

Kempton Park Owner's Association Board of Directors Meeting
September 26, 2018
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435

Members Attending: President: Connie Jenkins
 Vice President: Michael Wood
 Secretary: Antonio Jackson

Members Absent: Treasurer: William Davis
 Member-At-Large: Michelle Pugh

United Properties: Debbie Pitzer

Architectural Review Board (ARB): Applications received since the last BOD meeting.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Leslie	5013 WCS	Replace roof	Approved
Osborne	3050 KPR	Deck	Approved

1830 – Board of Directors Meeting: The meeting called to order by President Connie Jenkins. Three homeowners were present. Homeowners addressed the board concerning the increase in mosquito activity in the area around the retention pond near their home. They requested the board to replace the aeration system in the pond to mitigate the mosquito activity. They were informed that the pond is maintained with larva treatment to control the mosquitos. The decision by the board to not replace the aeration pump was due to the cost to repair the pump. Mrs Pitzer will contact Storm Water Pond and have them address the mosquito issue.

The homeowners also informed us of the following concerns:

1. Grass clipping covering the pond after the grass is cut.
2. HOA sign not visible enough to announce meeting or community events.
3. Pothole/sinkhole near bus stop on Kempton Park Road.

Before closing the homeowner session the board informed them that we would look into all options regarding ways to handle the issue and make a decision based on what we find. Storm Water Pond will be contacted concerning the mosquito problem. CNE will be contacted to address the grass clipping covering the pond. Mrs Pitzer will contact the City of Suffolk to address the pothole/sinkhole at the bus stop on Kempton Park Road.

1845 - Committee Reports:

- AC Report: None.

- Treasurers Report: Mr. William Davis was not able to attend the meeting but provided the board with notes from his review of 31 August 2018 treasurer report. His notes are provided for historical purposes.

<u>AUGUST</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$17,884.13	\$16,736.00	\$1,148.13
EXPENSES			
Administrative	\$5,172.95	\$4,752.00	(\$420.95)
Utilities	\$1,279.42	\$8,181.00	\$6,901.58
Maintenance	\$7,006.88	\$12,631.00	\$5,624.12
Replacement Reserves	\$798.01	\$761.00	(\$37.01)
Operating Reserves	\$334.43	\$333.00	(\$1.43)
TOTAL EXPENSES	\$14,591.69	\$26,658.00	\$12,066.31
NET INCOME	\$3,292.44	(\$9,922.00)	\$13,214.44
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$138,837.95	\$131,888.00	\$6,949.95
EXPENSES			
Administrative	\$39,590.63	\$39,707.00	\$116.37
Utilities	\$4,628.15	\$14,338.00	\$9,709.85
Maintenance	\$73,543.30	\$85,398.00	\$11,854.70
Replacement Reserves	\$6,690.40	\$6,088.00	(\$602.40)
Operating Reserves	\$2,674.53	\$2,664.00	(\$10.53)
TOTAL EXPENSES	\$127,127.01	\$148,195.00	\$21,067.99
NET INCOME	\$11,710.94	(\$16,307.00)	\$28,017.94
<u>BALANCE SHEET</u>		Maturity Date	APR
OPERATING ACCOUNT	\$47,337.32		
OPERATING RESERVES	\$17,175.13		
REPLACEMENT RESERVES	\$49,365.61		
REPL RES / CD / TOWNE BANK	\$56,179.75	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,666.61	4/8/16	0.30%
TOTAL	\$180,724.42		
<u>CURRENT LIABILITIES</u>	\$0.00		
RR Loan Repayment			

TOTAL	\$0.00		
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The financials ending 08/31/2018 have been reviewed and following are the major things I noticed:

- Income Association Fee is on the plus side for month ending and YTD

On the expenses side, items of notes are:

- Legal Fees Collections are over budget for month ending and YTD, but I think I've noticed more activity in the delinquency report in trying to get some resolution through the courts. It's costing us more, but it seems the attorney is doing more.
- Property Insurance is over budget month ending and year to date, but I think I remember being advised that part of that is the way the billing cycles work. We should be on or close to budget by the end of the fiscal year.
- Utilities-Electric Expense is \$408.90 over budget month ending, but \$245.85 on the plus side YTD. I am not sure why the big jump in this line item for month ending.
- Maint-Irrigation System is \$9300.00 over budget YTD, but that can be explained by leaks and transitioning to a well system instead of city water Maint-Pool Contract Expense is \$590.50 over budget YTD, but we had to replace a portion of the pump/filtration system a few weeks ago.

Overall, we are on the plus side YTD in income vs expenses, and I want to thank all of you for helping to control our spending on behalf of our home owners.

1855 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Fencing around the BMP's have been cleaned.
 - Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
 - Irrigation System: Well installation is completed.
 - Lawn Maintenance/Landscaping: Nothing to report.
 - Clubhouse/Pool: Pool motor is sounding bad. New motor might need to be installed. AAA Pool gave us a price of \$3,550.00. There was a repair to the air relief assembly. A part was replaced. We were charged for the labor to replace the part but not for the part itself.

138 pool passes were picked up this year.

- Financials:
 - August financials were discussed during the treasurer's report.

- Maintenance:
 - The BMP, lawn/landscaping, and pool maintenance continue to be monitored. Mrs Pitzer will look into the cost of new aeration pump for the BMPs. Board will base the decision on her findings.
 - No mulch is needed for the playground this year.

- New Homeowners:
 - Hemang Shah – 3503 Fontwell Court
 - John and Candice Ross – 3002 Catterick Cove

- Resale Package Request:
 - 3005 Wincanton
 - 3034 Kempton Park Road

- 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. 2019 Budget season has begun.
 2. Vortices cleaning due in October.

○ 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-day notice.	9/20
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	Atlantic Well	November 2019	Termination requires 60-day notice.	September
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. Mrs Pitzer will get bid for new pool pump.

1915 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1930 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Mrs Pitzer will schedule tribunal and contact homeowners in violation.

1935 – Meeting adjourned. The next scheduled BOD Meeting will be Wednesday, 24 October 2018, at the UPA office. Meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 5 Oct 2018 via email.