

**Kempton Park Owner's Association Board of Directors Meeting
August 17, 2011
UPA, 5849 Harbor View Blvd, Suite 200, Suffolk, VA 23435**

Members Attending: President: Vacant
 Vice President: Brenda Bell
 Secretary: Raymond Laffoon
 Treasurer: Bill Davis

Members Absent: None
 Member-At-Large: Vacant

United Properties: Stephanie Odom

Architectural Review Board (ARB) Meeting:
 None

1837 – Board of Directors Meeting: The meeting was called to order.

1837 - Homeowners Forum: Ray Bailey. – Discussion on no improvement on need for pressure washing siding and cleaning roofs. Typically there are many lawns needing to be cut.

1850– Minutes from the July and previous August BOD meetings were approved.

1851- Committee Reports:

- Treasurers Report – The July report was presented by Mr. Davis.
 - **July 2011**

| <u>INCOME AND EXPENSES</u> | <u>Actual</u> | <u>Budget</u> | <u>Variance</u> |
|--|-------------------|-----------------|-------------------|
| TOTAL INCOME | \$11745.27 | \$13096 | (\$1350.73) |
| EXPENSES | | | |
| Administrative | \$3706.57 | \$4251.09 | \$544.52 |
| Utilities | \$640.23 | \$1476.46 | \$836.23 |
| Maintenance | \$6461.60 | \$6077.33 | \$(384.27) |
| Replacement Reserves | \$620.83 | \$620.84 | \$0.00 |
| Operating Reserves | \$670.29 | 670.29 | \$0.00 |
| TOTAL EXPENSES | \$12099.52 | \$13096.00 | \$996.48 |
| NET INCOME | (\$354.25) | (\$0.00) | \$(354.25) |
| <hr/> | | | |
| <u>INCOME & EXPENSES YEAR TO DATE</u> | | | |
| INCOME | \$87,764.41 | \$91,672.00 | (\$3907.59) |

EXPENSES

| | | | |
|-----------------------|-------------------|-------------------|------------------|
| Administrative | \$26,586.40 | \$29,757.59 | \$3171.19 |
| Utilities | \$4778.74 | \$10355.20 | \$5556.46 |
| Maintenance | \$45482.13 | \$42541.33 | (\$2940.80) |
| Replacement Reserves | \$4405.23 | \$4345.83 | (\$59.40) |
| Operating Reserves | \$4692.03 | \$4692.03 | \$0.00 |
| TOTAL EXPENSES | \$85944.53 | \$91671.98 | \$5727.45 |
| NET INCOME | \$1819.88 | 0.02 | \$1819.86 |

BALANCE SHEET

| | | Maturity Date | APR |
|----------------------------|---------------------|----------------------|------------|
| OPERATING ACCOUNT | \$15880.07 | | |
| OPERATING RESERVES | \$4719.40 | | |
| REPLACEMENT RESERVES | \$28330.99 | | |
| REPL RES / CD / TOWNE BANK | \$10,059.42 | 4/7/2013 | 1.19% |
| | \$51,578.02 | 3/18/2012 | 1.80% |
| TOTAL | \$110,567.90 | | |

- Motion made and passed to accept the Treasurer’s Reports for July 2011.
- Manager’s Report – Ms. Odom presented the following issues.
 - Follow-up Items from Last Meeting:
 - Pond Inspections: DH Construction was selected by the Board to take care of the pond maintenance issues. DH Construction has yet to provide a start date. Once the maintenance is complete, we will request the city to reinspect, after which we can begin work on the process of turning the drainage ponds over to the city.
 - Lifeguard: AAA is working on putting together binders for the chemicals they store and use. The issue related to leaving the chemical storage/pump area open was corrected
 - 2012 Adopted Budget: The budget with explanation will be mailed to homeowners along with an ACH form for automatic bank withdrawal to help encourage this and save costs for the Association (printing and mailing).
 - Pool Maintenance: The electrical and plumbing issues at the pool were resolved. We are still waiting on estimates to replace the water fountains.
 - Request for Funds from Steeple Chase: Request for to pay for KPOA share of common pond maintenance cost. According to Steeplechase this was not paid in 2010 and \$1166 is owed. 2011 costs are \$1543.20.
 - Financials:
 - July report included in the Board packet.

- Maintenance/Bids:
 - Water fountains: Awaiting bids, but discussed and agreed to table this item until spring since the pool is closing in a couple weeks.
 - Pool tiles were not replaced – awaiting cost estimates from AAA.
 - Cut n Edge does include trash pickup around BMPs. They do not have a means to get trash that is actually in the BMPs.
- Reports:
 - 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.
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- Contract Status: Bid on BMP maintenance.
 - Pool and winterization contract
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| <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 | Web Technologies | None | Ongoing | N/A |
| Management | UPA | 5/1/16 | 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 |

1835 – Unfinished Business:

- **Request for Funds from Steeple Chase.** The Board discussed this matter, first because the last records are from 2008 and 2009. Management requested documentation but has yet to receive it. After discussion there was a motion to pay the 2010 amount of \$1166.00 with a letter that stated no January letter can be found. Then the 2011 request was discussed since it represents a 32% increase in cost. The Steeplechase request included two options rejected by this Board. The Board made a motion to suggest paying \$1152 which is our part of basic contract with a caveat that KPOA be involved in the contract selection process since KPOA is being asked to pay. This suggestion will be forwarded to Steeplechase.

- **Water fountains at the pool.** Estimates for replacement are being worked. However, this will be tabled until spring since the pool will be closing in a few weeks.
- **Pond trash removal.** Cut N Edge picks up trash around BMPs. Unable to pick up in the BMPs. KPOA discussed volunteer labor (with long net and/or canoe) to periodically clean the ponds.
- **BMPs.** Awaiting start of repairs followed by inspection.
- **Transfer of drainage ponds to the City of Suffolk.** Eventual transfer of drainage ponds to the City of Suffolk after repairs are complete.

1920 – New Business:

- **New meeting schedule.** The Board decided to meet every other month from May to August, and then quarterly for the rest of the year. The Commonwealth of Virginia will allow some Board decisions to be discussed and decided via electronic media (internet and email). This will require management to anticipate contract renewals and bids with enough lead time to deal with fewer in person meetings. Hopefully this will open up participation on the Board to others.
- **Pool and winterization contract.** The Board expected AAA to have these for the August meeting. Requested Ms Odom to prompt them a bit.
- **Board Membership and Positions.** The Board voted unanimously for Ray Bailey to return to the Board. With the resignation of Mr. Harris it was decided to realign the Board to be:
 - President - Brenda Bell
 - Vice President – Ray Laffoon
 - Secretary - Ray Bailey
 - Treasurer – Bill Davis
- **Update annual report.** The Annual Report required by the Commonwealth of Virginia was updated with the new membership and signed for submission to the state.

No need for Executive Session:

1926 – The next Board meeting will be at UPA the Annual meeting scheduled for Wednesday, October 19, 2011 at UPA; ARB at 6:00 and BOD at 6:30 PM.

1927 – Meeting adjourned.

Submitted By: R Laffoon

Approved by BOD via email: 22 August 2011