

**Southampton at Salem Springs Condominium Association**  
**Board of Directors Meeting**  
**Minutes for 10 October 2017**

The Southampton at Salem Springs Condominium Association meeting was held at Rosemont Forest Elementary School, 1716 Grey Friars Chase, Virginia Beach, Virginia on October 10, 2017. Members present were Sheela Cooper, Tom Amann, Roger Bir, Diego Londono and Cathy Henley of Community First Management Property.

There was proof of this notice for this meeting (e-mail sent)

There were three (3) homeowners in attendance:  
Maggie Telesco, Judy Estes and Joe Miklos

Call to Order: called to order at 6:36pm by the president

Approval of Minutes: the minutes from the September 2017 business meeting were read with a motion to accept given by the VP (Tom Amann), Also, via an e-mail review by Board members, the minutes of the July 2017 business meeting were approved.

**Home Owner's Forum:** the owner of 4361 Salem Springs Way (Joe Miklos) is concerned that some of his outside shrubs are dying. Coordination between the Landscape Co-Chairman (Dana Pugh) and Hunt's Landscape to ascertain what plants will need to be replaced. He also expressed concern that his front door needs replaced. Sheela Cooper gave him a POC as to where he could secure a new door and get installation. Maggie Telesco stated the city is in the process of removing a tree (along Salem Road) that was damaged during a recent storm.

**Reports of Officers:**

President's Report: NSTR

Vice President: see Pool Committee Reports

Treasurer's: still reviewing the budget for 2018 and he's receiving more information from Cathy Henley.

Secretary: still waiting for August business meeting minutes to be approved by Board Member at Large: absent due to illness

**Committee Reports:**

Architecture: NSTR

Landscape: Roger Bir requested the following verbiage be added to the Request for Proposal (Landscape & Lawn Maintenance) landscape contract proposals. In Para 1, Part C under Lawn Maintenance, sentence #11 change sentence two (2) to read, "Fertilization, to include a **pre** and **post**-emergent herbicide weed control and Broadleaf weed control, shall take place in the spring and fall and not during the summer season to avoid burning the turf, unless otherwise recommended by the provider." In Para II, part D add the following after the first sentence. "Contract proposals may be made for either the Lawn Maintenance or Landscape Maintenance portion or both."

Communications: NSTR

Pool: the pool area has been painted as have the first coat of paint to the association mailboxes.

**Manager's Report:** CertaPro painted first coat to the community mailbox's, requires a follow-up regarding the second coat. Discussion as to painting the mailbox flags (associated costs). Concerns about tree's on north side of property and limb overhang. Do they belong to the association or the city? Margaret agreed to look into the matter and will report back to board. FHA application was mailed on Sept 20, 2017. Budget needs to be finalized NLT 15 Oct 2017. No updates were received regarding the associations VA status.

**Unfinished Business:**

**New Business:** the president discussed during her association walk around the need for residents to try and pick up trash if they notice it. If you notice something within the community which is broken and in need of repair, please contact a member of the board to ensure it's taken care of.

**Home Owners Forum (Closing):** Margaret Telesco voiced concerns that the business meeting agenda be sent to the community to encourage their participation. From our management liaison, there is no requirement stating the agenda needs to be mailed to the community. It is a courtesy, not a requirement. Entrance lamp (south side) is not working. Sheela asked Cathy to contact Dominion Power and request a repair. Request was made (by Judy Estes) to have a copy of the association's financial report available at either the business meeting or via e-mail.

**Executive Session:**

Commenced at 7:31pm

The Board of Directors adjourned the meeting at 8:04pm

Respectfully submitted,

Roger Bir, Secretary

The next SASS Board Meeting, 14 November 2017, 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)