

Kempton Park Homeowner's Association Board of Directors Meeting
Special – June 7, 2007
Kempton Park Pool Cabana, Suffolk, VA

Members Attending: President: Raymond Laffoon
Vice President: Cheryl Hendricks
Secretary: Raymond Bailey
Treasurer: Denise Crawford
Member-at-Large: Shirley McGill

Members Absent: None

United Properties: Representative did not attend.

1830 – Special Board of Directors Meeting: This special meeting was called by the President in order to address an issue requiring immediate attention. NOTE: One resident, Mr. Pickett (5011KS) attended and his input was solicited during discussions.

- **Pool Liner Damage:** The Board was notified by Mr. Leslie via email that Douglas Aquatics reported two areas where the plaster pool liner has deteriorated. [The pool is concrete with a plaster liner surface.] Damaged areas are both approximately 4 foot square and are located at the bottom of the 5 ½ foot deep end. There are also two areas that are discolored and suspect in the same vicinity. Due to the rough edges of the damaged areas, Douglas Aquatics has roped off the damaged end of the pool to prevent injury to swimmers. Repair must be accomplished before allowing use of the full length of the pool. Results of available research follows:
 - Douglas Aquatics Repair Estimate: Dated June 7, 2007.
 - Plaster Patch: Approximately 100 sq. ft - \$25 per sq ft and \$750 for draining and cleaning. Total for identified work: \$3,250. Time required was not listed.
 - Re-Plastering: All necessary work as outlined in the estimate for a total price of \$15,700. Although time for repair was not listed, an estimate of 2 weeks was given.
 - Other Estimates: Mr. Leslie is pursuing but has not forwarded any prior to this meeting.
 - Fiberglass Liner Insert: Ms. Crawford obtained an estimate sheet from Bay Breeze Pools to get an idea of the cost of a fiberglass liner. The largest size listed was 16 x 40 ft and the total estimate for this size is \$40,393.
- NOTE: Board members conducted a rough measurement of the pool and estimated 30 x 60 ft, not including the step area.
- **Past Pool Repair Costs:** The following amounts have been spent on pool repairs since opening in 2002 for a total cost of \$7,925.
 - 2002: \$268.
 - 2003: \$850.
 - 2004: \$1,110.
 - 2005: \$3,311.
 - 2006: \$1,246.

- 2007: \$1,140.
- **Discussion:** Board discussion resulted in the following options and considerations –
 - Patching: Least expensive and lest amount of down-time for the pool.
 - Re-Plastering: Fairly expensive and only covered by a 1-year warrantee. Also requires more down-time.
 - Estimates in General: Have only received quotes from Douglas Aquatics; our current pool contractor.
 - Fiberglass Insert: Over twice the cost of re-plastering but would last 20+ years. Unknown if our size is available. Estimated time for install – at least 3 weeks if available. Only have estimates from one company.
 - Contingency Pool Use: If extensive down time is needed, we could approach Steeplechase for an arrangement that would allow our residents to use their pool.
- **Information Needed:** The following information must be obtained in order to reach a long-term solution –
 - Original pool warrantee information.
 - Warrantee information on prior repairs.
 - Was damage noted on opening inspection by Douglas Aquatics?
 NOTE: Ms. Crawford was informed by a Douglas Aquatics representative that the pool liner was patched last year but the Board members from last year do not recall being notified.
- **Issue Decision:** Motion made and passed to proceed as follows to resolve the immediate problem –
 - Authorize Mr. Leslie to contact Douglas Aquatics and conduct patching as listed in the estimate.
 - Continue to pursue additional estimates for –
 - Re-Plastering
 - Fiberglass Insert
- **Action Pending for Next Meeting:**
 - Repair: Mr. Leslie will track completion with Douglas Aquatics and keep the Board informed.
 - Re-Plastering Estimates: Mr. Leslie will continue to pursue.
 - Fiberglass Inserts: Ms. Crawford will pursue estimates for the size we need.

1901 - Board of Directors Meeting adjourned.

NOTE: Board members then went to the Steeplechase Club House since their Board meeting was scheduled for 1930. Mr. Laffoon discussed the possible pool use proposal with two members of their Board. We were told they would discuss the issue and Mr. Laffoon and Ms. Hendricks contact information was provided.

Submitted By: R. E. Bailey

[NOTE: Minutes of the regularly scheduled meeting for June follow.]

Kempton Park Homeowner's Association Board of Directors Meeting
June 21, 2007
Steeplechase Club House, Suffolk, VA

Members Attending: President: Raymond Laffoon
Vice President: Cheryl Hendricks
Secretary: Raymond Bailey
Treasurer: Denise Crawford
Member-at-Large: Shirley McGill

Members Absent: None

United Properties: Ralph Leslie

1800 – Architectural Review Board (ARB) Meeting: Applications and results follow.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Reeves	3003WC	Fence	Approved
Liceaga	3009WC	Shed	Approved with Stipulation – Permit
Blackman	3000WC	Deck	Approved 6/26 with additional info.
Gaskins	5055KS	Patio	Approved 6/26 with additional info.
Esper	5091KS	Deck Extension	Disapproved – Lacking site plan
Cline	5058KS	Deck	Approved 6/26 with additional info.

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

1830 - Homeowners Forum: Three residents attended. The following issues were raised:

- **Bach/3012CC:** Noted that the light at the pool is not coming on at dusk. Also, the row of crepe myrtles behind his lot was not trimmed when others were. *[Mr. Leslie will research.]*
- **Legge/3037KR:** Presented two issues: Playground - Feels that it should remain where it is but have swings added. *[Discussed under Old Business.]* Pool - Complained that there are only 3 umbrellas at the pool and requests more be purchased. *[There are currently 4 tables that support umbrellas however 1 umbrella is broken. Discussed and will revisit equipment needs after the current major pool issue is resolved.]*
- **Koonce/5045KS:** Presented two issues: Satellite Dishes – Wants to know why all do not appear to comply with ARB Guidelines. *[ARB has approved some alternative sites for satellite dishes, such as the front of a residence or on a pole, when there is no clear satellite shot from the rear of the property. However, Mr. Leslie will check questionable installations along Kelso Street. Letters will be sent as appropriate.]* Web Site - Raised the issue of lack of updates on the kemptonpark.org web site and asked if it would be updated or if there was a new site. *[To be resolved this month when all residents are notified of the new site.]*
- **Ference:** Last year's Board President raised issues concerning the landscaping contract and apparent shortcomings. *[Landscaping issues are ongoing and will continue to be worked.]*

1900 – The minutes from the May 17, 2007 Board of Directors meeting were approved.

The minutes from the June 7, 2008 Special Board of Directors meeting were approved.

1902 - Committee Reports:

- Treasurers Report – Denise Crawford presented the May report:

Operating Cash	\$ 32,515.83
Reserve Cash	\$ 32,099.04
Replacement Reserve	<u>\$ 52,123.26</u>
Total Assets	\$ 116,738.13

General & Admin. Expenses	\$ 3,289.74
Utilities	\$ 319.97
Maintenance Expenses	<u>\$ 7,903.70</u>
Total Operating Expenses	\$ 11,513.81

Net Operating Income \$ (396.20)

Net Association Income \$ (1,523.11)

- Motion was made and passed to accept the Treasurer’s Report. NOTE: The recent change in investment added \$708 interest to Replacement Reserve over the past month.
- Manager’s Report – Mr. Leslie presented the following:
 - Pond #1 Aerator: Relay Electric is now working with Dominion Power to approve the meter base mechanism. Work is expected to be done within the month. Cost estimate from Dominion Power is still pending however.
 - Tree Replacement: As there has been no apparent interest from Basnight, the River Birch trees have been ordered from Dimension Turf and Landscape at a cost of \$275 each including installation.
 - In-Ground Pool Installation at 3507 Fontwell Ct: Basnight has still not submitted a proposal to replace bushes and reseed at the site.
 - Landscaping: There is concern that Basnight does not return phone calls and that there is no acceptable reason given for not applying mulch. It is now scheduled for July.
 - Pool Issues: Douglas Aquatics assures us that the pool can be fully functional by July 4th weekend. Also, the motor in the Baby Pool needs repair at an estimated cost of \$297.
 - Discrepancy Resolution: Attorney Deborah M. Casey reviewed our documents to determine whether the Association may, after notifying an owner whose grass is too high and given 10 days to remedy and, if not, have it cut by the landscaper and charge back the cost to the owners. Her opinion was that, if we considered grass a planting, then current provision may apply if we gave 30 days minimum notice to remedy the situation.
 - Email Issues: As noted in Homeowners Forum.
 - Inspection Report: Two residents received letters for improperly storing debris.
 - Current Contract Status
 - Insurance 2/08
 - Pool 5/26/07 – 9/16/07
 - Landscape Maintenance 1/08
 - Lake and Pond Maintenance 8/07
 - Web Technologies (No end date.)
 - UPA 2/11 [NOTE: This contract is automatically renewed for 5 years unless challenged and was last renewed 2/06.]

1950 – Unfinished Business:

- Benches for Bennett’s Creek Park Road [Resident Issue]: Installation was completed in May but the left front leg of the bench nearest the school has no bolts. Mr. Leslie reports that the contractor has been on vacation but will correct the discrepancy.
- Web Site [Board Issue]: The site is up at kemptonparkhoa.org. Discussed the best method to notify the residents. It was decided that a flyer will be created and placed in resident’s mailboxes. Mr. Bailey will create the flyer, Mr. Leslie will have them printed and Board members will deliver them.
- Pond #1 Aerator [Board Issue]: As noted in the Manager’s Report. Mr. Leslie will track progress.
- Tree Replacement [Board Issue]: As noted in the Manager’s Report. The new estimate will exceed the prior authorization of \$500 by \$325. Mr. Leslie will track progress.
- Playground Equipment Upgrade [Board Issue]: Ms. Hendricks has volunteered to head the research effort and has received the equipment information that Mr. Rothberg had gathered. In light of the resident email on the issue and other comments, discussed the entire issue again. It was felt that there is certainly no urgency to reaching a decision in the near future. Also, due to more urgent projects, it was decided to keep this issue active but to defer further consideration at this time.
- In-Ground Pool Installation at 3507 Fontwell Ct: As noted in the Manager’s Report. Mr. Leslie will continue to pursue Basnight for an estimate.
- Landscaping/Flowers: Plantings were completed and several shrubs were removed from the front of the Kempton Park sign. However, they removed more on one side than the other. Although the plantings look good, the lack of fresh mulch detracts from overall appearance. As noted in the Manager’s Report, it is due to be done in July.
- Minor Pool Issues: As noted in Manager’s Report –
 - Water/Soda Machine: A drink machine was installed in the cabana to be serviced by Tidewater Beverage.
 - Garbage Cans: Ms. Crawford purchased 3 cans from the City of Suffolk and brought them to the pool. The pool staff will ensure that full cans are placed at the curb on Wednesday evenings.
- Pool Repair: Due to the damage to plaster in the pool lining, a Special Board meeting was held on June 7th. It was decided to authorize Douglas Aquatics to drain, dry patch and refill the pool for an approximate cost of \$3200. Although no firm dates have been given for the repair work, Douglas Aquatics assures Mr. Leslie that work will be done by July 4th weekend.

NOTE: The Board was advised at this meeting that there was a wet or “dive” patch applied last season. As this method costs \$75 per square foot and Douglas Aquatics can not guarantee that re-patching will last this time, this option was considered not feasible.

- Notification: Discussed methods to get the closure notice out to residents as quickly as possible. It was decided to use the same flyer that will announce the web site. When firm dates are received, Mr. Leslie will forward them to the Board. Mr. Bailey will include them on the flyer template and return it to UPA for printing. Board members will then hand-deliver the flyers to all residences.
- Pool Use During Repairs: The Steeplechase Board was contacted on June 7th with a request for pool use during repairs. Since they have not contacted us back, we spoke with a Board member who was at the Steeplechase Club House during our meeting. She assured us that it would be raised again to Board members that night.

- Garage Sale: Scheduled for June 23. Ms. Hendricks placed the newspaper ads and signs will be posted courtesy of Ms. Crawford.
- Discrepancy Resolution: [UPA Issue] Raised during Executive Session last month and addressed in Manager's Report. Discussed the ramifications of the action which would be directed mainly at properties which are up for sale and/or unoccupied. Will consider it further before acting.

2015 – New Business:

- Handing of Delinquencies: Mr. Leslie raised that issue that according to Association documents, residents who are in arrears for payment of dues should be brought before a tribunal in order to fact-find and resolve the issue. Although a Delinquency Report is given to the Board monthly, the practice of holding tribunals has lapsed. Discussed guidelines and past practices. Mr. Leslie will ensure letters are sent to delinquent residents. If they choose not to attend the tribunal, the Board may impose sanctions without their input. If they attend, they will be given the opportunity to plead their case. Sanctions will include withholding of privileges.

NOTE: Executive Session was not required at this meeting.

- Issue Decisions:
 - Handing of Delinquencies: Motion made and passed to reinstitute tribunals for those delinquent for 3 or more months.
- Action Pending for Next Meeting:
 - Benches: Mr. Leslie will track completion.
 - Web Site: Mr. Bailey will create flyer for residents as noted under Pool Repairs below.
 - Pond #1 Aerator: Mr. Leslie will contact Relay Electric and track progress.
 - Tree Replacement: Mr. Leslie will follow-up with landscape contractor.
 - Pool Installation Grounds Repair: Mr. Leslie will continue to track repairs.
 - Mulching: Mr. Leslie will track completion.
 - Pool Repairs: Mr. Leslie will let the Board know when repair dates are set. Mr. Bailey will include the dates in the Pool / Web Site flyer and return to UPA for printing. The Board will hand deliver to residents.
 - Delinquencies: Mr. Leslie will initiate letters to the parties concerned.
- Homeowner's Forum Responses - May meeting: All issues raised at the meeting or via email were answered at that time.

2030 – The next Board meeting will be Thursday, July 19, 2007 at the Steeplechase Club House.

2030 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey