



The Commons A Condominium Association

Board Meeting Minutes – February 23, 2010

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Diane Standridge, President
Tom Pelech, Vice President
Jeff Mosher, Treasurer
Mike D'Ambra, Secretary

Members Absent

Dave Grant, Member-at-Large

Others Present

Jill Albright, The Select Group Association Manager

1. CALL TO ORDER

With the establishment of a quorum, the President called the meeting to order at 7:43 PM.

2. UNIT OWNERS' FORUM (30 Minutes)

One Unit Owner, Fred Martin (1517 PBW) was present for the Board meeting to discuss the removal of the trees from behind the PBW Units. Fred indicated the trees cut down behind his Unit were not tagged for removal and he would like to know the status of the replanting. Diane explained that the bottom of these trees were dead and had to be removed. She also explained that later in BOD's agenda the Board will discuss the process to obtain bids and replace the trees, what type and size of trees to replace the removed ones with, and that by the next Board meeting we should be able to vote on the bids and begin planting soon thereafter. Tom reminded us that even though the trees are behind a particular Unit, they are in Common Areas and therefore belong to the Association

Fred also requested a status of the trellis repairs. Jill explained that the contractors are behind schedule due to recent storms, and she has been informed that the repairs will occur as soon as the roof repairs are complete.

3. APPROVAL OF MINUTES FROM JANUARY 26, 2010

The Minutes were reviewed and no changes were identified. Tom made a motion to approve the minutes from the January 26, 2010, BOD Meeting as written. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

4. FINANCIAL REPORT

Treasurer's Report as of 1/31/10

ASSETS

Cash:

RBC Operating Account	\$	9,530.26	
Bk of Hampton Rds - Replacement Reserves	\$	157,554.48	
Bk of Hampton Rds - General Operating	\$	24,654.35	
Bk of Cmnwlth CD862 10/24/10	\$	52,858.15	
Bk of Cmnwlth CD874 11/3/10	\$	26,269.23	
Heritage Bk CD942 2/21/10	\$	29,711.44	
Heritage Bk CD940 2/21/10	\$	27,618.40	
Heritage Bk CD941 2/21/10	\$	29,711.44	
Bk of Hmptn Rds CD518 2/28/10	\$	28,697.12	
Bk of Hmptn Rds CD574 2/08/10	\$	28,697.14	
Old Pt Ntrl Bk CD840 5/4/11	\$	50,000.00	
BB&T Petty Cash	\$	537.93	
		Subtotal Cash	\$ 465,839.94

Accounts Receivable:

Assessments Receivable	\$	18,478.84	
Water Fee Receivable	\$	6,766.18	
Late Fees Receivable	\$	1,170.00	
Legal Fees Receivable	\$	4,729.46	
		Total Accounts Receivable	\$ 31,144.48

Other Assets:

Prepaid Insurance	\$	2,756.48	
		Subtotal Other Assets	\$ 2,756.48

TOTAL ASSETS \$ 499,740.90

LIABILITIES & MEMBERS EQUITY

Liabilities:

Accounts Payable	\$	2,271.63	
Prepaid Owner Assessments	\$	12,826.83	
		Subtotal Liabilities	\$ 15,098.46

Reserves:

General Operating Reserve	\$	24,397.18	
General Operating Reserve Interest	\$	257.17	

Repair & Replacement Reserve	\$ 448,316.85			
Repair & Replacement Reserve Interest	\$ 18,500.41			
Subtotal Reserves		\$ 491,471.61		
Members Equity:				
Prior Years Net Income/(Loss)	\$ (10,358.40)			
Current Year Net Income/(Loss)	\$ 3,529.23			
Subtotal Members Equity		\$ (6,829.17)		
TOTAL LIABILITIES & EQUITY			\$ 499,740.90	

	Jan-10	YTD Budget	Variance	Yearly Budget
Assessment Income	\$ 28,440.00	\$ 28,440.00	\$ -	\$ 341,280.00
Water Fee Income	\$ -	\$ 5,250.00	\$ (5,250.00)	\$ 63,000.00
Late Fee Income	\$ 240.00	\$ 41.67	\$ 198.33	\$ 500.00
Resale Income	\$ -	\$ 83.33	\$ (83.33)	\$ 1,000.00
Interest Income Reserves	\$ 274.50	\$ 708.33	\$ (433.83)	\$ 8,500.00
Income Total	\$ 28,954.50	\$ 34,523.33	\$ (5,568.83)	\$ 414,280.00
General & Administrative Expenses	\$ 3,314.53	\$ 3,710.62	\$ (396.09)	\$ 49,777.40
Committee Expenses(Social/Communication)	\$ -	\$ 116.66	\$ (116.66)	\$ 1,400.00
Utilities(Electricity/Telephone)	\$ 598.74	\$ 583.34	\$ 15.40	\$ 7,000.00
Water(Water/Meter Reading/Sewer/Stormwater)	\$ -	\$ 291.67	\$ (291.67)	\$ 3,500.00
Maintenance(BLDG/FENCE/PAINTING/LAKE)	\$ 3,214.58	\$ 5,854.16	\$ (2,639.58)	\$ 70,250.00
Grounds(Lawn Maintenance/Landscape Extras)	\$ 7,133.83	\$ 5,250.00	\$ 1,883.83	\$ 63,000.00
Pool	\$ -	\$ -	\$ -	\$ 8,000.00
Contract Services(Trash/Termite)	\$ 1,334.64	\$ 1,583.33	\$ (248.69)	\$ 19,000.00
Expense Total	\$ 15,596.32	\$ 17,389.78	\$ (1,793.46)	\$ 221,927.40
Operating Income	\$ 13,358.18	\$ 17,133.55	\$ (3,775.37)	\$ 192,352.60
Transfer Interest Earned on Reserves	\$ 274.50	\$ 708.33	\$ (433.83)	\$ 8,500.00
Transferred to Operating Reserves	\$ 929.20	\$ 929.20	\$ -	\$ 11,150.40
Transferred to Replacement Reserves	\$ 8,625.25	\$ 8,625.25	\$ -	\$ 103,503.00
Reserves Total	\$ 9,828.95	\$ 10,262.78	\$ (433.83)	\$ 123,153.40
Net Ordinary Income	\$ 3,529.23	\$ 6,870.77	\$ (3,341.54)	\$ 69,199.20

Jeff indicated the Kempsville Gate has been paid in full. He has reviewed the balance sheets and noted a number of CD's are expiring. Additionally, the Select Group is not a signature on the CD's. Diane will contact UPA to have them removed as signatures on all CD accounts. The Board will table the purchase of additional CD's to next month's Board meeting.

5. OFFICER REPORTS

A. PRESIDENT

- For the March BOD meeting, the following dues dates are noted:
 - a. Jill sends the Action List to the Board by 3 Mar.

- b. Mike sends the draft BOD meeting minutes to the BOD by 28 Feb.
 - c. BOD sends corrections to Mike by 5 Mar.
 - d. Final draft sent to all by 10 Mar.
 - e. Last day to add agenda items is 15 Mar.
 - f. Diane sends BOD Meeting agenda to BOD and Jill by 18 Mar.
 - g. Jill sends the Board Meeting packets to the BOD by 19 Mar.
- B. VICE PRESIDENT**
- Tom will inquire as to the delivery date of the replacement weather vane.
- C. TREASURER**
- Nothing to report.
- D. SECRETARY**
- Will schedule the Tallwood HS Schola for the Oct 26th Board Meeting and the Nov 23rd Annual Meeting.
 - Mike has reset the south fountain timer a couple of times over the past month. It appears to be exhibiting the same symptoms as the north fountain timer just before it failed. Tom will order a new timer to replace it prior to complete failure.
 - The outside lights at 1545 CSW are intermittently on during the day indicating a failing sensor. Jill will develop a work order for the repair.
 - One slab of the concrete walkway in front of 1548 CSW is raised about one inch. Jill will develop a work order for the repair
 - During heavy rains water is leaking through a couple of windows at 1549 CSW. Jill will develop a work order to investigate the leakage.
- E. MEMBER-at-LARGE**
- Absent.

6. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- The BOD did not receive a Communications Committee report.

B. GROUNDS COMMITTEE

- The Grounds Committee did not meet in February.
- The February cleanup was postponed due to inclement weather.
- The next cleanup will be March 6th and the next meeting will be March 8th at 7:00 PM in the Cabana.

C. MAINTENANCE COMMITTEE

- The February Maintenance Committee Meeting Minutes were not available for review.
- There will not be a March Maintenance Committee meeting.

D. SOCIAL COMMITTEE

- The Social Committee did not meet in January or February.

7. MANAGEMENT REPORT

Jill presented the Management report from The Select Group. The report was reviewed and no comments were noted.

8. UNFINISHED BUSINESS

- A. Lights for Evergreen Units

- Mike made a motion to approve the two models of Motion Sensing Lights identified by Tom, for use by all Units. Jeff seconded the motion. By a vote of 3-0, the motion accepted and adopted.
- B. Tree Removal Project
- This item is tabled until Jill can contact various contractors for bids and obtain more information pertaining to the best type and size of tree to use.
- C. Drainage Issues
- In reference to the drainage behind 5249 SCW and 5253 SCW, Basnight noted that the drainage is working as designed and recommends waiting until the trees are replaced. They advise that it would be more cost effective to relocate the trees at the same time while performing some minor land repairs to increase the drainage.
- D. Trellis Project
- Diane asked if there was anything we could do to speed up the repairs. Jill will pressure the contractors into performing the repairs as soon as possible.
- E. CA Day 2010
- Diane discussed the schedule of events for each individual Board Member during the CA Day Trade Show and Education Expo. CA Day is scheduled for Saturday, March 27.
- F. Unit Numbers for 2010 Painting Project
- Jeff made a motion to order the Unit numbers for the 2010 Painting Project in the amount of \$725.96. Tom seconded the motion. By a vote of 3-0, the motion accepted and adopted.
 - Tom noted that he may have extra numbers from last year that can be used to reduce this year's order.

9. NEW BUSINESS

- A. Applications for Architectural Review
- 1517 CSW submitted an AAR to enclose the screened in porch. Tom made a motion to approve the design to enclose the screened in porch as noted in the AAR. Mike seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
 - 1517 CSW submitted an AAR to replace the great room sliding glass door with white French doors. Tom made a motion to approve the new French door replacement as noted in the AAR. Mike seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- B. Purchase Orders
- None.
- C. Storm Door Project
- Diane requested each Board Member to review the Storm Door matrix she provided. While performing our monthly monitoring verify the matrix is accurate and identify those doors that do not have clear glass.
- D. Common Elements Insurance
- Diane provided for information a copy of the Certificate of Insurance for The Commons. This document identifies the insurance limit the Condominium has on each Unit.
- E. Community Events for 2010
- The Board identified seven suggested community events for this year. Mike will pass these suggestions to the Social Committee for their consideration.

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

10. EXECUTIVE SESSION

- A. Violations
- B. Aged Owner Balances

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

11. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:
 - Mike made a motion to send violation letters to two Unit Owners for not having their satellite cable properly secured. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- B. Aged Owner Balances
 - Diane requested that a delinquency notice not be sent to a Unit Owner because the individual departed on military deployment on very short notice.
 - Mike made a motion to schedule a Unit Owner for a Covenant Hearing for failure to pay Condominium Assessments and water bills. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

12. ADJOURNMENT

Tom made the motion to adjourn. Jeff 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 Mike D'Ambra, Secretary.

Approved

Date