

**Meadows at Morris Farm
Minutes of the Board of Directors' Meeting
Teleconference Meeting Hosted by SFMC
June 11, 2020**

BOARD MEMBERS PRESENT:

Dana Alexy, President
Victoria Swanson, Vice President
Kim Sullins, Treasurer
Kristy Byrd, Director
Tim Kirkpatrick, Director

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

Tracey Schaefer, Community Manager, SFMC
Jennifer DelVecchio, Recording Secretary
A list of attendees is attached to these minutes

CALL TO ORDER: Ms. Alexy called the June 11, 2020 Meadows at Morris Farm Board of Directors' Meeting to order at 7:01 p.m.

ROLL CALL/VERIFICATION OF QUORUM: Roll call was taken and the presence of a quorum was established. Due to the guidelines provided by the attorney, all decisions and motions made by the Board during this teleconference, must be unanimous. This decision follows the community's governing documents for email decisions and votes.

APPROVAL OF AGENDA: There were no amendments to the Agenda.

MOTION was made by Ms. Alexy and seconded by Ms. Sullins, to approve the Agenda as written. The motion passed (5-0-0).

APPROVAL OF MINUTES: There were no corrections to the minutes of the May 14 and May 26, 2020, Board meetings.

MOTION was made by Ms. Alexy and seconded by Ms. Swanson to approve the minutes for the May 14 and May 26, 2020, Board meetings as written. The motion passed (5-0-0).

RATIFICATION OF UNANIMOUS WRITTEN CONSENT IN LIEU OF A BOARD MEETING:

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MOTION was made by Ms. Alexy and seconded by Ms. Sullins to ratify unanimous written consent, dated May 27, 2020, to appoint Mr. Timothy Kirkpatrick to the vacant Board seat to serve out the remainder of the seat term for one year. The motion passed (5-0-0).

MOTION was made by Ms. Alexy and seconded by Ms. Swanson to accept the proposal for Account #111004640 contingent on an agreed settlement order to be entered at the return on July 23rd. This ensures debtor makes at least two payments prior to the settlement order going to court. The settlement order outlines the payment plan; if the debtor doesn't comply after the settlement order is entered. legal counsel will file a show cause at which the owner will have to explain why the payment was missed or face contempt charges. If debtor doesn't comply with returning the order and making two payments prior to the return date, legal counsel will request a judgement. The motion passed (5-0-0).

RESIDENT OPEN FORUM:

Mr. Smayda had questions regarding a fence that his neighbor built. His questions were relative to the maintenance, setbacks and upkeep of the fence. Ms. Alexy addressed his concerns and advised that this issue was on the docket for ARC review. She also advised that the homeowner installing the fence is responsible for the maintenance and upkeep of the fence and the trimming of grass or weeds along the fence line both inside and out.

FINANCIAL MANAGEMENT: Ms. Schaefer presented the following summary of the financial statement. Total operating cash is \$208,555.00 against liabilities of \$57,101.00. The Reserve Account is currently \$1,366,920.00. The expenses have come in at \$79,237.00 under budget for the year to date, mainly due to savings so far in Activities, Expenses and Snow Removal. Also an increase in legal fee reimbursement, late feeing income, interest income. A little less than expected was spent on collections, some pool savings as well as some utility savings. Retained Earnings or Unappropriated Members Equity is \$176,678.00 which is about 23% of yearly assessment. Delinquency rate is 6.2% which has improved over the past few years. Currently operating on a surplus and cash flow is \$204,219.00. Ms. Sullins requested a meeting with SFMC Accounting staff to address some questions.

COMMITTEE REPORTS:

Grounds Committee: Ms. Onara discussed shrubbery removal at the trailheads. A Community Clean-Up was discussed. Keep Prince William Beautiful is an organization that provides all the equipment necessary for a community clean up project. Tree trimming of trees with low hanging branches over sidewalks was also discussed. Property owners are responsible for trimming trees that are on their property. Brightview had been asked to provide a quote for

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an assessment of trees on the north side of Morris Farm. No assessment has been received to date.

Activities Committee: Ms. Fecko advised the Board that a few activities are under discussion but the limitations of COVID-19 restrictions are a major consideration. Ms. Swanson thanked the committee for putting up the graduation banners.

UNFINISHED BUSINESS:

Pool Survey Results: Ms. Sullins reported that an informal Pool Survey was completed. 214 homeowners responded. Of those responses 55% said they did not want the pool to open under Phase 2 guidelines due to the stringent restrictions. A count of 41 homeowners showed an interest in volunteering to work on a committee. These homeowners will be contacted in the near future.

Phase 2 Guidelines: The Governor of Virginia released the Phase 2 Guidelines for Opening Pools on June 2 with an implementation date of June 12. They are much more stringent than what was earlier anticipated. NV Pools, the community's contractor, has advised that they will not enforce the guidelines as it is not in their contract. Additionally, NV Pools advised that they need two weeks after the decision to open to ramp up for the opening. The Board discussed all the ramifications of opening under Phase 2 (i.e., legal issues, liability and insurance concerns, increased cost vs limited use, etc.).

MOTION was made by Ms. Alexy and seconded by Mr. Kirkpatrick to continue to keep the pool closed through Phase 2 and reassess at the next Board meeting on July 9 for Phase 3. The motion passed (5-0-0).

Pool Concrete and Pavers: Four proposals were received. The scope of all of them is comparable. The Board asked for clarification of some issues with regard to the proposals received. Ms. Sullins compiled a spreadsheet with each of the bidders respective info to compare the quotes. This is an on-going issue and will be addressed again at the July Board meeting.

Playground Inspections/Repairs: Proposals were received too late for review and decision at this meeting. This issue was tabled to the next meeting.

Eagle Scout Project: Griffin Bennett provided additional information for the Board. The Board would like more time to discuss this issue. This issue was tabled to the next meeting.

Design Guidelines: Ms. Sullins has been doing preliminary work on a revised set of guidelines. This issue is a work-in-progress and was tabled to the next meeting.

Landscaping Issues: There has been a new account manager assigned to the community, however, the lack of performance and staffing issues continue to be a problem. The

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Board will be sending a letter to Brightview to formally document the shortcomings and their failure to comply with the contract. The Board has extended an invitation to Brightview to come to the next Board meeting to discuss these issues with the Board.

NEW BUSINESS:

SFMC Annual Maintenance Inspections: The Board decided against going with a 3rd party vendor for curb appeal inspections. The Board decided to move forward with the annual inspections the week of 29 June - 3 July. A postcard will be mailed out to all homeowners.

Catbird Storm Water Management Pond Fence Replacement: There has been no official response from the county as to what they are planning to do about the fence. The Board discussed options. They asked Ms. Schaefer to go back to the county to ask them not to install any type of change link fence.

PWCPD 2019 Security Assessment: The assessment was completed and has been provided to the Board for review. The landscaping around the trailhead at the pool was specifically sited as a security risk. Homeowners have seen an increase in questionable activity in that area. The Board asked Ms. Schaefer to get proposals to remove the dead bushes, open up this area and clean up all the other trailheads.

Irrigation Repair Proposals: Brightview submitted a proposal for irrigation system repair. The Board discussed and reviewed the proposal.

MOTION was made by Ms. Alexy and seconded by Ms. Sullins to approve the Brightview proposal to repair the irrigation system at \$5,515.51. The motion passed (5-0-0).

ADJOURNMENT: Meeting was adjourned by unanimous consent at 9:36 p.m.

List of Attendees: The following list of attendees is in addition to the Board members and Property Manager.

DRAFT

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Jennifer Oister
Jodi Remsen
Emily Phuong
Sarah
Holly
Troy Criser
Lisa Allis
Ryan
McDonald
Christi Jones
Meredith
Scott Smayda
Allson Onara
Jonathan Carter
Katie Cusson
Greg Sanderson
Erika Fecko
Christopher Costanza
Susan Townsend