

**Kempton Park Owner's Association Board of Directors Meeting
August 18, 2015
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Raymond Laffoon
 Vice President: Connie Jenkins
 Treasurer: William Davis
 Member-At-Large: Vanessa Hilyert-Young

Members Absent: Secretary: Antonio Jackson

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>
Le Monde	3507 SFS	Paint shutters and door from red to Navy	Approved
Meier	5004 KSS	Replace shed	Approved

1830 – Board of Directors Meeting: The meeting was called to order in Executive Session for HOA tribunal.

1840 - Homeowners Forum: Homeowners in attendance were dismissed. Board actions from homeowner tribunal are:

- Letter submitted by homeowner for fence approval is different from usual required document. Homeowners' roof doesn't comply with guidelines of the HOA. BOD President asked that the Architectural Review Board take on the responsibility of reviewing the homeowners' request for roof approval and issuing the letter of acceptance. Homeowners agreed to submit requested/required documents within a week for a 2-3 day turnaround timeframe.
- The issue concerning the trash cans has been resolved. The homeowners were out of town for 15 days.
- Homeowner has a tree that he wants to trim up or remove. The tree is causing trouble with his gutter. The board will look into the issue and determine the best course of action.

1841 - Committee Reports:

- Treasurers Report –Mr. William Davis reviewed the July 2015 treasurer report.

○ **July 2015**

<u>July</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$14,280.72	\$14,427.00	(\$146.28)
EXPENSES			
Administrative	\$6,316.90	\$4,479.00	(\$1,837.90)
Utilities	\$3,194.64	\$1,942.00	(\$1,252.64)

Maintenance	\$8,875.00	\$7,072.00	(\$1,803.00)
Replacement Reserves	\$607.73	\$600.00	(\$7.73)
Operating Reserves	\$333.00	\$333.00	\$0.00
TOTAL EXPENSES	\$19,327.27	\$14,426.00	(\$4,901.27)
NET INCOME	(\$5,046.55)	\$1.00	(\$5,047.55)

INCOME & EXPENSES YEAR TO DATE

INCOME	\$103,034.19	\$100,989.00	\$2,045.19
EXPENSES			
Administrative	\$41,041.95	\$31,353.00	(\$9,688.95)
Utilities	\$7,386.22	\$13,594.00	\$6,207.78
Maintenance	\$48,823.50	\$49,504.00	\$680.50
Replacement Reserves	\$4,233.34	\$4,200.00	(\$33.34)
Operating Reserves	\$2,332.12	\$2,331.00	(\$1.12)
TOTAL EXPENSES	\$103,817.13	\$100,982.00	(\$2,835.13)
NET INCOME	(\$782.94)	\$7.00	(\$789.94)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$3,881.98		
OPERATING RESERVES	\$5,162.16		
REPLACEMENT RESERVES	\$40,308.14		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,350.53	4/8/16	0.30%
TOTAL	\$114,240.04		

- Motion made and passed to accept the Treasurer's Reports.

1837 - Manager's Report:

- Follow-Up from Last Meeting:

- BMPs:

The revised easement agreement was signed and notarized. Management made a copy of the plats on a CD and sent the signed agreement and the CD to the City of Suffolk.

- Roads/Sidewalks:

Mrs. Pitzer will continue to monitor for future road/sidewalk issues.

- Irrigation System:

CNE has been in contact with Shiloh to monitor the irrigation times.

- Lawn Maintenance/Landscaping:

A poplar tree was struck by lightning and split in half. Management contacted four tree vendors but only heard back from two. Chesapeake Bay was approved to remove the tree and to grind the stump. Tree was cut down on August 6th.

Management was on property on August 5th and spoke with CNE. They reported another tree was struck behind 5028 Kelso. No damage was done to the fence. The tree needs to be cut and removed from the property. Management contacted Chesapeake Bay and requested that they cut the tree when they are on property to remove the tree in the park. They agreed to do so for us.

The front hedgerow has been trimmed and weeded. CNE also reported that they have not seen any irrigation heads stuck.

- Financials:

- July 31, 2015 financials were included in the Board package and presented by Mr. William Davis.

- Maintenance (Clubhouse/Pool):

- Mrs. Pitzer ordered 5 pool umbrellas for the pool. The total cost was \$205.00. After the season we will need to inventory the umbrellas, umbrella holders, table and chairs.

- New Homeowners:

- 3016 Kempton Park Road – Jason and Joni Waldo
- 3509 Ludlow Cove – Christopher and Lucy Hill

- Resale Package Request:

- 3015 Carlisle Court
- 3501 Sedgefield Street
- 3011 Kempton Park Road
- 5048 Kelso Street
- 3000 Doncaster Drive
- 5035 Kelso Street
- Sandown Cove
- 3001 Carlisle Court

- Email/Correspondence Issues:

- None

- 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:
 - Management contacted Public Works for the repair to the sidewalk on Kempton Park road. They informed Mrs. Pitzer that the work is on the schedule to complete.
 - Four warnings signs were ordered to replace the signs at the retention ponds. Board members will replace the signs after they are received.
- Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
Management	UPA	6/1/16	Renews for 5 years unless challenged. Requires 90-day notice.	9/15
Pond Maintenance	Solitude Lake Management	9/30/15	30-day or automatic.	7/15
Landscaping	Cut N Edge	3/15/16	Termination requires 60-day notice.	1/16
Insurance	Nationwide	2/13/15	Rolling coverage.	N/A
Pool	AAA	9/30/16	None / Seasonal	10/15
Pool Winter Maintenance	AAA	4/15/15	None / Seasonal	8/15
Lawn Irrigation	Shiloh	Sep/Oct	Termination requires 60-day notice.	Mar/Apr
Tax Preparation	DesRoches & Co.	Annually	None	2/15
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

1845 – Unfinished Business:

- None to report at this time.

1927 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1935 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

- **Executive Session Decisions:**

Motion was made and passed to obtain proposals for installation of a 5’ white vinyl picket fence around the retention pond on Kempton Park Road.

- **Action Pending for Next Meeting:**

- BMPs: Manager will continue to track through completion.
- Irrigation/Lawn Maintenance: Manager will continue to track and report back to the board.
- AAA Pool: Manager will track and keep board updated.

1956 – The next scheduled BOD Meeting will be on Tuesday 15 September 2015 at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

1958 – Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 15 SEP 2015 during regular meeting session.