

Kempton Park Homeowner's Association Board of Directors Meeting
November 19, 2008
Glebe Episcopal Church, 4400 Nansemond Parkway, Suffolk, VA

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

Members Absent: Member-At-Large: Steve Dorman

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: Two residents attended.

- Mr. & Mrs. Russell: Raised the following issues –
 - Asked if all yards with sheds are required to have a fence installed. (There is a residence that does not have a fence.) *[Research revealed that the residence in question had an ARB application approved in July 2007 for a shed only. The shed meets the criteria for placement as listed in the ARB Guidelines.]*
 - Concerned that many residents put their trash cans out on Wednesday night of holiday weeks when pick-up is on Friday.
 - There is a car in the driveway of a house on Kelso St. that appears to be leaking oil. *[Ms. Lucas will check during routine inspections.]*

1840 – The minutes from the October 15, 2008 Board of Directors meeting were approved.

1842 - Committee Reports:

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

<u>INCOME AND EXPENSES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
TOTAL INCOME	\$11,014.66	\$11,271.33	(\$256.67)
EXPENSES			
Administrative	\$3,032.12	\$3,215.51	\$183.39
Utilities	\$6,213.68	\$579.17	(\$5,634.51)
Maintenance	\$603.00	\$6,376.67	\$5,773.67
Replacement Reserves	\$583.33	\$583.33	\$0.00
Operating Reserves	\$516.67	\$516.67	\$0.00
TOTAL EXPENSES	\$10,948.80	\$11,271.35	\$322.55
NET INCOME	\$65.86	(\$0.02)	\$65.88
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<u>INCOME & EXPENSES YEAR TO DATE</u>			
INCOME	\$115,482.54	\$112,713.33	\$2,769.21

EXPENSES

Administrative	\$34,288.55	\$32,155.01	(\$2,133.54)
Utilities	\$27,540.80	\$5,791.67	(\$21,749.13)
Maintenance	\$65,562.59	\$63,766.67	(\$1,795.92)
Replacement Reserves	\$7,250.15	\$5,833.33	(\$1,416.82)
Operating Reserves	(\$9,833.30)	\$5,166.67	\$14,999.97
TOTAL EXPENSES	\$124,808.79	\$112,713.35	(\$12,095.44)
NET INCOME	(\$9,326.25)	(\$0.02)	(\$9,326.23)

BALANCE SHEET

		Maturity Date	APR
OPERATING ACCOUNT	\$4,168.63		
OPERATING RESERVES	\$25,231.56		
REPLACEMENT RESERVES	\$18,006.62		
REPL RES / CD / TOWNE BANK	\$48,561.86	2/18/2010	4.35%
TOTAL	\$95,968.67		

- **NOTE:** The \$10,000 approved for transfer from Operating Reserves to the Operating Account during the October meeting was transferred but has not posted yet.
- Motion made and passed to accept the Treasurer’s Report.

- Manager’s Report – Ms. Lucas presented the following:
 - Pond #2 Aerator: Continued pursuing the solar option. Board members met with Richard Goode of Solar Services on October 3 at Pond 2 to discuss a solar aeration solution. An estimate is included in the Board packet.
 - Pool Security Lights: The lamp post at the south end of the parking lot is now functional.
 - Financials: See Treasurer’s Report.
 - Grounds Maintenance: All noted corrections from the last meeting were made and the contract for PGM was signed. A copy is included in the Board packet. The cancellation notice for Basnight was mailed on November 19, 2008.
 - Pool: The winterization contract is in effect. The proposal from AAA for the 2009 season received in October did take into consideration the winter contract time frame.
 - Irrigation: Damaged sprinkler heads were reported to Chris Gildersleeve, Irrigation Manager. Repairs were made and the system was winterized. Due to questions regarding moisture sensors, estimates are included for consideration in the Board packet.
 - Budget Mailing: A package was mailed on October 29, 2008.
 - Complaint Procedure Resolution: A copy was included with the budget mailing.
 - Audit: The signed proposal was mailed to DesRoches & Company on October 22, 2008.
 - Email/Correspondence Issues: Received an email from a resident concerning financial hardship. *[Executive Session issue.]*
 - Violations/Inspections: Included a copy of the most recent violation logs in the Board Packet. Violations include boat parking, lawn maintenance, trash cans and pressure washing.
 - Delinquencies: The Delinquency Report and collections report are included in the Board packet. *[Executive Session issue.]*

○ 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 specified.	2/09
Pool	AAA – Winter Maint.	4/15/09	None specified.	2/09
Landscaping	Professional Grounds Management	2/15/10	30-day or automatic	10/09
Pond Maintenance	Virginia Lake Mgmt.	9/30/09	30-day or automatic	7/09
Website	Web Technologies	None	Ongoing	N/A
Management	UPA	2/2011	Renews for 5 years unless challenged.	9/10

1900 – Unfinished Business:

- Pond #2 Aerator: [Board Issue] Status as noted in the Manager’s Report. Considering a unit much like that installed at Pond #1 (a fountain with light), Mr. Goode compared the pond to one he installed in Poquoson. An installed submersible pump requires both direct current (DC) and alternating current (AC), storage batteries and an inverter. The cost for this type of set-up is large and several problems were experienced including muskrats chewing through the wiring and salt water damage from flooding. After assessing our needs, Mr. Goode recommended using a “Bubbler” vice a fountain aerator. A bubbler runs using a compressor with DC and batteries; not requiring AC or inverters. It would be mounted to a cinder block in the middle of the pond. In addition to the bubbler, Mr. Goode suggested the following:
 - Stock the pond with sunfish to eat mosquito larvae.
 - Check into whether the association is eligible for a tax credit for using solar energy. (The board asked Ms. Lucas to research.)
 - Install industrial grade solar lighting around the pond for illumination. (A homeowner across the street complained of the darkness of the area, which was evident to the Board members.)
- Solar Services Estimate: Includes a 125 watt panel and mount; cabinet for batteries, timer control and compressor; weighted tubing with 2 diffusers; labor and equipment. Price installed: \$6,285.00 excluding tax and freight (estimated at \$600).
- Discussion: Although we have been pursuing this option for over a year, the price is prohibitive considering our current budget status. Decided to ask Ms. Lucas to contact Mr. Goode and ask if installation could be scheduled in the spring with payment deferred. Ms. Lucas will notify the Board via email as to whether a deposit would be required.
- Pool Issues: [Resident Issue]
 - Security Lights: As noted in the Manager’s Report. Issue Closed
 - Season Contract: As noted in the Manager’s Report. The AAA proposal for the 2009 season is \$27,300. However, it was noted that the proposed contract starts in January and our winter maintenance contract runs until April. AAA clarified that the amount considers the time frame after the winter contract is up. Decided to accept the AAA proposal.
- Grounds Maintenance Contract: A revised contract was received from Professional Grounds Management (PGM) that include planting 700 flowers per year (350 in spring and 350 in fall) and adjustment of the High Fuel Cost Clause to reflect that if fuel costs rise 10% above \$4.50 per gallon, the additional cost will be added to monthly invoices. The revised total was \$33,900.00. The contract was signed by Mr. Laffoon on November 12 and will be in effect

from February 16, 2009 to February 15, 2010. As noted in the Manager's Report, Basnight services have been terminated.

- Audit Proposal: As noted in the Manager's Report. Ms. Lucas will track scheduling after the first of the year.
- 2009 Budget: UPA mailed a budget packet dated October 29. The cover letter contained an error and the packet did not include a Debit Authorization Form as the letter stated. There will not be a corrected mailing due to the cost. Ms. Lucas will provide a corrected cover letter and debit form to Mr. Bailey who will post a PDF copy of the budget packet on the web site.
- House Bill 516: copy of the Association Complaint Procedures resolution was included in the budget mail-out. A copy has also been posted on the website Documents page. Issue Closed
- Yard of the Month Program: [Board Issue] No further discussion during this meeting.
- Damaged Trees at Play Park: Colonial Tree Care was contracted to do the work at a cost of \$1,345. Work will include downing of 5 trees, removal of trunks falling toward the front of the park and grinding of one stump. The contract was signed October 18 and trees have been taken down. [NOTE: Stump grinding was completed before December 3. REB] Issue Closed
- Spring Fling: [Board Issue] No further discussion during this meeting.

1910 – New Business:

- Irrigation: As noted in the Manager's report, Basnight submitted estimates for installation of moisture sensors. The information proposed several options ranging in price from \$1,205 to \$2,563. Considering our current budget status, it was decided to table the issue until the spring when it could be reconsidered.
- Playground Mulching: Received two proposals as follows: Basnight - 6 cubic yards for \$396 and PGM - 15 cubic yards for \$775. Although the playground needs mulch, it was felt that adding it before winter would result in considerable deterioration before next summer. It was decided to table the issue until early spring.

1914 - Executive Session: Motion made and approved to move to Executive Session.

1935 - Motion made and approved to come out of Executive Session.

• **Issue Decisions:**

- Pond #2 Aerator: Motion made and passed to pursue installation in the spring with deferred payment. (Ms. Lucas will advise via email regarding discussions with the company.)
- Pool Contract: Motion made and passed to contract with AAA for \$27,300.00 for the 2009 summer season. Contract signed by Mr. Laffoon.
- Executive Session Issues: Motion made and passed to prepare confidential correspondence to two residents as noted in the Executive Session minutes.

• **Action Pending for Next Meeting:**

- Pond #2 Aerator: Ms. Lucas will contact Solar Services regarding spring installation as discussed. Will notify the Board via email.
- Budget Packet: Ms. Lucas will provide corrected forms to Mr. Bailey who will then post a copy on the web site.

- Audit Proposal: Ms. Lucas will track scheduling with Desroches & Company for early 2009.

1945 – Due to the holiday season, the next monthly Board meeting will be held on Wednesday, January 21, 2009; location pending. Ms. Lucas will check if the Fire Station or Creekside Elementary is available.

1945 – Meeting adjourned.

Submitted By: R. E. Bailey