

MEADOWS AT MORRIS FARM
BOARD OF DIRECTORS MEETING
March 22, 2022

BOARD

AGENDA

I. CALL TO ORDER

I. ROLL CALL/ESTABLISH QUORUM – **Call to order at 7:01 PM**

- Dana Alexy
- Sunny Sun
- Kim Sullins

III. APPROVAL OF AGENDA

MOTION by Ms. Sun, Second by Ms. Alexy, All in favor

IV. APPROVAL OF MINUTES

Minutes will be provided for approval in the April 26th Board Packet. The next Board meeting will be held April 26, 2022.

I. ADMINISTRATIVE/ OPERATIONAL BUSINESS

A. Liability Umbrella - **(New Business - Awareness)**

Discussion on Distinguished Programs Insurance Brokerage LLC advising that they are non-renewing this insurance coverage. Mgmt. contacted Puffenbarger Insurance who is investigating the Association options. Policy expires June 1, 2022.

A. Website - Retainer Contract - **(New Business -ACTION REQUIRED)**

Vanguard Ideation, LLC has submitted contract for monthly maintenance of the website. Scope of work includes 2 hours per month at \$95/hour.

MOTION by Ms. Sun, seconded by Ms. Alexy to approve Vanguard Ideation, LLC for monthly maintenance of the website for one hour a monthly. All in favor.

A. Due Process Checklist - **(Old Business - February 2022 -ACTION REQUIRED)**

Discussion of Due Process Checklist prepared by the previous Board and supplied for the Board's review.

I. **ASSOCIATION REPORTS**

VII. FINANCIAL MANAGEMENT

- I. RESIDENT OPEN FORUM Each homeowner present may express their concerns for up to three (3) minutes. Members of the board may give a brief response.

None.

I. LANDSCAPING & GROUNDS

A. Proposals (*New Business -ACTION REQUIRED*)

- A. Water Leak at Pool House Proposal received from HLS to investigate water leak issue at Pool House not to exceed \$400. Repairs will be at an additional cost.

MOTION by Ms. Alexy, seconded by Ms. Sun to approve HLS proposal to investigate water leak issue and repair at the Pool House, not to exceed \$400. All in favor

- A. Stump Removal Proposal received from HLS to remove all existing stumps throughout Property at a cost of \$2,018.

Discussion: No motion/second from the floor. Tabled to incorporate into tree removal plan and/or after landscaping projects are completed as a lower priority.

- A. Trailhead Project Proposals received from HLS and Wewerka for Trailhead Project. Please see spreadsheet included in Board packet for information.

MOTION by Ms. Alexy, seconded by Ms. Sun to approve the HLS proposal for the five trailhead projects as proposed.

AMENDED MOTION by Ms. Alexy, seconded by Ms. Sun to approve the HLS proposal for the five trailhead projects as proposed, with the stipulation that the funding is from Replacement Reserves, and that the watering does not exceed \$5000 unless approved by the Board President and Vice President.

DISCUSSION: Work can be done in April/May.

VOTE: All in favor

A. Proposals (*Old Business - February 2022 -ACTION REQUIRED*)

- A. Gravel Pile Proposal received from HLS previously for the removal of a gravel pile on Rollins Ford Road.

MOTION by Ms. Alexy, seconded by Ms. Sun, to approve the removal of the gravel pile from HLS for \$222. VOTE: All in favor

- A. Turf Repairs
Proposals received from HLS for repairs to Brown Thrasher and Song Sparrow Alleys, and Rollins Ford median strip at a cost of \$623.00 and \$439.00, respectively.

DISCUSSION: Management tried to speak with the police officer for the Rollins Ford

median damage to find out the insurance information for the at fault party but calls have not been returned. TABLE (Ms. Alexy to attempt to contact PWCPD).

Turf repair for the alleys not supported because it is short sighted decision. Need to establish a longer term solution such as paving (in conjunction with the paving projects coming due), installation of a curb, etc. Management to seek options. Tabled until can seek options.

I. STORM WATER PONDS *{Old Business- December 2021-ACTION REQUIRED}*

A. PWC Storm Water Pond Deficiencies

Prince William County has granted an extension until March 4, 2022. Proposals have been received from HLS and VA Water & Wetlands for the clearing of the vegetation as required by the County.

MOTION (Dana): Approve the HLS proposal.

SECOND: Sunny

DISCUSSION: N/A

VOTE: All in favor

I. PLAYGROUNDS *{Old Business- February 2022-ACTION REQUIRED}*

A. MULCH

Proposals have been received from HLS, Playground Specialists and Playground Patrol for rehabilitation of mulch of the playgrounds at the Pool House, Brown Thrasher and Peacock Park.

MOTION by Ms. Alexy, seconded by Ms. Sullins to approve the HLS proposal as proposed.

DISCUSSION: Price per cubic yard is best price and HLS is responsive.

VOTE: All in favor.

A. TIMBER REPLACEMENT

Proposals have been received from HLS, Playground Specialists and Playground Patrol for replacement of deteriorating timbers at the playgrounds at Brown Thrasher and Peacock Park.

MOTION by Ms. Alexy, seconded by Ms. Sun, to approve the HLS proposal for timber replacement as proposed.

DISCUSSION: N/A

VOTE: All in favor

I. POOL

A. Pool Contract *(Old Business - Dec 2021 -ACTION REQUIRED)*

The Board approved the contract at the meeting held on February 8, 2022. OCCS is still working on obtaining increased insurance, as required by the Association. In order to facilitate the signing of the contract, Rees Broome is modifying the language to reduce the increased payments back to the original contract amount with a clause that allows for an increase upon receipt of the updated insurance verification from OCCS. In addition, a

clause that states that the contract will not renew for the second year if the required insurance is not obtained in 2022.

MOTION by Ms. Alexy, seconded by Ms. Sun, to approve the revised OCCS pool management contract for the 2022-2023 pool seasons with the stipulation of OCCS procuring the Association-required insurance coverage. VOTE: All in favor

- A. Pool White Coat ***(Old Business - February 2022 -ACTION REQUIRED)*** Proposals have been received from NV Pools, Premier Aquatics and Millennium Pools for the White Coating on the pool. Please see detailed spreadsheet for comparison and pricing.

White Coating is about a 3-week process and weather must be considered when scheduling the job. The Board should consider whether to plan white coating for the fall 2022 or spring 2023 and the contract should be put in place several months ahead of time.

DISCUSSION: Board in favor of delaying until spring 2023. Holly to get updated proposals for July or August meetings so we can get on a contract no later than October 2022.

- A. Pool Beam Repairs ***(Old Business - February 2022 -ACTION REQUIRED)*** Proposals have been received from Exterior Medics, District Building and TYL Remodeling. CertaPro opted not to quote because they are primarily a painting contractor. Please see detailed spreadsheet for comparison and pricing.

Each contractor has a different approach to replacing the beams, using different materials and thus different pricing. The Board should review the options for the work and decide which method they would prefer.

DISCUSSION: Work needs to be done, as they are continuing to deteriorate, but the Board needs additional time to consider the proposal options and to gather some more information on the coil wrap.

- B. Pool House Renovation - Loveless & Porter ***(Old Business - 2021-ACTION REQUIRED)***

The plans have been submitted to the County for review and approval and Loveless & Porter has submitted their invoice in the amount for this phase. Mgmt. requests BOD approval for payment. Board approved payment of the invoice (President approved based on prior motion passed by Board).

DISCUSSION: Approximately 1 week from Friday for expected permit approval. Then can go out for bid, then get budget numbers and schedule for construction. LP can conduct a non-mandatory site visit. Invites contractors from their known pool of contractors. We will get the numbers/range to see if it's in budget. If we decide to go out for bid, that takes 3-4 weeks (roughly from April 4?). LP evaluates bids for us, then recommend selecting a contractor or setting up interviews to ensure Board is comfortable with the contractor (at that point, LP would ask for additional info regarding project manager, project team, etc.). If there's a wide range in pricing, we can just go to negotiation. Negotiation can take 1-2 weeks. Advisable to have a construction lawyer to review the contract on our behalf (LP is not involved in the contract side). Could have a contractor in place by June/July; could work commence in September? LP – proposals will hold their numbers for 30 days; if work is after that, can rebid to the same contractor, or we take 1-2 selected contractors and send back out to bid at end of June for a September start.

Interior design phase can be done at any point if we have initial ideas; can get the measurements for materials, etc. Design finishes can be done by someone we hire to avoid the 10% profit from it being subbed out (since finishes aren't permanent). Flooring and painting are really the only finishes we can do outside the scope of the GC (value engineering). Partitions, demo, etc would be under the GC.

XIII. EXECUTIVE SESSION

**MOTION by Ms. Alexy, seconded by Ms. Sun, to move into executive session at 8:42 pm.
VOTE: All in favor**

- a. Collections
- a. Homeowner Communication
- a. Personnel
- a. ARC Apps

MOTION by Ms. Alexy, seconded by Ms. Sun, to exit Executive Session at 9:09 pm VOTE: All in favor

MOTION by Ms. Alexy, seconded by Ms. Sullins, to approve the Loveless Porter proposal for Level II Bidding and Negotiation Phase, not to exceed \$6,000.

DISCUSSION: Occurred in Executive Session

VOTE: All in favor.

XIV. ADJOURN

MOTION by Ms. Alexy, seconded by Ms. Sun, to adjourn at 9:10 pm. All in favor.

EXECUTIVE SESSION - CONFIDENTIAL NOT SUBJECT TO DISCLOSURE

LEGAL MATTERS- EXECUTIVE SESSION

In accordance with the By-laws and Rules and Regulations, Section 8.1, Types of Meeting: All meetings of the Board of Directors or any Committee shall be open to members as observers, except that the President or presiding officer or chairman of a committee may call the Board or committee into executive session as may be permitted by law, e.g., on matters such as personnel, litigation strategy or hearings with respect to violation of the Association Documents. Any final action taken in executive session shall be voted on in open session if required by law and be recorded in the minutes to the extent required by law.

A. COLLECTION MATTERS

The March 14, 2022, collection status report from Rees Broome (RB) and the SFMC A/R Aging is included in the Board packet for review. (Page 97-112}

A. Henley -XXXX Yellowthroat -#1110064501 (New Business - ACTION REQUIRED)

RB has requested BOD action on this account. The current balance due is \$595.57. Account was turned over in May 2021 and the homeowner has been making sporadic payments. The options for collections are: (Page 113-114}

- ▶ File suit, incur \$1000 in legal fees and probably only be awarded \$300-400, losing \$700
- ▶ Sit tight, keep accepting payments and see where it goes

A. HOMEOWNER COMMUNICATIONS - (Old Business - Board Awareness/Action?)

A. Sakepa - XXXX Indigo Bunting - #1110028511

Mrs. Sakepa has emailed multiple times about her fence not being approved as submitted. In addition, she's commented about the fee she is paying. She may be correct that she is not being charged the correct fee for her home. The fee assessed to her account is "TH/Dplx/Carr/Ct" @ \$106.65. From my site visit, it appears that she owns a single family and lives on an alley. Shouldn't her correct assessment should be "Single Family w/Pipestem/Alley" @ \$102.42? But she is incorrect that her assessment should be less expensive.

(Page 115-116}

B. Wright-XXXX Barn Owl Court - #1110005811

Mrs. Wright has submitted two pictures showing trees in the common area near her home that she believes may be danger for children playing in the area.

Mgmt. has asked HLS to investigate.

(Page 117-118)

A. PERSONNEL

Ms. Gibson has a scheduled vacation May 16 - 20, 2022.

A. ARC Applications