

**KEMPTON PARK HOMEOWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTOR'S MEETING MINUTES**

**October 16, 2023, at 6:00 PM**

**Meeting held at:**  
UPA Office  
5849 Harbour View Blvd  
Suffolk, VA 23435

**Board Members Present:**

President: Lindsey Schofield

Vice President:

Treasurer: Vanessa Young

Secretary: Absent

Member at Large: Josh Reil

Others Present: John Kohlman, Association Manager, UPA

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**Call to Order & Establishment of Quorum:**

There was a quorum present, and the Meeting was called to order at 6:00 p.m.

**Executive Session:**

Executive session called to order at 5:30pm

Consultation with association's attorney

- Association Complaint Form resolution recommendation
- Records Request and Cost Schedule Resolution recommendation
- ARC will review the suggested changes to the Guidelines

**Owner's Forum:**

Three homeowners present.

One owner voiced concern about the communities Rules & Regulations.

**Approval of Minutes:**

Minutes from were approved.

**Treasurer's Report:**

John Kohlman gave the Treasurer's Report.

**Manager's Report:**

John Kohlman gave the Manager's Report.

**Unfinished Business:**

- None

**New Business:**

- A motion made for Fall 2023 flowers installation through Krugan Lawn & Landscaping. Motion was seconded and passed unopposed.

- A motion made for 2023-2024 Winter Pool Maintenance contract. Motion was seconded and passed unopposed.
- A motion was made for the Records Request & Cost Schedule resolution. Motion was seconded and passed unopposed.
- A motion was made for the updated Complaint Form. Motion was seconded and passed unopposed.
- The board authorized a debit card for the community and the president will be the card holder.
- Operating Account CD to be reinvested in November.
- A motion was made to approve the 2024 Pool operating contract submitted by High Sierra. Motion was seconded and passed unopposed.
- The 2024 Operating Budget was adopted.
- Board requested estimates to update Kempton Park community sign.
- Board requested estimates be obtained for new landscaping at main community entrance.
- Board requested estimates for purchase and installation of paper towel and soap dispensers in pool bathrooms.

**Next Meeting Date:**

The next board meeting is TBD in January 2024. Approval to standarize quarterly meetings occurring in January, April, July, and October.

**Adjournment:**

A motion was made and seconded and carried with a unanimous vote to adjourn the meeting. With no further business, the meeting was adjourned at 8:30PM.

Respectfully submitted,

John Kohlman  
Association Manager