Dana Alexy: Agree with Kim.
 - Victoria Swanson: Agree w/Kim

- Kristy Byrd:
- Kim Sullins: Agree with PWCSA proposal to pave the area highlighted in board packet, with confirmation from PWCSA that the new pavement will prevent vehicles from turning around at the bottom of the hill.

XI. New Business

• Treasurer Appointment

- MOTION: To appoint Kim Sullins to the vacant Treasurer position on the Board of Directors.
- Mover: Dana Alexy
- Second: Victoria Swanson
- Vote in favor (must be unanimous to approve):
 - Dana Alexy: Approve
 - Victoria Swanson: Approve
 - Kristy Byrd: Approve
 - Kim Sullins: Abstain

• Pool Concrete Replacement

DISCUSSION:

- Dana Alexy: What are our chances of getting other proposals from concrete contractors with pool expertise/knowledge? We have two now - NV @ \$61,488 and Dominion Paving @ \$44,882 for phase 1 section of pool deck. That's a significant difference. Dominion states they aren't responsible for any piping or conduit damaged during demo of existing concrete - what happens if they do damage it, will they charge to repair/replace or will they engage someone like NV to repair/replace?
- Victoria Swanson: none
- Kristy Byrd: none
- Kim Sullins: none

ACTION: SFMC to get more information on foam jacking/concrete repair options.

MOTION: Tabled for more information

Mover: n/a

Second: n/a

Vote in favor (must be unanimous to approve):

- Dana Alexy: n/a
- Victoria Swanson: n/a
- Kristy Byrd: n/a
- Kim Sullins: n/a

- **Pool Opening Preparations** (insert any points of discussion/questions below)

- Dana Alexy: For what and when will we see proposals for this work? For example, landscape inside the pool needs to be addressed, will Brightview be providing recommendations/proposals? And some of the landscaping may be impacted by the concrete work.
 - Pool rules -- Looks like some comments from Victoria in the previous draft. Were these addressed? Or still need to be?
- Victoria Swanson:
- Kristy Byrd:
- Kim Sullins:

- **ARC Applications**

- 14138 Catbird (deck): Approved via email
- 14159 Catbird (patio & landing): Approved via email
- 8958 Junco (deck): Approved via email
- 8913 Kingbird (deck): Approved via email

- 14210 Ladderbacked (fence & gate): Approved via email
- 14289 Ladderbacked (patio & firepit): Approved via email
- 8948 Yellowleg (deck enclosure): Approved via email
- 14313 Broadwinged Dr. (fence):
 - Dana Alexy: approve
 - Victoria Swanson: Approve
 - Kristy Byrd:approve
 - Kim Sullins: approve
- 8816 Songsparrow (deck):
 - Dana Alexy: approve
 - Victoria Swanson: Approve
 - Kristy Byrd:approve
 - Kim Sullins: approve
- **Scheduling of April Meeting (tentatively scheduled for 4/16/2020):**
 - Dana Alexy: 4/16 at 7 pm by conference call
 - Victoria Swanson: 4/16 at 7 pm by conference call
 - Kristy Byrd: 4/16 at 7pm by conference call
 - Kim Sullins: 4/16 at 7 pm by conference call

XI.Executive Session (discussions and vote via unanimous consent over email)

XII.Adjournment

Dana Alexy motioned to adjourn at 9:09 pm on April 1, 2020, having conducted all agreed upon business via email collaboration as reflected in this document.

Second: Kim Sullins

Minutes submitted by: Kim Sullins

Minutes approved by: Name