



# The Commons A Condominium Association

## Board Meeting Minutes – September 22, 2009

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### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia 23464

### **Members Present**

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

### **Members Absent**

Mike D'Ambra, Secretary

### **Others Present**

Jill Albright, The Select Group Association Manager  
Pedro Hernandez and Greg Thompson, Basnight Land & Lawn, Inc.

### **1. CALL TO ORDER**

With the establishment of a quorum, the President called the meeting to order at 5:40 PM.

### **2. INTERVIEW WITH REPRESENTATIVES FROM BASNIGHT LAND & LAWN, INC.**

The Board posed questions and facilitated a discussion regarding the proposed Landscaping Contract for The Commons. The Select Group will submit the BOD reply to Basnight Land & Lawn, Inc. regarding the amended landscaping proposal. The decision will be tabled until the October 2009 BOD meeting.

### **3. UNIT OWNERS' FORUM (30 Minutes)**

There were no Unit Owners present.

### **4. APPROVAL OF MINUTES FROM AUGUST 25, 2009**

After reviewing the Minutes, numerous changes were to be incorporated. The BOD tabled approval of the August 2009 meeting minutes until the October 2009 BOD meeting.

## 5. FINANCIAL REPORT

Treasurer's Report for September 22, 2009 as of August 31, 2009

I regret that I am unable to produce a pro forma report of the community's finances at this time. There are a number of factors that prevent me from providing this information.

- 1) The Select Group's report for this month contains a number of errors, at least one of the errors is substantial.
- 2) The Select Group has not provided the documentation required to substantiate The Select Group's report. Specifically, The Select Group did not provide bank statements, reconciliation journals, cash disbursements journal, or a General Ledger Report for the month as specified in the current contract.
- 3) The simultaneous transition from UPA to the Select Group and from cash accounting to accrual accounting along with the substantial delays and non-delivery of essential documentation has created an overwhelming if not impossible accounting task. The Treasurer's accounting is in serious and probably irretrievable disarray.

I am confident that the first two factors can be remedied. It is possible to fix the errors and to substantiate and to report accurate figures to the community. The third factor is far more difficult to remedy and, in my judgment, requires a new approach to the Treasurer's responsibilities. The new approach must address the Treasurer's oversight and reporting responsibilities and still be a reasonable work load for a moderately skilled person. The present approach does not meet this standard. I will circulate to the Directors a draft Treasurers' Handbook before the October meeting of the Board of Directors that defines the Treasurer's tasks based on the new approach.

Robert Chapin, Treasurer.

In addition, Robert also discussed in detail the current Unobligated Funds statement for all Committees and provided the YTD Petty Cash reconciliation. Robert also proposed moving The Commons checking account to the BB&T branch office located on Kempsville Road just outside the Kempsville Road entrance to The Commons community for convenience. Robert moved that the Petty Cash account be moved to the Kempsville Rd. branch of BB&T. The motion was seconded and approved, 3-0.

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

## 6. OFFICER REPORTS

### A. PRESIDENT

- Diane instructed the BOD to have Committee Meeting minutes to Jill at The Select Group by noon on 19 October 2009. All minutes after that time should be submitted to all via e-mail.
- Tom will preside as the acting President for the October 2009 BOD meeting since Diane will be out of town. Additionally, she will meet with Tom prior to the October meeting to discuss issues and procedures for the meeting.
- BOD discussed upcoming CAI learning opportunities forwarded by The Select Group.
- BOD also discussed recent gate vandalism and other issues of concern to the community.

## **B. VICE PRESIDENT**

- Tom discussed proposed signage for the Kempsville Road and Indian River Road entrances as possible mitigation to Gate vandalism.
  - a. Robert made a motion to purchase signage for the Kempsville and Indian River Road entrances to The Commons not to exceed \$150.00. Tom seconded the motion. By a vote of 1-2, the motion was defeated. After further discussion Tom made a motion to reconsider the above motion *later this year*. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- Additionally, Tom again repaired the gate. He was also able to purchase and install a fire extinguisher in the Cabana.

## **C. TREASURER**

- Nothing to report.

## **D. SECRETARY**

- N/A.

## **E. MEMBER-at-LARGE**

- Nothing to report.

## **7. COMMITTEE REPORTS**

### **A. COMMUNICATIONS COMMITTEE**

- Minutes of the September 8<sup>th</sup> meeting were reviewed prior to the BOD Meeting. No further discussion necessary.

### **B. GROUNDS COMMITTEE**

- Minutes of the September 14<sup>th</sup> meeting were reviewed.

### **C. MAINTENANCE COMMITTEE**

- Minutes of the September 10<sup>th</sup> meeting reviewed prior to the BOD Meeting. No further discussion necessary.
- The House number project scheduled for 26 September will meet at 1504 CSW at 9:00 AM.

### **D. SOCIAL COMMITTEE**

- No report.

## **8. MANAGEMENT REPORT**

Jill presented the Management report form. The report was reviewed and the following comments are noted:

- The Select Group is awaiting trellis repair analysis from Robert.
- #17 from Action Item list was corrected to show that the Unit would not be placed on the waiting list until such time as the Unit Owner requested.
- The Select Group will investigate Action Item #25, since to the knowledge of the BOD a trash receptacle was not delivered by Waste Management.

## **9. UNFINISHED BUSINESS**

### **A. Proposed Budget for 2010**

- Robert made a motion to accept the proposed Treasurer's Budget as written. No second was received.
- Robert further discussed the Treasurer's budget and Dave discussed changes to his budget version based on discussions from the current BOD meeting.
- Robert made a motion to accept the Dave's proposed Budget for 2010 with the noted changes. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

- B. RFP for Swimming Pool Management and Operation Services
  - Robert made a motion to accept the RFP for Swimming Pool Management and Operations Services with noted changes. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- C. BOD Election 2009
  - After BOD Discussion it was decided that Diane and Robert positions would be up for election at the 2009 Annual Meeting. Also Mike's, Tom's and Dave's positions would be up for election at the 2010 Annual meeting.

## 10. NEW BUSINESS

- A. Applications for Architectural Review
  - N/A.
- B. Purchase Orders
  - Robert made a motion to approve a purchase order from Tom in the amount of \$63.67 for reimbursement for miscellaneous supplies for the House Numbers project. Dave seconded the motion. By a vote of 2-0, with 1 in abstention, the motion was accepted and adopted.
- C. Leasing Request
  - Dave made a motion to accept the lease with a stipulation that The Select Group notify Unit Owner that this will be the final lease approved for this Unit Owner. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

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

## 11. EXECUTIVE SESSION

- A. Lawyer's Opinion
- B. Violations
- C. Aged Owner Balances Report
- D. Bids

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

## 12. MOTIONS FROM EXECUTIVE SESSION

- A. Lawyer's Opinion
  - Dave made a motion to accept the Lawyer's Opinion and suggest that we save this opinion and other important findings and opinions in a binder to be passed on to the next Board members. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted
- B. Violations:
  - Dave made a motion to send a violation letter to Unit Owner for unsightly and tall grass in the Unit's Limited Common Element (back yard). Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
  - Robert made a motion to send a violation letter to Unit Owner for untimely trash receptacle storage. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- C. Delinquency Report
  - No Action taken.

D. Bids

- Dave made a motion to table the Light Pole bid acceptance until January 2010. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- Dave made a motion to table the KSR #1 drainage proposal bid acceptance until January 2010. Tom seconded the motion. By a vote of 2-0-1, the motion was accepted and adopted.
- Dave made a motion to table the KSR #2 drainage proposal bid acceptance until January 2010. Robert seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

**13. 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 9:13 PM.

Respectfully submitted by Dave Grant, Acting Secretary.

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Approved

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Date