

# DRAFT

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

### Minutes for March 1, 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 March 1, 2011.

Members present: Mike Cory, Mike Marino, 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:**

- During the Homeowners Forum the status of the mailboxes was discussed. Kerry will get in touch with Dr. Mailbox (Sam Black) regarding repairing the mailboxes.
- There was a question and discussion about the Waste Management contract and fuel charges. Do we have anything built in the budget for a fuel surcharge? Kerry will find out who the contract is with and when it is due.

#### **Reading of Minutes:**

A motion was made by George Little, seconded by Mike M. and carried unanimously to waive the reading of the minutes for February 1, 2011 and accept the minutes as written.

#### **Treasurer's Report:**

Treasurer's report was accepted as read and made a part of these minutes.

- As of January 31, accounts were moved to Towne Bank.
- There is a large variance in income due to people paying ahead.
- A variance in utilities and maintenance due to transferring accounts from Community Group.
- UPA places Reserve Funds into a special Reserve Fund account.
- Address changes were made to the CD accounts.

#### **Manager's Report:**

##### **Kerry Laughlin presented the Manager's Report. He also stated:**

- Completed inspection of property
- Landscape walk-thru with Basnight completed.
- Made arrangements to have entry sign power washed and replace letter.
- Association is in good standing with SCC and DPOR.
- Taxes have been signed and completed (owed \$88 for Federal and \$18 for State taxes).
- Rezoning for the new construction next door was passed on March 22 and goes to council for approval. They have opted to put in a six foot wood privacy fence between the two properties to the point where new construction will end.

- FHA Loan Approval: No decision has been made yet (fee is \$1875 to approve for two years).

### **Committee Reports:**

Architectural and Pool Committee (Beth): Benches around the pond was turned over to Kerry last month. It will be added to the agenda for April.

Landscape Committee (Mike M.): During the walk-thru with Basnight, there were 69 hollies and various plants identified that need to be replaced. Basnight agreed to replace shrubs as early as this month. In addition, another 12 additional plants were identified for replacement. A motion was made by Mike M., seconded by George and carried unanimously for the 12 additional plants for \$235.88. After taking down a diseased tree at 4352 SSW, the stump that was left is diseased and needs to be removed. Basnight quoted a price of \$761.59. Kerry will shop around to get prices to remove and grind down the stump.

Communications Committee (George): Nothing to report.

### **Unfinished Business:**

- Rules and Regulations Review committee is scheduled to meet this month. Also, need to review the Rental Unit Agreement, which will be included with the Rules and Regulations.
- Evans repair status: Underpinnings at the entrance of approximately five units need replacing. Kerry will handle.

Board moved to go into Executive Session at 7:40 p.m.

**Meeting Adjournment:** Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Judy Warren  
Recording Secretary

**Next meeting will be  
Tuesday, April 5, 2011  
6:30 p.m. at Grace Community  
Church**