

**Kempton Park Owner's Association Board of Directors Meeting
March 28, 2018
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: Vice President: Michael Wood
 Secretary: Antonio Jackson
 Treasurer: William Davis
 Member-At-Large: Michelle Pugh

Members Absent: President: Connie Jenkins

United Properties: Debbie Pitzer

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

1830 – Board of Directors Meeting: The meeting called to order by Vice President Michael Wood. No homeowners present.

1835 - Committee Reports:

- AC Report: None.
- Treasurers Report: Mr. William Davis reviewed the 28 February 2018 treasurer report. January treasurer report provided for information purposes.

<u>FEBRUARY</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$17,325.24	\$16,336.00	\$989.24
EXPENSES			
Administrative	\$3,794.40	\$5,212.00	\$1,417.60
Utilities	\$184.19	\$451.00	\$266.81
Maintenance	\$425.00	\$3,381.00	\$2,956.00
Replacement Reserves	\$797.41	\$761.00	(\$36.41)
Operating Reserves	\$334.14	\$333.00	(\$1.14)
TOTAL EXPENSES	\$5,535.14	\$10,138.00	\$4,602.86
NET INCOME	\$11,790.10	\$6,198.00	\$5,592.10
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$33,815.73	\$32,672.00	\$1,143.73
EXPENSES			
Administrative	\$8,259.82	\$9,775.00	\$1,515.18
Utilities	\$328.37	\$1,052.00	\$723.63

Maintenance	\$3,730.00	\$8,862.00	\$5,132.00
Replacement Reserves	\$1,562.33	\$1,522.00	(\$40.33)
Operating Reserves	\$668.46	\$666.00	(\$2.46)
TOTAL EXPENSES	\$14,548.98	\$21,877.00	\$7,328.02
NET INCOME	\$19,266.75	\$10,795.00	\$8,471.75
<u>BALANCE SHEET</u>		Maturity Date	APR
OPERATING ACCOUNT	\$54,893.13		
OPERATING RESERVES	\$15,173.57		
REPLACEMENT RESERVES	\$44,776.03		
REPL RES / CD / TOWNE BANK	\$55,706.54	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,601.33	4/8/16	0.30%
TOTAL	\$181,150.60		
<u>CURRENT LIABILITIES</u>	\$0.00		
RR Loan Repayment			
TOTAL	\$0.00		

<u>JANUARY</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$16,490.49	\$16,336.00	\$154.49
EXPENSES			
Administrative	\$4,465.42	\$4,562.00	\$96.58
Utilities	\$144.18	\$601.00	\$456.82
Maintenance	\$3,305.00	\$5,481.00	\$2,176.00
Replacement Reserves	\$764.92	\$761.00	(\$3.92)
Operating Reserves	\$334.32	\$333.00	(\$1.32)
TOTAL EXPENSES	\$9,013.84	\$11,738.00	\$2,724.16
NET INCOME	\$7,476.65	\$4,598.00	\$2,878.65
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$16,490.49	\$16,336.00	\$154.49
EXPENSES			
Administrative	\$4,465.42	\$4,562.00	\$96.58
Utilities	\$144.18	\$601.00	\$456.82
Maintenance	\$3,305.00	\$5,481.00	\$2,176.00
Replacement Reserves	\$764.92	\$761.00	(\$3.92)

Operating Reserves	\$334.32	\$333.00	(\$1.32)
TOTAL EXPENSES	\$9,013.84	\$11,738.00	\$2,724.16
NET INCOME	\$7,476.65	\$4,598.00	\$2,878.65
<u>BALANCE SHEET</u>		Maturity Date	APR
OPERATING ACCOUNT	\$43,103.03		
OPERATING RESERVES	\$14,839.43		
REPLACEMENT RESERVES	\$44,011.65		
REPL RES / CD / TOWNE BANK	\$55,471.43	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,568.30	4/8/16	0.30%
Due from OPERATING ACCOUNT			
TOTAL	\$167,993.84		
<u>CURRENT LIABILITIES</u>	\$0.00		
RR Loan Repayment			
TOTAL	\$0.00		

- Motion made and passed to accept treasurer report by Mr. Davis.

1840 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Nothing to report.
 - Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
 - Irrigation System: Mrs. Pitzer contacted Atlantic Well Drilling and Pump Services concerning a contract for well installation and services.
 - Lawn Maintenance/Landscaping: Nothing to report.
 - Clubhouse/Pool: The pool is closed.
 - Board members will start planning what furniture and repairs need to be completed.
 - Pool passes are at the printers. When they are ready Mrs. Pitzer will notify the board secretary, Antonio Jackson, so that the pickup times for the passes are posted to the community website. Times for pickup will also be posted on Nextdoor.com.

- AA Pool provided a proposal for repairs to be made before pool opening. Board treasurer, William Davis, will head up the repairs and painting to be done at the pool house.
- Financials:
 - February financials were discussed during the treasurer’s report. January treasurer report provided for information purposes.
- Maintenance:
 - The BMP, lawn/landscaping, and pool maintenance continue to be monitored. Any issues are addressed promptly.
 - Mrs. Pitzer received a proposal for mulch from CNE. She will contact other vendors for mulch proposals that will provide the community a better price for the work to be done.
- New Homeowners:
 - 3503 Sedgefield – Sec. of Veterans Affairs
- Resale Package Request:
 - 3053 Kempton Park Road
 - 3002 Newbury Court
- 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. A copy of the 2017 Federal and states taxes was provided to the board. The Vice President signed the original for filing.
 2. The annual meeting notice was mailed 19 March 2018.
- Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
Management	UPA	6/1/21	Renews for 5 years unless challenged. Requires 90-	9/20

			day notice.	
Pond Maintenance	Stormwater Pond	9/30/18	30-day or automatic.	8/18
Landscaping	Cut N Edge	2/15/19	Termination requires 60-day notice.	12/18
Insurance	Nationwide	2/13/19	Rolling coverage.	N/A
Pool	AAA	2/28/19	None / Seasonal	TBA
Pool Winter Maintenance	AAA	Done	None / Seasonal	TBA
Lawn Irrigation	Shiloh	Sep/Oct	Termination requires 60-day notice.	Mar/Apr
Tax Preparation	DesRoches & Co.	Annually	None	2/18
Website	Web Technologies	Monthly	Ongoing	Monthly

○ Scheduled Tasks:

<u>Item/Issue</u>	<u>Task</u>	<u>Responsibility</u>	<u>Action Month(s)</u>
Vortices Systems	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.

1850 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1905 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Board motioned and approved the installation of a well for irrigation. Approval is dependent upon the contract negotiation with Atlantic Well Drilling and Pump Services on the maintenance and well irrigation costs for services.

1912 – Meeting adjourned. The next scheduled BOD Meeting will be at the Annual Meeting on Wednesday, 18 April 2018, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 19 APR 2018 via email.