

MEADOWS AT MORRIS FARM
BOARD OF DIRECTORS MEETING
May 31, 2022

BOARD AGENDA & REPORT

- I. CALL TO ORDER *at 7:02 pm*
- II. ROLL CALL/ESTABLISH QUORUM
 - A. Dana Alexy
 - B. Sunny Son
 - C. Leon Davidson
 - D. Kim Sullins
 - E. Doug Allen (attendance from 7:38 pm until the end of the meeting)

III. APPROVAL OF AGENDA

Amendment requested by Dana to yield President's Report time to Griffin Bennett for an Eagle Scout sign project update.

MOTION by Ms. Alexy, seconded by Ms. Sullins to approve the agenda as amended. VOTE: All in favor

IV. APPROVAL OF MINUTES **(March & April 2022 and Written Consent in Lieu - May 19th – ACTION REQUIRED)**

- Minutes for meetings held on 3/22 and 4/26 are included for your review and approval. *TABLE for email approval.*
- Written Consent in Lieu May 19th – Umbrella Liability Policy

The next Board meeting will be held June 28th, 2022.

V. ADMINISTRATIVE / OPERATIONAL BUSINESS

A. Liability Umbrella – **(Old Business - Awareness)**

Puffenbarger Insurance has confirmed that the \$5M Umbrella Policy has been secured.

MOTION by Ms. Alexy, seconded by Ms. Son to ratify approval of the umbrella liability policy via unanimous email consent. VOTE: All in favor

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

Action: The Board needs to review and decide on the due process timeframe for each violation type.

B. 2021 Representation Letter and Draft Audit – **(Old Business – April 2022 – ACTION REQUIRED)**

Action: Ms. Alexy and Ms. Sullins to review Reserve/UME, Bad Debt and Pool/Fence figures in Audit. Management is checking with SFMC Accountant to confirm Reserve/UME adjustments were completed prior to Audit.

C. Annual Inspections – **(Old Business – Awareness)**

The Annual Inspection was delayed due to rain, but began Thursday, May 26th and will be completed as quickly as possible, weather permitting.

I. ASSOCIATION REPORTS

A. President's Report

- a. Eagle Scout Project Sign Update provided. \$2500 is low range (PVC material behind the sticker) vs. \$4200 for aluminum backing. Seven signs included in the update. Max funding needed would be roughly \$4500, a spreadsheet with more detail will be provided to the Board for final decision, to include price for backup graphics (Scout will check with Weisco on pricing for replacement graphics).
- b. The next steps are to get the spreadsheet in 3-4 days, then Board will make an email motion and vote at the June Meeting.

B. Treasurer's Report

C. Activities Committee

D. Grounds Committee

E. Pool Committee

F. Communications Committee

VII. FINANCIAL MANAGEMENT – **(As Of April 30, 2022)**

- A. Total Operating Cash was \$217,463 against liabilities of \$112,719. Of the liabilities amount, \$65,885 represents Prepaid Owner Assessments.
- B. Owner Receivables, including unpaid assessments and late fees, totals \$16,708.
- C. Association Investments total \$1,468,705 with Reserves booked at \$1,448,634.
- D. Total Operating Expenses Year-to-Date is \$5,749 under budget. Total Operating Income Year-to-Date is \$703 under budget.
- E. As of April 30, 2022, the Association had an un-audited surplus of \$22,059 as compared to a budgeted surplus of \$17,013.

Morgan Stanley Investment Recommendation – (New Business – ACTION REQUIRED)

Management reached out to Hamilton Clark/Morgan Stanley for their recommendations for matured/maturing CDs. Their recommendation is as follows:

- a. Invest \$50,000 from CD that matured on April 7th in 2-year CD at 2.55%
- b. Invest \$50,000 from CD maturing May 19th in 3-year CD at 2.90%
- c. Invest \$50,000 from cash in Money Market in 4-year CD at 3.00%
- d. Invest \$27,000 from CD maturing June 27th in 3-year CD, rate TBD

MOTION by Ms. Sullins, seconded by Ms. Alexy to approve the reinvestment of \$150K in cash into three CDs of \$50K each as follows: 2-years at 2.55%, 3-years at 2.90%, 4-years at 3.00% (or current rates). VOTE: All in favor

MOTION by Ms. Sullins, seconded by Ms. Alexy to approve the reinvestment of \$27K of cash from the CD maturing in June 2022 into a 3-year CD after maturity on June 27, 2022.
VOTE: All in favor

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.

- A. *One homeowner in attendance to request a status on an Architectural Application.*
- B. *One homeowner in attendance to listen in.*

II. LANDSCAPING & GROUNDS

A. Proposals – **(Old Business – Awareness)**

a. Catbird Trail – Rock Border

HLS Will be sending a proposal for adding a rock border to other side of the entry to Catbird Trailhead to match the opposite side.

B. General Maintenance at Peacock Park and Pool House – **(Old/New Business – Awareness/ACTION REQUIRED)**

- a. Verandas at Peacock Park – Management working on obtaining proposals.
- b. Missing picket on the deck at Peacock Park – Management working on obtaining proposals.
- c. Pole light near the entrance at Peacock Park (Parula Way side) – C.P. Electric has ordered the parts needed to repair the light and replace the globe and is waiting on parts from the supplier. It is expected in early next week.
- d. Pool House Front Entry Area – The concrete and stone areas at the front of the pool house have been powerwashed by Eagle Maintenance Services.
- e. Pool House Interior Lighting – Eagle Maintenance Services replaced bulbs in all the lights that weren't working. However, most of the ballasts were bad and needed to be replaced. In addition, the battery for the emergency light at the front wall was bad and needed to be replaced. In order to reduce costs, it was decided that only certain lights would have the ballasts replaced.
- f. Pool House Supply Room Doors – Management working on obtaining proposals.
- g. Pool House Gutters
Eagle Maintenance advised that the gutters are full and need cleaning. Management requested this work be done.
- h. Pool House Pole Light Electrical Issue – **(New Business – ACTION REQUIRED)**
Management to check with True Power first, as this may fall under warranty for the work they performed last year.

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

A. PWC Storm Water Pond Maintenance – Addition to Contract

HLS plans to submit a proposal for the upkeep and maintenance to areas around the storm water ponds that require seasonal maintenance.

II. PLAYGROUNDS – **(Old Business – Awareness and ACTION REQUIRED)**

A. Inspection by Metro Recreation

Metro Rec has completed the inspection of the playground equipment.

a. Brown Thrasher/Willet Way

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b. Pool House Playground

c. Peacock Park

ACTION: Management to get quotes for performing the repair work.

III. ASPHALT/CONCRETE WORK – **(Old Business – Awareness)**

Jacob Banks/Brothers Paving is working on a full assessment of the community and will supply a scope of work/proposal for the areas that need to be addressed.

The Reserve Study includes \$48,535 for pavement, crack repair, patch and seal coat for 2022.

I. POOL

A. Pool Opening – **(Old Business – Awareness)**

The pool is ready for the May 28th opening! There are few minor issues to be addressed, but overall OCCS has done a good job in the preparation.

B. Online Registration – FusionTeks – **(Old Business – Awareness and ACTION REQUIRED)**

- a. Previous Invoices – the FusionTeks invoices for 2019 (Sept – Dec), 2020 and 2021 were never received and/or processed. All invoices have since been received and paid. Management believes that some invoices were sent to previous managers and were not forwarded to the AP Department. This was an unfortunate oversight by all parties.

SFMC Accountant Ms. Robbie Barnes contacted Ms. Jessica Giron with Douglas Corey & Associates regarding the situation and Ms. Giron advised she would adjust the 2021 Audit to include this information. A copy of this email is included for the Board's review.

- b. Budget – The 2020 and 2021 Budgets included \$200 per year and the 2022 Budget did not include a budget amount for online registration. Management make sure is included in the 2023 budget.
- c. Proposals – FusionTeks submitted proposals for 2022 and 2023.

MOTION by Ms. Alexy, seconded by Ms. Sullins to approve the 2022 FusionTeks proposal in the amount of \$49/month (\$588 annually). VOTE: All in favor

- e. ACTION: Holly to get FusionTeks to update the 2023 to ensure the set up fee is not applicable for 2023.

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

Exterior Medics has wrapped one of the existing beams so the Board could see how their proposed process would look.

MOTION by Ms. Sullins, seconded by Mr. Allen to approve the Exterior Medics proposal in the amount of \$13,900 as provided (funding to come from Replacement Reserves). VOTE: All in favor.

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. Loveless & Porter is in the process of gathering bids from a number of contractors for the Board's review.

XIII. EXECUTIVE SESSION

MOTION by Ms. Alexy, seconded by Mr. Allen to enter executive session at 8:26 pm VOTE: All in favor

- a. Collections
- b. Homeowner Communication

MOTION by Ms. Alexy, seconded by Ms. Son to exit executive session at 8:47 pm VOTE: All in favor

XIV. ADJOURN

MOTION by Ms. Alexy, seconded by Ms. Son to adjourn at 8:47 pm. VOTE: All in favor