

**Kempton Park Homeowner's Association Board of Directors Meeting  
 March 18, 2009  
 UPA, 6550 Towne Pointe Rd, Suite 113, Suffolk, VA**

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

Members Absent: Treasurer: Shirley McGill

United Properties: Tiffani Lucas

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

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Garcia	5000KS	Exterior Wood Replacement	Approved as submitted.
Nobles	3005HC	Install Handrails for Porch Steps	Approved as submitted.
Pope	3001CC	Remove Porch Railing	Approved as submitted.
Taylor	5049KS	Fence	Approved as submitted.

**1840 – Board of Directors Meeting:** The meeting was called to order.

**1840 - Homeowners Forum:** No residents attended.

**1842 –** The minutes from the February 18, 2008 Board of Directors meeting were approved.

**1845 - Committee Reports:**

- Treasurers Report – Mr. Laffoon presented the February report:

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$14,664.05	\$13,241.84	\$1,422.21
EXPENSES			
Administrative	\$3,925.83	\$3,852.16	(\$73.67)
Utilities [See Note 1]	\$220.80	\$1,317.75	\$1,096.95
Maintenance	\$3,713.76	\$6,937.74	\$3,223.98
Replacement Reserves	\$600.83	\$600.83	\$0.00
Operating Reserves	\$533.33	\$533.33	\$0.00
TOTAL EXPENSES	\$8,994.55	\$13,241.81	\$4,247.26
NET INCOME	<b>\$5,669.50</b>	<b>\$0.03</b>	<b>\$5,669.47</b>
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<u>INCOME &amp; EXPENSES YEAR TO DATE</u>			
INCOME	\$27,349.67	\$26,483.68	\$865.99
EXPENSES			
Administrative	\$7,478.68	\$7,704.32	\$225.64
Utilities	\$343.98	\$2,635.50	\$2,291.52

Maintenance	\$9,422.52	\$13,875.48	\$4,452.96
Replacement Reserves	\$201.66	\$1,201.66	\$0.00
Operating Reserves	\$1,066.66	\$1,066.66	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$19,513.50</b>	<b>\$26,483.62</b>	<b>\$6,970.12</b>
<b>NET INCOME</b>	<b>\$7,836.17</b>	<b>\$0.06</b>	<b>\$7,836.11</b>

**BALANCE SHEET**

		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$19,035.69		
OPERATING RESERVES	\$17,035.72		
REPLACEMENT RESERVES	\$20,396.74		
REPL RES / CD / TOWNE BANK	\$48,561.86	2/18/2010	4.35%
<b>TOTAL \$105,030.01</b>			

- o Motion made and passed to accept the Treasurer’s Report.
- Manager’s Report – Ms. Lucas presented the following:
  - o Pond #2 Aerator: Tabled until further notice.
  - o Audit: Desroches & Company has begun the audit.
  - o Financials: See Treasurer’s Report.
  - o Lawn Maintenance: The contract with PGM is now in effect.
  - o Pool – Drain Covers: AAA reports that the parts have been received and they have begun installations at other locations. They anticipate working on our pools within the next several weeks, weather permitting.
  - o Irrigation: When Basnight was our landscape contractor, irrigation system work was subcontracted to Heads Up Sprinkler Systems. This company installed the system and has maintained it for years. As there is now no contract coverage, Heads Up submitted a proposal that is included in the Board packet.
  - o Violations/Inspections: A copy of the most recent violation logs is included in the Board Packet. Violations include trash cans, decorations and jet skis.
  - o Email/Correspondence Issues: Letters that were directed during the February meeting Executive Session were prepared and sent. No new issues were raised.
  - o Delinquencies: The Delinquency and Collections Reports are included in the Board packet.
  - o Resale Requests: Received resale requests for seven (7) properties.
  - o Contract Status:

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

### **1905 – Unfinished Business:**

- Pond #2 Aerator: [Board Issue] Tabled until spring.
- Audit: [Board Issue] As noted in the Manager's Report; currently in progress.
- Spring Fling: [Board Issue] Despite notices on the community sign and web site, we have received no input from the community.
- Garage Sale: Originally scheduled for June, we have received several requests to move the date up. Decided to reschedule it for 18 April, 8AM-12PM, with a rain date of 25 April. Ms. Hendricks will place ads as authorized during the February meeting.
- Irrigation Sensors: [Board Issue] Received estimates from Basnight in November for installation of moisture sensors to better manage the amount of water we use. The issue was tabled due to financial concerns. Since the estimates are over 60-days old, requested that Ms. Lucas obtain a recommendation and estimate from Heads Up and send details to the Board via email.
- Playground Mulching: [Board Issue] Received proposals from Basnight and PGM in November but the issue was tabled due to financial concerns. Since the estimates are over 60-days old, requested that Ms. Lucas get an updated proposal from PGM and send details to the Board via email. Mr. Dorman stated that he noticed 2 tree stumps in the mulch area at the playground and volunteered to remove them.

#### Late Entries:

- Mr. Dorman removed the stumps on 22 March.
- Ms. Lucas notified the Board that the PGM proposal received in November - 15 cubic yards for \$775 – is still valid. The Board voted via email and the work was approved on 26 March.
- Pool Drain Covers: [Management Issue] As noted in the Manager's Report; work is pending.
- ARB Guidelines: [Board Issue] Despite the web site notice, we have only received input from two residents. All Board members have reviewed a revised draft and offered comments. Mr. Dorman offered to host a meeting to finalize the revisions at his home on 25 March at 1830.

### **1920 – New Business:**

- Pool Passes: Discussed options for delivery of 2009 pool passes. Last year's method required residents to pick them up at UPA and this appeared to work well; ensuring that only residents in good standing were able to obtain passes. Decided to use the same method this year. (Ms. Lucas ensured the Board that passes would be laminated this year.) A notice will be included in the Annual Meeting packet.
- Irrigation Contract: As noted in the Manager's Report. The proposal from Heads Up Sprinkler Systems, Inc. includes system start-up in March, monthly inspections April – November and winterization in December for a total of \$1,820. The Board had several questions regarding the need for service in April and November and also felt that the system could be winterized earlier. Ms. Lucas was asked to contact Heads Up for a modified proposal. Details will be forwarded via email to the Board.
- Annual Meeting: The Annual Meeting will be scheduled for 29 April at a location yet to be determined. Ms. Lucas will prepare an information packet for mailing.

**Executive Session:** Not required.

- **Issue Decisions:**
  - Pool Passes: Motion was made and passed to have residents pick up their passes at UPA.
  - Playground Mulching: Motion was made and passed via email on 26 March to have PGM add 15 cubic yards of mulch for \$775.
  
- **Action Pending for Next Meeting:**
  - Pool Covers: Ms. Lucas will follow-up on installation with AAA.
  - Audit: Ms. Lucas will track completion with Desroches & Company.
  - Irrigation Sensors: Ms. Lucas will request an estimate from Heads Up.
  - Playground Mulching: Ms. Lucas will follow-up with PGM on completion.
  - Pool Passes: Ms. Lucas will have the passes prepared and provide a notice to residents.
  - Irrigation Contract: Ms. Lucas will contact Heads Up for modification.
  - ARB Guideline Revision: Pending a meeting on 25 March.
  - Annual Meeting: Ms. Lucas will prepare an information packet for mailing.

**1940** – The next monthly Board meeting will be held on Wednesday, April 15, 2009 at Fire Station No. 5.

**NOTE:** Ms. Lucas received information from Suffolk Public Schools regarding use of Creekside Elementary facilities for our monthly meetings. Rooms must be reserved for a 4-hour minimum and cost between \$100 and \$300. Since both the Fire Station and Glebe Church are free, the Board decided to continue to use these locations.

**1945** – Meeting adjourned.

Submitted By: R. E. Bailey