

**Kempton Park Owner's Association Board of Directors Meeting
February 12, 2015
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Raymond Laffoon
 Vice President: Brenda Bell
 Treasurer: William Davis
 Secretary: Antonio Jackson
 Member-At-Large: Vacant

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>
Haywood	3010KPR	Satellite Dish	Approved

1827 – Board of Directors Meeting: The meeting was called to order.

1830 - Homeowners Forum: No homeowners in attendance.

1830 - Committee Reports:

- Treasurers Report –The December 2014 treasurer report was reviewed by Mr. William Davis.

- **DEC 2014**

<u>December</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$16,630.07	\$13,618.59	\$3,011.48
EXPENSES			
Administrative	\$4,537.80	\$4,306.77	(\$231.03)
Utilities	\$731.66	\$1,684.16	\$952.50
Maintenance	\$6,921.42	\$6,653.34	(\$268.08)
Replacement Reserves	\$947.44	\$561.25	(\$386.19)
Operating Reserves	\$413.08	\$413.09	\$0.01
TOTAL EXPENSES	\$13,551.40	\$13,618.61	\$67.21
NET INCOME	\$3,078.67	(\$0.02)	\$3,078.69
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$166,930.38	\$163,423.00	\$3,507.38
EXPENSES			
Administrative	\$54,608.77	\$51,681.00	(\$2,927.77)
Utilities	\$16,670.23	\$20,210.00	\$3,539.77
Maintenance	\$83,963.55	\$79,840.00	(\$4,123.55)

Replacement Reserves	\$8,452.11	\$6,735.00	(\$1,717.11)
Operating Reserves	\$956.96	\$4,957.00	\$4,000.04
TOTAL EXPENSES	\$164,651.62	\$163,423.00	(\$1,228.62)
NET INCOME	\$2,278.76	\$0.00	\$2,278.76

<u>BALANCE SHEET</u>		Maturity Date	APR
OPERATING ACCOUNT	\$4,664.92		
OPERATING RESERVES	\$2,830.04		
REPLACEMENT RESERVES	\$47,497.99		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,327.34	4/8/16	0.30%
TOTAL	\$119,857.52		

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

1837 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: The new easement was signed and the paperwork was submitted to the City of Suffolk.
 - Roads/Sidewalks: Mrs. Pitzer submitted a report for repairs to the sidewalk at 5066 Kelso St. She will continue to monitor until completion.
 - Irrigation System: Irrigation was winterized the week of November 10th.
 - Lawn Maintenance/Landscaping: No issues.
- Financials:
 - December 31, 2014 financials were included in the Board package and presented by Mr. William Davis.
- Maintenance:
 - AAA has started the pool repairs and do not think there be any problems that will delay the pool opening.
 - AAA provided an inventory report. It appears that we do not have to purchase anything for the pool opening.
 - Pool pump not started but should not delay opening.
 - Pool House will have a termite inspection in the upcoming months.
- New Homeowners:
 - 5026 Kelso Street – Joseph and Michelle Becerra
- Resale Package Request:
 - None
- Email/Correspondence Issues:
 - Received email on insurance renewal.

- 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:
 - Article Nine in HOA Declarations will be rewritten to reference the Architectural Review Board Guidelines for new/updated rules. Verbiage for declaration will be reviewed and agreed upon by the board via email before possible review by attorney.
 - Neighborhood Easter Egg Hunt is set for 4 April 2015. Looking for volunteers to assist with the Easter Egg Factory. Contact Mrs. Brenda Bell if interested.
 - Community Yard Sale set for 18 April 2015. Advertisements will be placed in local papers.
 - Annual Meeting date is 7 April 2015 at Bon Secour near the UPA office. Registration will begin at 1800. The meeting will begin at 1830.
- 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	3/15/14	Termination requires 60-day notice.	1/14
Insurance	Nationwide	2/13/15	Rolling coverage.	N/A
Pool	AAA	9/30/16	None / Seasonal	10/15
Pool Winter Maintenance	AAA	4/15/14	None / Seasonal	8/14
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:

- BMPs: [Management Issue] Application processed and accepted by the city. Easement agreement provided to the city for their records.
- Audit: [Management issue.] Audit planned for 2016.
- 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.

1903 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

- Discussed homes found in violation of community by-laws for improper storage/placement of basketball goal and trashcans.

1916 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

• **Executive Session Decisions:**

- Board approved to have terminated accounts written off the account.
- Case 2015-23: Mrs. Pitzer will contact homeowner of the board's decision to permit a one time waiver with stipulations for the issue at hand.

• **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.

1920 – The next scheduled BOD Meeting will be the Annual Meeting held on Tuesday 7 April 2015 at Bon Secour near the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

1921 – Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 19 Feb 2015 via email.