



# The Commons A Condominium Association

## Board Meeting Minutes – March 23, 2010

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### **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  
Dave Grant, Member-at-Large

### **Members Absent**

None

### **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 6:24 PM.

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

No Unit Owners present.

### **3. APPROVAL OF MINUTES FROM FEBRUARY 23, 2010**

The Minutes were reviewed and minor changes were identified. Tom made a motion to approve the minutes from the February 23, 2010, BOD Meeting as amended. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 4. FINANCIAL REPORT

Treasurer's Report as of 1/31/10

### ASSETS

#### Cash:

RBC Operating Account	\$	13,375.89	
Bk of Hampton Rds - Replacement Reserves	\$	169,167.53	
Bk of Hampton Rds - General Operating	\$	25,621.75	
Bk of Cmnlwth CD862 10/24/10 - 1.5%	\$	52,858.15	
Bk of Cmnlwth CD874 11/3/10 - 1.50%	\$	26,269.23	
Heritage Bk CD942 2/21/12 - 1.99%	\$	30,015.06	
Heritage Bk CD940 2/21/12 - 1.99%	\$	27,900.63	
Heritage Bk CD941 2/21/12 - 1.99%	\$	30,015.06	
Bk of Hmptn Rds CD518 2/28/11 - 3.0%	\$	28,697.12	
Bk of Hmptn Rds CD574 2/08/11 - 3.0%	\$	28,697.14	
Old Pt Ntnl Bk CD840 5/4/11 - 2.75%	\$	50,000.00	
BB&T Petty Cash	\$	791.81	
		Subtotal Cash	\$ 483,409.37

#### Accounts Receivable:

Assessments Receivable	\$	22,285.27	
Water Fee Receivable	\$	4,106.63	
Late Fees Receivable	\$	1,290.00	
Legal Fees Receivable	\$	4,729.46	
		Total Accounts Receivable	\$ 32,411.36

#### Other Assets:

Prepaid Insurance	\$	1,705.90	
		Subtotal Other Assets	\$ 1,705.90

### TOTAL ASSETS

\$ 517,526.63

### LIABILITIES & MEMBERS EQUITY

#### Liabilities:

Accounts Payable	\$	12,142.47	
Prepaid Owner Assessments	\$	11,766.50	
Accelerated Owner Assessments	\$	4,740.00	
		Subtotal Liabilities	\$ 28,648.97

#### Reserves:

General Operating Reserve	\$	25,326.38	
General Operating Reserve Interest	\$	295.37	
Repair & Replacement Reserve	\$	460,572.02	
Repair & Replacement Reserve Interest	\$	18,747.76	
		Subtotal Reserves	\$ 504,941.53

#### Members Equity:

Prior Years Net Income/(Loss)	\$	(10,358.40)	
Current Year Net Income/(Loss)	\$	(5,705.47)	
		Subtotal Members Equity	\$ (16,063.87)

### TOTAL LIABILITIES & EQUITY

\$ 517,526.63

	Feb-10	YTD Actual	YTD Budget	YTD Variance	Yearly Budget
Assessment Income	\$ 28,440.00	\$ 56,880.00	\$ 56,880.00	\$ -	\$ 341,280.00
Water Fee Income	\$ -	\$ -	\$ 10,500.00	\$ (10,500.00)	\$ 63,000.00
Gate Receipt Income	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	\$ -
Late Fee Income	\$ 180.00	\$ 420.00	\$ 83.34	\$ 336.66	\$ 500.00
Resale Income	\$ -	\$ -	\$ 166.66	\$ (166.66)	\$ 1,000.00
Interest Income Reserves	\$ 1,175.02	\$ 1,374.20	\$ 1,416.66	\$ (42.46)	\$ 8,500.00
<b>Income Total</b>	<b>\$ 29,855.02</b>	<b>\$ 58,734.20</b>	<b>\$ 69,046.66</b>	<b>\$ (10,312.46)</b>	<b>\$ 414,280.00</b>
General & Administrative Expenses	\$ 5,767.56	\$ 9,082.09	\$ 8,296.24	\$ (785.85)	\$ 49,777.40
Committee Expenses(Social/Communication)	\$ -	\$ -	\$ 233.32	\$ 233.32	\$ 1,400.00
Utilities(Electricity/Telephone)	\$ 539.59	\$ 1,138.33	\$ 1,166.68	\$ 28.35	\$ 7,000.00
Water(Water/Meter Reading/Sewer/Stormwater)	\$ 11,377.37	\$ 11,377.37	\$ 1,616.68	\$ (9,760.69)	\$ 9,700.00
Maintenance(Building/Fence/Painting/Pool)	\$ 3,404.00	\$ 6,453.58	\$ 11,041.66	\$ 4,588.08	\$ 74,250.00
Grounds(Lake/Lawn Maintenance/Landscape Extras)	\$ 7,135.77	\$ 14,434.60	\$ 11,166.66	\$ (3,267.94)	\$ 67,000.00
Contract Services(Trash/Termite)	\$ 135.96	\$ 1,470.60	\$ 3,166.66	\$ 1,696.06	\$ 19,000.00
<b>Expense Total</b>	<b>\$ 28,360.25</b>	<b>\$ 43,956.57</b>	<b>\$ 36,687.90</b>	<b>\$ 80,644.47</b>	<b>\$ 228,127.40</b>
<b>Operating Income</b>	<b>\$ 1,494.77</b>	<b>\$ 14,777.63</b>	<b>\$ 32,358.76</b>	<b>\$ 17,581.13</b>	<b>\$ 186,152.60</b>
Transfer Interest Earned on Reserves	\$ 1,175.02	\$ 1,374.20	\$ 1,416.66	\$ (42.46)	\$ 8,500.00
Transferred to Operating Reserves	\$ 929.20	\$ 1,858.40	\$ 1,858.40	\$ -	\$ 11,150.40
Replacement Reserve Security Gate	\$ (2,522.27)	\$ -	\$ -	\$ -	\$ -
Transferred to Replacement Reserves	\$ 8,625.25	\$ 17,250.50	\$ 17,250.50	\$ -	\$ 103,503.00
<b>Reserves Total</b>	<b>\$ 8,207.20</b>	<b>\$ 20,483.10</b>	<b>\$ 20,525.56</b>	<b>\$ (12,318.36)</b>	<b>\$ 123,153.40</b>
<b>Net Ordinary Income</b>	<b>\$ (6,712.43)</b>	<b>\$ (5,705.47)</b>	<b>\$ 11,833.20</b>	<b>\$ (17,538.67)</b>	<b>\$ 62,999.20</b>

Jeff noted the Select Group has recently taken control of the Heritage Bank CDs. Select Group now has control of all CDs except for those from the Bank of the Commonwealth. Mike made a motion to accept the Treasurer's Report. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 5. OFFICER REPORTS

### A. PRESIDENT

- Diane discussed the upcoming CA Day itinerary.
- Diane recounted the recent events surrounding the incident at 1568 CSW. She will call Robert to organize the Neighborhood Watch program and Dave will look online for the Police report.

### B. VICE PRESIDENT

- Tom has the replacement weather vane but Atlantic Services has not picked it up to install. Jill will contact Paul from Atlantic to schedule a pickup.
- The timer for the south fountain was not replaced nor ordered since the timer is operating normally.
- We have no more lids to the light fixtures. Tom has the model and manufacturer to begin investigating for a replacement.
- The repaired trellis between 1457 and 1469 PBW is crooked and needs painting. Jill will inform the contractor.

**C. TREASURER**

- Jeff inquired as to how the Association is paying for the trellis repairs. Per Robert, the repairs are coming from the Replacement Reserve funds.

**D. SECRETARY**

- The outside light at 1484 CSW is broken. Tom and Mike will investigate and repair.
- There have been complaints of Atlantic Services personnel relieving themselves between the perimeter fences and the Unit fences. Jill will contact Atlantic with the complaint.

**E. MEMBER-at-LARGE**

- Nothing to report.

**6. COMMITTEE REPORTS**

**A. COMMUNICATIONS COMMITTEE**

- No March meeting was held. The next meeting is scheduled for April 13<sup>th</sup> at 8 pm in the Cabana.
- The newsletter is published and will be delivered soon.
- The Communications Committee February Meeting Minutes are published and available on the website.
- Dave gave Jeff the invoice for the March newsletter.

**B. GROUNDS COMMITTEE**

- The Grounds Committee met on March 8<sup>th</sup>.
- Valerie Brasher volunteered to clean the Cabana restroom during the next community cleanup.
- The next cleanup will be April 3<sup>rd</sup> and the next meeting will be April 12<sup>th</sup> at 7:00 PM in the Cabana.

**C. MAINTENANCE COMMITTEE**

- The Maintenance Committee did not meet in March.
- The next meeting will be April 8<sup>th</sup>.

**D. SOCIAL COMMITTEE**

- The next Social Committee meeting will be April 7<sup>th</sup>.

**7. MANAGEMENT REPORT**

Jill presented the Management report from The Select Group. The Board was in agreement with Management to request a proposal only from ARM to repair the "A" roofs on the repair list.

**8. UNFINISHED BUSINESS**

**A. Tree Removal Project**

- Tom noted that the Basnight landscape architect, Bob Gurkin, stated that both the Bald Cypress and the Wax Myrtle are fast growing but the Bald Cypress loses its leaves in the winter but the Wax Myrtle requires more maintenance.
- Tom recommends procuring 6 to 8 foot replacement trees.
- Tom made a motion to request pricing to procure and plant up to 20 Wax Myrtle trees behind the PBW Units, not to exceed \$5000. Dave seconded the motion. By a vote of 4-0, the motion accepted and adopted.

**B. Trellis Project**

- Diane inquired as to the cost of each trellis repair. Jill will investigate and report to the Board.

- C. Storm Door Project
  - Four Units were identified as having a storm door installed without an AAR on file. Jill will send a courtesy letter to each requesting they submit an AAR.
- D. Lake West Bank
  - Dave informed the Board that he heard A.R.M. state that they were checking with the city to ascertain whether any particular permits were necessary before beginning the work on the West Bank Project contract.
- E. Roof Repairs
  - Jill will establish work orders to repair the thirteen priority "A" roof repairs, authorizing up to \$1000 for each repair. A proposal will be required for repairs greater than \$1000.

## 9. NEW BUSINESS

- A. Applications for Architectural Review
  - None.
- B. Purchase Orders
  - Jeff made a motion to approve a purchase order from Tom in the amount of \$251.34 for reimbursement for supplies for the Cabana, an air filter, and the weather vane. Mike seconded the motion. By a vote of 3-0, with one in abstention, the motion was accepted and adopted
- C. Sensor Lights for Garage and Patio Areas
  - Tom continues to investigate this issue. It is tabled to the April Board meeting.
- D. Cabana Doors
  - Dave made a motion to accept the proposal from Atlantic Services to paint and repair the Cabana doors. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted. Jill will investigate to ensure the quote includes the two bathroom doors.
- E. Leasing Request
  - Dave made a motion to approve the hardship lease. The lease must be executed within 60 days, by June 1, and the lease expiration date shall not exceed May 31, 2011. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

Tom made a motion to enter Executive Session. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 10. EXECUTIVE SESSION

- A. Violations
- B. Aged Owner Balances

Mike made a motion to leave Executive Session. Tom seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 11. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:
  - None.
- B. Aged Owner Balances
  - None.

**12. ADJOURNMENT**

Dave made the motion to adjourn. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted. The meeting adjourned at 8:25 PM.

Respectfully submitted by Mike D'Ambra, Secretary.

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Approved

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Date