

MEADOWS AT MORRIS FARM COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

Tuesday, July 11, 2023

7:00 pm

BOARD ADMIN MEETING MINUTES

- I. CALL TO ORDER – 7:05 pm
- II. ROLL CALL/ESTABLISH QUORUM
 - Bianna Glascock
 - Lori Beth Smayda
 - Craig Alderman
 - Sam Stover
 - Douglas Allen
 - Holly Gibson
- III. RESIDENT OPEN FORUM
 - A. XXXXX Catbird Drive - Questions about the ARC process. Time is at 60 days.
- IV. COMMUNITY MANAGER UPDATES
 - A. Needs
 1. Needs Filter + contract for maintenance of the HVAC in Pool House
 2. Need radios for the pool (guards are leaving the windows open to address safety).
LB Smayda is to chair the radio research committee. Searching for four waterproof devices.
 3. Pool staff need water.
 - B. Meeting Reminders (**Awareness**)
 - 7/25 - Board Meeting
 - 8/1 - Draft Budget due to Board
 - 8/8 – Admin Meeting
 - 8/9 - Onboarding with Rees Broome
 - 8/17 – Budget & Reserve Study Review
 - 8/22 – Board Meeting
- V. BUSINESS FOR DISCUSSION

(Note: Contract or proposal general parameters and services discussion only)

 - A. Maturing CD – July 24, 2023 (**Action**)
 1. Email for P. Hamilton Clark. Three CDs will be maturing soon. Current rates are as high as **5.25% APY** for one year. Besides the one maturing on July 24th, two additional CDs expire soon, one in September and one in October.
 - B. Courtyard Contractors Presentation – 7:15 – 8:30 (**Discussion**)
 1. King’s Mason, David Daubert – The Board discussed the courtyard repair project with Mr. Daubert. He advised that the biggest impact would be with parking and most residents would only need to be off the areas for 1 day. Areas that require mortar may take an extra day. Courtyard T will require extensive concrete work and will require a curing time of approximately 28 days, maybe less. This would only affect one resident.

Mr. Daubert advised that a schedule should be created ahead of time and residents should be notified, allowing for lead time for parking arrangements. The Association could deliver this information directly to affected residents' doors. Kings Mason will assist with communication with residents as the work is being done.

When scheduling, several courtyards with small repairs should be scheduled together, so the crew can move to another courtyard if homeowners did not move their vehicle.

Lead time for pressure washing should be about eight weeks. Once the pressure washing is completed, each courtyard will be re-evaluated, and the scope of work will be revised. The temperature needs to remain above 40 degrees and Kings Mason generally can work into December depending on weather.

2. Eagle Maintenance Services, Michael White - Their truck has a 500-gallon Tank and he will refill at the pool house as needed at no additional charge. The driveways will be softwashed with a solution of Sodium Hypochlorite. PW County will charge the Association for the water that is used to refill the tank each time.
 3. Cascade Services, Randy Buswell – Their truck has a 300-gallon Tank and they will refill at pool house. Additional charges for refills are expected to be \$2,400 for approximately 20 refills at \$120 each. Mr. Buswell offered to meet with a Board member and perform a test wash of a small area. Earliest start time is at the end of July and it is expected they can do 5 courtyards per day. PW County will charge the Association for water that is used to refill tank each time.
 4. Premier Powerwash, LLC., Brian Hall – The water will be supplied by a meter that will be attached to PW County fire hydrant. No additional charge for water usage. Sodium Hypochlorite will be applied first at 2,000 psi and followed by a rinse. Mr. Hall works independently and does not have any other staff. Earliest start time is at the end of July. Start time expected to be 08:30-09:00 am. Gas powered pressure washer.
- C. ARC Guideline Revision – Pages 33-43 (**Discussion**)
Postponed.

Moved to enter Executive Session at 8:45 by unanimous consent.

- VI. EXECUTIVE SESSION: *(Note: Contract or proposal pricing and performance issues discussion)*
- A. Pool Incident – June 28th (**Awareness – Action**)
 - B. ARC Applications (**Action**)
 - C. Personnel (**Awareness**)

Glascok moved to exit the Executive Session at 9:11 pm, Seconded by Alderman. Approved by unanimous consent.

- VII. ADJOURNMENT

Glascock moved to adjourn at 9:12 pm, Seconded by Alderman. Approved by unanimous consent.