

Kempton Park Homeowner's Association Board of Directors Meeting
January 17, 2008
Fire Station No. 5 – Bridge Road, 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: Tiffani Lucas

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

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

1830 - Homeowners Forum: Residents attending – Delores & Sam Worley (3020KR) / Greg & Denise Crawford (3022KR). Both residences represented will be affected by power line installation for Pond #2. Earlier this month, these residents received estimates for both front and back approaches, easement letters, and letters that assured full restoration of any damages incurred during installation. The residents raised the following concerns:

- The rear estimate was unclear on the details and they wanted to know what method was to be used. They did not want trenching used.
- It was clear that both owners favor the front approach but only wanted the boring method used.

The great difference in cost was raised by the Board as well as the possibility of damage to driveways (however unlikely) which the Association would then need to repair. As another option, Mr. Laffoon stated that he raised the possibility of using solar panels with Shannon Lee of Relay Electric; eliminating the need for a power line. Details will be requested concerning the estimates and the solar option will be researched further. [*See Unfinished Business below.*] [The residents left after discussions.]

1850 – The minutes from the November 29, 2007 Board of Directors meeting were approved.

1852 - Committee Reports:

- Treasurers Report – Ms. Crawford presented the November and December reports:

	November	December
Operating Cash	\$ 12,116.33	\$ 13,934.17
Operating Reserve Cash	\$ 34,908.86	\$ 35,038.45
Replacement Reserve	<u>\$ 57,719.38</u>	<u>\$ 59,047.65</u>
Total Assets	\$ 104,744.57	\$ 108,020.27
General & Admin. Expenses	\$ 2,925.81	\$ 3,711.02
Utilities	\$ 1,823.87	\$ 68.47

Maintenance Expenses	\$ 3,915.76	\$ 3,610.76
Total Operating Expenses	\$ 8,665.44	\$ 7,390.25
Net Operating Income	\$ 2,033.56	\$ 3,671.18
Net Association Income	\$ 906.65	\$ (209.01)

- Motion was made and passed to accept the Treasurer’s Reports.

- Manager’s Report – Ms. Lucas presented the following:

- Pond Aerators:

- Pond #1 – The additional proposal from Dominion Power that was issued in 2005 for installation across the front of the properties was received. This proposal along with the proposal for installation across the back yards, easement agreement, and full restoration letters were sent to the homeowners for review and decision.
- Shannon Lee of Relay Electric is still working with Carrie Williams of Dominion Power to research the refund of payment made for the original Pond #1 project.

- Community Sign Letters: Ms Lucas forgot about the letters and will drop them off at Mr. Bailey’s home.

- Pond #3 Fence Cleaning: Miscommunication between the contractor and his sub prevented completion before the weather changed. The project was not paid for and will be delayed until spring.

- Lawn Contract: Three proposals were received and are included in the Board packet.

- Email/Correspondence Issues: The homeowner at 3030 Kempton Park Rd is interested in acquiring common grounds property behind his home. This will interfere to common area and access. It is not recommended by management due to access concerns. A plot of the area was submitted by the homeowner.

- Violations/Inspections: Violation letters were sent to residents for boat and trailer parking. [Discussed the fact that holiday decorations are still visible on some properties and that basketball courts / trampolines are also reappearing. Ms. Lucas will investigate during inspections.]

- Current Contract Status

- Insurance 2/08
- Pool 11/29/07 – 9/08
- Landscape Maintenance 1/08 [Due]
- Pond Maintenance 9/08
- Web Technologies (No end date.)
- UPA 2/11 [Automatically renews for 5 years unless challenged.]

1910 – Unfinished Business:

- Pond Aerators: [Board Issue] As noted in the Homeowner’s Forum and Manager’s Report. Status of the two projects follow:

- Pond #1: Access from Highland Greens / Silver Charm Circle.

- Power Line Installation: Completed. However, we have not seen the unit running. Ms. Lucas will check with Relay Electric.

- Refund Due: In June 2006, we approved and paid \$1,980.91 for the initial route for power to Pond #1. When an easement wasn't obtained, the work was cancelled and the money has not been refunded. As noted in the Manager's Report, Ms. Lucas is continuing to work with Shannon Lee of Relay Electric who is coordinating our jobs with Dominion Power. We need to determine whether we can apply this amount against newly approved installations.
- Pond #2: Access from power box adjacent to the sidewalk at 3024 Kempton Park Rd.
 - Power Line Track: Two potential tracks; front and rear. Estimates follow –
 - Rear approach - \$1,754.40
 - Front approach - \$5,200.67

As noted during discussion with residents, they clearly prefer the front approach. Ms. Lucas will pursue clarifying estimate details and the solar panel option will be pursued further.

- Meter Base and Aerator: Relay Electric has the equipment but the location of the meter base depends on the approved route.
- Power Line Installation: Depends on the approved track.
- Lawn Maintenance Contract: [Board Issue] As noted in Manager's Report, proposals are as follows –
 - Dimension Turf & Landscape \$28,746.00 Annually
 - L & F Landscaping Inc. \$40,000.00 Annually
 - Professional Grounds Management \$33,562.56 Annually

Discussed the details of each proposal. We used Dimension during 2006 and did not retain them past one year. The cost for L & F is greater than the budget allows. Professional Grounds Management (PGM) is a newer company that is pursuing contracts. Discussions resulted in a decision to hire PGM. Issue Closed

1925 – New Business:

- 3030KR Property Request: [Resident Issue] As noted in the Manager's Report. Discussed based on the plot provided. The property in question is to the rear of 3030KR and is Association common area adjacent to wetlands. The plot that was provided was a general one covering several properties. Although the extent of his property was listed, it was suggested that the homeowner obtain a plot of his property (or have a new survey done) to ascertain exactly where his property ends. It is thought that only "premium" lots extended to wetlands or ponds; i.e., those directly adjacent to ponds or the creek backwaters. Since the area in question is owned by the Association and, if privately owned, would deny access to common grounds, the Board will not consider the request further. Ms. Lucas will provide a letter that the property is not for sale. Issue Closed
- Curb Sign Painting: [Board Issue] All residences received solicitation this month concerning painting of address numbers on the curb for a fee. The individual contacted UPA earlier but did not make it clear as to his intentions. As the solicitations were taped to everyone's front door, this is considered inappropriate. Ms. Lucas will call the individual and let him know that the solicitation was not welcome. Issue Closed
- Highland Greens Association: [Board Issue] The question was raised as to whether Highland Greens has an Association. Recent problems with children, noise, etc. have raised resident concerns. Ms. Lucas will research.

- Meeting Schedule: [Management Issue] Since there is a conflict with another of Ms. Lucas' Associations for meeting on the 3rd Thursday of the month, discussed changing the meeting day. Decided on the 3rd **Wednesday** of each month. Issue Closed

1925 – Executive Session: Not required.

- **Issue Decisions:**
 - Lawn Maintenance Contract: A motion was made and passed to accept the proposal from Professional Grounds Management for \$33,562.56. Signed by Mr. Laffoon.
- **Action Pending for Next Meeting:**
 - Pond Aerators: Ms. Lucas will follow-up as noted above.
 - 3030KR Property Request: Ms. Lucas will send a letter stating that Association property is not for sale.
 - Highland Greens Association: Ms. Lucas will research.
 - Meeting Change: Ms. Lucas will contact Fire Station #5 to ensure the room is available.

1940 –The next monthly Board meeting will be held on Wednesday, February 20, 2008 at Fire Station No. 5 on Bridge Rd.

1940 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey