

DRAFT

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

Minutes for October 9, 2012

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 9, 2012. Members present: Beth Byrum, Dana Pugh, Debbie Burks, Nicola Beltz, and Chris Lagey. Also present, Kerry Laughlin of United Property Associates, Association Manager.

Beth called the meeting to order at 6:30 p.m. and reiterated that homeowners can only make comments during the homeowners' forum, unless the board asks for comments.

Reading and acceptance of Minutes: A motion was made by Chris, seconded by Dana, and carried, to accept the minutes of the September 4, 2012 minutes as written.

Reports of Officers:

President: Beth had someone from American Mechanical check on individual water meters, but does not have a quote. Kerry will check into it.

Vice President: Debbie apologized for not sending out the agenda this month.

Committee Reports:

- Architectural & Pool Committee: No architectural requests were received. The pool has been closed.
- Landscape Committee: Dana received plans for planting. Landscape committee will meet and bring to the Board for approval. They need an inventory of the community.
- Communications Committee: Chris suggested going door-to-door to get email addresses that are missing.

Management Report (Kerry Laughlin):

- Financials: Everything is in line with the budget except for a couple of line items. Utilities are over due to water costs, and maintenance is over a little due to the mulch.
- Proposed 2013 budget has been updated to reflect the proposed increase of \$50 per month.
- Per Board approval, \$75,000 of replacement reserved was moved into two CD's. A \$25,000 CD with Southern Bank and Trust at a rate of .90% that matures on May 12, 2014, and a \$50,000 CD with Towne Bank at a rate of 1.20% that will mature on May 10, 2015.
- Received two proposals for pond maintenance. Need to go back to ARM and ask for any information on warranties.
- Construction update: Kerry met with Bobby Reed of Ocean Bay Home to discuss some issues we have been having with several items:
 - Drainage by 1616 Springwater is bad due to the ground on the Seasons side being several inches higher. They are going to re-grade.

- There is a trench by 1600 Springwater. The trench was dug by Dominion so they can hook into underground wiring system and should be filled when completed.
- Kerry asked about trash blowing onto the property during heavy winds. Bobby Reed stated they would move towards installation of the fence between the properties sooner rather than later and will inform Southampton Management when this can be expected.
- Kerry will start inspecting the property in the next couple of weeks along with a Board member.

Unfinished Business:

- **2013 Proposed Budget:** Beth asked the homeowners for any comments.
 - There is a line item on the budget under maintenance for Termite Inspection. Do we have that? It is only for the Building at the pool.
 - Is there any way we can save on postage? The law requires that if the association changes the rules, they need to be sent out by regular mail to each homeowner. The coupon books are not needed if you sign up through the ACH program, but if you send a check you need a coupon. Also, if you pay through your bank, a paper check is issued, and a coupon is needed.
 - How much of the \$275 will be going into the reserve? \$70.99 per month per unit.
 - How much is currently going into reserve? Approximately \$45.67 per month per unit.
 - Can we check to see what we paid a few years ago, compared to now? Kerry will do a comparison.

A motion made by Chris, seconded by Debbie, to accept the 2013 proposed budget was unanimously approved by the Board.

- **Pond Lighting:** Need to come up with a design. Kerry will also check with Dominion about getting new lights. Deferred to next month.

New Business:

- **Pond Maintenance Contract:** Debbie made a motion, seconded by Nicola, to go with Storm Water Contract. Motion was removed. Nicola made a motion, seconded by Debbie, to table the pond maintenance contract until Kerry tries to negotiate the removal or lowering of the 3% annual increase. Motion was tabled until next month.

Home Owners Forum:

- Why did we change the time for the forum from the beginning of the meeting to the end of the meeting? After some discussion, Nicola suggested having 15 minutes at the beginning of the meeting, and 15 minutes at the end of the meeting for the Homeowners' Forum.
- How are the landscapers doing? They aerated and seeded. They provided plans for bushes and plants to replace the bushes that died.
- Why can't the individual homeowners go purchase the bushes and plants? It may be something to consider once the landscape committee submits the plans to the Board for approval.
- When do the landscapers stop? They are contracted year round, even though they don't mow every week, they will still be trimming, etc.
- The lights over the garage and front door – is that our cost? Yes.

- Maggie Teleso asked what the process was to get another little dog? Submit a request to the Board for an exception to the one dog per unit. If it is under 15 pounds, it will be approved.
- Board is doing a great job.
- Regarding the pond, there is not a lot of maintenance on the fountain.
- Suggestion was made to put junction boxes around the pond.

Chris made a motion, seconded by Dana, to adjourn. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Judy Warren
Recording Secretary

Southampton Website: www.orgsites.com/va/southampton/

**The Condo Board Meeting for November will be held on the second
Tuesday of the month (instead of the first Tuesday):**

November 13, 2012.