

**Kempton Park Homeowner's Association Board of Directors Meeting  
May 6, 2008  
Glebe Episcopal Church, 4400 Nansemond Parkway, Suffolk, VA**

Members Attending: President: Raymond Laffoon  
Vice President: Cheryl Hendricks  
Secretary: Raymond Bailey

Members Absent: Member-at-Large: Shirley McGill

United Properties: Tiffani Lucas

**1925 – Architectural Review Board (ARB) Meeting:** Applications and results follow.

<u>Last Name</u>	<u>Address</u>	<u>Project</u>	<u>Result</u>
Langdale	3509LU	Landscaping/Trees in Back	Approved [4/3/08 meeting]
Lindsey	3510KC	Deck	Approved [4/3/08 meeting]
Nobles	3005HC	Raised Flower Beds	Approved
Elder	5051KS	Storm Door	Approved with additional info.
Lenore	3503LC	Fence	Approved with additional info.
McPhail	3034KR	Fence	Approved [5/21/08]
McBride	3006KR	DIRECTV Antennae	Approved [5/21/08]
Hinton	3510LC	Fence / Shed	Approved [5/21/08]

**1925 – Board of Directors Meeting:** The meeting was called to order. **NOTE:** This is the first meeting of the newly elected Board consisting of four members from the 2007 Board.

**1925 - Homeowners Forum:** No residents attended. The following was raised on 4/3:

- Douglas Bach/3012CC: Noted that pool security lights are out. Also said that teens were seen in the pool area several times. Suggested posting “No Trespassing” signs. [*See Unfinished Business / Pool Issues.*]

**1930 –** The minutes from the March 19, 2008 Board of Directors meeting were approved.

**1930 - Committee Reports:**

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

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$ 10,265.10	\$ 11,271.34	\$ (1,006.24)
EXPENSES			
Administrative	\$ 3,212.67	\$ 3,215.48	\$ 2.81
Utilities [See Note 1]	\$ 9,325.64	\$ 579.16	\$ (8,746.48)
Maintenance	\$ 3,610.76	\$ 6,376.66	\$ 2,765.90
Replacement Reserves	\$ 583.33	\$ 583.34	\$ 0.01
Operating Reserves	\$ 516.67	\$ 516.66	\$ (0.01)
TOTAL EXPENSES	<u>\$ 17,249.07</u>	<u>\$ 11,271.30</u>	<u>\$ (5,977.77)</u>
NET INCOME	<u>\$ (6,983.97)</u>	<u>\$ 0.04</u>	<u>\$ (6,984.01)</u>

**INCOME & EXPENSES YEAR TO DATE**

INCOME	\$ 28,717.69	\$ 33,814.00	\$ 4,903.69
EXPENSES			
Administrative	\$ 9,225.93	\$ 9,646.50	\$ 420.57
Utilities	\$ 10,234.60	\$ 1,737.50	\$ (8,497.10)
Maintenance	\$ 8,961.37	\$ 19,130.00	\$ 10,168.63
Replacement Reserves	\$ 1,749.99	\$ 1,750.00	\$ 0.01
Operating Reserves	\$ 1,550.01	\$ 1,550.00	\$ (0.01)
TOTAL EXPENSES	<u>\$ 31,721.90</u>	<u>\$ 33,814.00</u>	<u>\$ 2,092.10</u>
NET INCOME	<b>\$ 6,995.79</b>	<b>\$ 0.00</b>	<b>\$ 6,995.79</b>

**BALANCE SHEET**

		<b>Maturity Date</b>	<b>APR</b>
OPERATING ACCOUNT	\$ 20,828.39		
OPERATING RESERVES	\$ 36,525.50		
REPLACEMENT RESERVES	\$ 13,886.47		
REPL RES / CD / TOWNE BANK	<u>\$ 46,933.50</u>	9/18/08	3.50%
<b>TOTAL</b>	<b>\$ 118,173.86</b>		

**Note 1:** UPA is researching the Utility bill (\$9,325.64). It appears that it may have been an accounting error since the amount has not yet been paid.

- The Towne Bank Certificate of Deposit was renewed on 3/18/08 at the rate of 3.50%.
- Motion made and passed to accept the Treasurer’s Report.

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

- **Pond #2 Aerator:** Relay electric reports that there is no commercial grade solar unit that can power both the pump and lights.
- **Grounds Maintenance:** Basnight was informed via email of an area north of 5043 Kelso Street was not being properly maintained. They responded and took action on the same day. Basnight also submitted a proposal for additional plantings around the pool area; included in the Board packet. They also requested a key for the pool gate so they can trim growth that is extending onto the pool apron. They were issued a key that will be maintained by the area supervisor.
- **Pool House:** All pool house doors and the gate lock have been re-keyed to a single key. *[A copy was provided for Board use.]* As to painting/repairs, Atlantic Building Corp. is preparing an estimate with an understanding that the work must be completed before pool opening. *[Estimate received via email on 5/7; addressed under Unfinished Business.]*
- **Email/Correspondence Issues:** None
- **Violations/Inspections:** Violation letters were sent to residents for recreational equipment and a final notice was sent for a boat being stored in a driveway. Due to a lack of owner response, a tribunal is recommended and will be scheduled for the next meeting.
- **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

**1935 – Unfinished Business:**

- Pond Aerators: [Board Issue] As noted in the Manager's Report. Status:
  - Pond #2: As noted in the Manager's Report, there does not appear to be a commercial grade solar unit that can power both the pump and lights. Discussed all the options that have been entertained so far and decided to get an estimate on a solar unit that could power the pump alone.
- Annual Meeting: It took three meetings scheduled and held at Glebe Church to reach a quorum. Resident response was poor and turnout was sparse. As there were no additional nominees, four members of the 2007 Board were re-elected.
- Garage Sale: The 19 April community garage sale was a success with many residents participating.
- Pool Cabana Maintenance: Atlantic Building Corp. submitted an estimate as follows –
  - Prep, prime and paint both restrooms and hallway including doors and trim / Sink repairs / Wood repair on rear double doors / Prep and paint shutters / Clean and caulk exterior shower. Total: \$2125.
  - Options:
    - Replace 4 x 4' cracked concrete slab - \$425.
    - Power wash and paint trellis - \$325.
    - Clean and power wash pool furniture - \$750.

Discussed options via email and decided to get basic package plus the trellis work for \$2450. Mr. Laffoon and Mr. Bailey volunteered to power wash the pool furniture.

- Pool Issues:
  - Security Lights: Ms. Lucas contacted Dominion Power and will follow-up.
  - Contract: AAA has completed initial startup maintenance. They will conduct a formal inspection this month and a Board member will be present.
  - Pool Equipment: New umbrellas are required and it was decided to purchase 6. Ms. Lucas will provide information and cost via email.
- Pool Passes: A post card will be mailed the week of 12 May notifying residents that they can pick-up the passes at the UPA office.

**1950 – New Business:**

- Pool Area Plantings: As note in Manager's Report, Basnight's proposal included a variety of plantings for a cost of \$2,608. Discussed and decided to only replace those plants that need to be replaced. This is not a major project and can be funded at a minimal cost.
- Steeplechase Pond Maintenance: Received a letter from the Steeplechase Board requesting payment of \$1056 for our share of 2008 maintenance for the pond that borders the subdivisions. Questions were raised as to the validity of the charge. Notes on pond maintenance history follow:

**MAY 06 Minutes**

- Manager's Report - We have been sharing fees for maintenance of a lake that is common to Kempton Park and Steeplechase. The Steeplechase Owners' Association submitted a proposal to increase fees. Mr. Leslie has been unable to find documentation that supports sharing costs.

- Executive Session - Lake Fee Issue: Mr. Leslie has not found documents that prove the lake is common to both subdivisions. He will research further.
- Issue Decision - Lake Fee: Motion made and passed to approve paying additional cost pending result of research. [Amount was \$83.73 per month or **\$1004.76** signed by Mr. Ference 18 May 06. Agreement was in effect until 30 Apr 07.]

**DEC 06 Minutes**

- Joint Lake Maintenance [Annual Requirement/Board Issue]: Although the Association has shared maintenance costs for the lake that borders Steeplechase and Kempton Park in the past (as well as an agreement to pay for this year), we do not have documentation as to which association has legal control of the property. We requested documentation earlier this year but it was never obtained. Mr. Leslie was asked to reengage on this issue to determine ownership and give us a basis to resolve the issue.

**JAN 07 Minutes**

- Manager's Report - Lake Maintenance: Property plans reveal that the pond on Bennett's Creek Park Rd straddles both Steeplechase and Kempton Park properties. [Presented copy of Suffolk plat dated Feb 2001.]
- Unfinished Business - Joint Lake Maintenance [Annual Requirement/Board Issue]: Since the lake straddles the two subdivisions, we will remain responsible for one-half of the maintenance costs. [Found no note of 2007 amount.]

Discussed payment options and decided to pay the full amount rather than monthly or quarterly.

**1958 – Executive Session:** Discussed Board positions. With loss of Ms. Crawford on the Board, Ms. McGill will assume office of Treasurer. Other members will maintain their posts.

• **Issue Decisions:**

- Pool Equipment: Motion made and passed to purchase 6 umbrellas. Ms. Lucas will provide cost information. [Received information via email on 5/7. 88" H x 72" Dia. Umbrellas will cost \$125 each for a total of \$750.]
- Steeplechase Pond Maintenance: Motion made and passed to pay \$1056 for pond maintenance. Signed by Mr. Laffoon. Agreement is in effect until December 31, 2008.]
- Pool Cabana Maintenance: Motion was made and passed [via email] to approve the Atlantic Building Corp. estimate for the listed repairs plus power wash and painting of the trellis for \$2450.

• **Action Pending for Next Meeting:**

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- Pond Aerators: Ms. Lucas will follow-up on solar unit for pump.
- Pool Issues: Ms. Lucas will ensure repairs are completed before opening. The notice for pool passes will be mailed the week of 12 May. Mr. Laffoon and Mr. Bailey will clean pool furniture.

**2000** –The next monthly Board meeting will be held on Wednesday, June 18, 2008 at Fire Station No. 5 on Bridge Rd.

**2000** - Board of Directors Meeting adjourned.

**ADDENDUM:** The President called a special meeting for 21 May to examine the progress of cabana repairs and determine the work remaining for the pool opening on 24 May.

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

Members Absent: None

United Properties: Tiffani Lucas

**1830** – Members met at the Pool Cabana. Ms Lucas brought the 6 umbrellas ordered at the monthly meeting. They were assembled and checked. The Board then inspected the cabana and pool area.

- Internal Spaces: All areas are freshly painted and plumbing fixtures have been repaired. Apparently there have been intruders since 17 May when Mr. Laffoon and Mr. Bailey were at the pool pressure washing furniture. The enclosed stall in the women’s room has damage to the lockable door; it was apparently kicked in with splitting of the door jam and lock damage. Since the rooms were freshly painted last week, the doors were left unlocked to allow the trim to dry. With the gate lock intact, the trespassers must have scaled the fence.
- Cabana/Equipment: Picnic tables are in good shape. Damages table and other trash was removed for pickup. There are 3 usable tables but one has moderate scratches and staining to the surface. Determined that 4 additional 46” diameter tables are needed. Although there are 6 chairs that are very stained, there are enough chairs and lounges for this season.
- Electrical: Checked the function of all electrical fixtures (lights, fans, etc.). Found several bulbs out including external lights.
- Consumable Supplies: Made a list of needed paper products.
- Pools: Both pools are running but need vacuuming. No Trespassing signs are missing and need to be replaced.
- AAA Walk-Through: Ms. Hendricks volunteered to attend a walk-through with the AAA representative on 22 May at 1630.  
**UPDATE NOTE:** Ms. Hendricks, Ms. McGill and Mr. Laffoon met with AAA representatives David Schmidt and Hope Johnson at the pool on 22 May to meet them and walk-through the facilities.
- **Issue Decisions:**
  - Pool Equipment: Motion made and passed to purchase 4 46” Dia. tables. Ms. Lucas will research and provide cost information via email.

**1915 – Architectural Review Board (ARB) Meeting:** 3 applications were reviewed; results listed above.

**1920** – Meeting adjourned.

Submitted By: R. E. Bailey