

**Kempton Park Owner's Association Board of Directors Meeting
August 18, 2016
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Connie Jenkins
 Vice President: Michael Woods
 Treasurer: William Davis
 Secretary: Antonio Jackson

Members Absent: Member-At-Large: Vanessa Hilyert-Young

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>
Hurst	3505 KCT	Paint Shutters	Approved
Massig	3010 NCT	Roof Replacement	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 issue to address to the board.

1831 - Committee Reports:

- AC Report: No issues to report.
- Treasurers Report: Mr. William Davis reviewed the July 31, 2016 treasurer report.

<u>July</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$15,858.29	\$16,189.00	(\$330.71)
EXPENSES			
Administrative	\$4,735.31	\$4,955.00	\$219.6
Utilities	\$601.01	\$1,994.00	\$1,392.9
Maintenance	\$8,934.93	\$7,245.00	(\$1,689.93)
Replacement Reserves	\$651.85	\$619.00	(\$32.85)
Operating Reserves	\$333.17	\$333.00	(\$0.17)
TOTAL EXPENSES	\$15,256.27	\$15,146.00	(\$110.27)
NET INCOME	\$602.02	\$1,043.00	(\$440.98)
<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$117,877.92	\$113,323.00	\$4,554.9
EXPENSES			

Administrative	\$37,528.84	\$34,685.00	(\$2,843.84)
Utilities	\$4,922.53	\$13,958.00	\$9,035.4
Maintenance	\$63,516.39	\$50,715.00	(\$12,801.39)
Replacement Reserves	\$3,767.79	\$4,333.00	\$565.2
Operating Reserves	\$2,332.09	\$2,331.00	(\$1.09)
TOTAL EXPENSES	\$112,067.64	\$106,022.00	(\$6,045.64)
NET INCOME	\$5,810.28	\$7,301.00	(\$1,490.72)

BALANCE SHEET

		Maturity Date	API
OPERATING ACCOUNT	\$19,576.81		
OPERATING RESERVES	\$8,826.94		
REPLACEMENT RESERVES	\$23,209.83		
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	\$116,884.68		

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

1837 - Manager's Report:

- Follow-Up from Last Meeting:
 - BMPs: Solitude BMP reports were included in the board package. Clean up work that was authorized for Stormwater Pond to do were completed. They contacted the City of Suffolk to inspect the work, which was given their approval. A copy of the Vortex cleaning dates was provided to the City Inspector. He stated that a vacuum truck is not needed as long as the debris gets removed from the Vortexes. Cost of using a vacuum truck for is \$525 to get it to the location and then additional for the work.
 - Roads/Sidewalks: Mrs. Pitzer will continue to monitor and report any issues to the City of Suffolk.
 - Irrigation System: On July 28 Mrs. Pitzer received a report of a broken sprinkler head. Shiloh inspected the area and found 16 sprinkler heads that were damaged. They could not say if the lawn contractor caused the damage. Mrs. Pitzer reported the damage to CNE Lawn. Cost of repair was \$800.00.

On 8 August, CNE requested to have the irrigation to be turned off. Excess moisture makes it difficult to cut the grass. They will notify management when to turn back on the irrigation system.

Management received and invoice for irrigation repair and startup. This was discussed in Executive Session

- Lawn Maintenance/Landscaping: On 21 July a large tree branch fell in the park. Mrs. Pitzer contacted CNE to see if they could remove it but it was to

large for them to remove. She contacted Shiloh who removed the branch at a cost of \$300.00

- Clubhouse/Pool: Management received an invoice for replacing light bulbs in the pool. The invoice was forwarded to the board and approved for payment. Management also sent an email to AAA Pool stating that they should have been contacted when this happened.

The pool steps at the 5-foot end needs to be repaired or replaced as they present a hazard in their current condition. Door to the lifeguard office needs to be restored or replaced. All repairs will be looked at for repairs after the pool is closed.

Umbrella stands for the pool are not enough or damaged. It was proposed to buy new umbrella stands during the next order of replacement pool furniture.

- Financials:
 - July 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 will also be added to budget for community event participation. Mrs. Pitzer will continue to work with the budget and will present it to the board later.
- Maintenance:
 - The BMP, lawn/landscaping, and pool maintenance continue to be monitored. Any issues are addressed promptly.
- New Homeowners:
 - None
- Resale Package Request:
 - 3003 Wincanton
 - 3510 Fontwell
 - 3055 Kempton Park Road
 - 5062 Kelso Street
 - 3512 Kelso Court
 - 5030 Kelso Street
- Email/Correspondence Issues:
 - Management received an email from a homeowner about window a/c units and another email from a homeowner regarding his rental property. Both 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:
 - A copy of the Waste Industry contract was provided to the board.
 - The first draft of the 2017 budget was included in the board package and reviewed by the board. Recommendations and concerns were given to Mrs. Pitzer.
- 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.

1933 – Enter Executive Session: Motion made and approved to enter into Executive Session to discuss delinquencies, violations, and scheduling of tribunals.

1945 – Exit Executive Session: Motion made and approved to come out of Executive Session and continue the open meeting.

Results from Executive session:

- Case 825-01: Basketball goal stored at the end of the driveway. Mrs. Pitzer will contact the homeowner to inform them that they have two weeks upon receipt of the letter to correct the discrepancy or be assessed a \$50 fine.
- AAA Pool contract for Winter Care signed.
- Mrs. Pitzer will contact AAA Pool to get the numbers for pool usage this summer. The board will then review the numbers and determine if it is necessary to have two lifeguards at the pool.

1953 – Meeting adjourned. The next scheduled BOD Meeting will be on Thursday, 13 October 2016, at the UPA office. Registration will begin at 1800. The meeting will begin at 1830.

Submitted By: A. R. Jackson

Approved by BOD: 28 August 2016 via email.