

**Kempton Park Owner's Association Board of Directors Meeting
January 19, 2011
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: One application was received.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Rutledge	3008KR	Change colors of shutters/doors.	Requested color samples. Received information & approved 2/3/11.

1833 – Board of Directors Meeting: The meeting was called to order.

1833 - Homeowners Forum: No residents attended.

1833– Minutes from the November 17, 2010 BOD meetings were approved via email on 12/02/10.

1833- Committee Reports:

- Treasurers Report – The November report was presented by Mr. Laffoon.
 - **November 2010**

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$11,607.64	\$13,304.34	(\$1,696.70)
EXPENSES			
Administrative	\$3,561.45	\$3,929.17	\$367.72
Utilities	\$415.62	\$1,381.25	\$965.63
Maintenance	\$3,216.83	\$6,831.41	\$3,614.58
Replacement Reserves	\$620.83	\$620.83	\$0.00
Operating Reserves	\$541.67	\$541.67	\$0.00
TOTAL EXPENSES	\$8,356.40	\$13,304.33	\$4,947.93
NET INCOME	\$3,251.24	\$0.01	\$3,251.23
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<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$143,963.88	\$146,347.68	(\$2,383.80)
EXPENSES			
Administrative	\$44,668.62	\$43,220.84	(\$1,447.78)
Utilities	\$12,736.46	\$15,193.75	\$2,457.29

Maintenance	\$70,537.22	\$75,145.57	\$4,608.35
Replacement Reserves	\$8,279.44	\$6,829.16	(\$1,450.28)
Operating Reserves	\$5,958.37	\$5,958.34	(\$0.03)
TOTAL EXPENSES	\$142,180.11	\$146,347.66	\$4,167.55
NET INCOME	\$1,783.77	\$0.02	\$1,783.75

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$12,826.98		
OPERATING RESERVES	\$3,659.83		
REPLACEMENT RESERVES	\$33,335.56		
REPL RES / CD / TOWNE BANK	\$51,578.02	3/18/2012	1.80%
TOTAL	\$101,400.39		

- The report for December 2010 was not yet available; to be included in February.
- Motion made and passed to accept the Treasurer's Report for November.
- Manager's Report – Ms. Caballero presented the following issues.
 - Follow-up Items from Last Meeting:
 - Road & Sidewalk Damages: Continuing to report issues and track progress.
 - Irrigation: See Maintenance bids.
 - Replacement Reserves: As approved in last month's meeting, a copy of the new CD is included in the Board packet.
 - CA Day: Reminded Board members via email on registration deadline.
 - Financials:
 - November report is included in the Board packet; December report has not been received and will be forwarded via email.
 - Maintenance/Bids:
 - Landscaping: Two proposals are included from Cut N Edge - one is for a 1-year contract with no increase over last year and one is a 2-year contract with an increase in the second year.
 - Irrigation: Proposals from Nansemond Lawn & Garden, Shiloh Landscaping & Mulch and Second Nature Irrigation are included in the Board package.
 - Reports:
 - Violations/Inspections: Weekly inspections performed; report included in the Board packet.
 - Email/Correspondence Issues: An email was received from a resident suggesting that the Association contract for snow removal. Forwarded to the Board last month via email. A response was drafted and forwarded. [See New Business]
 - 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	Bids Due
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.	9/15

○ Scheduled Tasks:

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

1840 – Unfinished Business:

- Road & Sidewalk Damage: [Board Issue] As noted in Manager's Report, will continue to monitor progress.
- Tree Replacement: [Board Issue] Tree replacement remains tabled until Spring.
- Irrigation: As noted in the Manager's Report. Received the following proposals:
 - Nansemond Lawn & Garden: Start Up-\$250 / Winterization-\$250 / 3 seasonal inspections-\$300 = \$800 plus Commercial Service Rates as listed in proposal.
 - Shiloh Mulch & Landscaping: Start Up-\$250 / Winterization-\$250 = \$500 plus General Maintenance Repairs at \$125/hour plus parts. Proposal had no details listed.
 - Second Nature Irrigation: Start Up-\$250 / Winterization-\$130 / 5 seasonal inspections-\$1200 /= \$1580 plus Commercial Service Rates as listed in proposal.

Discussed proposals. Shiloh had no details listed. Second Nature does not currently hold Worker's Compensation Insurance as required by UPA. Nansemond has been helpful in winterizing our system after we terminated the Heads Up contract. Board favors the Nansemond contract but would prefer 5 monthly inspections. Ms. Caballero will contact for revision. [NOTE: A revised contract was forwarded via email on 1/21 with 5 monthly inspections at \$100 each. Total - \$1000 plus Commercial Maintenance Rates. Decided to accept the Nansemond proposal.]
- Homeowner Relations Committee: The 11/20 Food Drive resulted in a minimal amount of collections. Caroling was held on 12/19 with 10 residents attending.
- Bulletin Board for Playground: Tabled for future consideration.
- CA Day: Discussed via email. No Board members will be available to attend. Issue Closed

1850 – New Business:

- Snow Removal: Management received an email from a resident suggesting that the Association contract for snow removal. Forwarded to the Board via email. Research revealed that the cost is around \$175/hr and it is rarely done by communities since the streets are City property. Any damages to the road or curbs caused by plowing would be the Association's responsibility. Also, due to the climate in this area, the snow rarely remains more than a few days. The Board did not feel that the matter should be pursued further.
Issue Closed
- Landscaping: As noted in Manager's Report, proposals from Cut N Edge were as follows:
 - One year at \$33,669.96. (Same rate as last year.)
 - Two years with \$33,669.96 the first year, increasing to \$35,185.20 the second year.Discussed and decided to accept the one year contract.
- Annual Meeting: Board members discussed dates for the Annual Membership/Election Meeting in April. Ms. Caballero will contact Glebe Church to see if April 20 & 27 are available. If they are, will schedule a proxy drive at the pool on 16 April and management will mail out the meeting packets in March.

1922 - Executive Session: Motion made and passed to enter into Executive Session. Discussed correspondence issues, delinquencies/deficiencies and violations.

1932 - Motion made and passed to come out of Executive Session and continue the meeting.

- **Issue Decisions:**
 - Landscaping: Motion made and passed to contract with Cut N Edge for 1 year at \$33,669.96. Contract signed by Mr. Laffoon.
 - Irrigation: Motion made and passed via email on 1/21/11 to accept the revised Nansmond Lawn & Garden 2011 proposal for \$1000 plus Commercial Service Rates.
- **Action Pending for Next Meeting:**
 - Road & Sidewalk Damage: Ms. Caballero will continue to track City repairs.
 - Irrigation: Ms. Caballero will deliver the contract.
 - Landscaping: Ms. Caballero will deliver the contract.
 - Annual Meeting: Ms. Caballero will contact Glebe Church to scheduled dates.

1934 – The next monthly Board meeting will be held on Wednesday, February 16, 2011 at UPA; ARB at 6:00 PM and meeting at 6:30.

1934 – Meeting adjourned.

Submitted By: R. E. Bailey

Approved by BOD: Meeting on 2/16/11.