

**Kempton Park Homeowner's Association Board of Directors Meeting
November 29, 2007
Fire Station No. 5 – Bridge Road, Suffolk, VA**

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

Members Absent: None

United Properties: Tiffani Lucas

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

1820 – Board of Directors Meeting: The meeting was called to order.

1820 - Homeowners Forum: No residents attended.

1820 – The minutes from the October 18, 2007 Board of Directors meeting were approved.

1825 - Committee Reports:

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

Operating Cash	\$ 11,209.68
Operating Reserve Cash	\$ 34,489.03
Replacement Reserve	<u>\$ 57,012.30</u>
Total Assets	\$ 102,711.01
General & Admin. Expenses	\$ 3,031.00
Utilities	\$ 2,273.40
Maintenance Expenses	<u>\$ 16,209.95</u>
Total Operating Expenses	\$ 21,514.35
Net Operating Income	\$ 1,095.86
Net Association Income	\$ (31.05)

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

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

- Pond Aerators: Received two estimates for power line installations that are included in the Board packet. Shannon Lee of Relay Electric reported via email that they were completed on November 19-20 and sent to the Virginia Beach UPA office; delaying receipt.
- Community Sign: An A-frame sign was received and picked up by Mr. Bailey. Letters were delivered separately and will be dropped off at Mr. Bailey's residence.

- Lawn Contract: Although additional proposals were solicited, none were received.
- Email Issues: None.
- Violations/Inspections: Violation letters were sent to residents for lawn maintenance and pressure washing issues.
 - Tribunal: Scheduled for a violation that has not been resolved.
- Current Contract Status
 - Insurance 2/08
 - Pool 5/26/07 – 9/16/07 [Pending new contract.]
 - Landscape Maintenance 1/08
 - Pond Maintenance 9/08
 - Web Technologies (No end date.)
 - UPA 2/11 [Automatically renews for 5 years unless challenged.]

1835 – Unfinished Business:

- Web Site: [Board Issue] The owner of the .org site closed the site and placed a note on the web page with the new address. Issue Closed
- Pond Aerators: [Board Issue] As noted in the Manager’s Report, two estimates from Dominion Virginia Power were received. Status of the two projects follow:
 - Pond #1: Access from Highland Greens / Silver Charm Circle.
 - Power Line Installation: The charge for installation from the power station to the installed junction box - \$395.48. If payment is approved, work should be complete within 6 weeks.

NOTE: In June 2006, we approved and paid \$1,980.91 for the initial route for power to Pond #1. When an easement wasn’t obtained, the work was cancelled and the money has not been refunded. Ms. Lucas will raise the issue again with Shannon Lee of Relay Electric who is working with Dominion Power. We need to determine whether we can apply this amount against newly approved installations.
 - Pond #2: Access from power box adjacent to the sidewalk at 3022 Kempton Park Rd.
 - Power Line Track: Two potential tracks – front and rear. Received an estimate for the rear approach - \$1,754.40. Also received easement letters for the residents concerned to sign if they agree.

Discussed the fact that the residents concerned were expecting to also see an estimate for the front approach. They could then choose a desired route. Ms. Crawford (who is one of the residents involved) suggested that a decision be deferred until the other estimate is received. The issue was also raised that letters should be drafted to tell the owners that the Association will pay for damages incurred during power line installation. These letters should be available when easement letters are presented to the owners.

 - Meter Base and Aerator: Relay Electric has the equipment but the location of the meter base depends on the approved route.
 - Power Line Installation: Depends on the approved track.
- Pool Maintenance Contract: [Board Issue] No further proposals have been received. Discussed the proposal from AAA Pool Services Inc. received in September. Annual amount: \$24,500. There is also an option to remain open extra weekends in September for an additional charge.

- Lawn Maintenance Contract: [Board Issue] Due for renewal in January. As noted in Manager's Report. Ms. Lucas will solicit estimates for the January meeting.
- Community Sign: [Board Issue] As noted in the Manager's Report. Issue Closed
- Pond #3 Fence Cleaning: [Board Issue] Still not completed. Ms. Lucas will follow-up with the contractor.
- Telephone at Pool: [Board Issue] Since there is a pay phone installed, there are no payment options at present. Issue Closed

1850 – New Business: None

1850 – Executive Session: A motion was made to move to Executive Session to hold a tribunal on a violation that has not been resolved.

1903 – Moved to come out of Executive Session.

- **Issue Decisions:**
 - Pond Maintenance
 - Pond #1 Power Line: A motion was made and passed to accept the estimate of \$395.48. Signed by Mr. Laffoon.
 - Pond #2 Power Line: A motion was made and passed to defer approval until an estimate for the alternate run is received.
 - Pool Contract: A motion was made and passed to accept the proposal from AAA Pool Service for \$24,500.00 without the extra weekends in September. Signed by Mr. Laffoon.
- **Action Pending for Next Meeting:**
 - Pond Aerators: Ms. Lucas will track progress with Relay Electric; receipt of Pond #2 alternate run and repayment of the June 2006 payment.
 - Pond #3 Fence Cleaning: Ms. Lucas will follow-up with contractor.

1905 – There will not be a scheduled December meeting. The next monthly Board meeting will be Thursday, January 17, 2007 at Fire Station No. 5 on Bridge Rd.

1905 - Board of Directors Meeting adjourned. Happy Holidays!

Submitted By: R. E. Bailey