

**Kempton Park Homeowner's Association Board of Directors Meeting**  
**May 17, 2007**  
**Steeplechase Club House, Suffolk, VA**

Members Attending: President: Raymond Laffoon  
Secretary: Raymond Bailey  
Treasurer: Denise Crawford  
Member-at-Large: Shirley McGill [ARB only.]

Members Absent: Vice President: Cheryl Hendricks

United Properties: Ralph Leslie

**1805 – Architectural Review Board (ARB) Meeting:** Applications and results follow.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Bryant	5070KS	Deck	Approved
Fitzgerald	5018KS	Deck	Approved
Rasic	5015KR	Porch Repairs	Approved
Hayes	3500LC	Deck / Patio / Shed	All Approved [ <i>See Homeowner's Forum and Executive Session.</i> ]
Page	5072KS	Deck	Approved with stipulation – Permit required.

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

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

- Grant/3045KR: Requested guidance on removing brush adjacent to wetlands. [*Can remove brush but tree removal requires approval by Army Corps of Engineers and waste may not be dumped along the marsh.*] Also asked about status of pond aerators and guidance on pool installation. [*Issues answered in accordance with latest minutes and ARB Guidelines. Mrs. Grant also sent an email concerning these issues in case they could not attend.*]
- Hayes/3500LC: Discussed his ARB applications; specifically the shed style requested. [*To be considered.*]
- Domenico/5054KS: [Received via email.] Complaint concerning residents that do not clean up after their dog. Specifics were provided. [*To be discussed during Executive Session.*]
- Toporek/3002CC: [Received via email.] Asked about spring plantings and sprinkler operations. Also raised concern over the appearance of many yards. [*Mr. Leslie answered these issues.*]

**1900 –** The minutes from the April 19, 2007 Board of Directors meeting were approved with the following addition: Reserve Funds Study should have been designated as Issue Closed.

**1900 - Committee Reports:**

- Treasurers Report – Denise Crawford presented the April report:

Operating Cash	\$ 34,099.15
Reserve Cash	\$ 32,920.12

Replacement Reserve	\$ 51,415.06
Total Assets	\$ 118,434.33

General & Admin. Expenses	\$ 3,227.90
Utilities	\$ 95.16
Maintenance Expenses	\$ 6,462.76
Total Operating Expenses	\$ 9,758.01

Net Operating Income	\$ 1,671.60
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Net Association Income	\$ 421.69
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- Motion was made and passed to accept the Treasurer’s Report.

- Manager’s Report – Mr. Leslie presented the following:

- Drink Machines for Pool Cabana: Contacted Tidewater Beverage and they appear willing to provide/service snack and drink vending machines. [*See Unfinished Business.*]
- Garbage Cans at Pool Cabana: There is a question as to whether Suffolk will provide for Association use. Mr. Leslie will send a deposit for the cans and advise the Board if an alternate source must be used.
- Mosquito Spraying: Residents are paying a special tax for this service and as long as the program is operational, Kempton Park will receive the services. The program is expected to continue this year.
- Pool Maintenance: Douglas Aquatics has started seasonal maintenance. There have been no requests for additional supplies or materials.
- Pool Installation at 3507 Fontwell Court: The sprinkler system has been charged and there are no apparent leaks. Repair to the grounds will be tracked.
- Email Issues: As noted in Homeowners Forum.
- Inspection Report: Lack of compliance letters were sent to 24 residences for grass cutting and 1 for improper satellite dish installation.
- Moonwalk for Pool Opening: Received an email from Michelle Goggins of Space Walk of Suffolk. The company offered to provide a moonwalk for the pool opening at no charge. She is working with UPA to ensure proper insurance coverage. [NOTE: Although the email seemed to infer that the issue had been discussed, the issue has not been raised to the Board before this meeting.]
- 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.)

**1920 - Unfinished Business:**

- Benches for Bennett’s Creek Park Road [Resident Issue]: Installation was completed but needed rework due to use of bolts that were too long. Additional work was done on 16 May but the left front leg of the bench nearest the school has no bolts. Mr. Leslie will follow-up.

- Web Site [Board Issue]: Mr. Bailey is working with Mr. Christian of Web Technologies to complete the site for Board approval. A final proposal was forwarded via email to the Board on April 30 but no concurrence was received. Current site has 5 pages and it is suggested that 3 additional pages be added to make the site more organized. The cost would be an additional \$150. Discussed options.
- Pond #1 Aerator [Board Issue]: Dominion Power has the plat information but no estimate has been received. Mr. Leslie will contact Relay Electric (the contractor approved to do the connection once the line is installed) and ask them to use their contacts to speed the process. Mr. Leslie will track progress.
- Tree Replacement [Board Issue]: It was decided last meeting to have the landscape contractor purchase and plant 3 River Birch trees at the old planting sites along Bennett's Creek Park Rd. Authorized a maximum of \$500 expenditure. There has been no movement on this issue and Mr. Leslie will continue to track.
- Playground Equipment Upgrade [Board Issue]: Discussed proposed sites for moving and upgrading the playground and all agreed that the area next to the pool enclosure would be the most logical; the area is flat, bushes provide a boundary to Bennett's Creek Park Rd and there are two benches already installed. The issue of concerns from the residents of adjacent properties was raised and Mr. Leslie offered to prepare a questionnaire that will be delivered to the residents concerned.
- In-Ground Pool Installation at 3507 Fontwell Ct: As noted in the Manager's Report, Mr. Leslie will track ground repair.
- Landscaping/Flowers: Decision was made last month to have the landscape contractor complete rework of flower beds and plantings. Work is due to commence this month pending receipt of flowers. Shrubs removed from the front of the Kempton Park sign will be held at 3022KR for future use.
- Pool Issues: As noted in Manager's Report -
  - Water/Soda Machine: The Board feels that only drinks should be available to alleviate the mess caused by snacks. Mr. Leslie will pursue.
  - Garbage Cans: Mr. Leslie will track. If we need to purchase cans from another source, Ms. Crawford offered to assist with picking up and delivering them.
  - Pool Passes: 1 Resident pass (for all residents) and 2 Guest passes for each household in good standing were mailed since the last meeting. The mail out also included a copy of pool rules and hours. Issue Closed.
  - Swim Lessons: Information was also included in the pool pass mail out. Issue Closed.
- Mosquito Spraying: As noted in the Manager's Report. Issue Closed.
- Garage Sale: A flyer concerning the Annual Neighborhood Garage Sale on June 23 was included with the pool pass mail out courtesy of Ms. Hendricks. Issue Closed.
- Crosswalk: Mr. Laffoon followed-up with the city and was told that there will be a crosswalk once they determine who is responsible for installing it; the library contractor or the city. Subsequently, the crosswalk was installed including warning signs. Issue Closed.

**1935 – New Business:** None presented.

1935 - Open forum closed. Motion made to move to Executive Session.

- **Executive Session Issues:**

- Discussed options for enforcing the covenants. There are many discrepancies that require repeated attention from UPA. There are also many problems with rental properties and those under foreclosure. Mr. Leslie raised some options including having the landscaper cut grass on properties that are not occupied and billing the owner or agent. He intends to discuss resolution avenues with legal counsel and advise the Board.
- Discussed other neighborhood issues that have been repeatedly raised such as pet infractions. It was agreed that complaints from a resident that contain specifics (i.e., names, addresses, times, etc.) deserve to be handled by infraction letter. Repeats of the issue by the same party are in the category as listed above.
- Discussed the Hayes request for shed installation. It was decided that the ARB guidelines are flexible enough to allow authorization of the proposed shed. However, it was agreed that the Board will continue to scrutinize all applications that do not fully meet ARB requirements. Approval or denial will be based on the guidelines as well as a common sense approach to the project.

2015 - Motion made and passed to come out of Executive Session.

- **Issue Decisions:**

- Web Site: Motion made and passed to authorize an additional \$150 for 3 pages.

- **Action Pending for Next Meeting:**

- Benches: Mr. Leslie will track completion.
- Web Site: Mr. Bailey will contact Mr. Christian and track completion; keeping the Board apprised.
- Pond #1 Aerator: Mr. Leslie will contact Relay Electric and track progress.
- Tree Replacement: Mr. Leslie will follow-up with landscape contractor.
- Playground Upgrade: Mr. Leslie will gather input from residents of adjacent properties.
- Pool Installation Grounds Repair: Mr. Leslie will continue to track repairs.
- Spring Plantings: Mr. Leslie will continue to track progress.
- Drink Machines: Mr. Leslie will pursue delivery with Tidewater Beverage.
- Garbage Cans: Mr. Leslie will track and advise.
- Discrepancy Resolution: Mr. Leslie will advise on legal findings.

- **Homeowner's Forum Responses - April meeting:** None required.

2020 – The next Board meeting will be Thursday, June 21, 2007 at the Steeplechase Club House.

NOTE: Mr. Leslie advised the Board that Steeplechase is leaving UPA and that we may not be able to use the club house for future meetings. He will advise.

2020 - Board of Directors Meeting adjourned.

NOTE: It was noted during transcription that the issue of the Moonwalk for the Pool Opening was not addressed by the Board. Question will be addressed via email.

Submitted By: R. E. Bailey