

Southampton at Salem Springs
Board of Directors Meeting
16 January 2018

Call to Order: called to order at 6:37pm by the president. Board members present were Sheela Cooper, Roger Bir, Diego Londono, Tom Amann and our management liaison Cathy Henley.

Community members present were: Barney & Deb Burks, Margaret Telesco, Janelle Williams, Judy Estes, Jim Flynn, Micah Wallin

Opening Home Owner's Forum: Judy Estes stated she's having problems receiving e-mails. Concerns were voiced over damage done to association lawns during January's snow removal. Our landscape maintainer conducted a walk around of the property and submitted an estimate regarding damage and recommended course of action. Our management liaison will follow up and report back to the board.

Approval of Minutes: due to the fact there was no December business meeting, the minutes of November were recognized and accepted by T. Amann and seconded by D. Londono

REPORTS OF OFFICERS:

President's Rpt: sinkhole repairs at 4349 SSW is completed

Vice President Rpt: NSTR (see Pool Committee Rpt)

Treasurer's Rpt: expenses incurred during first weeks of January were discussed, snow removal and subsequent repairs of damage to association grounds. Discussions of 2018 budget were discussed. Lawn Care/Maintenance are now combined.

Water/Sewer costs have exceeded the 2017 budget. Because of this extended expense, a recommendation was discussed regarding the raising of Condo dues from \$290 to possibly \$300.

Secretary's Rpt: NSTR

Member at Large Rpt: Absent

Committees:

Architecture: See Manager's Report

Communications: problems with upgrading the association e-mail listing. The secretary has upgraded their e-mail software and hopefully all members will be receiving correspondence from the board.

Landscape: concerns were voiced over contract verbiage from Town Scapes. Questions will be put together and forwarded to Cathy Henley for further action.

Pool: a tear has been discovered in the pool cover. Once spring arrives, a decision will be made about a replacement.

MANAGER'S REPORT:

FINANCIAL UPDATE:

BB&T - Operating Acct has \$ 35,192.11. Monthly expenses on average are \$110,070 as of end of November. Our Budgeted YTD expenses are \$129,154.63. The difference is due to landscaping invoices not received as of the time of the November financials.

- BB&T - Operating Reserve \$ 18,864.57 with \$8150 coming out for invoices listed below. Monthly contribution of \$208.
- BB&T - Repl Reserves \$ 199,809.54 with a monthly contribution of \$5000
- CDs: \$233,88
- Question about Solitude payments – does not appear to be a duplicate GL attached
- Question about negative insurance payment – duplicate invoices, check was voided out. See attached GL
- The following invoices shall be paid accordingly:
 - American Mechanical, \$2150 - Operating Reserve
 - CertaPro, \$4000 - TBD – Hold until corrections are made
 - Conrad Brothers, \$5000 – Replacement Reserves
 - Debbie Hunt, \$9000 - Replacement Reserves
 - Snow plowing \$6,000 - Operating Reserve. For the future, possibly paid by special assessment

ARCHITECTURAL STANDARDS:

- No applications received
- Notices from the 2017 Fall inspection were sent in November and will require follow up as soon as weather permits

MAINTENANCE UPDATE:

- Roof leak - 4473 Salem Springs Way. Work order submitted December 11, 2017. Follow up on 1/15/2018. Comments from unit owner: today I woke up to the sound of what it sounded to be a leak. Out of curiosity went straight to my attic since we haven't had rain for a while and my roof was supposed to have been fixed from a previous leak. Leak was confirmed by visual inspection. This leak on the roof was supposed to have been fixed by the previous roof contractor. The current leak is coming from the same place it came before (Water running down the heater vent hood duct). However, now i have water falling on two different spots on my attic floor. Anyway, there is another mold growth spot that i believe is directly related to the leak in the roof (previous leak being affected and compounded by new roof leak). I could be wrong but that's what it looks like me. Why? Because i believe it is physically impossible (but not out of the question) for the moisture/mold growth to have been caused by the P.S. I'm traveling out of the country on Dec 19, 2017. I would like it have it fix before then, if possible. – Felix
- Mailbox needs better repair
- CertaPro will be asked to do another coat and repair mailbox better before the invoice is paid
- Southampton will be added to CMF snow removal contingency plan going forward

CURRENT AND ON-GOING PROJECTS:

- Lamp posts: Margie was going to review past notes and advise Board on ownership of lamp post

LANDSCAPING UPDATE:

- Modification of shrubs at entrance to make water meter more visible
- Status quo of current Landscaper

ADMINISTRATIVE UPDATE:

- 2018 Budget needs to be approved to ensure smooth rollover of payment options
- Tax Return Proposal form DesRoches CPA firm
- Pool Contract for signature
- Checks ready for signature

Unfinished Business:

1. Update of sinkhole at 4349 SSW
2. Insurance seminar for community - TBD
3. Entry way light repair - completed

New Business:

1. 2018 Budget: concerns over extended expenses with regards to sewer may force an increase in dues.
2. Community Yard Sale – POC is Judy Estes – Date: tentative 28 April 2018
3. Landscape Update: care for new shrubbery/plants. According to our landscaper, those units receiving new plants need to do the following. If there is no noticeable rainfall (for at least a week), individual unit owners need to water each plant a minimum of 30 seconds once per week.
4. Condo documents/Rules & Regulations review/update attorney costs: a review will be conducted of the documents to determine their applicability. No time line has been established as to when this should be accomplished.
5. Water pipe access within the community: the main water valve is located in the center island at the main entrance. Currently, access is hampered by a shrub. Contact will be made with landscaper to ascertain what is needed to free up overall access. A research will be conducted of government documents to determine where all water access pipes and cut-offs are located. Roger Bir has volunteered to do the research and report back to the board. No timeline has been determined.
6. Inclement weather (snow/hurricane) Policy & Procedures: for the first time, the community brought in professional services to clean the snow. The board will make a determination based upon weather reports as to what type of cleanup to employ for future snow emergencies. One personally owned vehicle was damaged during the snow removal. Directions were forwarded to the owner who in turn will contact our management liaison to remedy a solution.

An addendum to the 16 January 2018 business meeting minutes: due to the snow storm experienced by the community on 4 January 2018 and the subsequent damage to the community property, the following shall apply. Debbie's Landscape did a walk around of the association grounds to ascertain the snow storm damage. A finalized list of recommended repairs was forwarded to the BoD for action. The board felt the issue should be dealt with without any delay and conducted a vote amongst members to approve the submitted repairs to a tune of \$3,000. An e-mail vote was conducted by the president on 23 January 2018. The return voting was 4-1 in favor of Debbie's Landscape to perform the repairs. The lone nay vote was the vice president, who felt the price was too high. The final BoD decision was forwarded to Debbie's Landscape for action and copy was sent to our management liaison, Cathy Henley.

Closing Home Owners Forum: Judy Estes inquired about the possibility of leaks throughout the community, which in turn could explain the increase in the water bill. Several companies were discussed and a decision will be made whether or not to pursue the possibility. Condo documents and Rules & Regulations. A comprehensive review is needed, but a time line has not been decided.

Adjournment: 7:51pm

Executive Session: commenced at 7:54pm

Adjournment: executive session was ended at 8:53pm

F U N A L

The next SASS Board Meeting, 13 February 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