

**Kempton Park Owner's Association Board of Directors Meeting
 July 20, 2011
 UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Ed Harris
 Secretary: Raymond Laffoon
 Treasurer: Bill Davis

Members Absent: Vice President: Brenda Bell
 Member-At-Large: Vacant

United Properties: Stephanie Odom

1800 – Architectural Review Board (ARB) Meeting:

Catena Clarke 3004 Wincanton Cove Received information and approved

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

1830 - Homeowners Forum: No homeowners attended.

1830– Minutes from the June 15, 2011 BOD meetings were approved.

1831- Committee Reports:

- Treasurers Report – The June report was presented by Mr. Davis.

- **June 2011**

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$12188.40	\$12596	(\$407.60)
EXPENSES			
Administrative	\$3845.92	\$4251.07	\$405.15
Utilities	\$2619.54	\$1476.47	(\$1143.07)
Maintenance	\$6953.23	\$6077.34	\$(875.89)
Replacement Reserves	\$650.91	\$620.84	\$30.07
Operating Reserves	\$670.29	670.29	\$0.00
TOTAL EXPENSES	\$14739.89	\$13096.01	\$(1643.88)
NET INCOME	(\$2552.49)	(\$500.01)	\$(2051.48)
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<u>INCOME & EXPENSES YEAR TO</u>			
<u>DATE</u>			
INCOME	\$74700.45	\$75576.00	(\$875.55)
EXPENSES			
Administrative	\$22879.83	\$25506.50	\$2626.67

Utilities	\$4138.57	\$8858.74	\$4720.17
Maintenance	\$39020.53	\$36464.00	(\$2556.53)
Replacement Reserves	\$3784.40	\$3725.00	(\$59.40)
Operating Reserves	\$4021.74	\$4021.74	\$0.00
TOTAL EXPENSES	\$73845.01	\$78575.98	\$4730.97
NET INCOME	\$855.44	(\$2999.98)	\$3855.42

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$16238.89		
OPERATING RESERVES	\$4048.95		
REPLACEMENT RESERVES	\$27705.75		
REPL RES / CD / TOWNE BANK	\$10,059.42	4/7/2013	1.19%
	\$51,578.02	3/18/2012	1.80%
TOTAL	\$109631.03		

- Motion made and passed to accept the Treasurer's Reports for June 2011.
- Manager's Report – Ms. Odom presented the following issues.
 - Follow-up Items from Last Meeting:
 - Pond Inspections: Proposals from Basnight Land and Lawn, DH Construction and Solitude Lake Management .
 - Trees on Shared Pond: Removed 7/7/11
 - Pond Trash Addendum: Lower cost requested
 - No Trespassing Sign/Beware of Snakes sign: No Trespassing sign was ordered and installed
 - Sink Holes: Cut N Edge filled in as requested
 - Financials:
 - June report included in the Board packet.
 - 2012 Proposed Budget
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 - Maintenance/Bids:
 - BMP Repairs: Proposals from Basnight Land and Lawn, DH Construction and Solitude Lake Management.
 - Repair pool shower. Discuss fountains, female bathroom stall. Have All-Pro plumbing repair shower head and estimate on remaining work to be done..
 - Circuit breaker – Discussed with Relay Electric. Lights are working today. New CB installed.
 - Landscaping – entire hedgerow is diseased along Bennetts Creek Road. Recommend check with County Extension office or Smithfield Gardens.
 - Replaced Beware of Poisonous snakes” sign and “No Trespassing” sign at east end of Kelso ST.

- Reports:
 - Violations/Inspections: Report of weekly inspections is included in the Board packet. Suggest tribunal hearing on 3 August 2011 at 6:30 PM.
 - Email/Correspondence Issues: None received.
 - Property Status: See Managers Report.
 - 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	2/13/12	Rolling coverage.	N/A
Pool	AAA	11/15/11	None Specified.	8/11
Pool Winter Maintenance	AAA	4/15/11	None specified.	8/11
Landscaping	Cut N Edge	2/15/12	Termination requires 60-day notice.	1/12
Lawn Irrigation	Nansemond Lawn & Garden	1/20/12	Termination requires 60-day notice.	12/11
Pond Maintenance	Solitude Lake Management	9/30/11	30-day or automatic.	7/11
Website Management	Web Technologies UPA	None 5/1/16	Ongoing Renews for 5 years unless challenged. Requires 90-day notice.	N/A 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

1835 – Unfinished Business:

- Road & Sidewalk Damage: [Board Issue] As noted in Manager's Report, will continue to monitor progress.
- Pond trash removal. Discussion over \$80 per month as high since they come out once or twice per month to treat the ponds. \$65 was counter proposal. Cut N Edge proposal forthcoming.
- BMP repairs – 1 bid was low and incomplete. Bids from DH Construction and Solitude Lake Management were considered. Asked both companies to clarify their bid.
- Eventual transfer of drainage ponds to the City of Suffolk. Agreed to accomplish this after repairs are complete.

1900 – New Business:

- Discussion of Mr Davis correspondence. Binder or signs are needed. Ms Odom discussed open door with lifeguard and it will be closed. Discussion over this. Ms Odom will check on this in more depth.

- Review proposed budget – found irrigation system in wrong line. Agreed to proposal once changes are made. Passed.
- Request bids for pond management contract.

2010 - Went into Executive Session:

- Out of executive session 2028

2030 – The next monthly Board meeting will be at UPA the Annual meeting scheduled for Wednesday, August 3, 2011 at UPA; ARB at 6:00 and BOD at 6:30 PM.

2030 – Meeting adjourned.

Submitted By: R Laffoon

Approved by BOD: 17 August 2011.