

## **DRAFT**

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

#### **Minutes for October 4, 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 October 4, 2011. Members present: Beth Byrum, Gary Williams, Debbie Burks, Charlene Davis, and Dana Pugh. Also present, Kerry Laughlin of United Property Associates, Association Manager.

#### **Call to Order:**

The Meeting was called to order at 6:40 p.m.

Toni Ferrari from USI Insurance Services discussed the Master Insurance Policy for the community. She recommended the Association modify the By-Laws to clearly define the responsibilities of the Association and the homeowners.

#### **Homeowners Forum:**

- Complaint about homeowner feeding raccoons. Kerry said they are aware of the problem and are following up on it.

**Reading of Minutes:** Motion was made, seconded, and unanimously approved to accept the minutes of the September 6 meeting as written.

#### **President's Report:** Beth recommended:

- Meeting to discuss what needs to be included in the By-Laws and make an appointment to meet with the attorney.
- Research the cost of the Reserves to determine how much needs to be in the Reserve if the Association is responsible for the outside.

**Vice President's Report:** Nothing to report. Gary asked if we are calling a special meeting. Kerry said we need a 3-day notice to homeowners. He also asked if the homeowners are interested in a community social.

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

- Total monthly income: \$17,547.69; Total expenses: \$9,918.51; Net income: \$7,629.18
- Year to date Income: \$140,271.60; Expenses: \$156,289.57; Net Income: (\$16,017.97)

Total cash on hand is \$156,581.98. Debbie moved to accept the Treasurer's report, seconded by Gary, and unanimously carried by the Board.

**Committee Reports:** Nothing to report.

**Management Report (Kerry Laughlin):** Items on the Management Report will be addressed under Unfinished and New Business.

**Unfinished Business:**

- Evans Repair Status: Under pinning on seven units for \$380 per unit. Gary moved to table it indefinitely until the by-laws are modified. Motion, seconded by Debbie, was accepted with one opposed.

**New Business:**

- FHA Resolution: Gary moved to adopt Board Resolution for the FHA Loan Approval of \$1,875 to complete the process. Motion, seconded by Debbie, was unanimously approved.

Debbie made a motion, seconded by Gary, to adjourn. Meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Judy Warren  
Recording Secretary

Southampton Website: [www.orgsites.com/va/southampton/](http://www.orgsites.com/va/southampton/)

**NEXT MEETING**  
**Tuesday, November 1, 2011 at**  
**6:30 p.m. at Grace Community Church**