

**Kempton Park Owner's Association Board of Directors Meeting
September 27, 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>
Lee	3006 CCT	Deck Screen	Approved
Workman	3007 DDR	Roofing	Approved

1830 – Board of Directors Meeting: The meeting was called to order. Homeowners Mr. and Mrs. Stahler were present but did not wish to address the board.

1831 - Committee Reports:

- AC Report: Received two ARC request. Requests were approved.
- Treasurers Report: Mr. William Davis reviewed the 31 August 2017 treasurer report.

<u>August</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$15,781.01	\$16,458.00	(\$676.99)
EXPENSES			
Administrative	\$5,595.28	\$4,897.00	(\$698.28)
Utilities	\$2,187.54	\$3,780.00	\$1,592.46
Maintenance	\$14,097.93	\$12,041.00	(\$2,056.93)
Replacement Reserves	\$762.49	\$761.00	(\$1.49)
Operating Reserves	\$333.55	\$333.00	(\$0.55)
TOTAL EXPENSES	\$22,976.79	\$21,812.00	(\$1,164.79)
NET INCOME	(\$7,195.78)	(\$5,354.00)	(\$1,841.78)
<u>INCOME & EXPENSES YEAR TO DATE</u>			

INCOME	\$138,568.22	\$131,664.00	\$6,904.22
EXPENSES			
Administrative	\$41,338.95	\$43,337.00	\$1,998.05
Utilities	\$8,352.24	\$13,430.00	\$5,077.76
Maintenance	\$57,592.36	\$68,832.00	\$11,239.64
Replacement Reserves	\$6,195.57	\$6,088.00	(\$107.57)
Operating Reserves	\$2,667.92	\$2,664.00	(\$3.92)
TOTAL EXPENSES	\$116,147.04	\$134,351.00	\$18,203.96
NET INCOME	\$22,421.18	(\$2,687.00)	\$25,108.18
BALANCE SHEET		Maturity Date	APR
OPERATING ACCOUNT	\$34,325.05		
OPERATING RESERVES	\$13,165.32		
REPLACEMENT RESERVES	\$36,020.76		
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	\$149,241.73		
CURRENT LIABILITIES	\$12,496.00		
RR Loan Repayment	-8336		
TOTAL	\$4,160.00		

- 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: Atlantic Well flagged the irrigation heads for seeding. They found leaks at the control valves and replaced four heads for the sprinkler system. They turned the system off until the repairs can be completed. After completion of the repairs the system was turned back on for the seeding. Atlantic Well also stated the rain sensors have not been working for years. They recommended the repairs wait until the Spring.

- Lawn Maintenance/Landscaping: September 5th and 6th the front common area was aerated and seeded.

Fill dirt for the sinkhole behind the neighborhood sign still needs to be completed. Mrs. Pitzer will receive price quotes from Shiloh and other vendors for the work to be done.

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

- Clubhouse/Pool: The pool is closed. AAA Pool will prepare a report to show the usage of the pool for the summer. Mrs. Pitzer handed out 158 pool passes this year.
- Financials:
 - August 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
 - 3504 Sedgefield 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:
 - Mrs. Pitzer provided the board a copy of the 2018 budget along with the suggested changes presented by board president, Connie Jenkins. Board reviewed the package and voted to accept the budget as presented with the following changes.

1. \$1,500 to paint/repair trim components and interior doors at pool (NEEDED). Line item 54550.
2. \$3,000 to add mulch to the playground area (Was discussed last year but was decided to put off a year). Line item 54310.
3. \$8,000 to replace lap and kid pool covers (It's recommended to do in 2019 but putting the money aside now is best). Line item 54660.
4. \$2,000 Landscaping extras/tree removal (Every year we have unexpected expenses come up. It will cover/offset last minute expenses). Line item 54310.
5. \$1,500 Pool supplies: lifesaving rings, hook, backboard, etc. Line item 54660.

○ 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

○ 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.

1907 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1928 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Board voted to enter into a contract with Atlantic Well and Pump Services to perform winterization and start up of irrigation systems.
- October 9th the board members will meet at 1000 on Kempton Park Road to clean the neighborhood vortices.

1935 – Meeting adjourned. The next scheduled BOD Meeting will be on Wednesday, 08 November 2017, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 16 October 2017 via email.