

**Kempton Park Owner's Association Board of Directors Meeting  
October 13, 2015  
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Raymond Laffoon  
Secretary: Antonio Jackson  
Member-At-Large: Vanessa Hilyert-Young  
Treasurer: William Davis

Members Absent: Vice President: Connie Jenkins

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>
Jenkins	5038 KST	Paint shutters and front door	Approved
McQueen	3000 KPR	Porch roof variance	Approved
Lemerande	3500 SDC	Change color of Front and Balcony Door	Approved

**1830– Board of Directors Meeting:** The meeting was called to order.

**1830- Homeowners Forum:** No homeowners present.

**1831 - Committee Reports:**

- ARB Committee Report: No issues to report.
- Treasurers Report: Mr. William Davis reviewed the September 2015 treasurer report.

○ **September 2015**

<u>September</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$14,466.08	\$14,427.00	\$39.08
EXPENSES			
Administrative	\$5,044.13	\$4,479.00	(\$565.13)
Utilities	\$1,609.41	\$1,942.00	\$332.59
Maintenance	\$10,740.20	\$7,072.00	(\$3,668.20)
Replacement Reserves	\$601.69	\$600.00	(\$1.69)
Operating Reserves	\$0.11	\$333.00	\$332.89
TOTAL EXPENSES	\$17,995.54	\$14,426.00	(\$3,569.54)
NET INCOME	<b>(\$3,529.46)</b>	<b>\$1.00</b>	<b>(\$3,530.46)</b>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
INCOME	\$131,651.09	\$129,843.00	\$1,808.09
EXPENSES			
Administrative	\$51,419.79	\$40,311.00	(\$11,108.79)
Utilities	\$13,880.41	\$17,478.00	\$3,597.59

Maintenance	\$60,694.70	\$63,648.00	\$2,953.30
Replacement Reserves	\$5,438.44	\$5,400.00	(\$38.44)
Operating Reserves	\$2,665.44	\$2,997.00	\$331.56
<b>TOTAL EXPENSES</b>	<b>\$134,098.78</b>	<b>\$129,834.00</b>	<b>(\$4,264.78)</b>
<b>NET INCOME</b>	<b>(\$2,447.69)</b>	<b>\$9.00</b>	<b>(\$2,456.69)</b>

**BALANCE SHEET**

		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$2,221.61		
OPERATING RESERVES	\$5,495.37		
REPLACEMENT RESERVES	\$41,508.97		
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%
<b>TOTAL</b>	<b>\$114,113.71</b>		

- Mr. Davis reported that currently we have \$4,646.69 available in cash. At this moment we owe a total of \$12,214 in bills. The legal fees to address the fencing of the retention pond and fees for transferring the retention ponds to the City of Suffolk depleted the operating reserve funds. Mr. Davis motioned that \$25,000.00 is borrowed from the Replacement Reserve funds to cover the cost of bills due and cost of fence installation.
- Motion made and passed to accept the Treasurer's Reports and to borrow the money from the Replacement Reserves to cover bills due.

**1835 - Manager's Report:**

- Follow-Up from Last Meeting:
  - BMPs:  
Some minor changes were needed in correcting the wording for the easement agreement but were completed by the City of Suffolk.

The city's inspection report stated that some small trees should be removed from the retention pond areas. Mrs. Pitzer will contact CNE to get an estimate on the cost for removing the brush.

Mrs. Pitzer received an email from the City of Suffolk that the easements are being recorded and the BMPs have been transferred to the City of Suffolk.

- Roads/Sidewalks:  
Mrs. Pitzer will continue to monitor for future road/sidewalk issues.
- Irrigation System:  
System is turned off.
- Lawn Maintenance/Landscaping:  
Seeding was completed and the irrigation system was adjusted for watering.

CNE submitted a price for \$400 for trimming hedgerow. We are waiting on signatures from homeowners giving permission for CNE to be on their property to conduct this task.

- Financials:
  - Mr. William Davis presented September 30, 2015 financials to the board.
- Maintenance (Clubhouse/Pool):
  - Mrs. Pitzer included in the board package a list of needed repairs to the clubhouse and playground area. Mr. Davis will address/repair the minor issues. The Board decided to address the larger issues (i.e. new pool furniture, water fountain repair, etc.) in March. This will give the association time to budget the repairs and allow our reserves to replenish.
- New Homeowners:
  - 3000 Doncaster Drive – Tammy Hanna
  - 50335 Kelso Street – Gregg Flick II
  - 3500 Sandown Cove – Theodore and Elizabeth Lemerande
  - 5093 Kelso Street – Keavan Sizemore
- Resale Package Request:
  - 3016 Kempton Park Road
  - 3509 Ludlow Cove
  - 5050 Kelso Street
- Email/Correspondence Issues:
  - Mrs. Pitzer received an email from a homeowner concerning a noncompliance issue. She will contact the homeowner with the board's decision.
- 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:
  - The pool emergency phone was deactivated for the season.
  - A copy of the CD for the Kempton Park plats was made and sent to Mike Sutton with Hercules Fence for the BMP fencing.
  - Board voted to tentatively accept a bid for \$14500 from Hercules Fencing pending final review of plat by Hercules Fencing. Approved to sign a contract if review of plat by Hercules Fencing is close to this price. Board will readdress if there is a significant difference in pricing.

○ Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
<b>Management</b>	UPA	6/1/16	Renews for 5 years unless challenged. Requires 90-day notice.	9/15
<b>Pond Maintenance</b>	Solitude Lake Management	9/30/16	30-day or automatic.	7/17
<b>Landscaping</b>	Cut N Edge	3/15/16	Termination requires 60-day notice.	1/17
<b>Insurance</b>	Nationwide	2/13/16	Rolling coverage.	N/A
<b>Pool</b>	AAA	9/30/15	None / Seasonal	10/15
<b>Pool Winter Maintenance</b>	AAA	4/15/15	None / Seasonal	8/15
<b>Lawn Irrigation</b>	Shiloh	Sep/Oct	Termination requires 60-day notice.	Mar/Apr
<b>Tax Preparation</b>	DesRoches & Co.	Annually	None	2/16
<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:**

- Guideline review is on hold. The Architectural Review Committee will review the guidelines to separate Architectural Review issues from Board issues.
- 2016 Budget to be finalized by 15 November 2015. Board members are awaiting final cost for fence installation from Hercules Fencing and CNE of lawn maintenance along the new fencing so that they can be included in the budget.

**New Business:**

- Funding for monthly invoices was address during the treasurer's report.
- Pool and Park repairs: Small repairs/issues will be address by Mr. Davis. The larger repairs/issues will be address in March to allow budgeting and replenishing of replacement reserves.
- Community Activities: None at this time.

- Vortices: Cleaning and measurement of the vortices is scheduled for 16 October 2015 at 1600. Mr. Davis, Mr. Laffoon, and Mr. Jackson will meet to measure and clean the vortices.

**1918– Enter Executive Session**

**1923 – Exit Executive Session:** Motion made and approved to come out of Executive Session and continue the open meeting.

- **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.

**1924 –** The next scheduled BOD Meeting will be on Tuesday 03 November 2015 at the UPA office. Registration will begin at 1800. The meeting will begin at 1830. Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 14 October 2015 via email.