

Kempton Park Owner's Association Board of Directors Meeting
June 09, 2016
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>
Hahn	3503 LCV	Brick Mailbox	Approved

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

- **Homeowners Forum:** One homeowner in attendance. Mr. Joe Jenkins attended the meeting but did not have an issued to address to the board.

1831 - Committee Reports:

- Treasurers Report – Financials for May 2016 were not available. Audit report for 2015 was presented to the BOD. BOD treasurer, Mr. William Davis, review the audit report provided by Mrs. Pitzer and brought the following to the BOD attention.

- The audit identified several major repair and replacement items with their respective life expectancies, many of which are at their end point. The 2012 estimated cost for those items (when the replacement study was done) is approximately \$25,500.00. Items that will reach their projected life expectancy next year total another \$26,000.00. That would give us the 2 year projection of over \$51,000.00 the first round of projected repairs/replacements.

- Chances are we will not have to repair or replace all the items indicated over the next 2 years, but if we did, we are looking at over \$51,000.00 in addition to having to pay back the \$25,000.00 we borrowed from our replacement reserves to cover shortfalls for the 2015 fiscal year. We also have projected replacement and repair costs going out for the next eight years as part of this study.

- The Board of Directors needs to be mindful of these projected expenses and do whatever we can to contain regular operating costs and expenses as we finish this fiscal year and begin the budgeting process for 2017 and beyond.

- Motion made and passed to accept the 2015 audit report and Mr. Davis' assessment of the report.

1837 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Solitude BMP reports were included in the board package.
 - Roads/Sidewalks: Mrs. Pitzer contacted the City to report a pothole at 3035 – 3037 Kempton Park Road. Service number is 2016-050-677.
 - Irrigation System: Irrigation is on.
 - Lawn Maintenance/Landscaping: Pool opened May 28 and will close 5 September. Management was given the names of two supervisors for our pool in cases of emergencies.

Management requested CNE to spray the weeds around the pool deck and the parking lot. This was completed before the pool opened. Management requested that CNE continues to check and spray around this area because of the amount of rain to be received during the period.

Management presented to the board bids for BMP repairs from Solitude and Stormwater Pond Management to address the required care needed given to the board in the report presented by the City of Suffolk. The BOD voted to hire Stormwater Pond Management to perform the work required.

- Financials:
 - May financials were not available. The audit report for 2015 was reviewed and presented to the board by Treasurer William Davis.
- Maintenance:
 - Pressure washing of the playground equipment was completed on May 27, 2016.
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- New Homeowners:
 - 3509 Kelso Court – Megan Reed
- Resale Package Request:
 - 3504 Kelso Court
 - 5056 Kelso Street
 - 3040 Kempton Park Rd
 - 5016 Kelso Street
 - 3514 Lingfield Cove

- Email/Correspondence Issues:
 - CNE manager contacted Mrs. Pitzer concerning a homeowner accusing one of their lawn maintenance personnel harassed her daughter. The Manager for CNE met with the homeowner to find out exactly when this occurred and who it was. According to the CNE manager on the date and time given there were no CNE personnel working in our area at the time. The CNE manager urged the homeowner to call the police the next time when/if this occurs again.
 - New spreadsheet for financials will be provided to the treasurer. New form should reduce the differences in report format.
 - Life guards are not utilizing the lifeguard chair as directed. Mrs. Pitzer will contact AAA to remind them of our requirements.
 - Pool rules for the clubhouse will be revised for reservation requirements. Reservation for the pool clubhouse is for normal pool hours only. After hours pool use is not permitted. A deposit for reserving the clubhouse is required but will be returned to the homeowner upon inspection that the facility was cleaned and returned to the state it was prior to use.
 - Bulletin board at the pool needs to be repaired. The board voted and approved for Mrs. Pitzer will buy a new lock and cork board for repairs to the bulleting board.
 - Audit was received on 12 May 2016. See financials for report.
 - Mrs. Pitzer contacted Protek Pest Control concerning termites discovered in the mulch and the playground. They stated that treatment for playground areas is not common and could be harmful for the children. The exterminator stated that termites are sensitive to light and will move further into the mulch. Unless they are disturbed they will not be an issue. BOD decided that treatment is not necessary.
 - At 1900 President Ray Laffoon formerly submitted his letter of resignation from the BOD. The BOD thanked Mr. Laffoon for the many years of service and dedication to Kempton Park HOA.
 - The BOD voted on and accepted Mr. Michael Wood's application for the BOD. The board also voted on the new officers for this year's BOD. Newly elected officers are as follows:
 - 1. President: Connie Jenkins
 - 2. Vice President: Michael Wood
 - 3. Treasurer: William Davis
 - 4. Secretary: Antonio Jackson
 - 5. Member at Large: Vanessa Hilyert-Young

- 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:
 - Pressure washing of the playground equipment was completed on May 27, 2016.
- Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
Management	UPA	6/1/21	Renews for 5 years unless challenged. Requires 90-day notice.	9/20
Pond Maintenance	Solitude Lake Management	9/30/16	30-day or automatic.	7/16
Landscaping	Cut N Edge	2/15/17	Termination requires 60-day notice.	12/16
Insurance	Nationwide	2/13/17	Rolling coverage.	N/A
Pool	AAA	9/30/16	None / Seasonal	TBA
Pool Winter Maintenance	AAA	Done	None / Seasonal	TBA
Lawn Irrigation	Shiloh	Sep/Oct	Termination requires 60-day notice.	Mar/Apr
Tax Preparation	DesRoches & Co.	Annually	None	2/17
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. Manger will continue to work with the City of Suffolk to address maintenance.
- 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.

1920 – Enter Executive Session: Executive sessions omitted but Mrs. Pitzer informed the board that tribunals would be needed and suggested we set a meeting date for tribunals.

– The next scheduled BOD Meeting will be on Thursday, 14 July 2016, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

1930 – Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 18 June 2016 via email.