

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

Minutes for September 13, 2016

The monthly Southampton at Salem Springs Condominium Association meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, Virginia on September 13, 2016. All Board members (Debbie Burks, Tom Amann, Mike Cory, Sheela Cooper, and Dana Pugh) were present at the meeting. Sherry Robinson of United Property Associates, Association Manager, was also present.

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

Nine homeowners were in attendance:

- 1) Margaret Telesco
- 2) Judy Estes
- 3) Sam and Juline Snapp
- 4) Joe Miklos
- 5) Janelle Williams
- 6) Roger Bir
- 7) John and Jeanine Hopper

Debbie Burks called the meeting to order at 6:31pm.

**Opening Homeowners' Forum:**

- 1) Maggie Telesco asked if we are getting bids for shrubbery and if the decision to install shrubbery will be voted on tonight. Debbie responded that we are getting bids but we aren't voting tonight on installation.
- 2) Sam Snapp asked if Dominion owns the light poles in our neighborhood. Debbie responded that they do, but they don't maintain them. Sam then asked if the poles need to be painted. Debbie responded that they may not need painting, but the globes definitely to be cleaned, and we will get bids for that.
- 3) Roger Bir asked when the unit inspections would be completed. Mike responded that the inspections for everything on the outside should be completed by the end of the year.
- 4) John Hopper asked when the water leak on his roof would be fixed by Warwick Builders. Sherry responded that she would check. (By the end of the meeting, Sherry had contacted Warwick and determined that they would begin inspections, starting with John's unit, on Friday, September 16.)
- 5) Janelle Williams mentioned that the fire hydrants need to be painted. Her husband, Gary has volunteered to paint them if the Association provides the paint. Debbie responded that we aren't allowed to paint them ourselves. It was suggested that we contact the fire department to find out the appropriate colors to paint the hydrants (color of the hydrant has significance to the fire department) and ask whether we can paint them ourselves. Roger Bir volunteered to look into the painting regulations.
- 6) Sam asked whether our pond needs to be dredged since it's 15 years old. Debbie replied that our pond management company, Solitude, inspected the pond last year and said it was fine.

- 7) John said his crepe myrtle tree's branches are hanging quite low and asked if homeowners can trim them. Debbie said it was fine to trim them, but cautioned homeowners against climbing a ladder to do so.

### **Reading and acceptance of July minutes:**

At 6:41 p.m., Dana made a motion to accept the minutes, Debbie seconded the motion, and it passed unanimously.

### **Officer Reports:**

- 1) President: Debbie introduced the new Board members and thanked everyone for securing items in their yards before the storm
- 2) Vice President: Tom had nothing to report
- 3) Secretary: Sheela had nothing to report
- 4) Treasurer: Mike's report on the monthly budget –

#### Budget Year to Date

Income: Positive by \$9,930

Expenditures: Under Budget by \$24,512

Net Cash Flow: Positive by \$34,442

He also said we may have \$20,000 of charges from the landscapers that haven't been processed yet.

- 5) Member-at-Large: Dana had nothing to report

### **Committee Reports:**

- 1) Architecture Committee (Mike): He has had three inquiries from a homeowner about installing a satellite dish, but no request form has been submitted yet.
- 2) Landscape Committee (Roger): He mentioned that some homeowners are having a problem with the landscapers cutting the grass shorter than 3 inches. This could be happening because Jenny's Landscaping has agreed to not cut the grass for 48 hours after a rain; when the areas are still wet, they are cutting with a weed eater, which cuts shorter than 3 inches.

Roger suggested to the Board that when they get new landscaping bids, they should include all services desired as line items (e.g. 45 mowings, 10 trimmings, etc.) in the bid process so that we can get complete bids from the beginning (not trying to add services after the fact, etc.).

Townscape is a good model for itemizing (see their old bid). He also recommended adding a third trimming in the Hunt's Landscaping contract.

Mike mentioned that he would like to change the landscaping contracts so they run during our fiscal year (Jan – Dec). He would also like Hunt's Landscaping to be a monthly payment that's consistent as opposed to billing as they go. This system is better for budgeting and cash flow.

Roger will put the process together for getting landscaping bids within the next two weeks.

- 3) Pool Committee (Tom): Nothing to report
- 4) Communications Committee (Sheela): Nothing to report

**Management Report (Sherry):**

- 1) No homeowners are over 60 days delinquent on dues payments
- 2) Received an unsolicited proposal from the pool company re: converting pool to a saltwater system. The Board determined that this will need additional discussion.
- 3) Rick's Concrete will fix 7 spots in the community's sidewalks (homeowner walkways) where there are raised panels that present a trip hazard. The work is scheduled to be done by Friday (9/16) and the money to do the work will come from the replacement reserve fund.
- 4) There is a new tenant in 1604 Springwater Court
- 5) There is a rental request from the owner of 1601 Springwater Court
- 6) UPA has submitted a proposed budget for 2017 for Mike's review
- 7) Sherry is not having much luck speaking to the contact in the city about fixing the cracked sidewalk at the corner of Salem Road and our community entrance. She will follow up with the supervisor to try and get resolution on this matter.
- 8) The Board needs to review contracts; Mike mentioned that all vendors will need to re-quote each year from now on; we are not doing any more auto-renewals on any contract.
- 9) We should get a bid from Pools Etc. for pool maintenance as early as possible to secure the best rate. Debbie asked Sherry if our contractual obligation with Pools Etc. is complete for 2016; Sherry confirmed that it is.

**Old Business:**

- 1) Shrub Replacement: We need bids for this. Dana said Hunt's Landscaping will provide a quote in a few weeks. We will also get some additional bids, facilitated by Sherry (she suggested Townscapes and Evergreen). Mike mentioned that the Landscape Committee needs to see which homes need bushes (and the number needed by each), but Dana said that Hunt's has already done that and will provide us with that information. The Board will make a decision on the vendor by October so that we can get the process of planting the bushes started before winter.
- 2) Paint Power Poles: Some people asked if this is a necessary expense. It is not, but in Debbie's opinion, it would make the neighborhood look better. We have some bids for it now; Debbie will see if those bids also include cleaning the globes. Mike asked Debbie to write up the specs for what we want quoted and provide it to Sherry so she can get complete bids from the vendors who have already bid on the painting.
- 3) Power washing of curbs: Debbie has a quote for it, but the Board determined that we do not need that service at this time.
- 4) Review upcoming contracts: Completed.
- 5) CD Renewal: The Board members' names aren't listed as signatories on the CDs; only UPA is listed. This needs to change before the end of the year. The renewals of the CDs went fine.

- 6) Community Maintenance Audits: Warwick Builders will do the audits. They will start in September, do 10 units per month, and finish work by December 31<sup>st</sup>. Tom suggested that homeowners should add downspout extenders and A/C drip valve extenders to direct moisture away from the foundation, which can help prevent termite infestation. The Communications Committee will send a letter to homeowners with this suggestion, as well as a suggestion to improve neighborhood lighting (see New Business).

### **New Business**

- 1) Establish new committee membership:
  - a. The Architecture Committee is headed by Mike. Gary Williams and Beth Byrum (owner of a rental unit) have volunteered to be on the committee. Any other homeowners who are interested in joining the committee can contact Mike.
  - b. Landscape Committee: Roger and Dana head this committee. Maggie volunteered to be on this committee. Mike will not be on the committee, but he will attend meetings to keep tabs on the money needs.
  - c. Communications Committee: Sheela heads this committee.
  - d. Pool Committee: Tom heads this committee.
- 2) BOD meeting dates: Sometimes the second Tuesday of the month interferes with things like elections. We can consider another day to meet each month. We also need to find a new place to meet, since the church has been sold. This can be discussed on next month's agenda as "Old Business."
- 3) FY 2017 budget: Mike submitted the budget to the Board to approve for distribution to the community for their review. Motion approved. Sheela will email the budget to everyone on 9/15/16.
- 4) Fall 2016 Association Inspection: The Board will walk the property for inspection on 10/8/16 at 9 a.m. The community will receive an email, prior to the inspection, specifying what will be evaluated.
- 5) Neighborhood lighting: Sheela suggested that everyone leave their outside lights on at night to help the neighborhood be better lit.
- 6) Rental request: Tim Wheeler (1601 Springwater Court) has made a rental request. Sherry will review the rental list to see how many units are rented. As long as we are under the rental cap, the Board should approve the request. Mike made a motion to approve the rental request as long as we are under the cap. The motion was approved.
- 7) Other:
  - a. Move fire hydrant inspections to Old Business for next month's agenda
  - b. Building inspections (by Warwick Builders) will start on Friday and will begin at John Hopper's unit and proceed from there in sets of ten.

### **Closing Homeowners' Forum**

- 1) Roger will send a list of inspection criteria to Mike (for 10/8/16 inspection).

- 2) There is a coyote in the neighborhood, possibly injured, and it appears to be digging in people's yards. Sheela will consult Animal Control.
- 3) Maggie mentioned that Sheela should send the approved July minutes to Charlie to post on the website.
- 4) Maggie mentioned that there is some dissatisfaction with the road crack sealing done by Branch Industries. The company has been unresponsive to requests to meet with supervisors. Sherry will follow up and set a meeting with them.

**The meeting was adjourned to Executive Session at 7:52 p.m.**

**Executive Session**

- 1) Discussion of delinquencies
- 2) Violations noted during last inspection will be disregarded; new inspection will be done on 10/8/16 to note any violations
- 3) Discussion of Management company options
- 4) Mike wants to finalize budget approval by October

Executive Session ended at 8:22 p.m., at which time the meeting returned to Regular Session. The meeting was adjourned at 8:22 p.m.

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