

**Kempton Park Owner's Association Board of Directors Meeting  
February 13, 2019  
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending:           President: Connie Jenkins  
  Vice President: Michael Wood  
  Treasurer: William Davis

Members Absent:               Secretary: Antonio Jackson  
  Member-At-Large: Michelle Pugh

United Properties:           Debbie Pitzer

**Architectural Review Board (ARB):** No applications received since last BOD meeting.

**1830 – Board of Directors Meeting:** The meeting called to order by President Connie Jenkins. No homeowners attended.

**1847 - Committee Reports:**

- AC Report: None.
- Treasurers Report: Mr. William Davis reviewed the 31 January 2019 treasurer report. Lawn expense for January is over budget. Manager will research and get back to the board. Mr. Davis also reviewed the end of year financial report for 2018.

<u>JANUARY</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>TOTAL INCOME</b>	<b>\$18,784.64</b>	<b>\$16,336.00</b>	<b>\$2,448.64</b>
<b>EXPENSES</b>			
<b>Administrative</b>	<b>\$5,107.59</b>	<b>\$11,207.00</b>	<b>\$6,099.41</b>
<b>Utilities</b>	<b>\$421.33</b>	<b>\$483.00</b>	<b>\$61.67</b>
<b>Maintenance</b>	<b>\$5,365.00</b>	<b>\$5,305.00</b>	<b>(\$60.00)</b>
<b>Replacement Reserves</b>	<b>\$768.51</b>	<b>\$761.00</b>	<b>(\$7.51)</b>
<b>Operating Reserves</b>	<b>\$1,465.48</b>	<b>\$1,465.00</b>	<b>(\$0.48)</b>
<b>TOTAL EXPENSES</b>	<b>\$13,127.91</b>	<b>\$19,221.00</b>	<b>\$6,093.09</b>
<b>NET INCOME</b>	<b>\$5,656.73</b>	<b>(\$2,885.00)</b>	<b>\$8,541.73</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>	<b>\$18,784.64</b>	<b>\$16,336.00</b>	
<b>INCOME</b>			
<b>EXPENSES</b>	<b>\$5,107.59</b>	<b>\$11,207.00</b>	

<b>Administrative</b>	<b>\$421.33</b>	<b>\$483.00</b>	<b>\$61.67</b>
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<b>NET INCOME</b>			<b>\$0.00</b>
<b><u>BALANCE SHEET</u></b>		<b>Maturity Date</b>	<b>APR</b>
<b>OPERATING ACCOUNT</b>	<b>\$69,323.68</b>		
<b>OPERATING RESERVES</b>	<b>\$9,444.67</b>		
<b>REPLACEMENT RESERVES</b>	<b>\$53,198.04</b>		
<b>REPL RES / CD / TOWNE BANK</b>	<b>\$56,659.61</b>	<b>9/18/19</b>	<b>1.70 %</b>
<b>REPL RES / CD / OLD POINT BANK</b>	<b>\$10,699.95</b>	<b>10/8/19</b>	<b>1.25%</b>
<b>Due from OPERATING ACCOUNT</b>			
<b>TOTAL</b>	<b>\$199,325.95</b>		
<b><u>CURRENT LIABILITIES</u></b>	<b>\$0.00</b>		
<b>RR Loan Repayment</b>			
<b>TOTAL</b>	<b>\$0.00</b>		

**1855 - Manager's Report:**

- Follow-Up from Last Meeting:
  - BMPs: Stormwater to install new fountain/pump in the BMP the first part of April.
  - Roads/Sidewalks: Mrs. Pitzer reported to Traffic Engineering there is a leaning sign at Kelso St and Newbury Court.
  - Irrigation System: Mrs. Pitzer will continue to monitor and report to the board any issues.
  - Lawn Maintenance/Landscaping: Mrs. Pitzer reported to the board there is an issue with the hedgerow shrubs on Ludlow. Board agreed not to cut back the shrubs based on the advice of CNE Lawn. It was agreed to let the shrubs stay as is and not to replace the dying shrubs at this time.
  - Clubhouse/Pool: Nothing to report.

- Financials:
  - January financials and 2018 end of year finances were discussed during the treasurer's report. Board approved the reports.
- Maintenance:
  - Mrs. Pitzer will address pressure washing in the next few weeks.
- New Homeowners:
  - Nothing to report.
- Resale Package Request:
  - Nothing to report.
- Email/Correspondence Issues:
  - All email/correspondence is provided in the board package to be discussed in executive session.
- Delinquencies: The Delinquency and Collections Report for those more than 30 days past due is included in the Board packet; will be discussed during Executive Session.
- Violations/Inspections: Inspections are conducted once a week. The violation log is included in the Board packet.
- Property Status: Covered under Executive Session.
- Miscellaneous:
  1. Vortices cleaning due in April. Board members will set a schedule for cleaning the vortices.
  2. The company that manages the HOA webpage has closed his business. Vice President, Mike Wood, established a new site on godaddy.com. Board agreed to a 3year membership with godaddy.com.
- Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
<b>Management</b>	UPA	6/1/21	Renews for 5 years unless challenged. Requires 90-day notice.	9/20
<b>Pond Maintenance</b>	Stormwater Pond	9/30/18	30-day or automatic.	8/18
<b>Landscaping</b>	Cut N Edge	2/15/19	Termination requires 60-day notice.	12/18

<b>Insurance</b>	Nationwide	2/13/19	Rolling coverage.	N/A
<b>Pool</b>	AAA	2/28/19	None / Seasonal	TBA
<b>Pool Winter Maintenance</b>	AAA	Done	None / Seasonal	TBA
<b>Lawn Irrigation</b>	Atlantic Well	November 2019	Termination requires 60-day notice.	September
<b>Tax Preparation</b>	DesRoches & Co.	Annually	None	2/18

○ Scheduled Tasks:

<u>Item/Issue</u>	<u>Task</u>	<u>Responsibility</u>	<u>Action Month(s)</u>
<b>Vortices Systems</b>	Maintenance Inspection	Board	Oct / Apr

○ Unfinished Business:

- BMPs: [Management Issue] Accepted by the City of Suffolk. Manger will continue to work with the City of Suffolk to address maintenance.
- Sink Hole: Mrs. Pitzer will continue to track the progress of the sinkholes.
- General Pool Issues: Discussed the following topics - Pool repairs will continue to be tracked.

**1942 – Enter Executive Session:** No Executive Session

**1942 – Meeting adjourned.** Annual Meeting dates are scheduled for April 17, 22, and 24<sup>th</sup> at the UPA office. Next board meeting is scheduled for 24 April 2019 at UPA.

Submitted By: A. R. Jackson

Approved by BOD: 22 February 2019 via email.