

**Southampton at Salem Springs**  
**Board of Directors Meeting**  
**13 February 2018**

Call to Order: 6:37pm

Community members present were: Chris Lagey, Margaret Telesco, Judy Estes and Jim Flynn. Board members present were Sheela Cooper, Tom Amann, Diego Londono, Roger Bir and our management liaison Cathy Henley. The Member at Large, Dana Pugh was absent.

Opening Home Owner's Forum: From Chris Lagey, the new planted shrubs look nice and enhance the overall appearance of the neighborhood. Concerns were voiced (Margaret Telesco) overall several dogs in the neighborhood which continue to bark throughout the day. Plus, several dogs have been noticed in the neighborhood not on a leash. Per direction of the president, Cathy will send notices to the offending households.

Approval of Minutes: motion made and seconded to approve the January 2018 business meeting minutes

Reports of Officers:

President: it has been a pretty quiet month in the community. Damage from the snow storm is in the process of being corrected. 4481 SSW the lawn damaged by the burst pipe (Jan 18) will be corrected later this spring. From our liaison: In Sept 17 Waste Management Corp was involved in a class action suit (in Georgia). On our behalf, Cathy Henley filed a claim and the association was awarded \$2,728.02

Vice President: NSTR

Treasurer: NSTR

Secretary: NSTR

Member at Large: Absent

Committees:

Architecture: No applications received

Communications: NSTR

Landscape: see new business #3

Pool: see new business #8

Manager's Report:

Financial Update: As of January 31, 2018

- BB&T - Operating Acct has \$27,447.
- BB&T - Operating Reserve \$13,289
- BB&T - Replacement Reserves \$209,895 with a monthly contribution of \$5000
- Monthly expenses for January were \$22,388 and budgeted to be \$21,190. General Repair and Maintenance is over by \$1,400.00. This is likely due to some of the maintenance invoices discussed last month. Some of them will be paid from reserve accounts however the expenses still fall under this the maintenance GL account.

- Outstanding invoices: Last month it was determined the following invoices shall be paid accordingly:
  - CertaPro, \$4000 - TBD – Hold until corrections are made. No response to several follow ups
  - Conrad Brothers, \$5000 – Replacement Reserves – payment ready, W9 needed and requested from contractor
- From VB Public Utilities regarding request for adjustment due to Dec. 30<sup>th</sup> leak: “The procedure is the same when requesting a plumbing adjustment. Once the information has been received, we will get an additional meter reading to determine your current average usage and how much water was lost. We will consider the last two billing cycles, and if your water use changes by at least 25%, you will be eligible for a credit for a portion of the lost water. If it is determined that you qualify for an adjustment, your account will be credited. The information will also be forwarded to HRSD to credit your wastewater treatment account. Please allow six(6) to eight(8) weeks for the adjustment request to be processed.”

#### Architectural Applications:

- No applications received

#### Maintenance Update:

- Mailbox needs better repair – still no response from CertaPro
- CertaPro has been asked to do another coat and repair mailbox better before the invoice is paid

#### Current & On-Going Projects:

#### Landscape Update:

- Townscapes responded to our requests and revised their agreement which I forwarded on February 7, 2018.
- Modification of shrubs at entrance to make water meter more visible

#### Administrative Update:

- Approve minutes from January meeting
- Final budget approval
- Approval of Townscapes contract

#### Old Business:

1. Pool cover replacement. Decision was made to wait until the pool opens (May 18) to determine the costs associated with replacing the torn pool cover.
2. Insurance seminar for community: no update at this time.

## New Business:

1. Renewal of community CD's. We currently have seven (7) CD's on file. Two are due for renewal during the month of March 2018.
2. Community Yard Sale: is scheduled for 28 April 2018. Judy Estes will send out an e-mail to the community outlining times/rain dates what to expect.
3. Landscape update/contracts: proposal regarding current degradation of fence/sign posts. Roger Bir agreed to send map locations of the posts to Cathy who in turn will have their maintenance person come in and give an estimate. Roger Bir proposed we look to try and keep Debbie's Landscaping as the landscape maintenance provider. On hand contracts will be reviewed to see which companies would provide just lawn maintenance.
4. Condo Doc's/Rules & Reg's: the decision was made to wait several months to see how the association budget plans out and see if extra monies are discovered. Should a surplus be available, then consideration will be given to the lawyers reviewing the condominium documents.
5. Inclement Weather Policy: Roger Bir agreed to put together a proposal highlighting to the association what to expect when a snow storm is expected.
6. Water pipe access within the community: the process is extensive, but a plan is being
7. Water damage at 4481 SSW: the front lawn suffered damage during the repair and will need lawn maintenance to return the grass to its former state.
8. Extension of Community Pool Season: proposed sending a survey to the community to gather input as to whether or not an extension is warranted. Also, the treasurer noted it would be best to see how the budget progresses for 2018 and we should know availability of additional funds in case the decision be made to extend the season.

Closing Home Owners Forum: Judy Estes voiced concern as to the cleanup on the southside of the community adjacent to the church (which has been sold). The cleanup is the responsibility of the City and they have indicated the cleanup will take place. NOTE: no cleanup date was given.

Adjournment: 7:36pm – adjourned into executive session at 7:38pm

Executive Session: adjourned from executive session at 8:10pm

An addendum to the February business meeting minutes. This addendum is to reflect the special meeting conducted by the board president to discuss the Association's 2018 budget:

Meeting time: 10:30 am

Meeting location: South side of pool (parking lot)

Board members present: Sheela Cooper, Tom Amann, Dana Pugh, Diego Londono

Homeowners present: Maggy Telesco, Judy Estes, Liz and Rubin Martinez

Meeting was called to order at 10:32 am by the President. Every homeowner present was asked if they had any questions or concerns about the budget. Maggy asked if the budget had

accounted for the termite contact for the pool. The Board answered that it was covered in a GL line item (perhaps pool or maintenance), but it was not broken out as its own line item, since it's only about a \$400 expense.

Judy asked why some people had already received coupon books before the budget was approved. It was explained that the coupon books have a several week lead time for printing, so the Board had to initiate the printing before the budget was approved. The books were printed more quickly than anticipated. Also, the budget is based solely on expected expenses, so there was no question that it would be passed at the proposed dues amount of \$300 per month.

Maggy questioned whether the budget year would now go from March to March, since the budget was officially being approved in February. However, she was assured by the Board that when a budget is approved later than the anticipated budget year start date, the previous budget rolls over (per the bylaws) for the time period until the new budget is approved.

The President then asked if there were any additional questions. There were none, so she asked for a motion to approve the budget as proposed for 2018. The Treasurer made a motion to accept, the Vice President seconded the motion, and the motion then passed unanimously. The President had the Secretary's proxy, so there were a total of five "yea" votes.

The meeting was then adjourned at 10:41 am.

Minutes recorded by Sheela Cooper (in Roger Bir's absence).

Adjournment:

The next SASS Board Meeting, 13 March 2018, 6:30pm at the Rosemont-Forest Elementary School, 1716 Grey Friars Chase, Virginia Beach, VA. Visit the Southampton Web site: [www.orgsites.com/va/southampton](http://www.orgsites.com/va/southampton) for more details.