

**Kempton Park Owner's Association Board of Directors Meeting
November 17, 2010
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Raymond Laffoon
Vice President: Ed Harris
Secretary: Raymond Bailey

Members Absent: Treasurer: Blaker McPhail
Member-At-Large: Vacant

United Properties: Brooke Caballero

1800 – Architectural Review Board (ARB) Meeting: No applications were received.

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

1830 - Homeowners Forum: No residents attended.

1830– Minutes from the October 20, 2010 BOD meetings were approved via email on 11/07/10.

1832- Committee Reports:

- Treasurers Report – The October report was presented by Mr. Laffoon.

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$12,011.10	\$13,304.34	(\$1,293.24)
EXPENSES			
Administrative	\$4,460.83	\$3,929.17	(\$531.66)
Utilities	\$5,265.98	\$1,381.25	(\$3,884.73)
Maintenance	\$3,322.86	\$6,831.41	\$3,508.55
Replacement Reserves	\$620.83	\$620.83	\$0.00
Operating Reserves	\$541.67	\$541.67	\$0.00
TOTAL EXPENSES	\$14,212.17	\$13,304.33	(\$907.84)
NET INCOME	(\$2,201.07)	\$0.01	(\$2,201.08)
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<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$132,356.24	\$133,043.34	(\$687.10)
EXPENSES			
Administrative	\$41,107.17	\$39,291.67	(\$1,815.50)
Utilities	\$12,320.84	\$13,812.50	\$1,491.66
Maintenance	\$67,320.39	\$68,314.16	\$993.77
Replacement Reserves	\$7,658.61	\$6,208.33	(\$1,450.28)
Operating Reserves	\$5,416.70	\$5,416.67	(\$0.03)
TOTAL EXPENSES	\$133,823.71	\$133,043.33	(\$780.38)
NET INCOME	(\$1,467.47)	\$0.01	(\$1,467.48)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$9,581.62		
OPERATING RESERVES	\$3,118.02		
REPLACEMENT RESERVES	\$32,708.99		
REPL RES / CD / TOWNE BANK	\$51,578.02	3/18/2012	1.80%
TOTAL	\$96,986.65		

- Motion made and passed to accept the Treasurer's Report.
- Management suggests moving some funds from the Replacement Reserves to a CD.
- Manager's Report – Ms. Caballero presented the following issues.
 - Follow-up Items from Last Meeting:
 - Irrigation: Winterization approval was forwarded to Nansemond Lawn & Garden.
 - Cabana Vending Machine: Picked up by Tidewater Beverage Services.
 - Harvest Festival: Receipts were received from Cheryl Hendricks and Shirley McGill for supplies. Checks have been cut.
 - Road & Sidewalk Damages: Continuing to report issues and track progress.
 - Budget: Mailed to all owners.
 - Vortechnics: Brian Rizzo met with Mr. Laffoon & Ms. Caballero to discuss the BMP inspection method. Mr. Laffoon purchased a "lid pick" to aid in removing the access covers and a check has been cut for reimbursement. Mr. Laffoon completed the inspection and forwarded the results via email. Management will maintain a log of the semi-annual inspections.
 - Management Contract: Pending Board decision.
 - CA Day: Included a flyer for CA (Community Association) Day in the Board packet. The event provides education for Board members on association-related issues.
 - Financials:
 - October report is included in the Board packet.
 - Management recommends purchase of a \$10,000 CD out of Replacement Reserves.
 - Maintenance/Bids:
 - Landscaping: The Fall annuals have been planted.
 - Irrigation: The submitted proposal from Nansemond Lawn & Garden was included in last month's package. Second Nature Irrigation has not submitted a proposal.
 - Reports:
 - Violations/Inspections: Weekly inspections performed; report included in the Board packet.
 - Email/Correspondence Issues: Virginia Lake Management has changed their name to "Solitude Lake Management."
 - Property Status: There were no resale packets ordered and no homes were sold.
 - Delinquencies: The Delinquency and Collections Report for those more than 30 days past due is included in the Board packet.
 - Additional Issues: None

○ Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
Insurance	Nationwide	2/13/11	None specified.	2/11
Pool	AAA	9/11	None Specified.	8/11
Pool Winter Maintenance	AAA – 2009-2010	4/15/2011	None specified.	8/11
Landscaping	Cut N Edge	2/15/11	30-day or automatic	10/10
Lawn Irrigation	Pending Bids			Bids Due
Pond Maintenance	Solitude Lake Management	9/30/11	30-day or automatic	7/11
Website	Web Technologies	None	Ongoing	N/A
Management	UPA	2/2011	Renews for 5 years unless challenged. Requires 90-day notice.	9/10

○ Scheduled Tasks:

<u>Item/Issue</u>	<u>Task</u>	<u>Responsibility</u>	<u>Action Month(s)</u>
Vortechs Systems	Maintenance Inspection	Board	Oct / Apr

1845 – Unfinished Business:

- Road & Sidewalk Damage: [Board Issue] As noted in Manager's Report, will continue to monitor progress.
- Tree Replacement/Landscaping: As noted in the Manager's Report. Tree replacement remains tabled until Spring.
- Irrigation: As noted in the Manager's Report. Pool area zones have been winterized; will track completion of the remaining zones.
- Homeowner Relations Committee: The Harvest Festival was held on October 30 and there were approximately 55 costume entries. Reimbursement for supplies totaled \$59.84. The next event is on November 20 - a food drive for benefit of the Salvation Army. Mr. Laffoon will contact the committee via email to get event details.
- Budget: As noted in the Manager's Report. Copy posted on the web suite. Issue Closed
- Bulletin Board for Playground: Tabled for future consideration.
- Vortechs Systems Maintenance Inspection: [Board Issue] As noted in Manager's Report. Mr. Laffoon reports that we will need a long pole with a net for the Spring inspection to retrieve floating debris (cans, trash, etc.). A measuring stick was used to measure the water depth to the sediment. When it decreases to 18", the units need to be pumped. Current measurements:
 - Kelso St between Wincanton & Catterick 2' 8"
 - Kelso St & Sedgfield 3' 6"
 - Between 5067 & 5071 Kelso St 4' 0"
 - Across from 3037 Kempton Park Rd 3' 10"
 Next inspection scheduled for April. Issue Closed

- Management Contract: [Board Issue] Due for renewal in February. Discussed via email and decided to let the contract renew in February for 5 years. Issue Closed

1850 – New Business:

- Replacement Reserves: As noted in the Manager's Report. Replacement reserves is currently \$32,708. Discussed and decided to follow Management advice and move \$10,000 to a CD to gain interest.
- CA Day: As noted in the Manager's Report. The event, held by the Southeastern Virginia Chapter of the Community Associations Institute, will be held on 02/05/11 at the Virginia Beach Convention Center. Cost is \$85/attendee if registered before 01/14/11. As none of the current Board members have ever attended, decided to approve funds for two members to attend. Will discuss possible attendees via email prior to the early registration deadline.

1901 - Executive Session: Motion made and passed to enter into Executive Session. Held tribunals and discussed delinquencies/deficiencies and violations.

1948 - Motion made and passed to come out of Executive Session and continue the meeting.

• **Issue Decisions:**

- Management Contract: Motion made and passed to let the contract with UPA automatically renew for 5 years.
- Replacement Reserves: Motion made and passed to move \$10,000 from Replacement Reserves into a CD.
- CA Day: Motion made and passed to approve expenditure of \$170 for two Board members to attend.
- Tribunal Results: Motion made and passed to approve decisions of Tribunals as discussed in Executive Session.

• **Action Pending for Next Meeting:**

- Road & Sidewalk Damage: Ms. Caballero will continue to track City repairs.
- Irrigation: Ms. Caballero will track winterization.
- Homeowner Relations Committee: Mr. Laffoon will contact committee via email about food drive details.
- Replacement Reserves: Ms. Caballero will ensure funds are moved.
- CA Day: Board members will decide via email if anyone will attend prior to January 14.

1949 – The next monthly Board meeting will be held on Wednesday, January 19, 2011 at UPA; ARB at 6:00 and meeting at 6:30 PM. Happy Holidays!

1949 – Meeting adjourned.

Submitted By: R. E. Bailey

Approved by BOD: Via email 12/2/2010