



The Commons A Condominium Association

Board Meeting Minutes – March 17, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Diane Standridge, President
Tom Pelech, Vice President
Robert Chapin, Treasurer
Dave Grant, Member-at-Large

Members Absent

Mike D'Ambra, Secretary

Others Present

Mike Minor, UPA Association Manager

1. CALL TO ORDER

With the establishment of a quorum, the President called the meeting to order at 6:32 PM.

2. UNIT OWNERS' FORUM (30 Minutes)

One Unit Owner, 1581 CSW was in attendance. Ms. Valerie Brashers requested that UPA send her a copy of her most recent water bill. Mike Minor agreed.

3. APPROVAL OF MINUTES FROM FEBRUARY 17, 2009

The BOD reviewed the minutes. Diane explained what corrections she had made to the Secretary's latest version of the draft minutes.

Robert made a motion to approve the minutes from the February 17, 2009 BOD meeting with the two (2) noted grammatical corrections. Tom seconded the motion. By a vote of 3-0 the motion was accepted and adopted.

4. APPROVAL OF SPECIAL BOARD MINUTES FROM FEBRUARY 24, 2009

The BOD reviewed the minutes. Diane explained what corrections she had made to the Secretary's latest version of the draft minutes.

Robert made a motion to approve the minutes from the February 24, 2009 special BOD meeting as written. Dave seconded the motion. By a vote of 3-0 the motion was accepted and adopted.

5. FINANCIAL REPORT

Treasurer's Report, 3/17/09,90 as of 2/28/09

BALANCE SHEET:	
ASSETS	
Operating Account	\$ 22,711.56
Petty Cash	\$ 750.00
Operating Reserve	\$ 24,391.21
Replacement Reserve	\$ 341,531.25
TOTAL ASSETS	\$ 389,384.02
LIABILITIES & EQUITY	
Loan from Replacement Resv	\$ 29,597.50
Equity	
Accum Operating Reserve	\$ 24,391.21
Accum Repl Resrv Interest	\$ 17,341.45
Accum Gate Loan Reserves	\$ 5,044.54
Accum. Replacement Reserve	\$ 319,145.26
Retained Earnings	\$ -17,974.87
Current Earnings	\$ 11,838.93
TOTAL EQUITY & LIABILITIES	\$ 389,354.02

INCOME STATEMENT			VARIANCE
	FEBRUARY	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 33,048.18	\$ 63,811.81	\$ 1,632.70
Gen'l & Admin Expenses	\$ -4,860.97	\$ -10,256.71	\$ 4,748.42
Maint. Expenses	\$ -10,166.04	\$ -15,656.56	\$ -----
Operating Income	\$ 18,021.17	\$ 37,898.54	\$ -----
Xfer Interest Earned on Reserves	\$ -1,723.38	\$ -1,761.07	\$ -102.75
Transferred to Operating Reserves	\$ -8.33	\$ -16.66	\$ -16.66
Transferred to Gate Loan Reserves	\$ -2,522.27	\$ -5,044.54	\$ 0.02
Transferred to Replacement Resvs	\$ -8,625.25	\$ -17,250.50	\$ 0.00
Net Ordinary Income	\$ 5,141.94	\$ 13,825.77	\$ -----

Income from Water Sales (Feb.)	\$ 3,868.60	\$ 8,482.30	\$ 148.96
Cost of Water	\$ 0.00	\$ -4,334.19	\$ -167.53
Meter Fees	\$ -622.25	\$ -622.25	\$ -80.59
Sewer Fees	\$ 0.00	\$ -5,512.70	\$ -1,346.04
Net Water Income	\$ 3,246.35	\$ -1,986.84	\$ -1,445.20
Net Income	\$ 8,388.29	\$ 11,838.93	\$ -----

Notes:

1. This report is a hybrid of Treasurer's figures and UPA figures. I was unable to produce year-to-date numbers from the accounting software that I use to keep a copy of the Association's books. The numbers for February are accurate to the penny; both I and UPA have exactly the same figures. I made some mistakes in closing last year and I ran out of time to make the rather cumbersome corrections. All except one of the expense lines are the same in both systems. The problems involve the income lines and the Retained Earnings in my software. The data in this report are exactly correct but I am unable to produce them yet on my system.

2. Because of the vagaries of the billing cycle, three month's payments for landscaping services show up in the Y-T-D column.

3. Some of the variances, which are calculated in the Treasurer's software, can not be calculated until the data files are fixed.

4. As instructed by the Board last month, a new \$50,000 CD has been purchased. The terms include one free withdrawal, 2.72% APR for 26 months from Old Point National Bank. Three other CDs were renewed for one year at 2.00% APR. The obvious effect of these lower interest rates is to reduce our anticipated gains to the Replacement Reserves from interest about \$4,800 over the next year.

With the effects of Notes 1 through 4 considered, this report is a fair and accurate representation of the condition of the Association as of February 28, 2009.

Robert W. Chapin, Jr., Treasurer.

Robert stated that he has worked long and hard to ensure accuracy of this report due to a software issues that he is experiencing. He also noted that this is a hybrid report, a combination of his version in conjunction with UPA's version.

Robert brought to the BOD's attention that he has discovered a possible payment error to Lawrence Landscaping. Mike Minor of UPA stated that an error had occurred in 2008 but future billing had been adjusted to account for the billing error. Robert will investigate further and provide an email to UPA when his investigation has completed.

Tom made a motion to accept the Treasurer's Report as written. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

6. OFFICER REPORTS

A. PRESIDENT

- Diane provided and the BOD reviewed updated copies of the Units Sold within 2008, current Units for Sale, Units Sold during 2009, Storm Door, and Satellite Dish matrices. It was noted that one satellite dish was missing from the matrix and Diane will update the matrix with that information and provide to BOD.
- Diane also asked if the Units for Sale Within The Commons Condominium matrix could be placed on the website. Dave responded that it could and requested an electronic version for posting.
- Diane also discussed her experience during the 2009 CA Day held at the Virginia Beach Conference Center.

B. VICE PRESIDENT

- Tom discussed his experience during the 2009 CA Day.
- Tom is also working to provide laminated copies of the Swimming Pool documents required by the City of Virginia Beach to be posted at our Pool.

C. TREASURER

- Robert discussed his experience during the 2009 CA Day and will provide a written copy to the BOD when completed.
- One of the presenters in Robert's forums, Roy Beskin, recommended against the purchase of Associations Master Insurance Policies that covered whole units. Insurance companies are becoming increasingly reluctant to write such policies. Robert will do further investigation and report back to the BOD.

D. SECRETARY

- Not in Attendance.

E. MEMBER-at-LARGE

- Dave discussed his experience during the 2009 CA Day and will provide a written copy to the BOD when completed.
- As a result of one of the forums, suggestions about reviewing our Community's Documents were offered along with some suggested Website capabilities.

7. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- Dave noted that the Communications Committee meeting had no meeting in March.
- The March newsletter has been provided to PostNet for publication and will be ready for pick-up on 20 March 2009 with distribution planned for 21 March 2009.
- Dave also asked the BOD's permission to pursue a volunteer to take over management and future development of The Commons website so that he can devote more of his time to BOD tasks.
- The next meeting will be held on April 6th at 8:00 PM in The Cabana.

B. GROUNDS COMMITTEE

- Tom provided a copy of the Grounds Committee meeting minutes from the last meeting on 9 March 2009.
- Tom will also investigate the possibility of some type of motion activated light to deter vandalism of the Kempsville Road entry/exit gate and report back to the BOD.
- Dave also added that he spoke with a vendor at the 2009 CA day who said it would cost about \$2000 to purchase and install a camera and DVR to record gate vandalism.
- Jerry met with Shawn of Lawrence Landscaping on the morning of March 14, 2009 and agreed to some guidelines regarding future landscaping services provided to The Commons.
- Next community cleanup is April 4th and the emphasis will be application of the second round of goose repellent, weather permitting. The next meeting will be held on April 13th at 7:00 PM in The Cabana.

C. MAINTENANCE COMMITTEE

- The Maintenance Committee approved minutes for the September – December 2008 and January 2009 meetings.
- Robert has also met with contractors regarding the sewer pipe and resultant ground erosion/cave-in on February 25th. Robert also stated that after thorough research, this project can be paid by Reserve Funds. Robert made a motion to accept the use Reserve Funds to pay for the sewer pipe project. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- The Maintenance Committee also recommended waiting a few months for the roads to completely dry prior to having Branche Industries repair the road cracks and that a cement collar be considered around Community signage to prevent grass and trimmer harm during landscaping.
- Repairs to the aeration pumps have been completed and a bill has been received by UPA.
- The next meeting will be held on April 2nd beginning at 7:30 PM in The Cabana.

D. SOCIAL COMMITTEE

- No report.

8. MANAGEMENT REPORT

Mike Minor of UPA presented the Management report to the BOD. He explained that it appears the 2009 sewer fees will be approximately \$600.00 per month higher than budgeted.

Mike also confirmed that Lawrence landscaping has replaced the tree at the corner of PBW and CSW, Atlantic Services has repaired the erosion issue at 1420 CSW for less than the quoted price, Hortico has completed the brush cleaning and trimming and ARM has completed the overhaul maintenance of the fountains.

UPA has just received the ProTechs proposal for test traps but it appears to be incorrect. Mike will contact ProTechs and follow-up for the next BOD meeting.

Robert made a motion to accept the Management's Report. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

Robert made a motion to accept renewal of the Association's basic insurance policy through Lloyd's of London. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

Robert made a motion to accept the Premium Financing Specialists, Inc. premium finance agreement. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

Robert made a motion to accept the insurance policy Terrorism rider in the amount of \$505.12 per year. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

Robert made a motion to accept the Worker's Comp insurance coverage as suggested by Mr. Roy Beskin, CIC, for about \$460.00 per year. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

9. UNFINISHED BUSINESS

A. 17 Feb 2009 BOD Mtg. Action Items

- The BOD reviewed the Action Item list from the last meeting. All BOD action items with the exception of #8 had been completed. Robert will follow up on completing this action item.
- Dave requested that #5 be changed to read *Approved a clarification of the rules for posting to the Bulletin Board, "The Bulletin Board is for official communications of the BOD only."*
- Mike Minor, UPA, stated that UPA action item #3 is still being worked, #5 is awaiting a break in the weather for action and #10 is still open.

B. Goals/Projects for 2009

- Dave stated that he would like one of his projects be changed to state that he will monitor the SEVA-CAI legislative committee and to share the info with the other BOD Members.
- Robert has asked that an additional goal be added to his Area of Responsibility: Formally draft the collection policy for use at The Commons.
- Tom asked that he be assigned an additional project: Investigate an appropriate lighting solution for the Kempsville Road entry/exit gate.
- Robert made a motion to accept the 2009 Goals/Projects as amended. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

C. Advertising Rates and Policies for Common Interests

- This issue will be tabled to allow Robert time to speak with Dennis Allard, the publisher of Common Interests.

10. NEW BUSINESS

A. Application for Architectural Review

- Dave made a motion to accept the AAR for storm door replacement at 1545 PBW. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

B. Purchase Orders

- None.

C. Gate Vandalism

- Due to previous discussion and Tom's promise to investigate a lighting solution to prevent gate vandalism, no further discussion was necessary.

Dave made a motion to enter Executive Session. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

11. EXECUTIVE SESSION

- A. Violations
- B. Delinquency Report
- C. Bids
 - 1. Storm Drain Repair (2)
 - 2. Virginia Beach Pool Compliance (2)
- D. Unit Owner's Request

Dave made a motion to leave Executive Session. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

12. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:
 - Robert made a motion to send a second violation letter to a Unit Owner for improperly parked vehicle. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- B. Delinquency Report
 - No vote required.
- C. Bids
 - Dave made a motion to accept the SwimKare Option One proposal to comply with Virginia Grahme Baker Swimming Pool and Spa Safety Act, using a diver to replace the new drain screens for approximately \$200.00. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
 - Dave made a motion to accept the Atlantic Building Corp. bid for Storm Drain repair in the amount of \$7500.00. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- D. Unit Owner's Request
 - No vote required.

13. RFP Packets for Association Management Contract

Diane distributed and the BOD reviewed the RFP packets with emphasis on the RFP Research page.

Tom made a motion to accept the RFP Research assignments noting that Diane will approach Mike D'Ambra to review his assignment. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

14. ADJOURNMENT

Robert made the motion to adjourn. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted. The meeting adjourned at 9:31 PM.

Respectfully submitted by Dave Grant, Acting Secretary.

Approved

Date