

**Kempton Park Owner's Association Board of Directors Meeting  
November 08, 2017  
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending:       President: Connie Jenkins  
                                   Vice President: Michael Wood  
                                   Secretary: Antonio Jackson  
                                   Treasurer: William Davis  
                                   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>
Davis	3505 LFC	Replace board and soffits	Approved

**1830 – Board of Directors Meeting:** The meeting was called to order. Homeowners Mr. Louis Escalante was present. He inquired if there was an option for homeowners who setup HOA payments through their banking institutions to opt out of receiving the coupon books. Mrs. Pitzer informed him that the only way to opt out is for the payments to be setup using UPA automatic draft/payment system. If their system is not used UPA will create a coupon book for homeowners for the year.

**1835 - Committee Reports:**

- AC Report: Received one ARC request. Requests were approved.
- Treasurers Report: Mr. William Davis reviewed the 30 September 2017 treasurer report.

<u>September</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$16,632.53	\$16,458.00	\$174.53
EXPENSES			
Administrative	\$4,341.20	\$4,917.00	\$575.80
Utilities	\$529.79	\$2,230.00	\$1,700.21
Maintenance	\$10,760.89	\$6,772.00	(\$3,988.89)
Replacement Reserves	\$762.46	\$761.00	(\$1.46)
Operating Reserves	\$333.52	\$333.00	(\$0.52)
TOTAL EXPENSES	\$16,727.86	\$15,013.00	(\$1,714.86)

NET INCOME	<b>(\$95.33)</b>	<b>\$1,445.00</b>	<b>(\$1,540.33)</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
INCOME	\$155,200.75	\$148,122.00	\$7,078.75
EXPENSES			
Administrative	\$45,680.15	\$48,254.00	\$2,573.85
Utilities	\$8,882.03	\$15,660.00	\$6,777.97
Maintenance	\$68,353.25	\$75,604.00	\$7,250.75
Replacement Reserves	\$6,958.03	\$6,849.00	(\$109.03)
Operating Reserves	\$3,001.44	\$2,997.00	(\$4.44)
TOTAL EXPENSES	\$132,874.90	\$149,364.00	\$16,489.10
NET INCOME	<b>\$22,325.85</b>	<b>(\$1,242.00)</b>	<b>\$23,567.85</b>
<b><u>BALANCE SHEET</u></b>		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$33,187.72		
OPERATING RESERVES	\$13,498.84		
REPLACEMENT RESERVES	\$37,825.22		
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%
<b>TOTAL</b>	<b>\$150,242.38</b>		
<b><u>CURRENT LIABILITIES</u></b>	\$12,496.00		
RR Loan Repayment	-9378		
<b>TOTAL</b>	<b>\$3,118.00</b>		

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

**1840 - Manager's Report:**

- Follow-Up from Last Meeting:
  - BMPs: 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: Nothing to report.
  - Lawn Maintenance/Landscaping: Nothing to report.

- Clubhouse/Pool: The pool is closed. Mrs. Pitzer provided the board with a report from AAA Pool in the board package. There were 3,347 bathers in 2017, with 2 minor injuries and 2 arguments.
- Financials:
  - September 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:
  - None
- Resale Package Request:
  - 3000 Carlisle Court
  - 3004 Wincanton Court
  - 3501 Ludlow Court
- 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. The tax engagement letter for 2017 taxes was included in the board package. The cost was \$300 for Federal and state filings.
- 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	9/30/17	30-day or automatic.	7/16
<b>Landscaping</b>	Cut N Edge	2/15/18	Termination requires 60-day	12/16

			notice.	
<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.

**1853 – Enter Executive Session:** Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

**1919 – 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 and 117-002: Porch railings need repairs/painting. Mrs. Pitzer will contact the homeowners to inform them they have 30 days to address the violations or be assessed a \$50 fine.
- Board Tribunals 1117-003: Mailbox leaning and in need of repair. Mrs. Pitzer will contact the homeowners to inform them they have 30 days to address the violations or be assessed a \$50 fine.

**1920 – Meeting adjourned.** The next scheduled BOD Meeting will be on Wednesday, 31 January 2017, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 17 November 2017 via email.