

**Kempton Park Homeowner's Association Board of Directors Meeting
April 19, 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>
Bragg	3503FC	Fence	Approved
Elliott / Ambrosino	5037KS	Railings	Approved
Montgomery	3007NC	Deck	Approved
Roberts	3000NC	Deck / Awning	Approved

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

NOTE: This is the first meeting of the newly elected Board.

1830 - Homeowners Forum: Three residents attended but had no issues to present.

1835 – The minutes from the March 20, 2007 Board of Directors meeting were approved.

1836 - Committee Reports:

- Treasurers Report – Denise Crawford presented the March report:

Operating Cash	\$ 33,737.07
Reserve Cash	\$ 32,318.65
Replacement Reserve	<u>\$ 50,707.01</u>
Total Assets	\$ 116,762.73

General & Admin. Expenses	\$ 2,847.79
Utilities	\$ 94.83
Maintenance Expenses	<u>\$ 1,887.88</u>
Total Operating Expenses	\$ 4,830.50

Net Operating Income \$ 7,211.32

Net Association Income \$ 6,084.41

- Motion was made and passed to accept the Treasurer's Report.
- Preliminary discussions of the Reserve Study. *[Details below.]*

- Manager's Report – Mr. Leslie presented the following:
 - Reserve Study: A copy of the complete study is included in the Board packet.
 - Web Site: The new web site will be accessed at www.kemptonparkoa.org when complete. Communication with the web master continues. [*See Unfinished Business*]
 - Pond #1 Aerator: A copy of the plat for Lot 7 of Highland Greens is included in the Board packet. An easement will then be prepared for Chesapeake Homes to give Dominion Power right-of-way.
 - Pool Installation at 3507 Fontwell Court: Due to the damage along Bennett's Creek Park Rd, suggest that we wait until the sprinkler system is charged to see if it also needs repair adjacent to the property.
 - Cabana Maintenance: The pool cabana, interior and exterior, does not appear to need any repair or painting. General cleaning will suffice to get ready for this season.
 - Street Lights: It has been noticed that there are new lights along Bennett's Creek Park Rd; served by the newly installed utility pole on the Kempton Park side of the road. It appears that these poles will not be temporary after all.
 - Inspection Report: There were a few issues that required the Association Office to contact owners.
 - 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.)

1900 - Unfinished Business:

- Benches for Bennett's Creek Park Road [Resident Issue]: Installation was delayed due to weather conditions. Re-scheduled for the week of 23 April.
- Web Site [Board Issue]: Mr. Bailey has accepted oversight responsibility and has been working with Mr. Christian of Web Technologies. However, Mr. Christian has experienced hardware problems over the last week and progress will be delayed. Described general structure to the Board and received several suggestions. Will pass link to the temporary site to Board members for additional ideas.
- Reserve Funds Study [Every 5 years Requirement]: As noted in the Manager's Report. The 24-page report provided details of the Criterium Engineers study. It found that our current funding rate is \$1.57 per household per month and the conclusion was that the property was found to be in good condition and properly funded. Discussed the report and the possibility of adjusting the household per month funding rate during the next budget assessment.
- Pond #1 Aerator [Board Issue]: As noted in Manager's Report. Mr. Leslie will continue to work toward getting a new proposal.
- Cabana Enclosure [Board Issue]: Discussed the fact that this idea has been on the table for many months but requires a plan to move forward. The Board feels that pursuing it is not feasible at this time. It was decided to remove it from the agenda. Issue Closed.
- Tree Replacement [Board Issue]: Discussed moving forward with replacing three trees that were removed last year. It was felt the River Birches were a good selection since water accumulates in these areas.

- Playground Equipment Upgrade [Board Issue]: Discussed the earlier proposal of adding equipment at the current site. It was apparent that the Board feels that the location is not conducive to a good play environment (i.e., close to the woods and pond). Discussed other options including moving the playground to the common area next to the pool enclosure. The issue will be considered in subsequent meetings.
- In-Ground Pool Installation at 3507 Fontwell Ct: As noted in the Manager's Report.
- Cabana Maintenance: As noted in the Manager's Report. General cleaning will be done by Douglas Aquatics employees. Issue Closed.

1925 – New Business:

- Landscaping/Flowers: The question was raised as to when spring flowers will be planted at entrances per the contract. Mr. Leslie noted that they are usually done in May. Discussed the appearance of planting beds at the entrances and whether there should be plantings on both sides of the road. It was felt that there is insufficient space at both sides on all three roads and that we should use the existing beds. It was mentioned that the shrubs in front of the Kempton Park sign are blocking it. Mr. Leslie was asked to have the landscaper reorganize the bed to keep the plantings from obstructing the sign. Mr. Leslie will track progress.
- Pool Issues:
 - Water/Soda Machine: Ms. Crawford raised the issue of having a drink machine installed in the pool cabana. Mr. Leslie will call distributors.
 - Garbage Cans: Mr. Bailey noted that the refuse cans at the pool needed to be replaced. It was felt that 3 covered cans were needed. Mr. Leslie will purchase the cans from City of Suffolk.
 - Pool Passes: Ms. Hendricks noted that it was time to decide on the method to distribute pool passes. It was decided to mail them out – 2 Resident and 2 Guest passes for each household in good standing. They are currently being processed by UPA and will be mailed in early May.
 - Swim Lessons: Ms. Hendricks also raised the issue of swim lessons. According to the contract with Douglas Aquatics, we must notify them that we desire to hold lessons by the end of the month. Mr. Leslie will include information in the pool pass mail out.
- Mosquito Spraying: Ms. Hendricks said that she understands that this service will be curtailed. Mr. Leslie will look into it.
- Garage Sale: Ms. Hendricks raised the issue of scheduling the Annual Neighborhood Garage Sale on June 23rd. She will provide a flyer via email to be mailed out with the pool passes.
- Crosswalk: Mr. Laffoon raised the issue of having a crosswalk established from the Pool corner to the Library. He contacted the City Engineer and learned that a feasibility study needed to be done. He will follow-up.
- Issue Decisions:
 - Tree Replacement: Motion made and passed 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.
 - Landscaping: Motion made and passed to have the landscape contractor complete rework of flower beds and plantings.

- Pool Passes: Motion made and passed to mail out pool passes as noted above to all households in good standing with the Association.
- **Action Pending for Next Meeting:**
 - Benches: Mr. Leslie will track completion.
 - Web Site: Mr. Bailey will complete development with Mr. Christian and then forward the link for the test site to the Board to solicit suggestions.
 - Pond #1 Aerator: Mr. Leslie will track the new estimate with Dominion Power.
 - Tree Replacement: Mr. Leslie will arrange and track completion.
 - Pool Installation Grounds Repair: Mr. Leslie will continue to follow-up after the sprinkler system is charged.
 - Spring Flowers: Mr. Leslie will contact the contractor and track progress.
 - Pool Issues: Mr. Leslie will track items listed under New Business.
 - Mail out: Mr. Leslie will coordinate a mail out that includes:
 - Pool Passes
 - Swim Lesson Information
 - Garage Sale Flyer
 - Crosswalk: Mr. Laffoon will continue to pursue.
- **Homeowner's Forum Responses - March meeting:** None required.

2000 – The next Board meeting will be Thursday, May 17, 2007 at the Steeplechase Club House.
NOTE: It was decided to move meetings to the 3rd Thursday of each month until further notice.

2000 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey