

Kempton Park Homeowner's Association Board of Directors Meeting
January 16, 2007
Steeplechase Club House, Suffolk, VA

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

Members Absent: 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>
Apperson	3050KR	Deck	Approved
Burdett	5048KS	Deck/Patio	Approved
Schulte	3010CC	Shed	Approved with Stipulations (Colors & style must match residence.)

1820 – Board of Directors Meeting: The meeting was called to order.

1820 - Homeowners Forum: No residents attended.

- Anthony V. Pishioneri presented the following issues in a 13 JAN email to Mr. Leslie.
[Results of Board discussion appears in brackets]:
 - There is an apparently abandoned vehicle on Kelso St. *[Streets are not Association property and such vehicles should be reported to Suffolk Police.]*
 - Several residences have fencing and/or landscaping that does not meet standards. *[Mr. Leslie will investigate and send letters to owners as appropriate.]*
 - One resident keeps the volume on a garage television at an excessive level. *[Since there is no covenant covering this, it needs to be resolved between residents with Suffolk Police as a last resort.]*
 - Community issues included a broken street light on Bennett's Creek Park Rd at the Steeplechase end, and road disrepair on Shoulder's Hill and Bennett's Creek Park Rds. *[Street lights and roads are not Association responsibility. Complaints must be filed with the appropriate City of Suffolk department.]*
 - Asked if the two utility poles installed on the Kempton Park side of Bennett's Creek Park Rd are temporary and why the utilities were not underground. *[Mr. Leslie will contact the power company.]*

The Board discussed the issues and finds that most of these issues can not be addressed by the Association. However, there is a need to provide contact information for residents who wish to file complaints. *[See New Business below.]*

1835 – The minutes from the December 19, 2006 Board of Directors meeting were approved.

1835 - Committee Reports:

- Treasurers Report – Denise Crawford presented the December report:

Operating Cash	\$ 18,037.28
Reserve Cash	\$ 32,188.76
Replacement Reserve	<u>\$ 48,493.62</u>
Total Assets	\$ 98,719.66
General & Admin. Expenses	\$ 4,051.01
Utilities	\$ 258.90
Maintenance Expenses	<u>\$ 10,688.56</u>
Total Operating Expenses	\$ 14,998.47
Net Operating Income	\$ (6,017.47)
Net Association Income	\$ (6,808.47)

- Motion was made and passed to accept the Treasurer’s Report.
- Reserve Funds: *[See Unfinished Business below.]*

1842 – Executive Session: As no homeowners attended, the motion was made and passed to move to Executive Session.

- Manager’s Report – Mr. Leslie presented the following:
 - Exterior Color Samples: Chesapeake Homes will attempt to obtain samples from the designer and forward the information.
 - Pond #1 Aerator: Received verbal permission from Chesapeake Homes to connect from the transformer on the Highland Green side of Pond #1.
 - Lake Maintenance: Property plans reveal that the pond on Bennett’s Creek Park Rd straddles both Steeplechase and Kempton Park properties.
 - Reserve Funds: Provided information from Gateway Bank that reports a CD rate of 5.35% APY for a 7-month, \$2,500 minimum deposit.
 - Reserve Funds Study: ARS refuses to provide required insurance coverage and UPA will not waive the requirement.
 - 2007 Landscaping: As requested, Basnight provided a revised annual estimate that includes a second mulch application.

1855 - Unfinished Business:

- Exterior Color Examples [Board Issue]: As noted above. Will follow-up with Chesapeake Homes.
- Benches for Bennett’s Creek Park Road [Resident Issue]: Two benches have been installed at the Library entrance but these are across the road from the pool area. Discussed previous proposal to install two benches, one at each ‘V’ shaped lawn area, on Bennett’s Creek Park Rd. Discussed types of benches and installation cost estimates received in July 2006.

- Landscaping/2007 Contract [Annual Requirement]: Requested and received a revised estimate from Basnight to include a second mulch application. The new estimate was \$3,534 more per year. Discussed options.
- Web Site [Board Issue]: Mr. Rothberg continues to work with Mr. Christian on web site content. We expect to have a draft site available for review soon. The new domain will be “KemptonParkOA.org.”
- Reserve Funds Study [Every 5 years Requirement]: The company chosen to conduct the study (ARS) refuses to provide insurance coverage required by UPA and a Board request for a waiver from UPA were denied as noted above. Discussed the other proposal received in September 2006 from Criterium Engineers. They offered a Standard Study for \$2,600 and an Enhanced Study for \$3,800. (This company is already on the UPA vendors list.)
- Joint Lake Maintenance [Annual Requirement/Board Issue]: Since the lake straddles the two subdivisions, we will remain responsible for one-half of the maintenance costs. Issue Closed.
- Pond #1 Aerator [Board Issue]: Received verbal approval as noted above. Dominion Power will be returning our payment for the original install plan. They will then need to re-estimate for the new path.
- Cabana Enclosure [Board Issue]: Tabled until further notice.
- Tree Replacement [Board Issue]: Will be completed in the spring.
- Playground Equipment Upgrade [Board Issue]: Mr. Rothberg is continuing to research.
- Reserve Funds [Board Issue]: Discussed CD rate from Gateway Bank but the board prefers to purchase CDs from Towne Bank, where our accounts are held.
- In-Ground Pool Installation at 3507 Fontwell Ct: *[Address was erroneously listed as 3307 in last minutes.]* A letter of reminder was sent to the owner concerning clean-up requirements and completion deadline this month.

1905 – New Business:

- Suffolk Contact Information: Due to recent comments from residents (including Mr. Pishioneri above) it’s clear that residents do not understand the extent of Association property and the scope of responsibility of the Board. There is a need to provide a guide to avoid confusion. Discussed options and decided that we should prepare an information sheet to be sent out with the upcoming Board Election packet. Mr. Leslie will gather the information and forward to Mr. Ference who will prepare the memorandum.
- 2006 Income Taxes: Mr. Leslie provided two proposals for 2006 tax preparation. Both offered services at various levels - standard preparation to complete audits. Discussed options.

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

Issue Decisions:

- Benches: Motion made and passed to pursue purchase and installation of 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. Installer: Honey Do Home Repairs which estimated \$600 for installation of 3 benches using concrete pads. This installation will be for 2 benches.
- 2007 Landscaping Contract: Motion made and passed to go with the original Basnight contract of \$39,699 as approved in December 2006.

- Reserve Study: Motion made and passed to end discussions with ARS and contract with Criterium Engineers for their Standard Study at a cost of \$2,600.
 - Pond #1 Aerator: Motion made and passed to pursue a new Dominion Power estimate. It was also decided to expedite payment; i.e., do not wait for reimbursement from the first payment if the new estimate is received first.
 - Reserve Funds: Motion made and passed to move \$45,000 of Replacement Reserve to CDs. However, Mr. Leslie will contact Towne Bank and obtain rates for 6, 12 and 18-month rates and pass this information to the Board via email for a final decision on length of term. (Withheld a decision to move other funds pending receipt of CD rates.)
 - 2006 Income Taxes: Motion made and passed to have Merritt Yockey CPAs provide standard tax preparation for a cost of \$395.
- **Action Pending for Next Meeting:**
 - Mr. Pishioneri Issues: Mr. Leslie will check residences noted on the email to validate the infractions of fencing / landscaping and send letters as necessary. He will also contact the City of Suffolk concerning the utility poles installed on the Kempton Park side of Bennett's Creek Park Rd.
 - Exterior Color Samples: Mr. Leslie will continue to follow-up with Chesapeake Homes.
 - Benches: Mr. Leslie will initiate purchase and installation.
 - 2007 Landscaping Contract: Mr. Leslie will contact Basnight about the contract decision.
 - 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 contact both ARS and Criterium about the contract decision.
 - Pond #1 Aerator: Mr. Leslie will contact Dominion Power for an estimate on the new installation path.
 - Reserve Funds: Mr. Leslie will contact Towne Bank on 6, 12 and 18-month CD rates and pass to the Board via email for final decision.
 - Pool Installation Letter: Mr. Leslie will follow-up to ensure project completion and clean-up.
 - Suffolk Contact Information: Mr. Leslie will gather information and Mr. Ference will prepare the memorandum.
 - **Homeowner's Forum Responses - November meeting:** None

1940 – The next scheduled meeting will be February 20, 2007 at the Steeplechase Club House.

1940 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey