

**Kempton Park Owner's Association Board of Directors Meeting  
July 23, 2015  
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

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

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>
Le Monde	3507 SFS	Install Deck & Paint Shutters	Approved
Blackwell	3502SFS	Vinyl Fence	Approved
Peet	3000WNC	Vinyl Fence	Approved

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

**1832 - Homeowners Forum:** Two homeowners in attendance. Mr. Robinson, 3504 Ludlow Cove. Mr. Joe Jenkins, 5038 Kelso Street.

Homeowners were concerned with amount of time lifeguard spend at the pool and that they are not returning the trash can from the side of the street after the trash is collected.

**1838 - Committee Reports:**

- Treasurers Report –Mr. William Davis reviewed the May and June 2015 treasurer report.

- **May 2015**

	<u>MAY</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME		\$12,993.03	\$14,427.00	(\$1,433.97)
EXPENSES				
Administrative		\$5,276.92	\$4,479.00	(\$797.92)
Utilities		\$607.14	\$1,942.00	\$1,334.86
Maintenance		\$3,571.00	\$7,072.00	\$3,501.00
Replacement Reserves		\$601.53	\$600.00	(\$1.53)
Operating Reserves		\$333.08	\$333.00	(\$0.08)
TOTAL EXPENSES		\$10,389.67	\$14,426.00	\$4,036.33
NET INCOME		<b>\$2,603.36</b>	<b>\$1.00</b>	<b>\$2,602.36</b>

**INCOME & EXPENSES YEAR TO DATE**

INCOME	\$74,377.86	\$72,135.00	\$2,242.86
EXPENSES			

Administrative	\$23,550.03	\$22,395.00	(\$1,155.03)
Utilities	\$3,320.14	\$9,710.00	\$6,389.86
Maintenance	\$26,974.00	\$35,360.00	\$8,386.00
Replacement Reserves	\$3,023.89	\$3,000.00	(\$23.89)
Operating Reserves	\$1,666.02	\$1,665.00	(\$1.02)
<b>TOTAL EXPENSES</b>	<b>\$58,534.08</b>	<b>\$72,130.00</b>	<b>\$13,595.92</b>
<b>NET INCOME</b>	<b>\$15,843.78</b>	<b>\$6.00</b>	<b>\$15,837.78</b>

**BALANCE SHEET**

		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$20,508.70		
OPERATING RESERVES	\$4,496.06		
REPLACEMENT RESERVES	\$39,106.42		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,342.80	4/8/16	0.30%
<b>TOTAL</b>	<b>\$128,991.21</b>		

o **June 2015**

	<b><u>JUN</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>
TOTAL INCOME		\$14,375.61	\$14,427.00	(\$51.39)
EXPENSES				
Administrative		\$11,175.02	\$4,479.00	(\$6,696.02)
Utilities		\$871.44	\$1,942.00	\$1,070.56
Maintenance		\$12,974.50	\$7,072.00	(\$5,902.50)
Replacement Reserves		\$601.72	\$600.00	(\$1.72)
Operating Reserves		\$333.10	\$333.00	(\$0.10)
<b>TOTAL EXPENSES</b>		<b>\$25,955.78</b>	<b>\$14,426.00</b>	<b>(\$11,529.78)</b>
<b>NET INCOME</b>		<b>(\$11,580.17)</b>	<b>\$1.00</b>	<b>(\$11,581.17)</b>

**INCOME & EXPENSES YEAR TO DATE**

INCOME	\$88,753.47	\$86,562.00	\$2,191.47
EXPENSES			
Administrative	\$34,725.05	\$26,874.00	(\$7,851.05)
Utilities	\$4,191.58	\$11,652.00	\$7,460.42
Maintenance	\$39,948.50	\$42,432.00	\$2,483.50
Replacement Reserves	\$3,625.61	\$3,600.00	(\$25.61)
Operating Reserves	\$1,999.12	\$1,998.00	(\$1.12)
<b>TOTAL EXPENSES</b>	<b>\$84,489.86</b>	<b>\$86,556.00</b>	<b>\$2,066.14</b>
<b>NET INCOME</b>	<b>\$4,263.61</b>	<b>\$6.00</b>	<b>\$4,257.61</b>

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<b>TOTAL</b>	<b>\$128,991.21</b>		

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

**1837 - Manager's Report:**

- Follow-Up from Last Meeting:

- BMPs:

Processed payment for BMP transfer to Van Deventer Black for \$676.00.

Management contacted another attorney (Sarah Palamara) for titles search for BMP transfer. Her fee should be \$200 - \$300. She was told to complete the title search. Before authorizing the search Ms. Palamara contacted the City of Suffolk to make sure they approved of her report.

The title report was submitted to the City of Suffolk on July 8, 2015 from Sarah Palamara.

Mrs. Pitzer received a list of additional requirements to provide to the City of Suffolk for BMP turnover.

- Roads/Sidewalks:

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

- Irrigation System:

Management received emails on July 2, 2015 that there was a broken irrigation head on Bennetts Creek Park Road. Shiloh was contacted to repair the head. Shiloh reported to management that the head was damaged by a lawn mower. CNE was contacted and told about the damage.

- Lawn Maintenance/Landscaping:

CNE requested the zones and timing of the irrigation system so they would know when to schedule the cuttings. Management submitted the report to CNE, which was provided by Shiloh.

Reported damaged irrigation head on July 2, 2015.

Reported damaged irrigation head on July 10, 2015.

CNE will trim the hedges in front of the neighborhood on Saturday 25, July 2015.

- Financials:

- May 31, 2015 and June 30, 2015 financials were included in the Board package and presented by Mr. William Davis.

- Maintenance:
  - Mrs. Pitzer processed payment for American Mechanical for plumbing repairs for \$475.00.
  - Mrs. Pitzer process payment for DH Construction for drywall repair for \$225.00.
- New Homeowners:
  - 3010 Newbury Ct – Kyle Massig
- Resale Package Request:
  - 3016 Kempton Park Road
  - 3509 Ludlow
  - 3015 Carlisle Court
  - 3501 Sedgefield Street
  - 3011 Kempton Park road
  - 5048 Kelso Street
  - 3000 Doncaster Drive
- Email/Correspondence Issues:
  - Mrs. Pitzer received an email requesting to have police patrol increased in the neighborhood.
  - Mrs. Pitzer received a call from a homeowner that there was only one guard on duty all day at the pool. The guard said they were shorthanded and AAA needed to hire more guards. Management contacted AAA to check their records to see if only one guard was on duty. AAA also said that the supervisor should have been there to cover the contractual agreement.
- 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:
  - Draft Architectural Review Committee charter was presented to the board. The board will review the draft and modify it to meet the needs for Kempton Park HOA.
  - A collection engagement letter for Pender and Coward were given to the board along with his fees. Board motioned and approved to send new collection cases to Pender and Coward.
  - Mrs. Pitzer will get prices for additional umbrellas for use at the pool. The prices will be emailed to the board for vote to purchase. She will also check on prices for umbrella bases.
  - Mrs. Pitzer mentioned that the clubhouse needs some repairs. She thinks that during the off-season the board should look at painting and cleaning the clubhouse. The

clubhouse is also in need of doorstops and toilet paper holders. Funds for this should be placed in the 2016 budget.

- Board is considering doing other community events such as Halloween Trunk or Treat or Halloween Decorating Contest. Homeowner in attendance suggested that we make available to homeowners a link to registered sex offenders registry. The link will be added to the Kempton Park HOA website.
- Architectural Review Committee was established. Members of the committee are:
  - Joe Jenkins
  - Antonio “Tony” Jackson
  - Edwin Harris
  - Ray Laffoon (alternate)

Members will be added to the Kempton Park HOA website and announced on Nextdoor.com.

○ 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	9/30/15	30-day or automatic.	7/15
<b>Landscaping</b>	Cut N Edge	3/15/16	Termination requires 60-day notice.	1/16
<b>Insurance</b>	Nationwide	2/13/15	Rolling coverage.	N/A
<b>Pool</b>	AAA	9/30/16	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	2/15
<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

**1845 – Unfinished Business:**

- \* BMPs: [Management Issue] President to sign notarized documents for BMP transfer.
- \* 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.

- \* Repairs to pool during off-season.

**1930 – Enter Executive Session:** Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

**1954 – Exit Executive Session:** Motion made and approved to come out of Executive Session and continue the open meeting.

- **Executive Session Decisions:**

- Case numbers 715-01, 715-04, and 715-07 for mailbox repairs. Mrs. Pitzer will send correspondence to homeowners who are first time offender that they have 20 days to correct the problem. For the homeowner who is a repeat offender a \$50 fine will assessed for the homeowner to pay.
- Case Numbers 715-06 and 715-02 for home pressure washing. Mrs. Pitzer will send correspondence to the homeowners that they have two weeks to address the violation. If not taken care of in that time frame they will be assessed a \$50 fine.

- **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 18 August 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: 01 AUG 2015 via email.