Meadows at Morris Farm
Minutes of the Board of Directors' Meeting
Teleconference Meeting Hosted by SFMC
August 13, 2020

BOARD MEMBERS PRESENT:
- Dana Alexy, President
- Victoria Swanson, Vice President
- Kim Sullins, Treasurer
- Kristy Byrd, Director (left meeting at 8:15 p.m.)
- Tim Kirkpatrick, Secretary

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:
- Tracey Schaefer, Community Manager, SFMC
- Jennifer DelVecchio, Recording Secretary
- Rob Ellison
- Jennifer Oister
- Allison Onaran
- Katie Cusson
- Emily Fong

I. CALL TO ORDER: Ms. Alexy called the August 13, 2020 Meadows at Morris Farm Board of Directors' Meeting to order at 7:02 p.m.

II. 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.

III. APPROVAL OF AGENDA:

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

IV. APPROVAL OF MINUTES: There were two corrections to the minutes of the July 9, 2020. Board meeting.

MOTION was made by Ms. Alexy and seconded by Ms. Swanson, to approve the minutes for the July 9, 2020, as amended and the July 22, 2020 minutes as presented. The motion passed (5-0-0).

V. <u>RATIFICATION OF UNANIMOUS WRITTEN CONSENT IN LIEU OF A BOARD MEETING:</u>

MOTION was made by Ms. Swanson and seconded by Ms. Alexy to ratify the following unanimous written consents:

- July 15, 2020 - To accept the 17-month proposal from HLS for grounds maintenance service August 1 2020 - December 31, 2020 for $52,740, and service January 1, 2021 - December 31, 2021 for $128,820.

- August 5, 2020 - To reimburse Acct #111005310 for a $1,000 insurance deductible related to fallen tree.

- August 7, 2020 - To accept ProArbor's proposal dated August 4, 2020 for removal of trees adjacent to Flicker Ct. for an amount not to exceed $1,500.

The motion passed (5-0-0).

VI. <u>RESIDENT OPEN FORUM:</u> There were no comments from residents.

VII. <u>FINANCIAL MANAGEMENT:</u> Ms. Sullins had several questions regarding the financials. Ms. Schaefer will provide answers to Ms. Sullins questions and will set up a consultation appointment for Ms. Sullins with the accountant.

A. 2021 Draft Budget: Ms. Schaefer had provided the Board with an initial draft budget. The Board will review and continue discussion with Ms. Schaefer to finalize the budget.

B. Morgan Stanley CD: Ms. Schaefer recommended the laddered CD approach.

MOTION was made by Ms. Sullins and seconded by Ms. Alexy, to continue the laddered CD approach with Morgan Stanley. The motion passed (5-0-0).

VIII. <u>COMMITTEE REPORTS:</u> The Board established Board liaisons for each of the committees as follows:

Activities Committee:	Ms. Alexy and Ms. Swanson
Ground Committee:	Ms. Sullins and Mr. Kirkpatrick
Pool Committee:	Ms. Alexy and Ms. Swanson
Communications Committee:	Ms. Alexy and Ms. Swanson

A. <u>Activities Committee:</u> Jennifer Oister reported that two informal polls were conducted on the Facebook page. The results are noted below:

Yard Sale: There were 47 responses, 32 yes, 8 maybe, 7 no. A date will be determined and the community will be notified.

Drive In Movie Night: There were 78 responses, 41 yes, 18 maybe, 19 no. The activities committee presented a plan for a community Drive-In Movie Night. The Board discussed the particulars. A notice will be sent out to the community with specific date and time.

Activities Committee Budget: The Activities Committee presented a budget for the remainder of 2020. Discussion was held with the Board for the 2020 Activities Committee Budget and the projected costs for 2021.

Storage Recommendation: No decision has been reached on this issue. This will be tabled to the next administrative meeting. Ms. Schaefer will look into the cost of POD Storage.

B. **<u>Pool Committee:</u>** Ms Cusson reviewed the recent activities of the pool committee.

Pool Project Recommendations:

Concrete Deck Replacement: Estimates are in process.

Interior Redesign/Renovation: Preliminary discussions and contractor recommendations were reviewed.

Pool Opening Plan for 2021: The pool opening plan for 2021 has not been addressed as of yet. Ms. Alexy asked for a tentative plan to be presented at the Annual Meeting.

Pool Furniture Storage Recommendations: Ms. Cusson will look at what is currently in storage and sort through the items.

C. **<u>Grounds Committee:</u>** Ms Onaran

Landscape Designer Selection: Ms. Schaefer will provide several recommendations for Ms. Onaran to contact. Ms. Schaefer will also provide a draft RFP for this project. Ms. Sullins will provide Ms. Onaran with a more detailed scope of the issues.

HLS Performance: Initial impression is that HLS is doing a good job. HLS has been asked to provide a priority list of items that need attention.

13. **<u>UNFINISHED BUSINESS:</u>**

A. **Trailhead shrub removal proposals:** Two proposals were received. The Board discussed both and decided to go with HLS.

MOTION was made by Ms. Alexy and seconded by Ms. Sullins, to approve the HLS proposal for removal of dying shrubs at all the trailheads and replacing with mulch at a cost of $3,288.00. The motion passed (4-0-0).

B. 2020 Season Close Out -The Board discussed invoices received from NV Pools.

C. 2021 Season Repair and Management: NV Pools has been asked to provide an estimate for repair and management of the pool for the 2021 season to assist the Board in preparing the 2021 Budget.

D. Adoption of Pool Rules: The attorney made some recommended changes. The Board discussed the recommendations and agreed to make them before publication.

MOTION was made by Ms. Alexy and seconded by Ms. Swanson, to approve the pool rules as amended. The motion passed (4-0-0).

E. Playground Inspection Update: Playground Specialist had to order parts, equipment is scheduled to ship by the end of August. They are tentatively on the calendar for the first week of September to complete the project.

F. Eagle Scout Project: Mr. Bennett submitted an updated proposal. The Board discussed the updates and amendments to the original proposal.

MOTION was made by Ms. Alexy and seconded by Ms. Sullins, to approve the proposal submitted by Mr. Bennett for his Eagle Scout Project at a cost not to exceed $1000.00. The motion passed (4-0-0).

G. Catbird SWM Pond Fence Update: Ms. Schaefer advised the Board that there were no updates from the County at this time. The Board discussed the pros and cons of retaining the fence to provide an unofficial dog park. The general consensus was to eliminate the fence entirely.

H. Design Guidelines: Tabled to the next Board meeting.

14. NEW BUSINESS:

A. Social media resolution Tabled to the next Board meeting.

B. Landscaping inquiries:

14317 Ladderbacked: The owner of this property inquired about the mowing up to the tree line. HLS to look at this area for clean up behind this residences on Ladderback.

8800 Yellowthroat: The owner of this property inquired about the maintenance of the common area that back up to the property. Ms. Schaefer will discuss with HLS.

C. 2020 Annual Meeting: The Board discussed the scheduling of the annual meeting. It was decided to move the annual meeting to November. Notice will go out to the community with details.

D. Trash contract renewal/proposals: The current contract expires Aug 31. Proposals are being reviewed and a decision is pending.

E. Tree Plan Update: A proposal was received from Pro Arbor for an updated tree removal plan. The Board discussed and agreed to approve the proposal.

MOTION was made by Ms. Alexy and seconded by Ms. Sullins, to approve the updated tree plan from Pro Arbor for $2,400.00. The motion passed (4-0-0).

F. ARC Applications:

8937 Kingbird Court: The Board discussed the application for installation of a sunshade over the rear patio. The Board agreed to approve with the stipulation to remove when not in use.

8883 Yellow Hammer Drive: The application to plant new trees was discussed. The Board requests more information on the specific type and placement of the trees.

15. EXECUTIVE SESSION:

MOTION was made by Ms. Alexy and seconded by Ms. Sullins, to adjourn into Executive Session at 9:06 p.m.. The motion passed (5-0-0).

16. RECONVENE: **Any motions made during executive should be noted here. If there were no motions this paragraph can be eliminated.**

17. ADJOURNMENT: Meeting was adjourned by unanimous consent.