

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

Minutes for October 11, 2016

The monthly Southampton at Salem Springs Condominium Association meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, Virginia on October 11, 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).

Thirteen homeowners were in attendance:

- 1) Walter Doughtie
- 2) Joe Miklos
- 3) Nancy Rojas
- 4) Judy Estes
- 5) R. & Liz Martinez
- 6) Margaret Telesco
- 7) Felix Garcia
- 8) Jeannine & John Hopper
- 9) Mayra Camejo
- 10) John Hopper
- 11) Diego Londono

Debbie Burks called the meeting to order at 6:32pm.

Opening Homeowners' Forum:

- 1) Judy Estes has a hole in her side yard (4353 SSW). It's becoming very large and needs to be filled. She has filled it before, but she is concerned that it could be a sinkhole. The hole is located between her house and her neighbor's house. The Board will ask Jenny's Landscaping to check on it to determine the cause.
- 2) Joe Miklos has a roof leak from the furnace flue pipe collar (4361 SSW)
- 3) Ruben Martinez said that his whole side yard floods, and it has gotten worse over the past few years. Debbie thinks it could be from Seasons (neighborhood next door) overflow. Ruben is concerned about foundation problems. The Board determined that we need a civil engineer to check on this and will look into it. We will ask Roger Bir to look into getting quotes to address the situation. Walter mentioned that he has had a similar problem and that he cut some sod out and cut a drainage trench. He hasn't had a problem since.

Reading and acceptance of September minutes:

At 6:45 p.m., Tom made a motion to accept the minutes, Debbie seconded the motion, and it passed unanimously.

Officer Reports:

- 1) President: Debbie had nothing to report
- 2) Vice President: Tom had nothing to report
- 3) Secretary: Sheela mentioned that she sent out a newsletter and other communications to the community.
- 4) Treasurer: Mike's report on the monthly budget –

Budget Year to Date (as of 8/31/16)

Income: Positive by \$9,434

Expenditures: Under Budget by \$8,045

Net Cash Flow: Positive by \$17,479

He said that we are over budget this month because we received a \$21,000 bill from Debbie's Landscaping, as he had anticipated last month.

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

Committee Reports:

- 1) Architecture Committee (Mike): Mike got a document from Gary Williams stating that walkways can be put in without Board approval. This document is from 2008. This means that homeowners do not need to submit an Architectural Variance form to the Board if they would like to install a paver stone path to their gate. The document will be forwarded to Charlie Bruggeman so he can put it up on the website.
- 2) Landscape Committee (Roger): Roger was not present at the meeting. Jenny's will aerate and seed within the week (this was done). Debbie will check to see if they will fertilize – we don't want them burning the grass again.
- 3) Pool Committee (Tom): We need the code to the fountain electrical box from Solitude so we can reset the breaker when necessary. The fountain is now on, but we still need to get the lights programmed to turn on at the right time.
- 4) Communications Committee (Sheela): Nothing to report

Management Report (Sherry):

- 1) Financials are in the Board package
- 2) Delinquent report: there is one owner more than 60 days late on condo dues
- 3) Bids and Proposals:
 - a. Fire hydrant inspection bid received from Coastal Fire Protection Company. The price is \$600 for four hydrants.
 - b. Light poles: We will get a revised proposal for cleaning the globes from Pure Maintenance. Debbie will get a bid from H & B for cleaning the globes.
 - c. We have the saltwater conversion bid for the pool from Pools Etc., as well as some information about the pros and cons of switching to a salt system. This bid was unsolicited and will be reviewed by the Board at some point.
 - d. We received the new contract for pool maintenance

- e. We received a tax audit proposal from the CPA we have used in the past. The Board needs to sign the form to authorize using this company again.
- f. Rick's Concrete has finished their work (repairing broken sidewalk panels on homeowner walkways).
- g. Warwick has scheduled the roof repair on unit 4481.

Mike wants a summary of all roof repair (and any other Association responsibility repair) estimates to see if it's greater than \$2,500 total. If it is, we can make an insurance claim.

- h. We still need a re-quote from Solitude, and we are waiting on quotes from Storm Pond Management and Aquatics Resource Management for pond maintenance.

Old Business:

- 1) Sidewalk repairs are done.
- 2) Shrubs bids: Dana has one from Semmel Mowing Service. The bid is \$4,000 to plant 50 bushes.
- 3) Review upcoming contracts: this is done.
- 4) CDs: All are moved to meet FDIC protection limits. We no longer have all of our money in one place.
- 5) Community Maintenance Audit Status: Warwick hasn't been able to do as much as they would like to yet because of all of the rain. We need to get an updated status on the timeline.
- 6) The next meeting will be on Tuesday, November 15th because of Election Day.
- 7) Fire hydrant painting: Roger checked with the fire department and got paint codes. Gary will check on the cost of the paint and will let the Board know. He will then paint the hydrants with paint the Association purchases.
- 8) 2017 budget: it was emailed and mailed out (via USPS). No homeowners had any questions about it. The budget will come up for approval by the Board in November.

New Business

- 1) We need to get some trimming of overgrowth done on the 4300 side. Also, a crepe myrtle tree near Maggie's house is broken, and the broken tree near the pool needs to be removed. Trimming of all crepe myrtles was also mentioned. Mike said that we don't have the budget to trim the crepe myrtles, but Debbie said we must pay for removal of the broken trees now.
- 2) Mike wants to know what's happening with the landscaping contract for Debbie's Landscaping. Dana said Debbie's will do a January to December contract with a monthly fixed price to make it easier for budgeting. We currently have \$23,012 in billing from them through August, which is on track with the contract. We need to find out what else Debbie's has done since then.
- 3) Management Company decision: Mike asked Sherry to step out for this, since the discussion would contain some confidential information. Mike shared the costs of each company the Board is considering to replace UPA as the Management Company for our community. He mentioned that his colleague lives in Cromwell Park, and they use Community First Management and really like them. This strong recommendation is why we would like to use them for SASS.

At 7:44 pm, Debbie made a motion to use Community First Management as our Management Company as of January 2017. Dana seconded the motion. The motion passed unanimously.

Note that this decision replaces the one from October 2015, when the previous Board voted to use CFM but was unable to implement the decision due to contract issues.

Closing Homeowners' Forum

- 1) Judy wanted to know what we will do about the mailboxes – some are rusting, paint is flaking, etc. The Board said that we will put that in the budget for January through replacement reserves. Walt asked if homeowners can paint their own mailbox if they would like. The Board said that this is fine, and that we will provide the color. Sheela will get the closest color match from Home Depot and share it with the homeowners.
- 2) Mayra asked about the schedule for planting bushes and why it hasn't happened since last year, since it was being discussed then too. Debbie said that money was the problem, but that we are starting this year in phases over 5 years.
- 3) Mike said that he needs September's financial statement from Sherry prior to October 25th. Sherry said she will send it to him this week. Mike will send the completed statement to Sheela to present at the November meeting, since he will not be able to attend that meeting.

The meeting was adjourned to Executive Session at 7:57 p.m.

Executive Session

- 1) Discussion of delinquencies and due process hearing
- 2) We can use Grace Community Church for meetings until the end of the year. We pay a monthly \$50 contribution to the church for the use of the space.
- 3) A motion was made and passed to send Sherry the list of violations from the October 8th inspection to have her send letters to homeowners.
- 4) Four Board members signed the bank signature cards so that the Board has access to the community's money (previously, only UPA had signature authority). Dana, Tom, Mike, and Debbie signed the cards.

Executive Session ended at 8:16 p.m., at which time the meeting returned to Regular Session. The meeting was adjourned at 8:16 p.m.

Meeting minutes recorded by Sheela Cooper, Secretary