

**Kempton Park Homeowner's Association Board of Directors Meeting  
February 20, 2007  
Steeplechase Club House, Suffolk, VA**

Members Attending: President: Anthony Ference  
Secretary: Raymond Bailey  
Treasurer: Denise Crawford

Members Absent: Vice President: Rhett Rothberg  
Member-at-Large: Paul McQueen

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>
Ott	3004CC	Fence	Approved
Kinney	3501FC	Fence	Approved with stipulations; must have plantings in accordance with ARB Guide, Section B.5.b.
Pickett	5011KS	Vinyl Trim Covering	Approved

**1840 – Board of Directors Meeting:** The meeting was called to order.

**1840 - Homeowners Forum:** One resident attended ARB portion only.

- Mr. Pickett made a comment that it was obvious that many residents did not clean up after their pets in the common areas. He also wanted to raise awareness to the issue of the security for home networks. *[Mr. Ference will note both issues in an upcoming mailing.]*

**1840 –** The minutes from the January 16, 2007 Board of Directors meeting were approved.

**1842 - Committee Reports:**

- Treasurers Report – Denise Crawford presented the January report:

Operating Cash	\$ 23,007.03
Reserve Cash	\$ 32,670.66
Replacement Reserve	<u>\$ 49,231.23</u>
Total Assets	\$ 104,969.05

General & Admin. Expenses	\$ 7,837.90
Utilities	\$ 114.93
Maintenance Expenses	<u>\$ 1,649.56</u>
Total Operating Expenses	\$ 9,602.39

Net Operating Income \$ 6,249.39

Net Association Income \$ 5,122.48

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

**1845 – Executive Session:** As no homeowners attended the general meeting, a motion was made and passed to move to Executive Session.

- Manager’s Report – Mr. Leslie presented the following:
  - Exterior Color Samples: Exterior paint combinations from Chesapeake Homes are included in the Board packet.
  - Benches: There is an additional proposal for installation included in the Board packet.
  - Pond #1 Aerator: It was decided last month to pursue a new Dominion Power estimate; running the power supply from the Highland Green side of the pond. A new estimate is being drafted.
  - Utility Poles: According to the Suffolk Planning Commission, the poles on Bennett’s Creek Park Rd are temporary and will be removed when all construction is complete. No date was given.
  - Reserve Funds: A CD was purchased at the direction of the Board. [*See Unfinished Business.*]
  - Reserve Funds Study: The study will begin on February 21, 2007.
  - Pool Installation at 3507 Fontwell Court: Received an estimate from the landscape contractor to correct the damage caused due to pool installation. A bill for \$327 will be sent to the owners.
  - Suffolk Contact Information: Included in the Board packet.
  - Pool Committee: Will need to designate a pool committee to meet weekly during the season (on an ad hoc basis) to review problem issues.
  - Annual Meeting: The meeting will be held in late March. [*See New Business.*]

**1855 - Unfinished Business:**

- Exterior Color Examples [Board Issue]: The paint information lists the numbers for all combinations used in Kempton Park. A copy will be included in the March resident mailing.
- Benches for Bennett’s Creek Park Road [Resident Issue]: It was decided last month to purchase and install two benches; one at each ‘V’ shaped common area on Bennett’s Creek Park Rd using the following model and installer. Model: HLB-51 (5’ Florida), resin bench, \$185 each. Received an installation proposal from Waverly to install both benches for \$350; \$250 less than the previous estimate. Discussed new estimate and felt that installation should be done when weather gets a bit warmer.
- Landscaping/2007 Contract [Annual Requirement]: The new contract is in place.
- Web Site [Board Issue]: Payment was made on Feb 20 and Mr. Rothberg is still working with the contractor. Ms. Crawford raised the issue of advertising and it was decided to consider it once the site is operational.
- Reserve Funds Study [Every 5 years Requirement]: As noted above, Criterium Engineers will start the study this week.
- Pond #1 Aerator [Board Issue]: As noted above, a new estimate is pending.
- Cabana Enclosure [Board Issue]: Tabled until further notice.
- Tree Replacement [Board Issue]: Will be completed in the spring.
- Playground Equipment Upgrade [Board Issue]: No update provided.
- Reserve Funds [Board Issue]: As approved last month, after Mr. Leslie provided CD quotes from Towne Bank for 6, 12 and 18-month rates, Replacement Reserve funds in the amount of \$44,993.65 were moved to a CD with a 7-month rate of 5.35%.

- In-Ground Pool Installation at 3507 Fontwell Ct: As noted above. Work is still not done and the owner will be billed for lawn repair. We will also need to check the irrigation system when it is charged in the Spring.
- Suffolk Contact Information: Contact numbers were provided to the Board via email. Mr. Leslie also provided copies of a City of Suffolk Newcomers Guide that includes a “*Who do I call if . . .*” section. It was decided to include this information in the March resident mail out.
- 2006 Income Taxes: It was decided last month to have Merritt Yockey CPAs provide standard tax preparation for a cost of \$395. They are scheduled for completion in March.

**1910 – New Business:**

- March Elections/Annual Meeting: The annual election meeting will be scheduled for the last week of March. A packet will be sent to all residents in early March including the following:
  - Annual Meeting information including a solicitation for nominations.
  - Exterior color palate information.
  - President’s letter about contacts and issues.
  - Suffolk Newcomers Guide.

1915 – Motion was made and passed to come out of Executive Session.

• **Issue Decisions:**

- Benches: Motion made and passed to approve Waverly for the installation to be done when weather is warmer; targeted for April.
- Pool Committee: The Board will be designated as the Pool Committee for this season.
- Nominating Committee: The Board will be designated as Nominating Committee for the upcoming elections.

• **Action Pending for Next Meeting:**

- Web Site: Mr. Rothberg will continue to work with Web Solutions and contact the Board when the draft site is ready for review.
- Reserve Study: Mr. Leslie will track completion.
- Pond #1 Aerator: Mr. Leslie will track the new estimate with Dominion Power.
- Pool Installation Letter: Mr. Leslie will continue to follow-up project completion and payment for landscape repair.
- Suffolk Contact Information: Mr. Ference will prepare a letter that will include this information. Mr. Leslie will ensure information is included in the mail out.

• **Homeowner’s Forum Responses - January meeting:**

- Mr. Pishioneri Issues: Mr. Ference will include answers in a President’s letter to be included in the March mail out.

1920 – The next scheduled meeting will be March 20, 2007 at the Steeplechase Club House.

1920 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey