

Kempton Park Homeowner's Association Board of Directors Meeting
January 21, 2009
Fire Station No. 5 - Bridge Road, Suffolk, VA

Members Attending: President: Raymond Laffoon
 Vice President: Cheryl Hendricks
 Secretary: Raymond Bailey
 Treasurer: Shirley McGill
 Member-At-Large: Steve Dorman

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: One resident attended.

- Lisa Stopyra/3054KR. Raised the following issue: Has received letters about a portable basketball goal that has been in front of the residence. Ms. Stopyra's husband is frequently away and she is unable to move the goal by herself. Since there are limited activities to keep teens occupied in our area, she feels that the ARB guidelines concerning recreational equipment should be reviewed/revised. *[See New Business – ARB Guidelines.]*

1840 – The minutes from the November 19, 2008 Board of Directors meeting were approved.

1842 - Committee Reports:

- Treasurers Report – Ms. McGill presented the November & December reports:

- **NOVEMBER 2008**

TOTAL INCOME	\$8,124.56	\$11,271.33	(\$3,146.77)
EXPENSES			
Administrative	\$3,694.25	\$3,215.51	(\$478.74)
Utilities [See Note 1]	\$293.34	\$579.17	\$285.83
Maintenance	\$6,971.57	\$6,376.67	(\$594.90)
Replacement Reserves	\$583.33	\$583.33	\$0.00
Operating Reserves	(\$9,483.33)	\$516.67	\$10,000.00
TOTAL EXPENSES	\$2,059.16	\$11,271.35	\$9,212.19
	\$6,065.40	(\$0.02)	\$6,065.42

INCOME & EXPENSES YEAR TO DATE

INCOME	\$123,607.10	\$123,984.66	(\$377.56)
EXPENSES			
Administrative	\$37,982.80	\$35,370.52	(\$2,612.28)
Utilities	\$27,834.14	\$6,370.84	(\$21,463.30)

Maintenance	\$72,534.16	\$70,143.34	(\$2,390.82)
Replacement Reserves	\$7,833.48	\$6,416.66	(\$1,416.82)
Operating Reserves	(\$19,316.63)	\$5,683.34	\$24,999.97
TOTAL EXPENSES	\$126,867.95	\$123,984.70	(\$2,883.25)
NET INCOME	(\$3,260.85)	(\$0.04)	(\$3,260.81)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$10,223.47		
OPERATING RESERVES	\$15,564.61		
REPLACEMENT RESERVES	\$18,595.49		
REPL RES / CD / TOWNE BANK	\$48,561.86	2/18/2010	4.35%
TOTAL	\$92,945.43		

o **DECEMBER 2008**

TOTAL INCOME	\$14,046.30	\$11,271.33	\$2,774.97
EXPENSES			
Administrative	\$3,219.26	\$3,215.51	(\$3.75)
Utilities [See Note 1]	\$2,384.79	\$579.17	(\$1,805.62)
Maintenance	\$6,336.40	\$6,376.67	\$40.27
Replacement Reserves	\$1,045.48	\$583.33	(\$462.15)
Operating Reserves	\$516.67	\$516.67	\$0.00
TOTAL EXPENSES	\$13,502.60	\$11,271.35	(\$2,231.25)
NET INCOME	\$543.70	(\$0.02)	\$543.72

INCOME & EXPENSES YEAR TO DATE

INCOME	\$137,653.40	\$135,256.00	\$2,397.40
EXPENSES			
Administrative	\$41,202.06	\$38,586.00	(\$2,616.06)
Utilities	\$30,218.93	\$6,950.00	(\$23,268.93)
Maintenance	\$78,870.56	\$76,520.00	(\$2,350.56)
Replacement Reserves	\$8,878.96	\$7,000.00	\$1,878.96
Operating Reserves	(\$18,799.96)	\$6,200.00	\$24,999.96
TOTAL EXPENSES	\$140,370.55	\$135,256.00	(\$5,114.55)
NET INCOME	(\$2,717.15)	\$0.00	(\$2,717.15)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$11,217.02		
OPERATING RESERVES	\$15,961.11		
REPLACEMENT RESERVES	\$19,185.53		
REPL RES / CD / TOWNE BANK	\$48,561.86	2/18/2010	4.35%
TOTAL	\$94,925.52		

- o Motion made and passed to accept the Treasurer's Reports.

- Manager's Report – Ms. Lucas presented the following:
 - Pond #2 Aerator: As addressed during the December 19 BOD Special Meeting. [*See Unfinished Business.*] Notified Mr. Goode of Solar Services that we would not be ordering a unit at this time.
 - Financials: See Treasurer's Report.
 - Pool: A copy of the signed AAA 2009 contract is included in the Board packet. Also, due to recent legislation, all pool drain covers must be replaced prior to the season opening. Information on the Virginia Graeme Baker Pool & Spa Safety Act and a quotation from AAA for correcting the deficiencies are included in the Board packet.
 - Insurance: Association insurance is up for renewal this month. A proposal from our current company, Nationwide, is in the Board packet.
 - Email/Correspondence Issues: Correspondence was prepared and sent regarding two residents as directed in the November Executive Session.
 - Violations/Inspections: Included a copy of the most recent violation logs in the Board Packet. Violations include trash cans, pressure washing and basketball goals. Three residents were sent notification of tribunal for this meeting but all corrected the discrepancies in lieu of attending the tribunal.
 - Delinquencies: The Delinquency Report and collections report are included in the Board packet.
 - Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
Insurance	Nationwide	2/13/09	None specified.	2/09
Pool	AAA – Winter Maint.	4/15/09	None specified.	2/09
	AAA – 2009 Season	9/7/09	None Specified.	8/09
Landscaping	Professional Grounds Management	2/15/10	30-day or automatic	10/09
Pond Maintenance	Virginia Lake Mgmt.	9/30/09	30-day or automatic	7/09
Website	Web Technologies	None	Ongoing	N/A
Management	UPA	2/2011	Renews for 5 years unless challenged.	9/10

1905 – Unfinished Business:

- Pond #2 Aerator: [Board Issue] The President called a Special Board Meeting which was held on December 19, 2009. [*See Attachment A*] Due to the high cost of the unit and recent budget concerns, it was decided to table the issue until spring.
- Audit Proposal: [Board Issue] Ms. Lucas will track scheduling.
- Yard of the Month Program: [Board Issue] No further discussion during this meeting.
- Spring Fling: [Board Issue] Discussed the need to have other residents involved. Decided to post a web notice to have interested residents contact UPA. Ms. Lucas will forward names to the Board. Mr. Bailey will prepare and post the web notice. Mr. Dorman will also post a notice on the community sign.
- Irrigation: [Board Issue] Possible installation of moisture sensors tabled until the spring.
- Playground Mulching: [Board Issue] Tabled until early spring.

1915 – New Business:

- Pool Drain Covers: [Management Issue] As noted in the Manager's Report, the Virginia Graeme Baker Pool & Spa Safety Act was enacted by Congress to provide a national standard for pool and spa drains. As noted in many national news stories, faulty design of pool drains have resulted in many injuries and fatalities. The new standard will mandate use of approved equipment with a goal of eliminating pool and spa related drownings, eviscerations and entrapment incidents. Local agencies will be responsible for compliance inspections. AAA provided a quotation for installing anti-entrapment code compliant drain lids for the 2 drains in the main pool and 2 in the wader pool for a total of \$1,095. Discussed the issue briefly and decided to accept the AAA proposal.
- Insurance Renewal: [Management Issue] Continuation of service with Nationwide for 2009-2010 will cost \$4,587. In comparison, the 2008-09 contract cost was \$4,328. As there are few carriers that handle association insurance, it was decided to continue with Nationwide.
- Violations: [Board Issue] Discussed repeat offenders and possible methods to address the situation more efficiently. Decided that for residents that have been repeatedly cited for the same offense and subject to a tribunal for the offense, and then are cited again for the same offense within a 1 year period, one certified letter can lead to a tribunal.
- ARB Guidelines: Due to resident comments over the last several months, it was suggested that the Board initiate the process of updating the ARB Guide. After discussion, it was decided to place a notice on the web site soliciting resident suggestions. UPA will compile comments for the Board. Mr. Dorman volunteered to head-up the revision and Ms. McGill volunteered to assist. Mr. Bailey will forward them a Word copy of the October 2006 revision and place a notice on the web site.

1945 - Executive Session: Not required.

- **Issue Decisions:**
 - Pool Covers: Motion made and passed to have AAA install the required anti-entrapment code compliant drain covers for \$1,095. Signed by Mr. Laffoon.
 - Insurance Renewal: Motion made and passed to continue with Nationwide for \$4,587.
 - Violation Resolution: Motion made and passed to change tribunal scheduling as follows – for residents that have been repeatedly cited and subject to a tribunal for the offense, and then are cited again for the same offense within a 1 year period, one certified letter can lead to a tribunal.
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- **Action Pending for Next Meeting:**
 - Pool Covers: Ms. Lucas will follow-up on installation with AAA.
 - Audit Proposal: Ms. Lucas will track scheduling with Desroches & Company.
 - Spring Fling: Mr. Bailey will prepare and post a web site notice and Mr. Dorman will post the community sign.
 - ARB Guideline Revision: Mr. Bailey will post a web site notice.

1950 – The next monthly Board meeting will be held on Wednesday, February 18, 2009 at Fire Station No. 5.

1950 – Meeting adjourned.

Submitted By: R. E. Bailey

Attachment A

Kempton Park Homeowner's Association Board of Directors Special Meeting December 19, 2008 5040 Kelso Street, Suffolk, VA

Members Attending: President: Raymond Laffoon
Secretary: Raymond Bailey
Treasurer: Shirley McGill
Member-At-Large: Steve Dorman

Absent: Vice President: Cheryl Hendricks
United Properties: Tiffani Lucas

1932 – Board of Directors Special Meeting: The meeting was called to order. This special meeting was called by the President to address the issue of an aerator for Pond #2.

Pond #2 Aerator: [Board Issue] Received an estimate in November as follows -

- Solar Services Estimate: Includes a 125 watt panel and mount; cabinet for batteries, timer control and compressor; weighted tubing with 2 diffusers; labor and equipment. Price installed: \$6,285.00 excluding tax and freight (estimated at \$600).
- Ms. Lucas was asked to contact Mr. Goode and ask if installation could be scheduled in the spring with payment deferred. Ms. Lucas notified the Board via email as follows –

In order to lock in the current price, the equipment has to be ordered prior to December 31, 2008. If it is ordered after that, there would be a \$450 increase. To order the equipment, a \$2,000 deposit is required. The balance would be due when the work is completed. If ordered in December, the equipment would be received in January and installed in February, weather permitting.

- The issue was presented via email and a motion was made and seconded to make the down-payment to lock in the install without the additional cost. Since the remaining Board members wanted to discuss the issue, the President called a special meeting.
 - Discussion: The main concern is our current financial situation and the need to transfer \$25,000 from Operating Reserves to the Operating Budget over the last 3 months due to unforeseen expenses. Although the 2009 budget calls for an increase in dues, it is felt that committing \$6,200 at this time would not be prudent; especially since the \$2,000 down-payment would need to come from Operating Reserves also. Also discussed the relative importance of the aerator in comparison with other expenses. Although the Board would like to see the issue resolved, it is not considered a vital project.
- **Issue Decisions:**
 - Pond #2 Aerator: Motion made and passed to table the issue until the spring when it can be evaluated in light of the income from increased dues.

1955 – Meeting adjourned.

Submitted By: R. E. Bailey