

Kempton Park Owner's Association Board of Directors Meeting
April 19, 2016
Bon Secours Medical, 5818 Harbor View Blvd., Suffolk, VA

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

Members Absent: Treasurer: William Davis

United Properties: Debra Pitzer

1840 – Board Convenes with a regular board meeting.

- Committee Reports:

- ARC Report:

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Le Monde	3503 SDC	Paint Shutters	Approved

- Treasurers Report: Treasurer report read by BOD President in the absence of Treasurer William Davis.

	<u>FEB</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME		\$17,260.35	\$16,189.00	\$1,071.35
EXPENSES				
Administrative		\$4,785.89	\$4,955.00	\$169.11
Utilities		\$294.24	\$1,994.00	\$1,699.76
Maintenance		\$13,490.25	\$7,245.00	(\$6,245.25)
Replacement Reserves		\$619.87	\$619.00	(\$0.87)
Operating Reserves		\$333.15	\$333.33	\$0.18
TOTAL EXPENSES		\$19,523.40	\$15,146.00	(\$4,377.40)
NET INCOME		(\$2,263.05)	\$1,043.00	(\$3,306.05)
<u>INCOME & EXPENSES YEAR TO DATE</u>				
INCOME		\$34,502.95	\$32,378.00	\$2,124.95
EXPENSES				
Administrative		\$9,786.71	\$9,910.00	\$123.29
Utilities		\$860.76	\$3,988.00	\$3,127.24
Maintenance		\$16,746.25	\$14,490.00	(\$2,256.25)
Replacement Reserves		\$1,247.45	\$1,238.00	(\$9.45)
Operating Reserves		\$666.28	\$666.00	(\$0.28)
TOTAL EXPENSES		\$29,307.45	\$30,292.00	\$984.55
NET INCOME		\$5,195.50	\$2,086.00	\$3,109.50

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$24,172.03		
OPERATING ERSERVES	\$7,161.13		
REPLACEMENT RESERVES	\$21,639.65		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,366.19	4/8/16	0.30%
TOTAL	\$117,876.23		

CURRENT LIABILITIES

	\$25,000.00
RR Loan Repayment	-2084
TOTAL	\$22,916.00

	<u>MAR</u>	Actual	Budget	Variance
TOTAL INCOME		\$47,020.07	\$14,427.00	\$32,593.07
EXPENSES				
Administrative		\$13,857.78	\$4,479.00	(\$9,378.78)
Utilities		\$2,346.60	\$1,942.00	(\$404.60)
Maintenance		\$11,957.00	\$7,072.00	(\$4,885.00)
Replacement Reserves		\$1,811.35	\$600.00	(\$1,211.35)
Operating Reserves		\$999.78	\$333.00	(\$666.78)
TOTAL EXPENSES		\$30,972.51	\$14,426.00	(\$16,546.51)
NET INCOME		\$16,047.56	\$1.00	\$16,046.56

INCOME & EXPENSES YEAR TO DATE

INCOME	\$47,020.07	\$43,281.00	\$3,739.07
EXPENSES			
Administrative	\$13,857.78	\$13,437.00	(\$420.78)
Utilities	\$2,346.60	\$5,826.00	\$3,479.40
Maintenance	\$11,957.00	\$21,216.00	\$9,259.00
Replacement Reserves	\$1,811.35	\$1,800.00	(\$11.35)
Operating Reserves	\$999.78	\$999.00	(\$0.78)
TOTAL EXPENSES	\$30,972.51	\$43,278.00	\$12,305.49
NET INCOME	\$16,047.56	\$3.00	\$16,044.56

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$20,710.61		
OPERATING ERSERVES	\$3,829.90		
REPLACEMENT RESERVES	\$37,903.32		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,335.15	4/8/16	0.30%
TOTAL	\$127,316.21		

CURRENT LIABILITIES

RR Loan Repayment

\$25,000.00

-3126

TOTAL**\$21,874.00****1840 - Manager's Report:**○ Follow-Up from Last Meeting:▪ BMPs:

Mrs. Pitzer was asked to contact Solitude to see if the timer on the pumps for the retention ponds can be adjusted to as a possible avenue to cut down on association costs. According to Solitude the timer on the pump should run as long as possible. They recommended 24 hours a day, if not 18 hours. It was recommended not to turn the pump on and off several times a day. Currently the pumps are operating between 7 am and 9 pm. Board decided to keep the current schedule after receiving the report from Solitude.

▪ Roads/Sidewalks:

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

▪ Irrigation System:

System is turned off.

▪ Lawn Maintenance/Landscaping:

The second round of fertilizing/weed control will be done in the next couple of weeks. Mulch and flowers will be delivered and planting will be done next month. The hedgerow is growing and is scheduled for pruning within the next couple of weeks.

○ Financials:

- Mr. William Davis provided his finding on the finances via email which was read to the board by BOD President, Ray Laffoon.

○ Maintenance (Clubhouse/Pool):

- Pool furniture was ordered March 11, 2016 from Peachtree Business Products. The lounge chairs were \$259 instead of \$279 and the tables were \$299 instead of \$349. Shipping for the furniture was free. The total cost was \$6120.44. The furniture was ordered to replace damaged furniture. The board will buy the pool furniture in phases to eventually replace all the furniture.

Pool passes are on order at the printers.

The winter maintenance program is ending. The water supply has been activated. The supervisor says the valves on the filtration system are getting old and starting to

click. AAA will keep an eye on them and recommend repair when it is needed. The pool cover will come off in the next couple of weeks.

- New Homeowners:
 - 3004 Kempton Park Road – Tracey Miles
- Resale Package Request:
 - 3500 Sandown Cove
 - 3509 Kelso Ct
 - 3504 Kelso Ct
 - 3505 Fontwell Ct
 - 5017 Kelso St
- Email/Correspondence Issues:
 - Mrs. Pitzer received an email from an owner about dogs running loose in the community. She explained that it should be handled through animal control and gave the owner the email address and phone number for Animal Control.
- 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 will place ads in the Suffolk and Pilot paper for the community yard sale on April 23, 2016.

Mrs. Pitzer reminded the board that budget season is around the corner. The board needs to start thinking of the goals for the 2017 budget year.

 - Vortices were inspected and cleaned of debris. One of the vortices was very close to being out of standards. The board decided to monitor the status of the vortices during the October cleaning. If they are not within standards the board will decide when, who, and how to have them cleaned.
 - Vortices Measurements:
 - Kelso St. between Wincanton & Catterick Ct: 1' 7"
 - Kelso St. & Sedgefield: 3' 3"
 - Between 5067 and 5071 Kelso St.: 2' 11"
 - Across from 3037 Kempton Park Rd: 2' 10"

○ 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	9/30/16	30-day or automatic.	7/17
Landscaping	Cut N Edge	3/15/17	Termination requires 60-day notice.	1/18
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

Unfinished Business:

- Audit is currently being done. Mrs. Pitzer and the auditor are reviewing the minutes and financial records of the Association for the past year.

New Business:

- Mrs. Pitzer provided the board with two bids to clean the BMP fence at the section of Kempton Park and Kelso and the pillars in front of the community common area along Bennetts Pasture Road. Board voted to hire Shiloh to clean the mentioned areas at the end of the month.
- Neighborhood Spring Cleaning is scheduled for 14 May 2016.

1910 – The next scheduled BOD Meeting will be on Tuesday May 3, 2016 at Bon Secours Medical, 5818 Harbor View Blvd., Suffolk, VA. Registration will begin at 1800. The meeting will begin at 1830. Meeting adjourned.

Submitted By: A. R. Jackson

Approved by BOD: 03 May 2016 via email.