

**Kempton Park Owner's Association Board of Directors Meeting**  
**May 2, 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.

**1834 – Board of Directors Meeting:** The meeting called to order by Vice President Michael Wood. One homeowner, Mr. Paul Matthews, was present. Mr. Matthews stated he saw the announcement for the board meeting on Nextdoor.com and decided to attend. This was his first attendance of Kempton Park's HOA meeting.

**1840 - Committee Reports:**

- AC Report: None.
- Treasurers Report: Mr. William Davis reviewed the 31 March 2018 treasurer report.

<b>MARCH</b>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$16,986.57	\$16,336.00	\$650.57
EXPENSES			
Administrative	\$5,095.92	\$4,612.00	(\$483.92)
Utilities	\$497.78	\$601.00	\$103.22
Maintenance	\$6,310.00	\$7,581.00	\$1,271.00
Replacement Reserves	\$764.68	\$761.00	(\$3.68)
Operating Reserves	\$334.24	\$333.00	(\$1.24)
TOTAL EXPENSES	\$13,002.62	\$13,888.00	\$885.38
NET INCOME	<b>\$3,983.95</b>	<b>\$2,448.00</b>	<b>\$1,535.95</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
INCOME	\$50,802.30	\$49,008.00	\$1,794.30
EXPENSES			
Administrative	\$13,355.74	\$14,387.00	\$1,031.26

Utilities	\$826.15	\$1,653.00	\$826.85
Maintenance	\$10,040.00	\$16,443.00	\$6,403.00
Replacement Reserves	\$2,327.01	\$2,283.00	(\$44.01)
Operating Reserves	\$1,002.70	\$999.00	(\$3.70)
<b>TOTAL EXPENSES</b>	<b>\$27,551.60</b>	<b>\$35,765.00</b>	<b>\$8,213.40</b>
<b>NET INCOME</b>	<b>\$23,250.70</b>	<b>\$13,243.00</b>	<b>\$10,007.70</b>
<b><u>BALANCE SHEET</u></b>		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$58,877.08		
OPERATING RESERVES	\$15,507.81		
REPLACEMENT RESERVES	\$45,540.71		
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%
<b>TOTAL</b>	<b>\$186,233.47</b>		
<b><u>CURRENT LIABILITIES</u></b>	\$0.00		
RR Loan Repayment			
<b>TOTAL</b>	<b>\$0.00</b>		

- Mr. Davis reported that Lawn Maintenance was \$3,005 over budget. The association was billed for two payments in the same month and this caused the overage. Mrs. Pitzer informed the board that vendors are making mistakes in the new billing system UPA has setup for vendors to charge for services. The bills are sent back to the vendors to correct and this is what caused two payments for the month. Motion made and passed to accept treasurer report by Mr. Davis.

**1843 - Manager's Report:**

- Follow-Up from Last Meeting:
  - BMPs: Mrs. Pitzer emailed a copy of the City's inspection report to the board. It showed a lot of trash in the vortexes. There is also some pipe work and tree removal that need to be done. Stormwater Pond will review the report. The fencing around the BMPs will be washed soon. Board members will clean the vortexes on 11 May 2018 at 1700 (5pm).
  - Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
  - Irrigation System: All paperwork has been processed for down payments of the well installation and the irrigation maintenance program.

- Lawn Maintenance/Landscaping: Nothing to report.
- Clubhouse/Pool: The pool is closed. Pool will open 26 May 2018.
  - Pool rules and schedule were provided to the board for review. Board voted and approved to allow pool noodles and coast guard approved floatation devices (i.e. life vest, child water wings, etc.) as exceptions to be allowed into the pool.
  - Pool passes can be picked up at UPA office in Harbor View.
  - Treasurer, Bill Davis, saw AAA Pool at the pool on 25 April. He will check the water pressure for the water fountains at the pool. He will report back to the board the condition of the fountains.
- Financials:
  - March financials were discussed during the treasurer's report.
- Maintenance:
  - The BMP, lawn/landscaping, and pool maintenance continue to be monitored. Any issues are addressed promptly.
  - No mulch is needed for the playground are this year.
- New Homeowners:
  - None
- Resale Package Request:
  - 3503 Sedgefield St
  - 3501 Sandown Cove
  - 3014 Kempton Park Rd
  - 5093 Kelso St
  - 3015 Carlisle Ct
  - 3507 Sedgefield St
- Email/Correspondence Issues:
  - All email/correspondence is provided in the board package to be discussed in executive session. No correspondence received since last meeting.
- 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. 2019 Budget season has begun.
- 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
<b>Website</b>	Web Technologies	Monthly	Ongoing	Monthly

- 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.

**1905 – Enter Executive Session:** Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

**1910 – Exit Executive Session:** Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Board Tribunals 1117-001: Porch railings need repairs/painting. Mrs. Pitzer will contact homeowners to inform them that the board has agreed to waive the \$50 fine since steps have already made to correct the violation.

**1920** – Meeting adjourned. The next scheduled BOD Meeting will be Wednesday, 20 June 2018, at the UPA office. Registration will begin at 1800. Meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 7 May 2018 via email.