

**Kempton Park Owner's Association Board of Directors Meeting  
July 26, 2017  
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

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

Members Absent:           None

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>
Ragin	3505 FCT	Deck	Approved
Hinton	3510 LFC	Door	Approved
Davis	3508 LFC	Shed	Approved

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

**1833 - Committee Reports:**

- AC Report: Received three ARC requests. All were approved.
- Treasurers Report: Mr. William Davis reviewed the 30 June 2017 treasurer report. BMP payment overage was due to accounting paying two months of bills vice one. \$890 was paid for additional lawn maintenance to replace flowers/vegetation following a backflow inspection. \$1042 was paid back to replacement reserves to pay back the money borrowed from it for fence installation around a BMP. Year to date we have paid \$6252 back to the account. As of this month there is \$14,955.08 in delinquencies owed to the association. Attorneys Pender & Coward have made considerable progress on receiving delinquency payments from homeowners to the association. May treasurer reported provided for additional/continuity purposes.

<u>MAY</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$16,933.48	\$16,458.00	\$475.48
EXPENSES			
Administrative	\$7,193.86	\$4,984.00	(\$2,209.86)
Utilities	\$778.68	\$760.00	(\$18.68)
Maintenance	\$3,506.00	\$14,317.00	\$10,811.00
Replacement Reserves	\$762.37	\$761.00	(\$1.37)
Operating Reserves	\$333.54	\$333.00	(\$0.54)
TOTAL EXPENSES	\$12,574.45	\$21,155.00	\$8,580.55
NET INCOME	<b>\$4,359.03</b>	<b>(\$4,697.00)</b>	<b>\$9,056.03</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
INCOME	\$89,472.68	\$82,290.00	\$7,182.68
EXPENSES			
Administrative	\$25,990.49	\$27,866.00	\$1,875.51
Utilities	\$2,478.79	\$4,720.00	\$2,241.21
Maintenance	\$27,454.00	\$33,310.00	\$5,856.00
Replacement Reserves	\$3,875.91	\$3,806.00	(\$69.91)
Operating Reserves	\$1,667.34	\$1,665.00	(\$2.34)
TOTAL EXPENSES	\$61,466.53	\$71,367.00	\$9,900.47
NET INCOME	<b>\$28,006.15</b>	<b>\$10,923.00</b>	<b>\$17,083.15</b>
<b><u>BALANCE SHEET</u></b>		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$43,036.02		
OPERATING RESERVES	\$12,164.74		
REPLACEMENT RESERVES	\$30,719.74		
REPL RES / CD / TOWNE BANK	\$55,195.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,502.90	4/8/16	0.30%
<b>TOTAL</b>	<b>\$151,618.63</b>		
<b><u>CURRENT LIABILITIES</u></b>	\$12,496.00		
RR Loan Repayment	-5210		
<b>TOTAL</b>	<b>\$7,286.00</b>		

<u>JUN</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$18,388.73	\$16,458.00	\$1,930.73

EXPENSES			
Administrative	\$5,084.30	\$5,677.00	\$592.70
Utilities	\$414.95	\$1,140.00	\$725.05
Maintenance	\$9,583.50	\$11,841.00	\$2,257.50
Replacement Reserves	\$762.29	\$761.00	(\$1.29)
Operating Reserves	\$333.50	\$333.00	(\$0.50)
TOTAL EXPENSES	\$16,178.54	\$19,752.00	\$3,573.46
NET INCOME	<b>\$2,210.19</b>	<b>(\$3,294.00)</b>	<b>\$5,504.19</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
INCOME	\$107,861.41	\$98,748.00	\$9,113.41
EXPENSES			
Administrative	\$31,074.79	\$33,543.00	\$2,468.21
Utilities	\$2,893.74	\$5,860.00	\$2,966.26
Maintenance	\$37,037.50	\$45,151.00	\$8,113.50
Replacement Reserves	\$4,638.20	\$4,568.00	(\$70.20)
Operating Reserves	\$2,000.84	\$1,998.00	(\$2.84)
TOTAL EXPENSES	\$77,645.07	\$91,119.00	\$13,473.93
NET INCOME	<b>\$30,216.34</b>	<b>\$7,629.00</b>	<b>\$22,587.34</b>
<b><u>BALANCE SHEET</u></b>		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$44,204.21		
OPERATING RESERVES	\$12,498.24		
REPLACEMENT RESERVES	\$32,524.03		
REPL RES / CD / TOWNE BANK	\$55,195.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,502.90	4/8/16	0.30%
<b>TOTAL</b>	<b>\$154,924.61</b>		
<b><u>CURRENT LIABILITIES</u></b>	\$12,496.00		
RR Loan Repayment	-6252		
<b>TOTAL</b>	<b>\$6,244.00</b>		

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

**1842 - Manager's Report:**

- Follow-Up from Last Meeting:

- BMPs: A problem with the gate lock was reported to management. Treasurer, William Davis, checked the lock and reported that it is OK.

BMP between Kempton Park and Highland Green water level is low. Mrs. Pitzer will ask Solitude to look into the issue. The homeowner who reported it stated it looks like there is a damaged pipe at the far end of the pond.

Board moved to not renew the contract with Solitude at the end of the contract. Board will reward the contract for BMP maintenance to Stormwater. It was assessed that Stormwater would save the community close to \$900 over a year and provide additional services not covered by Solitude.

- Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
- Irrigation System: System is on, but not running.
- Lawn Maintenance/Landscaping: Mrs. Pitzer requested a proposal from CNE for fill dirt to place in a hole at the entrance sign. She will also get a proposal from Shiloh for price comparison of fill dirt.

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

- Clubhouse/Pool: Nothing significant to report. New tabletop to replace a broken tabletop arrived and was installed.

- Financials:

- June 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:

- Sean McGinty – 3521 Sedgefield St
- Bill and Amber Worthen – 5078 Kelso St

- Resale Package Request:

- 3000 Carlisle Court
- 3021 Kempton Park Rd
- 3006 Kempton Park Rd
- 3504 Lingfield Cove
- 5055 Kelso Street
- 3008 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. Board will start looking at areas to save money for the community
  - Sample of pool rules were provided to the BOD for review. Board will review and make necessary changes as required for next summer.
  - Mrs. Pitzer will look into the cost for a umbrella and stand solely for the lifeguard use. Mr. Davis will look into finding or building a stand for the umbrella support.
- 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>	Solitude Lake Management	9/30/18	30-day or automatic.	7/16
<b>Landscaping</b>	Cut N Edge	2/15/18	Termination requires 60-day notice.	12/16
<b>Insurance</b>	Nationwide	2/13/18	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>	Shiloh	Sep/Oct	Termination requires 60-day notice.	Mar/Apr
<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.

**1902 – Enter Executive Session:** Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

**1915 – Exit Executive Session:** Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session: None to report

**1924 – Meeting adjourned.** The next scheduled BOD Meeting will be on Wednesday, 30 August 2017, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 31 July 2017 via email.