

Kempton Park Homeowner's Association Board of Directors Meeting
June 18, 2008
Fire Station No. 5 – Bridge Road, Suffolk, VA

Members Attending: President: Raymond Laffoon
Vice President: Cheryl Hendricks
Secretary: Raymond Bailey
Treasurer: Shirley McGill

Members Absent: None

United Properties: Tiffani Lucas

1800 – Architectural Review Board (ARB) Meeting: Applications and results follow.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
The Salvation Army Bailey	3505SC 3047KR	Fence Sprinkler System	Approved Approved

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

1830 - Homeowners Forum: 2 residents attended.

- Steve Dorman (3012KR): Raised the following issues –
 - Complained about speeders on Kempton Park Rd. Although the street is posted at 25 mph, drivers routinely move faster. Requests we consider ways to lower the limit to 15 mph. Has talked with police and they are willing to set up surveillance if requested. *[Ms Lucas will look into requesting surveillance.]*
 - After trash pick-up, garbage cans are strewn all over the street. Feels that if all residents purchased city containers, they would more likely stay near the curb since they're heavier. Asked if the Association could assist owners in purchasing city cans. *[Discussed the fact that residents are not currently charged for trash pick-up so, they are not required to use city cans. Additionally, assisting residents to buy cans is not budgeted.]*
 - Sprinklers along Bennett's Creeks Park Rd need to be checked and many need repair. *[See Manager's Report.]*
 - Also stated interest in being a Board member. *[Discussed the fact that we have an unfilled Board position at this time. See Issue Decisions.]*
- Craig Toporek (3002CC): Raised the issue that many residents do not realize that pertinent documents and news is posted on the web site. Feels that it would be beneficial if it had more visibility. *[Discussed the possibility of advertising the web address on the KP sign but did not make a decision.]*
- Shirley McGill (3502SC) [Board Member]: Raised the issue of littering along Bennett's Creek Park Rd. *[Discussed but there were no obvious ways to keep people from littering. Also, Basnight does pick-up during their weekly maintenance.]*

1845 – The minutes from the May 6, 2008 Board of Directors meeting were reviewed. One correction – The Treasurer’s Report was actually for March vice April. The minutes will be revised and they were approved with the change.

1845 - Committee Reports:

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

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$10,859.98	\$11,271.34	(\$411.36)
EXPENSES			
Administrative	\$3,860.88	\$3,215.48	(\$645.40)
Utilities [See Note 1]	\$106.07	\$579.16	\$473.09
Maintenance	\$5,610.76	\$6,376.66	\$765.90
Replacement Reserves	\$583.33	\$583.34	\$0.01
Operating Reserves	\$516.67	\$516.66	(\$0.01)
TOTAL EXPENSES	\$10,677.71	\$11,271.30	\$593.59
NET INCOME	\$182.27	\$0.04	\$182.23

INCOME & EXPENSES YEAR TO DATE

INCOME	\$49,577.67	\$45,085.33	\$4,492.34
EXPENSES			
Administrative	\$13,086.81	\$12,862.01	(\$224.80)
Utilities	\$10,340.67	\$2,316.67	(\$8,024.00)
Maintenance	\$14,572.13	\$25,506.67	\$10,934.54
Replacement Reserves	\$2,333.32	\$2,333.33	\$0.01
Operating Reserves	\$2,066.68	\$2,066.67	(\$0.01)
TOTAL EXPENSES	\$42,399.61	\$45,085.35	\$2,685.74
NET INCOME	\$7,178.06	(\$0.02)	\$7,178.08

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$20,196.72		
OPERATING RESERVES	\$37,057.00		
REPLACEMENT RESERVES	\$14,474.36		
REPL RES / CD / TOWNE BANK	\$47,728.05	9/18/2008	3.50%
TOTAL	\$119,456.13		

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

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$13,000.13	\$11,271.34	\$1,728.79
EXPENSES			
Administrative	\$3,546.12	\$3,215.48	(\$330.64)
Utilities [See Note 1]	\$222.86	\$579.16	\$356.30
Maintenance	\$9,258.26	\$6,376.66	(\$2,881.60)

Replacement Reserves	\$583.33	\$583.34	\$0.01
Operating Reserves	\$516.67	\$516.66	(\$0.01)
TOTAL EXPENSES	\$14,127.24	\$11,271.30	\$2,855.94
NET INCOME	(\$1,127.11)	\$0.04	(\$1,127.15)

INCOME & EXPENSES YEAR TO

DATE

INCOME	\$62,577.80	\$56,356.66	\$6,221.14
EXPENSES			
Administrative	\$16,632.93	\$16,077.52	(\$555.41)
Utilities	\$10,563.53	\$2,895.84	(\$7,667.69)
Maintenance	\$23,830.39	\$31,883.34	\$8,052.95
Replacement Reserves	\$2,916.65	\$2,916.66	\$0.01
Operating Reserves	\$2,583.35	\$2,583.34	(\$0.01)
TOTAL EXPENSES	\$56,626.85	\$56,356.70	(\$170.15)
NET INCOME	\$6,050.95	(\$0.04)	\$6,050.99

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$19,049.72		
OPERATING RESERVES	\$37,588.76		
REPLACEMENT RESERVES	\$15,062.49		
REPL RES / CD / TOWNE BANK	\$47,728.05	9/18/2008	3.50%
TOTAL	\$119,429.02		

Note 1: UPA is still researching the Utility bill from March (\$9,325.64). It appears that it may have been an error since it was such an excessive amount.

- Motion made and passed to accept the April and May Treasurer's Reports.
- Manager's Report – Ms. Lucas presented the following:
 - Pond #2 Aerator: Continued working with Shannon Lee of Relay Electric.
 - Another option was raised to access power from the opposite side of the street. Shannon contacted Carrie Williams at Dominion Power and found that the source is at maximum capacity.
 - Researched solar options with another company since Relay Electric appears to be limited in their knowledge of these units. Presented information on solar units and battery options available. Will arrange a meeting with Board members to clarify the available options.
 - Grounds Maintenance: There is an area of concern behind the pool that is not being maintained properly. There was also a complaint from a homeowner that Basnight is cutting into their yard. Basnight has been formally notified via email on both issues. [*Copy provided in the Board packet.*]
 - Pool: There were several complaints received about the condition of the pool and surrounding area and addressing lifeguards and their inattentiveness to individuals in the pool; especially children. AAA has been notified that discrepancies need to be corrected.

AAA was also notified that umbrellas need to be brought in at night. Supervisor David Schmidt assured that the situation would be corrected.

- Pool Security Lights: Submitted a formal complaint with Dominion Power on the lack of response to the repair request. Apparently, the work request was filed under another account. They apologized and promised to send out a representative within the week.
- Irrigation: There are many sprinkler heads along Bennett’s Creek Park Rd that are malfunctioning. There is also a controller that apparently needs repair. A repair request was put in on June 13.
- Email/Correspondence Issues: As noted above.
- Violations/Inspections: Violation letters were sent to residents for recreational equipment and lawn maintenance. Scheduled a tribunal for June 18 with a resident regarding a boat being stored in a driveway.
- 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

1912 – Unfinished Business:

- Pond Aerators: [Board Issue] Status:
 - Pond #2: As noted in the Manager’s Report. Ms. Lucas will set up a meeting between the solar equipment company and Board members to clarify the options.
- Pool Cabana Maintenance: [Board Issue] All work was completed prior to the pool opening. Issue Closed
- Pool Issues:
 - Management: Issues regarding cleanliness, lifeguards and equipment storing have been addressed by Board members via email. As noted in the Manager’s Report; Ms Lucas will follow-up with AAA.
 - Security Lights: As noted in the Manager’s Report; Ms Lucas will follow-up with Dominion Power.
 - Pool Passes: Notices were sent to residents and passes were available at the pool on opening weekend. Issue Closed
 - Pool Equipment: Mr. Laffoon and Mr. Bailey pressure-washed pool furniture prior to opening and 4 tables were approved during the special meeting on 21 May. They were purchased and delivered at a cost of \$689.85. Issue Closed
- Grounds Maintenance: As noted in the Manager’s Report; Ms Lucas will follow-up with Basnight.
- Irrigation: [The issue of broken and misdirected sprinkler heads has been addressed by the Board over the last week via email. As noted in the Manager’s Report; Ms Lucas will follow-up with Basnight and Heads Up Irrigation.

1918 – New Business:

- Steeplechase Pond Maintenance: [Board Issue] Suggest correspondence with Steeplechase on why maintenance is so expensive. If we are paying half, we ought to have a say in what is being done. Discussed and decided to send a letter to the Steeplechase Board requesting a copy of the current contract and informing them that we desire right of approval for the pond contract. Ms Lucas will prepare and send the letter.

1928 – Executive Session: Motion made and approved to move to Executive Session.

2000 - Motion made and approved to come out of Executive Session.

- **Issue Decisions:**

- Board Position: Motion made and approved to add Steve Dorman (3012KR) to the Board; filling the Member-At-Large position.

- **Action Pending for Next Meeting:**

- Pond Aerators: Ms. Lucas will set up a meeting with a solar equipment company.
- Pool Management: Ms. Lucas will follow-up with AAA.
- Pool Security Lights: Ms. Lucas will follow-up with Dominion Power on repairs.
- Irrigation: Ms Lucas will follow-up with Basnight and Heads Up on repairs.
- Steeplechase Pond Maintenance: Ms Lucas will prepare and send the letter.

2005 –The next monthly Board meeting will be held on Wednesday, July 16, 2008 at Fire Station No. 5 on Bridge Rd.

2007 – Meeting adjourned.

Submitted By: R. E. Bailey