

**Kempton Park Owner's Association Board of Directors Meeting
September 15, 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

Members Absent: Vice President: Connie Jenkins
Treasurer: William Davis

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>
Scarola	3008 CCT	Temporary window A/C unit	Approved
Jenkins	5038 KST	Paint shutters and front door	Approved

1911 – Board of Directors Meeting: The meeting was called to order in Executive Session for HOA tribunal.

1917- Homeowners Forum: Homeowners in attendance were Mr. Dave Robinson and Mr. Ed Harris. Board actions from homeowner forum:

- After hearing Mr. Robinson's concern the board asked CNE to trim back the Wax Myrtle bushes along the pool common area that encroaches upon his and fellow neighbor properties. Once the hedges have been trimmed back CNE will maintain the appearance of the hedges hereafter. Mr. Robinson is to provide UPA and CNE with a signed petitions/statement from all those involved permitting CNE to go onto their property to trim back the hedges. Work will not commence unless this document is received.

1920 - Committee Reports:

- ARB Committee Report: Mr. Ed Harris was in attendance to give the first report of the Kempton Park Architectural Review Committee. He briefed the board on what the committee agreed would be the appropriate way to function.
 1. Mr. Harris was voted as Chairman. He doesn't have any ties to the board so he can be more impartial when making decisions.
 2. We will continue to vote on the ARBs via email like before. Mr. Harris will sign a copy and email it Debbie on the board's behalf so that we have an electronic copy with an approved signature.
 3. Mr. Harris brought it to the boards attention that the current ARB Guidelines and HOA Guidelines are co-mingled together. The board asked the committee to work on the

guidelines and separate anything that is or considered to be strictly ARB related and present it to the board at the next regular HOA meeting.

4. If there is a question about an ARB request the committee will contact the homeowners for clarification.

5. If Mrs. Pitzer foresees any issues with an application when she receives it she will inform the homeowner of the issue since she is familiar with what we will require for the package. Committee responses will be returned to Mrs. Pitzer within 2 to 3 days.

- Treasurers Report –Mr. William Davis was not able to attend the meeting. He emailed the treasury report for August 2015 to Mrs. Pitzer. The treasurer report read, reviewed, and accepted by the board.

○ **August 2015**

	<u>August</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME		\$14,150.82	\$14,427.00	(\$276.18)
EXPENSES				
Administrative		\$5,333.71	\$4,479.00	(\$854.71)
Utilities		\$4,884.78	\$1,942.00	(\$2,942.78)
Maintenance		\$1,131.00	\$7,072.00	\$5,941.00
Replacement Reserves		\$601.72	\$600.00	(\$1.72)
Operating Reserves		\$333.11	\$333.00	(\$0.11)
TOTAL EXPENSES		\$12,284.32	\$14,426.00	\$2,141.68
NET INCOME		\$1,866.50	\$1.00	\$1,865.50
<u>INCOME & EXPENSES YEAR TO DATE</u>				
INCOME		\$117,185.01	\$115,416.00	\$1,769.01
EXPENSES				
Administrative		\$46,375.66	\$35,832.00	(\$10,543.66)
Utilities		\$12,271.00	\$15,536.00	\$3,265.00
Maintenance		\$49,954.50	\$56,576.00	\$6,621.50
Replacement Reserves		\$4,836.75	\$4,800.00	(\$36.75)
Operating Reserves		\$2,665.33	\$2,664.00	(\$1.33)
TOTAL EXPENSES		\$116,103.24	\$115,408.00	(\$695.24)
NET INCOME		\$1,081.77	\$8.00	\$1,073.77

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$5,746.69		
OPERATING ERSERVES	\$5,495.37		
REPLACEMENT RESERVES	\$40,911.55		
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	\$117,041.37		

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

1934 - Manager's Report:

- Follow-Up from Last Meeting:

- BMPs:

Ed Heidi from the City of Suffolk stopped by the UPA office and picked up the latest easement agreement for the BMP transfer. The paperwork is completed. It is being routed through the various departments for approval.

Four signs and a post were ordered from Sign Express as directed by the Board during the last regular meeting. The signs were ordered to replace the existing signs at the retention ponds that are weathered. Total cost for the signs was \$233.20. The signs were delivered to our treasurer, Mr. Davis, and installed at the retention ponds.

- Roads/Sidewalks:

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

- Irrigation System:

The irrigation heads will be marked/flagged before seeding begins.

- Lawn Maintenance/Landscaping:

Management received an email from CNE stating that it would be difficult to give a proposal for the lawn contract without knowing more details about where the fencing for the retention pond will be installed. That would determine what mowers could be used and what power tools will be needed.

CNE installed mulch to the pool hedgerow and a homeowner feels that the mulch should also be installed on the owner's side.

CNE will seed the common areas the following week. They will contact Shiloh to mark the irrigation heads.

- Financials:

- August 31, 2015 financials were included in the Board package and presented to the board by Mrs. Pitzer on behalf of Mr. William Davis.

- Maintenance (Clubhouse/Pool):

- Mrs. Pitzer brought it to the boards' attention that the clubhouse needs repairs. She suggests that during the off-season we should look at painting and cleaning the clubhouse. The clubhouse also needs some doorstops and toilet paper holders. Funds

for these repairs should be in the 2016 budget. Board to meet at the clubhouse on 18 September to see what additional repairs are needed at the clubhouse.

- New Homeowners:
 - 5006 Kelso Street – Federal National Mortgage
 - 3501 Sedgefield Street – Tracy Vick
 - 5048 Kelso Street – Alberto and Christina Alicea
 - 3015 Carlisle Court – Daniel and Audrey Balance
 - 3011 Kempton Park Road – Kareem and Shelly Haamid
 - 3001 Carlisle Court – Derek and Stacey Flowers

- Resale Package Request:
 - 3016 Kempton Park Road
 - 3509 Ludlow Cove
 - 3000 Doncaster Drive
 - 5035 Kelso Street
 - 3500 Sandown Cove
 - 5093 Kelso Street
 - 5050 Kelso Street

- Email/Correspondence Issues:
 - Mrs. Pitzer received an email from the CPA on the loan from replacement reserves for the fencing.

- 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 included in the board packages the declaration that she believes allows the association to charge fees for non-compliance issues. This is a change that took effect on July 1, 2015.
 - Budget is to be finalized in October once information concerning the fence installation is received. Mrs. Pitzer to contact the fencing company for the board members to talk to face to face and receive timeframe, expectations, and how they measured/designed the area for the fence to be installed.

- 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.	9/15

			Requires 90-day notice.	
Pond Maintenance	Solitude Lake Management	9/30/16	30-day or automatic.	7/17
Landscaping	Cut N Edge	3/15/16	Termination requires 60-day notice.	1/17
Insurance	Nationwide	2/13/16	Rolling coverage.	N/A
Pool	AAA	9/30/15	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	2/16
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

1935 – Unfinished Business:

- Minutes for the last regular meeting were voted on and accepted for approval with amendments.

1955– Enter Executive Session: Motion made and approved to forgoe Executive Session.

1955 – 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.

1956 – The next scheduled BOD Meeting will be on Tuesday 13 October 2015 at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

1957 – Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 22 September 2015 via email.