

**Kempton Park Homeowner's Association Board of Directors Meeting
July 16, 2008
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.

- Douglas Bach (3012CC): Raised the following issues –
 - Maintenance of the common grounds to the right of the pool enclosure. Trees that were removed over 18 months ago have not been replaced. (Provided a photo of where trees once stood.) This area holds the water and he feels that replacing the trees and cutting back on sprinkler use would help dry the area up. *[Ms. Lucas will contact the sprinkler company about cutting back on the frequency of watering to that area. Board members will examine the area.]*
 - Asked about the policy concerning putting trash cans away. Is concerned that many are being left in sight. *[ARB Guidelines require that cans are “screened” from view but discussed a possible revision to clarify the matter. Ms. Lucas assured that letters are being sent to offenders.]*
 - Questioned the frequency of neighborhood inspections. *[Was assured that they are conducted weekly.]*

1845 – The minutes from the June 18, 2008 Board of Directors meeting were approved.

1845 - Committee Reports:

- Treasurers Report – Ms. McGill presented the June report:

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$9,698.04	\$11,271.34	(\$1,573.30)
EXPENSES			
Administrative	\$3,874.46	\$3,215.48	(\$658.98)
Utilities [See Note 1]	\$753.15	\$579.16	(\$173.99)
Maintenance	\$14,163.75	\$6,376.66	(\$7,787.09)
Replacement Reserves	\$1,954.77	\$583.34	(\$1,371.43)
Operating Reserves	\$516.67	\$516.66	(\$0.01)
TOTAL EXPENSES	\$21,262.80	\$11,271.30	(\$9,991.50)

NET INCOME	(\$11,564.76)	\$0.04	(\$11,564.80)
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INCOME & EXPENSES YEAR TO DATE

INCOME	\$72,275.84	\$67,628.00	\$4,647.84
EXPENSES			
Administrative	\$20,507.39	\$19,293.00	(\$1,214.39)
Utilities	\$11,316.68	\$3,475.00	(\$7,841.68)
Maintenance	\$37,994.14	\$38,260.00	\$265.86
Replacement Reserves	\$4,871.42	\$3,500.00	(\$1,371.42)
Operating Reserves	\$3,100.02	\$3,100.00	(\$0.02)
TOTAL EXPENSES	\$77,789.65	\$67,628.00	(\$10,161.65)
NET INCOME	(\$5,513.81)	\$0.00	(\$5,513.81)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$8,420.36		
OPERATING RESERVES	\$38,121.23		
REPLACEMENT RESERVES	\$15,650.96		
REPL RES / CD / TOWNE BANK	\$48,143.15	9/18/2008	3.50%
TOTAL	\$110,335.70		

Note 1. Regarding the Utility Water bill from March for \$9,224.70, UPA found that there was a separate water account for the sprinkler system that was being paid by the developer – Tate Terrace Realty Investors. The developer found the error and forwarded the bill to UPA. The bill was large because it covered the period July 1, 2007 thru January 23, 2008.

- Motion made and passed to accept the June Treasurer’s Reports.
- Manager’s Report – Ms. Lucas presented the following:
 - Pond #2 Aerator: Continued to pursue the solar option with Solar Services. Found that consultation costs \$100 per hour. The contact stated that they have done units on ponds before and although they do not recommend it, it can be done. It will probably cost \$5,000 - \$6,000 but the site needs to be analyzed to determine an accurate estimate. Should we set up a consult?
 - Water Bill from March Report: See the Treasurer’s Report. The account record has been corrected and the bill will come in during the months the sprinklers are used. The budget will need to be readjusted for next year to include the additional account.
 - Speeding Issue: Suffolk Traffic Enforcement has been contacted and they agreed to set up a monitoring box on Kempton Park Road. Once scheduled, they will contact UPA with the date and the results.
 - Grounds Maintenance: There have been no recent complaints. Will continue to monitor.
 - Pool: There was an incident on Friday, July 11 when no lifeguard arrived to open. Once contacted, AAA called back in 15 minutes. Apparently, there was a scheduling error. A lifeguard arrived at 11:20.
 - Irrigation: Damaged sprinkler heads were replaced/repared by Heads Up; work was completed on Friday, June 20.
 - Pond Maintenance: A copy of the Steeplechase contract is included in the Board packet.

- Email/Correspondence Issues: None.
- Violations/Inspections: Violation letters were sent to residents for recreational equipment, lawn maintenance, trash cans and pressure washing. The violation from last month's tribunal was rectified; the boat was removed July 15.
- 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	2/09
Pool	AAA	9/1/08	None	8/08
Landscaping	Basnight	2/15/09	60-day or automatic	8/08
Pond Maintenance	Stormwater Pond Mgmt	9/20/08	None	9/09
Website	Web Technologies	None	Ongoing	N/A
Management	UPA	2/2011	Renews for 5 years unless challenged.	9/10

1905 – Unfinished Business:

- Pond Aerators: [Board Issue] Status:
 - Pond #2: As noted in the Manager's Report. Discussed the options. Since the estimate is close to the same amount for the Dominion Power installation, it is felt that we should have Solar Services consult to determine the specifics and get a more accurate estimate.
- Pool Issues: [Resident Issue]
 - Security Lights: Still not functional. Suggested a formal letter to Dominion Power due to the length of time this has been an issue. Ms. Lucas will see the letter is sent.
- Speeding on Kempton Park Rd: As noted in Manager's Report. Ms. Lucas will follow-up.
- Grounds Maintenance: As noted in the Manager's Report. Issue Closed
- Irrigation: As noted in the Manager's Report. Issue Closed
- Steeplechase Pond Maintenance: [Board Issue] Since the pond along Bennett's Creek Park Road straddles the property between Steeplechase and Kempton Park, we have been sharing annual maintenance costs. Steeplechase maintains the contract and we are paying \$1,056 this year. Since there is no record of our Board being consulted on the contract, we requested a copy for review. As noted in the Manager's Report, the Board received the contract and a comparison follows:
 - Steeplechase: Their contract is with Virginia Lake Management and includes bi-monthly inspections with treatments of herbicides, surfactants, beneficial bacteria and dyes as needed. It also includes monthly inspection and maintenance of pond aerators. (We're not sure how many ponds they have but know of at least 2.) The cost is (\$1,054 per month or \$12,648 annually).
 - Kempton Park: Our contract is with Stormwater Pond Management and includes monthly inspections and area cleaning including basic herbicides (some specific treatments and dyes cost extra if needed). It also includes removal of fall vegetation and thinning of trees at water's edge. The cost is \$305 per month or \$3,660 annually. With three ponds that amounts to \$1,333 per pond per year.

Discussed the specifics and decided to determine how many ponds they have to better assess their cost per pond. We can then determine if we need a meeting to share information.

1918 – New Business:

- Tree Replacement: In reference to Mr. Bach's concern over trees that were not replaced, the area behind the pool has always been relatively low and has held water. This resulted in several trees dying in the past. Although several were replaced, the area needs to be assessed to determine whether more trees could help the situation. Mr. Laffoon and Mr. Bailey volunteered to check out the area.
- Pond #1 Aerator: Mr. Dorman reports that the aerator has not been working for several days. Ms. Lucas will contact Relay Electric to check it.

1920 – Executive Session: Motion made and approved to move to Executive Session. Discussed the Delinquency Report and reviewed the status of resident accounts that are either in or on their way to collections.

1925 - Motion made and approved to come out of Executive Session.

- **Issue Decisions:**
 - Pond #2 Aerator: Motion made and passed to set up a consultation with Solar Services.
- **Action Pending for Next Meeting:**
 - Pond #2 Aerator: Ms. Lucas will set up a meeting with Solar Services.
 - Pond #1 Aerator: Ms. Lucas will contact Relay Electric for repair.
 - Pool Security Lights: Ms. Lucas will follow-up with a letter to Dominion Power.
 - Steeplechase Pond Maintenance: Mr. Bailey will check the number of ponds.
 - Tree Replacement: Mr. Laffoon and Mr. Bailey will check out the area behind the pool enclosure.

1935 –The next monthly Board meeting will be held on Wednesday, August 20, 2008 at Fire Station No. 5 on Bridge Rd.

1935 – Meeting adjourned.

Submitted By: R. E. Bailey