

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

MINUTES FOR FEBRUARY 14, 2017

The Southampton at Salem Springs Condominium Association meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, Virginia on February 14, 2017. Members present were Debbie Burks, Tom Amann, and Sheela Cooper. Also present was Cathy Henley of Community First Management, Property Manager. Mike Corey and Dana Pugh were not present.

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

There were four Homeowners in attendance:

- 1) Joe Miklos
- 2) Maggie Telesco
- 3) Nancy Rojas
- 4) Diego Londono

The meeting was called to order at 6:31 pm by Debbie Burks.

Opening Homeowners' Forum:

No comments.

Debbie asked if the North-side residents all have bushes. It appears that all but about 2 houses have new bushes now. The plantings for Joe Miklos' house are not yet complete. Maggie mentioned that Liz Martinez had planted some plants on her own, but they were removed. It's unclear as to whether the landscaping service inadvertently removed them.

Sheela read the January minutes aloud. Tom made a motion to approve the minutes. The motion was seconded by Debbie and passed unanimously.

Stacy from Warwick Builders made a presentation about the results of his roofing inspection throughout the community. He said that the roofs are now 15 years old and in pretty good shape. But, they haven't been maintained. His main points:

- All roof inspections for all units are now done
- Eight buildings have bad roofs. They should be replaced within the next 2 years. The Board has a copy of his inspection report, which lists issues by unit.
- For the remainder, right now preventative maintenance is what is recommended, specifically things like caulking all roof collars and fasteners. These simple things can help prevent leaks and internal damage.
- We should do preventative maintenance on all roofs at this time

The Board needs to prioritize repairs based on the list from Warwick and then needs to authorize repairs. The consensus is that we should first begin with the preventative maintenance. Stacy will work up an estimate for the Board to review and authorize.

Officer Reports:

President: City sidewalk is repaired. Debbie spoke with Pastor Devon, and tonight's meeting is the

last one at the church. We need to find a new venue for meetings. Some possibilities are Salem Elementary, Salem United Methodist Church, or Rosemont Forest Elementary. The Joint Use Library is another possible option. Debbie needs a \$100 check for the church for the donations for January and February. Sheela will send an email to Cathy to serve as an invoice so Cathy can cut the check.

Vice President: Nothing to report.

Secretary: Nothing to report.

Treasurer: Absent – Debbie reported that Mike got the December financials from UPA and the budget looks good.

Member at Large: Absent

Committee Reports:

Landscaping – Nothing to report (Roger Bir was absent)

Architecture – Nothing to report (Mike Corey was absent)

Regarding Landscaping, Debbie told Cathy that we need 3 bids for landscaping. Cathy will try to get bids to us before the March meeting. We want a landscaper that can do all things – lawn maintenance, weeding, mulching, bush/tree maintenance, placing pine straw in large space between pool and canal, etc. We would prefer to have one landscaping company instead of two, like we have now.

Communications – Nothing to report

Pool – Pool will open on Friday of Memorial Day weekend (or the day closest to that determined by Pools, Etc.)

Management Report:

Cathy detailed what's available from her office to homeowners at any time:

- Approved minutes from previous meetings

These items are available to the Board (upon request) from CFM:

- Results of the owner's unit inspections
- Correspondence with the owner, including violation letters

As of 1/31/17, we have an Operating Account balance of \$34,173.72. We have operating reserves of \$2,000, and CDs totaling \$231,083. There are 13 owners who are 30+ days late on dues, but no late fees will be assessed for January because of the transition between management companies.

Cathy has inspected the community based on the Board's October inspection. She will send out letters to homeowners with outstanding violations. The Board will review who will receive letters. If the offense is one that has occurred repeatedly in the past, the homeowner will go immediately to due process.

The next meeting is on March 14th at 6:30 pm.

Reminders:

- March 12th is the switch to Daylight Savings Time
- This date is a good time to check all smoke detector batteries and fire extinguishers. It's also a good time to check and clean your dryer vent.

Old Business:

1. The shrub planting on the North side of the community is almost done.
2. All contracts have been reviewed
3. Area tree trimming has been completed

New Business:

1. Wisteria is taking over a section of our property on the South side (near Vaughn Williams' house). We don't own the property where it's growing – Debbie and Dana have contacted the city to find out who owns the property. It seems to be unclear as to who truly owns it, and the city is working on finding out the answer for us. We need this information before anyone can take action on clearing the wisteria.

Closing Homeowners' Forum:

1. Maggie asked if there is any increase to the property insurance. The answer is "no."
2. Maggie asked if Warwick inspects other elements of each unit's exterior, will they notify homeowners of any problems? The answer is yes, but Warwick has only inspected roofs so far.
3. Maggie asked when the last inspection was done by the Board, since there was a lot of talk about violations. The answer is October 2016.
4. Joe mentioned that his kitchen ceiling is stained as a result of his roof leak. The Board or Cathy will need to check invoices to see if his roof was repaired (unit 4361 SSW). Once that is established, his ceiling will need to be stain treated and painted.

Maggie mentioned that Colonial Tree Service is a good tree service that may be cheaper than Floyd's Tree Service (which we have used in the past).

Meeting adjourned to Executive Session at 7:29 pm.

Executive Session:

1. Discussion of delinquencies. Most will likely clear since they only occurred as a result of the transition to a new management company.
2. Discussion of CFM's process for dues delinquencies. The process is:
 - a. Payments are due on the first day of each month, every month, and considered late after the tenth when a late fee of 5% is automatically assessed. These monthly assessments are due without demand and a homeowner will only receive a statement if the account has fallen delinquent. A statement with late fee will be sent 10 days after the first late or missed payment. Once a homeowner becomes 30 days overdue, CFM sends a 15-day demand letter with late fees. If after 15 days the homeowner has made no attempt to pay or establish a payment plan, CFM then refers the account to legal collections. The homeowner must then work through the attorney to settle their account. The collections attorney will file for a lien on the property and a judgement against the debtor if the homeowner does not attempt to settle their account.
3. Discussion of pets in the neighborhood, and how all pet owners must leash their dogs and clean up after them.
4. Discussion of CFM's process for sending violation letters.

Motion made, seconded and passed unanimously to adjourn Executive Session and meeting at 7:45 pm.

Meeting minutes recorded by Sheela Cooper, Secretary