

**Kempton Park Owner's Association Board of Directors Meeting
January 7, 2016
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

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

Members Absent: Vice President: Connie Jenkins

United Properties: Debbie Pitzer

Architectural Committee (AC): Applications received since the last meeting.

NONE

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

1830- Homeowners Forum: No homeowners present.

1831 - Committee Reports:

- AC Report: No issues to report.
- Treasurers Report: Mr. William Davis reviewed the November 2015 treasurer report. Financials for December were not available.

<u>November</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$13,230.63	\$14,427.00	(\$1,196.37)
EXPENSES			
Administrative	\$3,712.18	\$4,479.00	\$766.82
Utilities	\$4,216.20	\$1,942.00	(\$2,274.20)
Maintenance	\$4,062.00	\$7,072.00	\$3,010.00
Replacement Reserves	\$600.00	\$600.00	\$0.00
Operating Reserves	\$333.00	\$333.00	\$0.00
TOTAL EXPENSES	\$12,923.38	\$14,426.00	\$1,502.62
NET INCOME	\$307.25	\$1.00	\$306.25
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<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$159,933.47	\$158,697.00	\$1,236.47
EXPENSES			
Administrative	\$59,618.44	\$49,269.00	(\$10,349.44)
Utilities	\$20,646.63	\$21,362.00	\$715.37
Maintenance	\$79,527.70	\$77,792.00	(\$1,735.70)
Replacement Reserves	\$6,647.57	\$6,600.00	(\$47.57)

Operating Reserves	\$3,331.55	\$3,663.00	\$331.45
TOTAL EXPENSES	\$169,771.89	\$158,686.00	(\$11,085.89)
NET INCOME	(\$9,838.42)	\$11.00	(\$9,849.42)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$19,826.50		
OPERATING RESERVES	\$6,161.59		
REPLACEMENT RESERVES	\$17,714.54		
REPL RES / CD / TOWNE BANK	\$54,537.23	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,358.36	4/8/16	0.30%
Due from OPERATING ACCOUNT	\$25,000.00		
TOTAL	\$133,598.22		

1846 - Manager's Report:

○ Follow-Up from Last Meeting:

▪ BMPs:

The fencing for the BMP was delivered on January 6th. Hercules Fence will begin installing the fence on Friday, Jan 15, 2016.

▪ Roads/Sidewalks:

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

▪ Irrigation System:

System has been winterized.

▪ Lawn Maintenance/Landscaping:

CNE has completed the work at the outer edge of the BMP. The hedgerow is on the schedule for next month. Management contacted CNE on the fence installation of the retention pond just in case they need to do extra clean up or trimming before the fence is installed.

○ Financials:

- Mr. William Davis presented November 30, 2015 financials to the board.

○ Maintenance (Clubhouse/Pool):

Closed – as of 12/23/15 pool has not been shut down due to the warm weather.

Mrs. Pitzer included the inventory from AAA Pool for pool furniture and pool supplies.

○ New Homeowners:

- 3007 Newbury Court – James and Jacqueline Williams

○ Resale Package Request:

- 3020 Kempton Park Road

- 3062 Kempton Park Road
 - 3500 Sandown Cove
 - 3509 Kelso Street
- Email/Correspondence Issues:
 - Mrs. Pitzer received an email from the owner at Wincanton asking for help with the parking in the cul de sac. A picture was given as evidence. She has been through the area many times and has not seen the problem. She advised the homeowner that if this is to occur again to call the Suffolk Police non-emergency line.
 - 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 a copy of a limited power of attorney for the Association with the Suffolk Police Department. She did not find one on file for the Association. This is filed with the police department and it allows the police to arrest if there is a problem on association property. The power of attorney is good for five (5) years.
 - 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	2/15/16	Termination requires 60-day notice.	1/18
Insurance	Nationwide	2/13/16	Rolling coverage.	N/A
Pool	AAA	9/30/16	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:

- The Architectural Committee reviewed the guidelines to separate Architectural Committee issues from Board issues. The guidelines were reviewed by the Association lawyer and commented on its validity. The Association President will review both documents to ensure that it meets the Lawyer's suggested comments.
- Mrs. Pitzer will compile a list/inventory of pool furniture that need to be replaced. The board will look at replacing the furniture in stages as to not stress the budget.

New Business:

- None.

1850– Enter Executive Session

1908 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

• **Action Pending for Next Meeting:**

- Mr.s Pitzer will notify those in violation of HOA guidelines to appear before the board for a board inquiry.

1912 – The next scheduled BOD Meeting will be on Tuesday, 16 February 2016 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: 16 January 2016 via email.