MEADOWS AT MORRIS FARM
BOARD OF DIRECTORS MEETING
January 23, 2024

BOARD MEETING MINUTES

I. CALL TO ORDER
Stover called the meeting to order at 7:04pm

II. ROLL CALL/ESTABLISH QUORUM
Sam Stover- President
Lora Beth Smayda-Vice President
Craig Alderman- Treasurer
Christine Kraemer- Secretary
Victoria Swanson- Member at Large
Holly Gibson- MMF Community Manager

III. APPROVAL OF AGENDA
Motion to approve the agenda with the below amendment was made by Smayda and seconded by Swanson. Passed unanimously.
  I. Add violation update to VI. Admin/Oper, item F.

IV. 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 with phone number (703) 753-2545 attended but were unable to connect their audio. Resident was placed in the waiting room and eventually dismissed from the meeting.

V. APPROVAL OF MINUTES
  A. Board Meeting Minutes – 6/27, 10/17, 11/9 and 12/12 Minutes
Motion to approve the minutes of the 6/27/23 Board meeting was made by Stover and seconded by Smayda. Passed unanimously.
Motion to approve the minutes of the 10/17/23 Board meeting was made by Stover and seconded by Swanson. Passed unanimously.
Motion to approve the minutes of the 11/9/23 Board meeting was made by Stover and seconded by Alderman. Passed unanimously.
Motion to approve the minutes of the 12/12/23 Board meeting was made by Stover and seconded by Kraemer. Passed unanimously.
  B. Upcoming Meeting Date – February 27th and March 19th

VI. ADMINISTRATIVE / OPERATIONAL BUSINESS
  A. Interior Pool House Renovation Final Expenses
  B. Security Camera Resolution
Motion to approve the Administrative Resolution No. 2023-01 for the association to retain video recordings for a period of 30 days was made by Smayda and seconded by Stover. Passed unanimously.
  C. Committee Update and Volunteer Forms for Approval
Motion to approve volunteer Jennifer Delvecchio to the covenants committee was made by Swanson and seconded by Stover. Passed unanimously.
Motion to approve volunteer Christine Kraemer to the pool committee was made by Swanson and seconded by Smayda. Passed unanimously. Kraemer recused herself from the vote.
  D. Reserve Study Prioritization
  E. Rollins Ford Accident Update
The Board agreed that a certified letter be sent to the individual involved in the accident that caused damage on Rollins Ford Road on 10/13/23. Prince William County Police Case #PD230036900.

VII. ASSOCIATION REPORTS
  A. President's Report
A letter from the Board President will now be included in the notice to residents of monthly meetings.

B. Treasurer's Report

12/31/23 Financial report is not available yet. The snow budget has already been spent.

C. Activities Committee

No report given.

D. Grounds Committee

After emailing the Committee, we currently have 3 members that have agreed to remain on the Grounds Committee.

E. Pool Committee

Meeting scheduled to discuss pool rules, passes, membership website

F. Communications Committee

No report given.

G. Covenants Committee

No report given.

VIII. FINANCIAL MANAGEMENT

A. Status of Operations – 11/30/23

B. MS Goldman Sachs CD Laddered Chart

IX. GROUNDS AND LIGHTING

A. Tree Removal – Indigo Bunting Court

B. HVAC Update and Annual Maintenance Contract

Motion to approve the duct smoke detector replacement proposal from J Hood in the amount of $720 was made by Stover and seconded by Kraemer. Passed unanimously.

Motion to approve J Hood proposal for annual HVAC maintenance at an annual cost of $545, was made by Swanson and seconded by Smayda. Passed unanimously.

C. Peacock Park Lighting Repairs

D. Monument Lighting Addition

X. POOL

A. Pool Portal Revision Update

B. Pool Portal Revision Proposal

C. 2024 Pool Portal Management Proposal

Motion to approve FusionTeks 2024 Pool Portal Management contract at an annual cost of $840 was made by Swanson and seconded by Smayda. Passed unanimously.

D. 2024 Pool House Cleaning Proposal

Motion to approve Buswell & Bennett 2024 Pool House Cleaning contract at an annual cost of $720 was made by Kraemer and seconded by Stover. Passed unanimously.

XI. EXECUTIVE SESSION

Motion to enter Executive Session at 8:24 pm to discuss collections, late fees, and HO complaints was made by Stover and seconded by Swanson. Passed unanimously.

Motion to exit Executive Session at 9:00pm was made by Stover and seconded by Swanson. Passed unanimously.

XII. ADJOURN

Motion to adjourn at 9:02pm was made by Stover and seconded by Smayda. Passed unanimously.