

MEADOWS AT MORRIS FARM
BOARD OF DIRECTORS MEETING
April 26, 2022

BOARD AGENDA

- I. CALL TO ORDER at 7:02 pm
- II. ROLL CALL/ESTABLISH QUORUM
 - Dana Alexy
 - Sunny Son
 - Kim Sullins
- III. APPROVAL OF AGENDA

MOTION by Ms. Sullins and seconded by Ms. Sun to amend to include the Pool Committee and Communication Committee to Association Reports and to add Payment Plan Request to Executive Session. All in favor (3-0-2)

IV. APPROVAL OF MINUTES (**Old Business – March 2022 – ACTION REQUIRED**)

- Minutes for meetings held on 11/18/21 (Annual), 11/30/21, 12/8/21, and 12/16/21, and 1/11/22, 1/18/22. 2/8/22 and 3/8/22 were previously reviewed and discussed by Board.

MOTION by Ms. Alexy and seconded by Ms. Sullins to approve all minutes as written. All in favor (3-0-2)

- Ratification of Year-End Retained Earnings Adjustments for 2021 voted on via email on February 17-18, 2021.

MOTION by Ms. Sullins to debit Replacement Reserves in the amount of \$82,953.20 and credit that amount to Retained Earnings (also known as Unappropriated Member Equity) to bring Retained Earnings balance to \$113,507.95 (15% of assessment income). Seconded by Ms. Alexy. The motion passed (5-0-0)

Motion to ratify by Ms. Alexy, seconded by Ms. Sun, All in favor (3-0-2)

The next Board meeting will be held on May 24, 2022.

- V. ADMINISTRATIVE / OPERATIONAL BUSINESS
 - A. Liability Umbrella – (**Old Business - Awareness**)

Puffenbarger Insurance is investigating the Association's options for the Liability Umbrella. Policy expires June 1, 2022.

- B. Association Master Policy Insurance Package – **(New Business – ACTION REQUIRED)**

MOTION by Ms. Alexy, seconded by Ms. Sullins to approve the renewal as proposed by Puffenbarger. All in favor (3-0-2)

- A. Townhall Meeting – Courtyard Mailboxes – **(Old Business – ACTION REQUIRED)**

The Board needs to determine final decision regarding mailbox inspections and homeowner maintenance responsibility. Management attempted to draft Mailbox Maintenance Resolution but determined that the task should be handled by the Association attorney.

- B. Due Process Checklist – **(Old Business – February 2022 – Awareness)**

ACTION: Management to send the Word version of the resolution so the Board can cross reference, along with the the hand written notes of violation types in a Word document and the Board to take up the action to possibly combine the mailbox resolution and the due process resolutions.

- C. 2021 Representation Letter and Draft Audit – **(New Business – ACTION REQUIRED)**

The 2021 Representation Letter and draft Audit is included for the Board's review and approval.

ACTION: Ms. Alexy and Ms. Sullins to verify the following numbers

- Reserve and UME figures
- Page 19: Bad debt expense
- Page 21: Pool and fence figures

- D. PNC Debit Card Statement – **(Old Business - Awareness)**

No discussion.

- E. Annual Inspections– **(Old Business – Awareness and ACTION REQUIRED)**

The Annual Inspection has been scheduled for the week of May 24 – 27, 2022 and is expected to take 3 – 5 days, weather permitting. The postcard advising all residents should be mailed as soon as possible, but no later than May 6th.

ACTION: Management to find the language from 2019 because the 2020 language accounted for COVID adjustments (front and side yards only).

I. ASSOCIATION REPORTS

- A. President's Report
- B. Treasurer's Report
- C. Activities Committee
- D. Grounds Committee
- E. Pool Committee
 - ACTION: Put out a request for pool committee volunteers
- F. Communication Committee

VII. FINANCIAL MANAGEMENT– **(As Of March 31, 2022)**

ACTION: Management to reach out to the financial advisor to proactively request a reinvestment strategy for the CDs that have matured or will mature by the May meeting so we can vote at the May meeting.

ACTION: Management to verify that the amount approved in February for the Song Sparrow Drive drain clean up is entered against the Pond Maintenance budget line instead of Landscape Enhancement.

VIII. 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.

Resident question: Will the pool company be training and hiring lifeguards? Management will request information to be posted to community FB page.

II. LANDSCAPING & GROUNDS

A. Proposals **(Old Business – ACTION REQUIRED)**

A. Water Leak at Pool House

MOTION by Ms. Alexy, seconded by Ms. Sun, to approve the J Hood proposal in the amount of \$2500. All in favor (3-0-2)

B. Trailhead Project*

Proposal received from HLS for additional work at the Catbird Trailhead Project area.
TABLE – see where we stand later in the year, assess with tree maintenance plan

C. Barn Owl Court – Large Tree Pruning

MOTION by Ms. Alexy, seconded by Ms. Sun to approve the HLS proposal to prune two large limbs in the Tree Save Area on Barn Owl Court near the SWM pond. All in favor. (3-0-2)

B. General Maintenance at Peacock Park and Pool House

- Discussed both verandas at Peacock Park need painting,
 - ACTION: Ms. Alexy to check FM Construction invoices to see if the pergolas were painted
 - ACTION: Management to get proposals
- Missing picket missing on PP deck
 - ACTION: Management to get a proposal
- Pole light (globe and light) at entrance on Parula Way
 - ACTION: Management to get proposal
- Concrete in front of pool house needs power washing
 - ACTION: Management to get proposal
- 25 can lights inside pool house need bulbs or ballasts replaced
 - ACTION: Management to have Eagle Maintenance to do the proposal

- Supply doors at pool need repairs and painting (Exterior Medics provided a proposal in the March Board packet; ACTION is for EM to provide the sample as stated previously)

I. STORM WATER PONDS (***Old Business - December 2021***)

A. PWC Storm Water Pond Deficiencies (**Awareness**)

Prince William County submitted reports confirming that all deficiencies related to the storm water ponds have been corrected.

B. PWC Storm Water Pond Maintenance – Addition to Contract

Tabled until proposal from HLS is received for the upkeep and maintenance to areas around the storm water ponds that require seasonal maintenance.

II. PLAYGROUNDS (***Old Business – Awareness***)

A. Inspection

Metro Rec has yet to complete the inspection of the playground equipment. Management has reached out multiple times with no real definitive date for the inspection.

III. ASPHALT/CONCRETE WORK

MOTION by Ms. Sullins, seconded by Ms. Sun, to approve the Brothers Paving proposal, contingent upon completion by May 20, 2022. All in favor (3-0-2)

I. POOL

A. OCCS Contract (***Old Business - Dec 2021 - Awareness***)

The COI has been received from OCCS for their current policy coverage of \$1 Million General Liability with a \$1 Million Liability Umbrella.

B. Pool Opening (***New Business – Awareness and ACTION REQUIRED***)

There are several repairs that need to be completed:

- Service Hot Water Heater
- Men's Urinal is coming off the wall & is supported by the drainpipe.
- Men's ADA toilet tank is leaking
- Women's sink faucet on right is loose and allowing water to leak around it.

Quotes received and discussed.

MOTION by Ms. Alexy, seconded by Ms. Sullins to approve the J Hood proposal not to exceed \$1520. All in favor (3-0-2)

ACTION: Management to find the FusionTek agreement, and outstanding invoices.

Pool package information is almost complete, but there are several details that require

input from Mr. Dean at OCCS. A copy of the draft package was provided for the Board's review.

C. Pool Beam Repairs (***Old Business – February 2022 – ACTION REQUIRED***)

Exterior Medics will wrap one of the existing beams so the Board could see the actual application.

D. Pool House Renovation – Loveless & Porter (***Old Business – 2021 – Awareness***)

The plans have been approved by the County contingent on Contractor selection and License and payment of fees.

XIII. EXECUTIVE SESSION – Entered at 8:49 pm (Ms. Alexy motioned, Ms. Sullins seconded, all in favor)

- a. Collections
- b. Homeowner Communication
- c. Townhall Meeting Comments
- d. ARC Apps
- e. Personnel

MOTION by Ms. Alexy, seconded by Ms. Sun to exit executive session at 9:17 pm.

MOTION by Ms. Alexy, seconded by Ms. Sun to approve the payment plan for 8918 Screech Owl as proposed. All in favor. (3-0-2)

XIV. ADJOURN (Ms. Alexy motioned, Ms. Sullins seconded, to adjourn at 9:18 pm. All in favor)