

**Kempton Park Owner's Association Board of Directors Meeting
October 20, 2016
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: Vice President: Michael Woods
Treasurer: William Davis
Secretary: Antonio Jackson
Member-At-Large: Vanessa Hilyert-Young

Members Absent: President: Connie Jenkins

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>
Greenwood	3038 KPR	Shed	Approved
Hall	3509 SDC	Shed	Approved

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

- **Homeowners Forum:** No homeowners were present but a request from a homeowner was presented to the board by our Treasurer, William Davis. Homeowner requested if it would be possible to schedule yard sales with other neighborhoods in our area. Being that UPA does not manage all the neighborhoods in the area it would be difficult to do so. Mrs. Pitzer will look into this possibility.

1831 - Committee Reports:

- AC Report: Received two ARC requests. Both were approved.
- Treasurers Report: Mr. William Davis reviewed the September 30, 2016 treasurer report.

<u>September</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$15,498.48	\$16,189.00	(\$690.52)
EXPENSES			
Administrative	\$4,502.51	\$4,642.00	\$139.49
Utilities	\$3,140.80	\$1,994.00	(\$1,146.80)
Maintenance	\$3,466.40	\$7,245.00	\$3,778.60
Replacement Reserves	\$620.01	\$619.00	(\$1.01)
Operating Reserves	\$333.37	\$333.00	(\$0.37)
TOTAL EXPENSES	\$12,063.09	\$14,833.00	\$2,769.91

NET INCOME	\$3,435.39	\$1,356.00	\$2,079.39
INCOME & EXPENSES YEAR TO DATE			
INCOME	\$149,485.97	\$145,701.00	\$3,784.97
EXPENSES			
Administrative	\$46,634.05	\$45,528.00	(\$1,106.05)
Utilities	\$16,736.12	\$17,946.00	\$1,209.88
Maintenance	\$80,357.96	\$65,205.00	(\$15,152.96)
Replacement Reserves	\$5,007.84	\$5,571.00	\$563.16
Operating Reserves	\$2,998.66	\$2,997.00	(\$1.66)
TOTAL EXPENSES	\$151,734.63	\$137,247.00	(\$14,487.63)
NET INCOME	(\$2,248.66)	\$8,454.00	(\$10,702.66)
BALANCE SHEET			
		Maturity Date	APR
OPERATING ACCOUNT	\$9,433.87		
OPERATING RESERVES	\$9,493.51		
REPLACEMENT RESERVES	\$26,533.88		
REPL RES / CD / TOWNE BANK	\$54,865.19	9/17/17	0.60%
REPL RES / CD / OLD POINT BANK	\$10,405.91	4/8/16	0.30%
TOTAL	\$110,732.36		
CURRENT LIABILITIES			
	\$25,000.00		
RR Loan Repayment	(9378.00)		
TOTAL	\$15,622.00		

- Motion made and passed to accept treasurer report as read by Mr. Davis.

1840 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Nothing to report.
 - Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
 - Irrigation System: Irrigation heads were marked for seeding.
 - Lawn Maintenance/Landscaping: Tree in the playground was blown over by the wind and rain from Hurricane Matthew. Shiloh has been contacted to remove the tree but it will take some time to get to because of the vast damage caused by the hurricane. They will remove the tree as soon as it is possible.
 - Clubhouse/Pool: 141 pool passes were issued this year. However, it is not certain that all who received the passes actually used the pool.

The pool steps at the 5-foot end needs to be repaired or replaced as they present a hazard in their current condition. Mrs. Pitzer will review the reserve study to see if repair/replacement of the steps can be covered by Reserve Money.

Door to the lifeguard office needs to be restored or replaced. Mrs. Pitzer is looking into prices for replacing the door. She will also look at prices for repairing the water fountain at the clubhouse as well as fuses for the clubhouse fuse box.

○ Financials:

- September financials were discussed during the treasurer's report.
- During review of the proposed budget it was voted on and approved to move the \$1000 deductible for insurance into a bank savings account. The money will still be available for use when/if we have an insurance claim. This will allow us to move the money budgeted for the insurance deductible to other areas.
- A line item was added to budget for Community Event participation. It was agreed upon that \$500 would be budgeted for community events. This will be reviewed at the next budget revision to determine if the amount set aside is efficient for community event participation.
- AAA pool notified the board that the number of people that used the pool this season does not warrant two full time lifeguards. They presented the board with a new contract that will require full time lifeguards only during the weekends. This will free up \$2300 that can be used elsewhere in the budget.
- Revised budget was presented to the board by Mrs. Pitzer. There will be no change in the amount for monthly dues. The combined amount of \$2800 from the reduction in the pool contract price and insurance will be moved to maintenance. Budget was adopted with changes mentioned.
- Federal and State taxes were signed.

○ Maintenance:

- The BMP, lawn/landscaping, and pool maintenance continue to be monitored. Any issues are addressed promptly.

○ New Homeowners:

- Eugene O'Neal, III – 5030 Kelso St
- Austin and Addyson DeGuzman – 3512 Lingfield Cv
- Jacob and Jennifer Freeman – 3512 Kelso Ct

○ Resale Package Request:

- 3055 Kempton Park Rd
- 3062 Kempton Park Rd

- Email/Correspondence Issues:
 - Management received email correspondence from homeowners that were discussed in Executive Session.
- 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:
 - Vortices were scheduled to be cleaned 25 October 2016.
 - The final draft of the 2017 budget was included in the board package and reviewed by the board. Budget was accepted with changes.
- 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

○ 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.
- 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.

1916 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1925 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Case 1016-01: Tribunal for pressure washing of home. Homeowner did not show for tribunal. This was the second tribunal for this issue for the homeowner. Mrs. Pitzer will send the homeowner a letter to correct the discrepancy within 10 days or be assessed a \$50 fine.
- AAA Pool renewal contract signed.
- Mrs. Vanessa Hilyert-Young presented the board with a letter of resignation. The board accepted her resignation and wished her luck on her new endeavors.

1939 – Meeting adjourned. Meeting for the remaining year were tabled. The next scheduled BOD Meeting will be on Thursday, 12 January 2016, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 25 October 2016 via email.