

**SOUTHAMPTON AT SALEM SPRINGS CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**MINUTES FOR JANUARY 10, 2017**

The Southampton at Salem Springs Condominium Association meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, Virginia on January 10, 2017. Members present were Mike Cory, Tom Amann, and Sheela Cooper. Also present were Pauline Lawson and Brian Reese of Community First Management. Debbie Burks and Dana Pugh were not present.

There was proof of notice for this meeting (email sent).

No Homeowners were in attendance.

The meeting was called to order at 6:33 pm by Tom Amann.

Mike made a motion to accept the December 2016 minutes. The motion was seconded by Tom and passed unanimously.

**Officer Reports:**

President: Absent

Vice President: The fountain lights now work and are on from 5 pm to 6 am.

Secretary: Will send homeowners new management contact person email (Cathy Henley – cathy@communityfirstmanagement.com)

Treasurer: No December financials from UPA yet; need to wait to receive these after the full transition to CFM.

Member at Large: Absent

**Committee Reports:**

No committee reports.

**Management Report:**

No management report.

**Old Business:**

1. The shrub planting has begun on the North side of the community
2. Mailboxes – we need to replace some of the scrolls. Tom may have a source to cut scrolls, which should be made of aluminum. He will look into it.
3. Upcoming contracts
  - a. Jenny's and Debbie's Landscaping are due for renewal in April
  - b. Waste Industries due for renewal on March 1, 2017
  - c. Solitude was due on November 30, 2016, and it was approved
  - d. Pools, Etc. was due on December 31, 2016 and it was approved
  - e. Aristocrat Towing is due for renewal on June 30, 2017. There is no expense associated with this renewal (the person who gets towed pays only if we use them to tow).
  - f. Property insurance was due on December 31, 2016, and it was approved
  - g. FHA recertification is due on October 22, 2017
4. All contract follow-up is responsibility of CFM, but all financials must go through Mike.

5. CDs do not begin to mature until March 2018
6. CFM will check on the Waste Industries contract – we do not want any auto-renewals. We need a quote, and we need to find out if it has already been renewed.
7. Community Maintenance Audit reports – this is ongoing and the Board needs to review what has been identified to date.
8. How to best handle violations – CFM will review the October report and see what has been resolved and what still needs attention
9. City sidewalk repair – no status updates. Maggie has the work order number. We need to get it from her and give it to CFM. They will follow up with the city re: status.
10. Roof repair option – Warwick Builders recommends roof replacement throughout the community within the next 3 – 5 years.

**New Business:**

Tom asked if we had email addresses for all renters in case we need to address any issues or violations with them. Mike suggested that we email the unit owners for email addresses of their tenants.

Meeting adjourned to Executive Session at 7:19 pm.

**Executive Session:**

1. Discussion of financial transition to CFM; CFM to ensure that no outstanding expenses for 2016 are paid twice.
2. Board will hold off on all due process hearings until all final transitions are done.

Motion made, seconded and passed unanimously to adjourn Executive Session and meeting at 7:26 pm.

**Meeting minutes recorded by Sheela Cooper, Secretary**