

**Kempton Park Homeowner's Association Board of Directors Meeting
December 19, 2006
Steeplechase Club House, Suffolk, VA**

Members Attending: President: Anthony Ference
Secretary: Raymond Bailey
Treasurer: Denise Crawford
Member-at-Large: Paul McQueen

Members Absent: Vice President: Rhett Rothberg

United Properties: Ralph Leslie

1800 – Architectural Review Board (ARB) Meeting: No applications received.

1818 – Board of Directors Meeting: The meeting was called to order.

1818 - Homeowners Forum: No residents attended. One issue received via email:

- Anya Fitzgerald of 5018 Kelso complains of dog owners that do not pick up after their pets along Kelso Street. The recently revised ARB Guidelines [discussed further below], paragraph B.16, addresses the requirement for owners to pick up after their pets. Future reports will be handled as ARB violations.

1820 – The minutes from the November 14, 2006 Board of Directors meeting were approved.

1820 - Committee Reports:

- Hospitality Report – Cheryl Hendricks formally resigned as Hospitality Chairman via email in November.

- Treasurers Report – Denise Crawford presented the November report:

Operating Cash	\$ 24,981.25
Reserve Cash	\$ 31,967.53
Replacement Reserve	\$ 47,788.35
Total Assets	\$ 104,737.13

General & Admin. Expenses	\$ 3,107.92
Utilities	\$ 1,272.80
Maintenance Expenses	\$ 4,163.42
Total Operating Expenses	\$ 8,544.14

Net Operating Income	\$ 1,345.39
----------------------	-------------

Net Association Income	\$ 554.39
------------------------	-----------

- Motion was made and passed to accept the Treasurer's Report.

- Reserve Accounts: Last month, it was decided to have Mr. Leslie contact Towne Bank and have Reserve Funds moved to higher interest yield accounts. *[See Manager's Report below.]*

1825 – Executive Session: As no homeowners attended, the motion was made and passed to move to Executive Session.

- Manager's Report –Ralph Leslie presented the following:
 - Delinquency Report: Presented and discussed.
 - Association Insurance: Two companies provide Association coverage in this area – Nationwide and State Farm (we are currently covered by Nationwide). Estimates were received from both companies for consideration.
 - Reserve Funds: It was found that both the Reserve Cash and Replacement Reserve amounts are in Money Market accounts; the highest yield types available at Towne Bank.
 - Reserve Funds Study: Last month, the Board approved the proposal from Advanced Reserve Solutions, Inc. to conduct the study. We now find that ARS does not carry the employee insurance coverage that UPA requires for contractors performing work on Association property (vehicle liability, etc.).
 - Pond #1 Aerator: Dominion Power is now refunding the fee for installation of the power line to pond #1 since owners were not willing to sign an easement. We are now in the process of pursuing an alternate line from the opposite side of the pond in Highland Greens, as decided during last month's meeting. The developer of that site, Chesapeake Homes, has been contacted. Additionally, the aerator equipment that was ordered has been received.
 - 2007 Landscaping: Estimates were presented last month pending consideration.

1840 - Unfinished Business: Conducted a comprehensive review of all issues previously presented to this Board that have not yet been resolved. Details follow:

- ARB Guidelines Revision [Board Issue]: As approved last month, the revised guidelines were mailed to all residents. However, due to an error at UPA, an incomplete version was sent. A second, complete copy was included with the 2007 Budget mailing. General Issue Closed. One related issue remains:
 - Exterior Color Examples: Paragraph B.3 of the ARB Guidelines requires matching exterior colors with the examples provided by the builder. We currently do not have the original color palates. Mr. Leslie was asked to contact Chesapeake Homes and attempt to obtain them.
- Benches for Bennett's Creek Park Road [Resident Issue]: Issue was tabled pending completion of the Public Library complex. We will then decide if benches are required and/or desirable.
- Landscaping/2007 Contract [Annual Requirement]: Discussed four estimates in detail with a goal of improving the upkeep of the common areas. The most comprehensive plan appears to be from Basnight Land & Lawn, option D on their proposal.
- Web Site [Board Issue]: Mr. Rothberg is acting as point of contact with the contractor, James Christian of Web Solutions. Unable to attend this meeting, he reported via email that he is working with Mr. Christian and expects to have a draft site up shortly after the holidays.

- Reserve Funds Study [Every 5 years Requirement]: The insurance issue raised by UPA was discussed.
- Joint Lake Maintenance [Annual Requirement/Board Issue]: Although the Association has shared maintenance costs for the lake that borders Steeplechase and Kempton Park in the past (as well as an agreement to pay for this year), we do not have documentation as to which association has legal control of the property. We requested documentation earlier this year but it was never obtained. Mr. Leslie was asked to reengage on this issue to determine ownership and give us a basis to resolve the issue.
- Pond #1 Aerator [Board Issue]: As mentioned in the Manager's Report. If Chesapeake Homes agrees on the routing of the power line, we will need to obtain another estimate.
- Cabana Enclosure [Board Issue]: This issue is currently tabled pending a basic plan for renovation. Mr. McQueen is still considering options.
- Newsletter Production Payment [Board Issue]: Payment was approved and made to Ms. Hendricks for the 3rd and 4th quarter newsletters. Issue Closed.
- Tree Replacement [Board Issue]: Replacement of removed trees was previously approved. Replacement will be completed in the spring.
- Budget for 2007 [Annual Requirement]: Revised and approved at a special meeting on November 28. The final budget was mailed to all homeowners. Issue Closed.
- Playground Equipment Upgrade [Board Issue]: Mr. Rothberg is point of contact and will continue to obtain estimates.
- Reserve Funds [Board Issue]: Discussed alternate methods to obtain higher yields on all or part of reserve funds. Mr. Leslie was asked to obtain information on CD rates and forward them to the Board via email for consideration.
- 2007 Pool Maintenance [Annual Requirement]: As approved last month, the new contract with Douglas Aquatics was signed by the Board President and copies were provided for all Board members. Issue Closed.

1905 – New Business:

- Association Insurance: Discussed estimates from State Farm and Nationwide as well as the ramifications of changing companies.
- In-Ground Pool Installation at 3307 Fontwell Ct: Approved by ARB in September, the work access area from Bennett's Creek Park Rd is clearly causing damage to the common grounds and possibly the underground sprinkler system. Although the ARB approval contained stipulations of returning grounds to the original condition, a concern was raised. Mr. Leslie was asked to send a letter of reminder to the owner. (NOTE: The required completion date, 90-days after receiving approval, will be in early January.)
- Sink Holes in Roadways: Discussed the issue of several known problem areas. Mr. Leslie informed the Board that since the subdivision streets are in transition from VDOT to the City of Suffolk, this is not an Association issue. He says that the issue can only be corrected if residents contact the City of Suffolk and file a complaint.

1920 – The next scheduled meeting will be January 16, 2007 at the Steeplechase Club House.

1920 – Motion was made and passed to come out of Executive Session.

- **Issue Decisions:**

- Reserve Study Proposal: Motion was made and passed to ask UPA for a waiver of the insurance requirement for ARS.
- 2007 Landscaping Contract: Motion was made and passed to accept the Basnight Land & Lawn proposal (option D) for 2007 at a cost of \$39,699.
- Reserve Funds: Motion was made and passed to allow authorization via email for moving Replacement Reserve funds to CDs pending information from Mr. Leslie.
- Association Insurance: Motion was made and passed to continue with current carrier; Nationwide.

- **Action Pending for Next Meeting:**
 - Exterior Color Samples: Mr. Leslie will contact Chesapeake Homes to obtain the color palate examples used to determine exterior colors during construction.
 - Web Site: Mr. Rothberg will continue working with Web Solutions.
 - Joint Lake Maintenance: Mr. Leslie will investigate obtaining documentation to determine ownership of the lake between Steeplechase and Kempton Park.
 - Reserve Funds: Mr. Leslie will investigate available rates for CDs and pass information to Board members via email for consideration.
 - Pool Installation Letter: Mr. Leslie will send a reminder letter to the owner at 3307 Fontwell Ct.

- **Homeowner's Forum Responses - November meeting:** None

1930 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey