



The Commons A Condominium Association

Board Meeting Minutes – October 27, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

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

Members Absent

Diane Standridge, President
Mike D'Ambra, Secretary

Others Present

Jill Albright, The Select Group Association Manager

1. CALL TO ORDER

With the establishment of a quorum, the Vice President called the meeting to order at 7:05 PM.

2. UNIT OWNERS' FORUM (15 Minutes)

Tom introduced the new Association Manager Jill Albright of The Select Group to the homeowners present.

- Shirley Hines inquired whether painting contractors would be returning. She has paint droppings in several places that need to be addressed. Robert stated that he is scheduled to meet with painting contractors this week. She also inquired whether the Units would be power washed by the Association. Robert responded due to limited funding, this would not be provided by the Association. She also registered her dissatisfaction with the shrubbery trimming. The Board responded that the current landscaping contractor was being replaced due to displeasure with services performed.
- Lorraine Jackson suggested to the Board that they consider transforming the existing trellis structures to a structure topped by solar lights to aid in lighting the walkways around the Evergreen models. Lorraine also inquired whether all of the roof collars were to be replaced last year due to a roof leak that she stated occurred from a faulty roof collar and was asking for BOD reimbursement for the cost. Robert stated that he would investigate the statement of work for the

roof collar work to determine whether all or just existing faulty roof collars should have been replaced.

- In response to comments regarding transforming the existing trellises into solar lighting, Ed Voorhees reminded the Unit Owners that the existing cul-de-sac community (with the exception of city street poles) were connected directly to the appropriate Units directly who were paying the lighting bill for the entire Community. He also pointed out that the current painting Contractor team was very proactive in asking questions prior to beginning work.
- Andi Zarge stated that according to her research, her home insurance policy would cover additional assessments such as the Indian River Road entrance gate.

3. APPROVAL OF MINUTES FROM AUGUST 25, 2009

Robert made a motion to accept the August 25, 2009 BOD meeting Minutes as written. Dave seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

4. APPROVAL OF MINUTES FROM SEPTEMBER 22, 2009

Dave made a motion to accept the September 22, 2009 BOD meeting Minutes as written. Robert seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

5. FINANCIAL REPORT

Treasurer's Report, 10/27/09, as of 9/30/09

BALANCE SHEET:	
ASSETS	
Operating Accounts	\$ 50,415.93
Accounts Receivable	\$ 61,304.95
Other Assets:Prepays	\$ 3,243.37
Petty Cash	\$ 750.00
Operating Reserve	\$ 24,493.16
Replacement Reserve	\$ 377,030.80
TOTAL ASSETS	\$ 517,238.21
LIABILITIES & EQUITY	
Accounts Payable	\$ 8,766.64
Loan from Replacement Resv	\$ 29,597.50
Prepaid Owner Assessments	\$ 14,059.44
Accelerated Owner Assessments	\$ 3,252.24
Total Liabilities	\$ 55,675.82
Reserves	
Accum Operating Reserve	\$ 24,493.16
Accum Repl Resrv Interest	\$ 17,586.87
Accum. Replacement Reserve	\$ 395,143.79
Total Reserves	\$ 437,223.82
Retained Earnings	\$ -17,974.87

Current Earnings	\$ 42,313.44
Net Worth	\$ 461,562.39
TOTAL EQUITY & LIABILITIES	\$ 517,238.21

INCOME STATEMENT	VARIANCES		
	SEPT	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 29,857.50	\$ 283,260.50	\$ 4,015.34
Gen'l & Admin Expenses	\$ -5,287.36	\$ -51,379.80	\$ 11,753.22
Maint. Expenses	\$ -7,540.52	\$ -84,343.68	\$ 18,510.70
Operating Income	\$ 17,031.62	\$ 147,537.02	\$ 34,279.26
Xfer Interest Earned on Reserves	\$ 489.50	\$ -5,873.39	\$ 2,588.77
Transferred to Operating Reserves	\$ 0.00	\$ 0.00	\$ 0.00
Transferred to Gate Loan Reserves	\$ -2,522.27	\$ -22,700.43	\$ 0.00
Transferred to Replacement Resvs	\$ -8,625.25	\$ -77,627.25	\$ 0.00
Net Ordinary Income	\$ 6,371.60	\$ 41,335.95	\$ 36,868.03
"Water Company"			
Income from Water Sales (Sept)	\$ 10,329.29	\$ 48,717.48	\$ 11,217.45
Cost of Water	\$ 0.00	\$ -30,869.32	\$ -10,036.02
Meter Fees	\$ -532.25	\$ -2,751.25	\$ -42.95
Sewer Fees	\$ 0.00	\$ -11,099.80	\$ 9,733.50
Storm Water Fees	\$ 0.00	\$ -3,019.62	\$ 2,180.38
Net Water Income	\$ 9,797.04	\$ 977.49	\$ 4,126.72
Net Income	\$ 16,168.64	\$ 42,313.44	\$ 49,920.39

Notes:

1. All of the figures in this report, including the variances, are provided by The Select Group. While I believe that the figures are reasonably accurate, I do not have any means for independent verification of the figures, because, at the time this is written, The Select Group has not provided the data needed for that purpose. I expect to receive the data in the near future. I regret that I cannot confirm that the report is correct at this time.

Robert W. Chapin, Jr., Treasurer.

In addition, Robert also stated that he had received updated monthly reports from The Select Group (UPA had not supplied complete and accurate information during transition) and that he had gone through the months of June and July and would be starting on August and September shortly.

Dave made a motion to accept the Treasurer's Report as written. Tom seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

6. OFFICER REPORTS

A. PRESIDENT

- Absent

B. VICE PRESIDENT

- Tom stated that the Association had received an extra no outlet sign and that the contractor advised us to just keep the sign. Tom then modified the sign, the arrow was pointing in the wrong direction, so that it could also be used in the Community at the Day Care entrance to inform incoming traffic that there was not another outlet. Tom also informed the Board that he cleaned the pond drains.

C. TREASURER

- Informed that Board that a draft version of the Treasurer’s handbook was distributed with the meeting packets and that he would be finalizing this publication so that the new Treasurer would have guidelines for the position responsibilities. Robert also discussed software for the Treasurer position. Tom made a motion to purchase the small business version of QuickBooks software up to **\$150.00**. Robert will populate and test prior to his exit on the Board with the stipulation that if the software does not perform to his satisfaction he will bear the cost of the software. Dave seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

D. SECRETARY

- Absent

E. MEMBER-at-LARGE

- Dave stated that it appeared that the Waste Management trucks were again leaking during their pickup and staining the roadways and asked that The Select Group investigate. Dave also reported that the garage door at 1441 PBW had been repaired and is now operable.

7. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- The Communications Committee did not meet during October. The next meeting is scheduled for 10 November 2009 in the Cabana beginning at 8:00 PM

B. GROUNDS COMMITTEE

- No discussion of the Grounds Committee meeting. The next Grounds Committee meeting will occur on 9 November at the Cabana beginning at 7:00 PM. The next cleanup day will be 7 November.

C. MAINTENANCE COMMITTEE

- Minutes of the October 8th meeting were reviewed prior to the BOD Meeting. No further discussion necessary.
- Tom stated that he would like to assist on the next House Numbers installation because he has many of the upcoming years numbers already completed.

D. SOCIAL COMMITTEE

- No report.

8. MANAGEMENT REPORT

Jill presented the Management Report. The report was reviewed and the following comments were presented:

- Dave made a motion to revise the previously approved trim repairs contract to Atlantic Services up to the invoiced \$3500.00. Robert seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

9. UNFINISHED BUSINESS

- A. Basnight Land and Lawn, Inc. proposal

- Robert made a motion to accept the proposed Basnight proposal with one correction, replacement of the word 'preceding' with the word 'following' under the payment Terms sub-paragraph on page 3. Robert seconded the motion. By a vote of 2-0, the motion was accepted and adopted.
- B. Proposed Budget for 2010
 - Dave made a motion to accept the proposed 2010 Operating Budget as presented. Robert seconded the motion. By a vote of 2-0, the motion was accepted and adopted.
- C. Pool Contract for 2010
 - Robert made a motion to accept the Karen Bates proposal for Swimming Pool Management and Operations Services. Dave seconded the motion. By a vote of 2-0, the motion was accepted and adopted.
- D. Trellis Repair
 - Robert made a motion to approve a contract to Atlantic Services of Virginia Beach for the repair of the following Trellises: 1524-1536 CSW; 1408-1412 CSW; 1492-1504 CSW; 1557-1569 CSW; 1588-1600 CSW; 1525-1537 CSW; 1493-1505 CSW; and 1457-1469 PBW. Dave seconded the motion. By a vote of 2-0, the motion was accepted and adopted.
- E. Roof repairs
 - Deferred until the December BOD meeting.
- F. Trim Replacement Payment
 - Already addressed in Management Report.

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 \$147.34 for reimbursement for miscellaneous supplies for the House Numbers project and for the 'No Outlet' signage. Dave seconded the motion. By a vote of 2-0 the motion was accepted and adopted.
 - Tom made a motion to approve a purchase order from Robert in the amount of \$87.84 for reimbursement for the purchase of 4 CAI publications pertaining to a BOD library regarding the treasurer position. Dave seconded the motion. By a vote of 2-0 the motion was accepted and adopted.
 - Tom made a motion to approve a purchase order from Robert in the amount of \$9.12 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 deny the rental request as a hardship and to inform the Unit owner that they could be placed on the waiting list with the stipulation that by the BOD must approve any lease prior to tenant occupancy. Robert seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

Dave made a motion to enter Executive Session. Tom seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

11. EXECUTIVE SESSION

- A. Violations

B. Aged Owner Balances Report

Robert made a motion to leave Executive Session. Tom seconded the motion. By a vote of 2-0, the motion was accepted and adopted.

12. MOTIONS FROM EXECUTIVE SESSION

No motions from Executive Session.

13. ADJOURNMENT

Robert made the motion to adjourn. Tom seconded the motion. By a vote of 2-0, the motion was accepted and adopted. The meeting adjourned at 8:52 PM.

Respectfully submitted by Dave Grant, Acting Secretary.

Approved

Date