

**Kempton Park Homeowner's Association Board of Directors Meeting  
March 19, 2008  
Fire Station No. 5 – Bridge Road, Suffolk, VA**

Members Attending: Vice President: Cheryl Hendricks  
Secretary: Raymond Bailey  
Member-at-Large: Shirley McGill

Members Absent: President: Raymond Laffoon  
Treasurer: Denise Crawford

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>
Brenes	5026KS	Fence	Approved as submitted.
Brenes	5026KS	Shed	Approved as submitted.
Ledgard	5065KS	Removal of dying poplar.	Approved as submitted.
Williams	3504LC	Screened porch / Deck	Approved as submitted.

**1838 – Board of Directors Meeting:** The meeting was called to order.

**1838 - Homeowners Forum:** No residents attended; no issues were raised.

**1838 –** The minutes from the February 20, 2008 Board of Directors meeting were approved.

**1840 - Committee Reports:**

- Treasurers Report – Ms. Hendricks presented the February report:

<b><u>INCOME AND EXPENSES</u></b>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>TOTAL INCOME</b>	\$ 14,766.03	\$ 11,271.33	\$ 3,494.70
<b>EXPENSES</b>			
Administrative	\$ 3,376.19	\$ 3,215.51	\$ (160.68)
Utilities	\$ 76.44	\$ 579.17	\$ 502.73
Maintenance	\$ 1,739.85	\$ 6,376.67	\$ 4,636.82
Replacement Reserves	\$ 583.33	\$ 583.33	\$ 0.00
Operating Reserves	\$ 516.67	\$ 516.67	\$ 0.00
<b>TOTAL EXPENSES</b>	<u>\$ 6,292.48</u>	<u>\$ 11,271.35</u>	<u>\$ 4,978.87</u>
<b>NET INCOME</b>	<u>\$ 8,473.55</u>	<u>\$ (0.02)</u>	<u>\$ 8,473.57</u>
<b><u>INCOME &amp; EXPENSES YEAR TO DATE</u></b>			
<b>INCOME</b>	\$ 28,452.59	\$ 22,542.66	\$ 5,909.93
<b>EXPENSES</b>			
Administrative	\$ 6,013.26	\$ 6,431.02	\$ 417.76
Utilities	\$ 308.96	\$ 1,158.34	\$ 249.38
Maintenance	\$ 5,350.61	\$ 12,753.34	\$ 7,402.73
Replacement Reserves	\$ 1,166.66	\$ 1,166.66	\$ 0.00
Operating Reserves	\$ 1,033.34	\$ 1,033.34	\$ 0.00

TOTAL EXPENSES	\$ 14,472.83	\$ 22,542.70	\$ 8,069.87
NET INCOME	\$ <b>13,979.76</b>	\$ (0.04)	\$ <b>13,979.80</b>

**BALANCE SHEET**

OPERATING ACCOUNT	\$ 27,834.63
OPERATING RESERVES	\$ 35,991.76
REPLACEMENT RESERVES	\$ 13,297.94
REPL RES / CD / TOWNE BANK	\$ 46,933.50
<b>TOTAL</b>	<b>\$ 124,057.83</b>

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

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

- Pond #2 Aerator: Still pending information on solar equipment.
- Audit/Tax Preparation: Completed; a copy is included in the Board packet.
- Annual Meeting: Glebe Church is available for April 3<sup>rd</sup> & 10<sup>th</sup>. Information including proxy ballots, instructions on completing the proxy form, garage sale flyer and web site flyer were mailed to residences on 19 March.
- Pool House: During inspection, the toy box had to be placed in a storage area because it was being damaged by wind. Also found that one of the sinks in the women’s restroom was on the floor.
- Email/Correspondence Issues: None
- Violations/Inspections: Violation letters were sent to residents for various infractions.
- Contract Status:

<u>Service</u>	<u>Company</u>	<u>Expiration</u>	<u>Notice Requirement</u>	<u>Action Month</u>
<b>Insurance</b>	Nationwide	2/13/09	None	2/09
<b>Pool</b>	AAA	9/1/08	None	8/08
<b>Landscaping</b>	Basnight	2/15/09	60-day or automatic	8/08
<b>Pond Maintenance</b>	Stormwater Pond Mgmt	9/20/08	None	9/09
<b>Website</b>	Web Technologies	None	Ongoing	N/A
<b>Management</b>	UPA	2/2011	Renews for 5 years unless challenged.	9/10

**1855 – Unfinished Business:**

- Pond Aerators: [Board Issue] As noted in the Manager’s Report. Status:
  - 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
    - Meter Base and Aerator: Relay Electric has the equipment but the location of the meter base depends on the approved route. Equipment is not compatible with the solar option but could be used for Pond #3.
    - Power Line Installation: Depends on the approved track.

As noted in the Manager’s Report, Ms. Lucas will continue to work with Relay Electric to pursue the solar option. As one of the residents involved in providing an

easement is leaving this year, we will not pursue line installation until we have information on the solar option.

- Audit/Tax Preparation: As noted in the Manager's Report, completed. Closed
- Annual Meeting: As noted in the Manager's Report, information was mailed to residents. Scheduled for April 3<sup>rd</sup> at Glebe Church with a follow-up date of April 10<sup>th</sup> to be used if a quorum (2/3rds of residences represented) is not reached at the first meeting.
- Garage Sale: Scheduled it for 19 April. Flyers were mailed with the Annual Meeting information. Ms. Hendricks will place advertisements in the papers and Mr. Bailey will post the community sign.

#### **1910 – New Business:**

- Pool Issues: As noted in the Manager's Report. Ms. Lucas will pursue an estimate to complete seasonal repairs/painting as well as any necessary plumbing repairs. She will also contact AAA to discuss their initial inspection plans. Considering last year's repairs, the Board wants a member present during the inspection.
  - Pool Equipment: New umbrellas and tables may be needed and that will be assessed during inspection.
  - Pool Passes: Discussed the method for ensuring that authorized residents get pool passes. Last year they were mailed out but many did not receive them via the mailing. It was decided to require pick-up at the UPA office this year. A post card will be mailed stating the date/times that they may be picked up as well as a number to call if other arrangements are necessary (such as a resident being unable to pick up during normal working hours).

**1920 – Executive Session:** Not required.

- **Issue Decisions:**
  - Pool Passes: Motion was made and passed to require pick-up at the UPA office. A post card mailing will notify the residents.
- **Action Pending for Next Meeting:**
  - Pond Aerators: Ms. Lucas will follow-up as noted above.
  - Pool House: Ms. Lucas will pursue an estimate for seasonal repairs. She will also contact AAA concerning their initial inspection.

**1920** –The Annual meeting will be held April 3, 2008 at Glebe Church. The next monthly Board meeting will be held on Wednesday, April 16, 2008 at Fire Station No. 5 on Bridge Rd.

**1920** - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey