

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

**MINUTES FOR MARCH 14, 2017**

The Southampton at Salem Springs Condominium Association meeting was held at Rosemont Forest Elementary School, 1716 Grey Friars Chase, Virginia Beach, Virginia on March 14, 2017. Members present were Debbie Burks, Dana Pugh, and Sheela Cooper. Also present was Cathy Henley of Community First Management, Property Manager. Mike Corey and Tom Amann were not present.

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

There were five Homeowners in attendance:

- 1) Joe Miklos
- 2) Maggie Telesco
- 3) Cindy Gray
- 4) Gary and Janelle Williams

The meeting was called to order at 6:35 pm by Debbie Burks.

Debbie made a motion to approve the February 2017 meeting minutes. The motion was seconded by Dana and it passed unanimously.

**Opening Homeowners' Forum:**

No comments.

**Officer Reports:**

President: Nothing to report  
Vice President: Absent  
Secretary: Nothing to report  
Treasurer: Absent  
Member at Large: Nothing to report

**Committee Reports:**

Landscaping – Nothing to report (Roger Bir was absent)  
Architecture – Nothing to report (Mike Corey was absent)

Regarding Landscaping, the bush replacement is done on the North side of the community. The South side should start around late March or early April. Once Dana gets all the bids from prospective new landscapers, the Landscape Committee will meet to review them.

Debbie gave the reminder that all of our contracts must always be re-bid; we will not accept any auto-renewals of contracts.

Communications – Nothing to report  
Pool – Nothing to report (Tom Amann was absent)

**Management Report:**

All storm damage will be paid for by the Association since it falls under the “natural disaster” category.

Cathy informed the Board that she had 2 out of 3 proposals from potential new landscapers. She mentioned that any landscapers who bid must be licensed and insured with both workman’s comp and liability.

We are good on all of our CDs for renewals.

The next meeting is on April 18<sup>th</sup> at 6:30 pm at Rosemont Forest Elementary School (in the library).

**Old Business:**

1. Mailbox painting - we have an old bid of \$125 per set of mailboxes from H & B Services (includes the paint). We need to get some additional bids for this service.
2. Community Maintenance Audits – the Board received a proposal from Warwick Builders to caulk all fasteners on the roofs of each unit at a cost of \$75 per 2 units (a total of \$2,925). Sheela made a motion to approve this maintenance expenditure to be done by Warwick. The motion was seconded by Dana, and it passed unanimously.
3. The wisteria that’s growing in between our property and the church next door is still a problem. We are still working on finding the property owner who might be responsible for clearing the wisteria.

**New Business:**

1. Board candidate replacement – Mike Corey sold his house and moved out of state. He therefore resigned his position on the Board. Per the bylaws, the Board can appoint someone to fulfill his remaining term of five months. Dana made a motion to appoint Cindy Gray to the Board to replace Mike Corey. Debbie seconded the motion, and it passed unanimously.

**Closing Homeowners’ Forum:**

1. Maggie Telesco asked why the hose is in front of the trees near the community exit. The answer is that the lawn landscapers moved it there. It belongs to Debbie Hunt (the other landscaper).
2. Gary Williams mentioned that the person who made the mailbox scroll replacements many years ago is named Gene, and he is at Robertson’s Ornamental. The Board can try to contact him to see if he can make more scrolls for the broken mailboxes. His phone numbers are 491-0904 or 420-1426.

Meeting adjourned to Executive Session at 7:30 pm.

**Executive Session:**

1. Discussion of delinquencies. Many are likely occurring still as a result of the transition to the new management company.
2. Board needs to schedule a community inspection for May (add as an April agenda item).

Motion made, seconded and passed unanimously to adjourn Executive Session and meeting at 7:43 pm.

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