

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

Minutes for November 15, 2016

The monthly Southampton at Salem Springs Condominium Association meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, Virginia on November 15, 2016. Debbie Burks, Sheela Cooper, and Dana Pugh were present at the meeting. Tom Amann and Mike Corey were absent. Sherry Robinson of United Property Associates, Association Manager, was also absent.

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

Seven homeowners were in attendance:

- 1) Walter Doughtie
- 2) Sam and Juline Snapp
- 3) Margaret Telesco
- 4) Diego Londono
- 5) Janelle Williams
- 6) Roger Bir

Debbie Burks called the meeting to order at 6:38 pm.

**Opening Homeowners' Forum:**

- 1) Janelle asked when we'd get condo dues coupons. Debbie said that after the budget is approved today and the information is sent to CFM, they'll send out all information to homeowners (welcome letter, payment coupons, etc.)
- 2) Roger said they have a roof leak (1728 Spring's Edge)
- 3) Walter asked if there is any discussion on replacing the fences. Debbie said that there is currently no earmarked amount for fence replacement. However, it may be in the Condo Docs that the fences should be a reserve replacement item. Roger said that he would look into different options for fence replacement and how much each option would cost. He will also look into whether all fences should be replaced at once and research the Condo Docs to see if replacement should be covered by reserves. He will get back to the Board within a week.
- 4) Dana suggested that we should poll homeowners on the type of fence materials that they would prefer (e.g. wood, vinyl, etc.)
- 5) Several homeowners asked about the landscaping \$40,000 (from a couple of years ago) and asked why we didn't have to "repay" it. The Board explained that it was a budget line item reallocation and nothing came out of reserves, so there was nothing to "repay."

**Reading and acceptance of October minutes:**

At 6:58 p.m., Debbie made a motion to accept the minutes, Dana seconded the motion, and it passed unanimously.

### **Officer Reports:**

- 1) President: Debbie suggested an emergency contact list for the community. Sheela will send an email asking people for updated contact information and emergency contact information (if they would like to provide that). Only the Board would have access to this information – it will not be shared.
- 2) Vice President: Tom was absent.
- 3) Secretary: Sheela had nothing to report.
- 4) Treasurer: Mike was absent, but Debbie reported the numbers as follows:

#### Budget Year to Date (as of 9/30/16)

Income: Positive by \$6,309

Expenditures: Under Budget by \$4,955

Net Cash Flow: Positive by \$11,264

We are over budget this month because of varied billing cycles for things like landscaping, but we are in a good budget position YTD.

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

### **Committee Reports:**

- 1) Landscape Committee (Roger): 4353 SSW has a drainage issue. We have an estimate from Jenny's Landscaping to fix it. It's up to the Board as to whether we want to spend the money. We have an updated proposal with detailed information on plantings from Debbie Hunt. The Landscape Committee is submitting this proposal to the Board for approval.

The Board will review the contract verbiage updates that Roger has suggested for the Landscaping Contract and get back to him with feedback.

### **Management Report (Sherry was absent, Debbie presented the report):**

- 1) Debbie spoke with the fire department and learned that the hydrants are supposed to be inspected each year. She was able to get the price lowered to \$495 for inspections of all four hydrants.
- 2) The curb at the entrance to the neighborhood has been marked by Miss Utility, so hopefully the damage will be repaired soon.
- 3) The pool contract must be signed by November 30<sup>th</sup> to avoid a 5% increase in price.

### **Old Business:**

- 1) Debbie requested a motion to approve Debbie Hunt's landscaping proposal for planting bushes. Dana made a motion to approve, and Sheela seconded the motion. The motion passed unanimously.
- 2) Pool contract was approved for next year. Dana made a motion to approve; Sheela seconded. Motion passed unanimously.

- 3) Pond maintenance contracts – 2 bids are \$600 lower (each) than Solitude (our current vendor). We need more research on the other companies before we vote. Debbie will call Brian Reese at CFM to see if he has any input on the other two companies. Sheela will email Sherry re: no auto-renewal on Solitude contract and we may need to give notice.
- 4) CPA audit – the current company charges about \$3,500. We need to get additional bids on this service.
- 5) Warwick Builders – they are running about 6 weeks behind schedule because of the storms. They are not sure when our unit inspections will be completed.
- 6) City sidewalk repair now appears to be underway.
- 7) The budget for 2017 was approved. Dana made a motion to approve; Sheela seconded, and it passed unanimously.
- 8) Roof repairs – the dollar amount collectively is not enough to make an insurance claim.
- 9) Mailbox painting and repairs will be covered by the Association in 2017. If you want to paint your own, you can use Glidden Navajo Sand as the paint color. Sheela will send this information in a newsletter or email and reiterate safety information.

#### **Closing Homeowners' Forum**

- 1) Maggie suggested that we look into why the light at the back of the pool building has burned out. If we get this light working, we'll have a lot more light behind the pool area.
- 2) Walter suggested we clean out our catch basins (storm drains) before they become too clogged to manage the water.

**The meeting was adjourned to Executive Session at 7:45 p.m.**

#### **Executive Session**

- 1) Discussion of a homeowner's delinquencies on dues. The situation has now been resolved.
- 2) Debbie gave the \$50 donation check to the church for November (for use of their church for our meetings)

Executive Session ended at 7:58 p.m., at which time the meeting returned to Regular Session. The meeting was adjourned at 7:58 p.m.

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