

**Kempton Park Owner's Association Board of Directors Meeting
June 1, 2017
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Connie Jenkins
 Treasurer: William Davis
 Secretary: Antonio Jackson
 Member-At-Large: Vacant

Members Absent: Vice President: Michael Wood

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>
Bell	3009 KPR	Front Step Railing	Approved
Kelly	3510 FCT	Shed	Approved
Greenwood	3020 KPR	Deck	Approved
Prew	3515 LFC	Fence	Approved
Vinson	3012 NBC	Fence	Approved
Joyce	5046 KST	Flagstone Pavers	Approved

1830 – Board of Directors Meeting: The meeting was called to order. One homeowner was in attendance.

- **Homeowners Forum:** Homeowner Michelle Pugh introduced herself to the BOD and expressed interest in joining Kempton Park HOA BOD. She presented the board with a formal application.

1844 - Committee Reports:

- AC Report: Received six ARC requests. All were approved.
- Treasurers Report: Mr. William Davis reviewed the 30 April 2017 treasurer report. One delinquent account paid in full.

<u>APR</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$13,209.70	\$16,458.00	(\$3,248.30)
EXPENSES			
Administrative	\$4,739.14	\$4,713.00	(\$26.14)
Utilities	\$496.12	\$690.00	\$193.88

Maintenance	\$10,380.00	\$4,667.00	(\$5,713.00)
Replacement Reserves	\$795.55	\$761.00	(\$34.55)
Operating Reserves	\$333.92	\$333.00	(\$0.92)
TOTAL EXPENSES	\$16,744.73	\$11,164.00	(\$5,580.73)
NET INCOME	(\$3,535.03)	\$5,294.00	(\$8,829.03)
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$72,539.20	\$65,832.00	\$6,707.20
EXPENSES			
Administrative	\$18,796.63	\$22,882.00	\$4,085.37
Utilities	\$1,700.11	\$3,960.00	\$2,259.89
Maintenance	\$23,948.00	\$18,993.00	(\$4,955.00)
Replacement Reserves	\$3,113.54	\$3,045.00	(\$68.54)
Operating Reserves	\$1,333.80	\$1,332.00	(\$1.80)
TOTAL EXPENSES	\$48,892.08	\$50,212.00	\$1,319.92
NET INCOME	\$23,647.12	\$15,620.00	\$8,027.12
<u>BALANCE SHEET</u>			
		Maturity Date	APR
OPERATING ACCOUNT	\$39,718.99		
OPERATING RESERVES	\$11,831.20		
REPLACEMENT RESERVES	\$32,567.07		
REPL RES / CD / TOWNE BANK	\$54,865.19	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,502.90	4/8/16	0.30%
TOTAL	\$149,485.35		
<u>CURRENT LIABILITIES</u>			
RR Loan Repayment	-4168		
TOTAL	\$8,328.00		

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

1849 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Some erosion repairs were approved for Stormwater Pond.

Stormwater Pond Management has presented the association with an alternative to cleaning/maintaining the retention ponds. The board will review

the proposal before making a decision to break from Solitude for all maintenance/upkeep for the retention ponds.

- Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
- Irrigation System: A valve leak was reported to CNE on May 22. Management contacted Shiloh for repair. Repair to the valve has been completed.

Dominion Power has finished installing new streetlights. Flags marking sprinkler head locations have been removed.

Irrigation system is on but is not being used at the time due to the amount of rain received during the past few weeks (months).

- Lawn Maintenance/Landscaping: Motion was moved, second, and approved by the board to continue a contract with Shiloh for A La Carte services. This sort of service will save the HOA more money in the long run.

Mrs. Pitzer will continue to monitor the neighborhood for lawn care violations. So far she has not submitted any letters to homeowners due to the excessive amount of rain for the past few weeks. This will give the homeowners time to properly maintain their yards.

- Clubhouse/Pool: Treasurer William Davis will look at the water fountain for the pool house to see what repairs are needed.

Trash pickup services will start this month. Trash pickup day is Friday.

AAA Pool found a leak of the hydrostatic valve on the bottom of the pool. It was replaced and confirmed by AAA that is no longer leaking.

Pool opened 27 May 2017.

- Financials:
 - April 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:
 - Matthew and Kimberly Young – 3006 Haydock
 - Christian and Avery Lawrence – 3509 Sedgefield

- Resale Package Request:
 - 3000 Carlisle Court
 - 3011 Carlisle Court
 - 3511 Kelso Court
 - 3521 Sedgefield Court
 - 3021 Kempton Park Rd
 - 3006 Kempton Park Rd
 - 3501 Ludlow Cove
 - 5087 Kelso Street

- 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
 - Reserve Study was presented to the board. Board voted and accepted the Reserve Study as presented.
 - The BOD voted on and accepted Ms. Michelle Pugh’s application for the BOD. The board also voted on the new officers for this year’s BOD. Newly elected officers are as follows:
 1. President: Connie Jenkins
 2. Vice President: Michael Wood
 3. Treasurer: William Davis
 4. Secretary: Antonio Jackson
 5. Member at Large: Michelle Pugh

- 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	9/30/18	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

○ 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.

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

1917 – Meeting adjourned. The next scheduled BOD Meeting will be on Wednesday, 26 July 2017, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 11June2017 via email.