

DRAFT

Southampton at Salem Springs Condominium Association Board of Director's Meeting

Minutes for June 7, 2011

Southampton at Salem Springs Condominium Association Board of Director's Meeting was held at Grace Community Church, 1725 Salem Road, Virginia Beach, VA on June 7, 2011. Members present: George Little and Beth Byrum. Also present, Kerry Laughlin of United Property Associates, Association Manager.

Call to Order:

The Meeting was called to order at 6:30 p.m.

Homeowners Forum:

- Mailboxes were repaired. There is another mailbox that is broken and Gary Williams will check on paint or boxes to replace broken one.
- Bushes replaced in front of 4313, 4349 and 4353 have all died.

Reading of Minutes:

A motion was made by George Little, seconded by Beth, to accept the minutes of April 5 as written. Motion was unanimously approved by the Board.

Treasurer's Report: As of the end of April, net income and expenses was \$3,626.05 and year to date is \$14,442.54. Total cash on hand is \$145,132.53. George moved to accept the Treasurer's report, seconded by Beth, and carried by the Board.

Committee Reports:

Architectural and Pool Committee (Beth): Pool opened the end of May and everyone should have their passes.

Landscape Committee: No report.

Debbie Burks discussed changes to the rules and regulations, which included:

- Annual & perennial flowering plants may be planted
- Holiday lights (exterior only affected).
- Curb side parking shall not exceed two vehicles per unit. Visitors & guests should park in front of your unit or in the designated visitor parking area at the pool.
- Rules and regulations for leasing of condominium units were added.

Communications Committee (George): Nothing to report. The old master policy is still on the webpage, but will be removed.

Manager's Report (Kerry Laughlin)

Financials: Audit by DesRoches and Company audit identified:

- \$6,752 in special assessment funds carried forward from 2007. Board agreed to carry it forward.
- Replacement Reserve was underfunded in 2010 by \$30,567. A transfer has been initiated in this amount to place into the Replacement Reserve.

Maintenance:

- Landscaping: Basnight has completed the mulching and flower planting.
- Pool: Valve replacement has been completed. All inspections and repairs were completed on the pool and it was opened on May 28.
- Under Pinning: Evans quote for repairs to the underpinning on several units is \$380 per unit. Recommend holding off until the new board comes in, since the repairs fall under the homeowners responsibility per the Southampton documents.

Pool Benches: Management contacted DH Construction, the lowest bidder for the project, and their quote was \$1725 for two benches. Need the locations where the Board wants them placed before proceeding. Recommend holding off for the new Board.

Insurance issue regarding volunteers: Issue is if a volunteer gets hurt while doing a project, they would not be covered by the Association.

DesRoches and Company also discovered from the 2009 audit a payment of \$1112 issued to Waste Industries, Inc. Check was cut and sent, but the bank only credited them \$112. Waste Management charged us an additional \$1000 to cover what they did not receive. It was a bank error and Management is working to get it corrected.

Due to our extremely high water bill, management recommended installing individual meters at the last meeting. George recommended it be brought to the new board.

Unfinished Business:

- Rules and Regulations Review Committee changes: Beth made a motion, seconded by George, to approve the rules and regulation. Motion was approved by the board.
- Pond benches: tabled for the new board.
- Rental Units agreements: Need updated list of all units and who is renting and who are owners. Kerry is drafting a letter to all homeowners regarding the rental agreements. Beth recommended all candidates running for the board go around to the units to let them know who you are and that you are running for the board.
- Evans Repair Status: Tabled for the new board.
- Signing of the CDs and Reserve Funds has been completed. When the new Board takes over, Beth recommended UPA handle it instead of the board.

New Business:

- Annual Meeting: July 12, 2011 at 6:30 p.m..
- Beth recommended a Training/Transition Meeting with Kerry for all new board members.

Motion was made by George, seconded by Beth, to go into Executive Session at 7:23 p.m.

George moved to go into regular session at 7:30 p.m. .

Motion was made by George, seconded by Beth, to adjourn the meeting.

Meeting Adjournment: Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Judy Warren
Recording Secretary

ANNUAL MEETING
Tuesday, July 12, 2011 at
6:30 p.m. at Grace Community Church