

**Kempton Park Owner's Association Board of Directors Meeting
August 30, 2017
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Connie Jenkins
 Vice President: Michael Wood
 Secretary: Antonio Jackson
 Member-At-Large: Michelle Pugh

Members Absent: Treasurer: William Davis

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>
Davis	3508 FCT	Shed	Approved

1830 – Board of Directors Meeting: The meeting was called to order. No homeowners present besides BOD members.

1835 - Committee Reports:

- AC Report: Received one ARC request. Request was approved.
- Treasurers Report: Mr. William Davis was not able to attend but sent a statement concerning the finances to the board.

“The budget is ok YTD; the only big irregularity I noticed on the month ending statement was the double payment for grounds maintenance. I checked with Debbie and the records for last month (June), and we found that CNE billed later for June. The result was that we paid June and July in the same month resulting in the huge overage. We are, however, current in payment to them and in that budget line item.

The replacement reserve is being paid back on schedule and we should complete the repayment on time as planned.”

<u>July</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$14,925.80	\$16,458.00	(\$1,532.20)
EXPENSES			
Administrative	\$4,668.88	\$4,897.00	\$228.12
Utilities	\$3,270.96	\$3,790.00	\$519.04

Maintenance	\$6,456.93	\$11,641.00	\$5,184.07
Replacement Reserves	\$794.88	\$761.00	(\$33.88)
Operating Reserves	\$333.53	\$333.00	(\$0.53)
TOTAL EXPENSES	\$15,525.18	\$21,422.00	\$5,896.82
NET INCOME	(\$599.38)	(\$4,964.00)	\$4,364.62
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$122,787.21	\$115,206.00	\$7,581.21
EXPENSES			
Administrative	\$35,743.67	\$38,440.00	\$2,696.33
Utilities	\$6,164.70	\$9,650.00	\$3,485.30
Maintenance	\$43,494.43	\$56,792.00	\$13,297.57
Replacement Reserves	\$5,433.08	\$5,327.00	(\$106.08)
Operating Reserves	\$2,334.37	\$2,331.00	(\$3.37)
TOTAL EXPENSES	\$93,170.25	\$112,540.00	\$19,369.75
NET INCOME	\$29,616.96	\$2,667.00	\$26,949.96
<u>BALANCE SHEET</u>			
		Maturity Date	APR
OPERATING ACCOUNT	\$42,562.83		
OPERATING RESERVES	\$12,831.77		
REPLACEMENT RESERVES	\$34,328.44		
REPL RES / CD / TOWNE BANK	\$55,195.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,535.37	4/8/16	0.30%
TOTAL	\$155,453.64		
<u>CURRENT LIABILITIES</u>			
RR Loan Repayment	-7294		
TOTAL	\$5,202.00		

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

1840 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Mrs Pitzer received a call from a homeowner to report the BMP by Highland Green was very low. She contacted Solitude Management to make sure the fountain was turned off. They inspected the BMP and found nothing wrong. She then contacted the City of Suffolk and met them onsite. They brought an engineer and City Inspector to inspect the BMP and they found

everything to be in good order. All structures seem to be solid and working normally. Solitude's inspection report was provided with the board package.

- Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
- Irrigation System: The irrigation heads have been flagged. The red flags marked broken heads and two leaks were found. The system will be turned off until the repairs can be made. The estimated cost is under \$2,000. The rain sensor for the sprinkler system does not work. They say that is not a priority right now and can wait until Spring. Atlantic Well will repair the leaks.
- Lawn Maintenance/Landscaping: Mrs. Pitzer requested a proposal for fill dirt from CNE for hole at entrance sign. She is standing by to receive another estimate from a second vendor.

Mrs. Pitzer will continue to monitor the neighborhood for lawn care violations.

- Clubhouse/Pool: Received some invoices from AAA Pool where they some small repairs at the pool. There is not any money due on the invoices.

Mrs. Pitzer was contacted by a homeowner saying the pools were too hot. She contacted AAA Pool and the company president said he checked the pool on Saturday August 19 and the pool was warm but still OK to be used. To address the issue the association would have to drain both pools and refill them again. At the time the complaint was received there was only two weeks left for pool usage. The board did not see this as an acceptable expense so late in the season and decided not to incur the additional expense.

- Financials:
 - July 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.
- New Homeowners:
 - 3504 Lingfield Cove – Kevin and Chakita Dickson
 - 5055 Kelso St – Theresa and Christopher Earles
 - 3021 Kempton Park Rd – Shelia Williams and Ronaldo Fann
 - 3006 Kempton Park Rd – Michael Clements
 - 3008 Kempton Park Rd – David Eason and Mallory Seay
- Resale Package Request:
 - 3000 Carlisle Court

- 3004 Wincanton Court
 - 3504 Sedgefield Street
 - 5021 Kempton Park Rd
- Email/Correspondence Issues:
 - No correspondence received.
 - 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:
 - Budgeting for 2018 has started. Mrs. Pitzer asked the board to think about expenses for 2018. She met with Board President Connie Jenkins and went over the budget details. President Jenkins has a plan she would like to discuss at the next board meeting where the treasurer expected to be able to attend.
 - 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	Solitude Lake Management	9/30/17	30-day or automatic.	7/16
Landscaping	Cut N Edge	2/15/18	Termination requires 60-day notice.	12/16
Insurance	Nationwide	2/13/18	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
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○ 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.

1858 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1940 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Five tribunals were set up for homeowners in violation association rules:
 - Cases 81701, 81702, 81703, 81704, & 81705 were all in violation of not having their home pressure washed.
 - Mr.s Pitzer will contact the homeowners to inform them they will incur a \$50 fine if they do not correct the issue within the required time stated by the board.
- Board President signed the contract to have Storm Water Pond Management take over BMP maintenance and care from Solitude.
- Board President signed the contract for Waste Industries. Waste Industries provided trash pickup services for the pool house since the City of Suffolk no longer provides that service for community pools.

1941 – Meeting adjourned. The next scheduled BOD Meeting will be on Wednesday, 27 September 2017, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 06 September 2017 via email.