



# The Commons A Condominium Association

## Board Meeting Minutes – April 27, 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**

Michelle Siewers, The Select Group

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

With the establishment of a quorum, the President called the meeting to order at 6:30 PM.

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

Five Unit Owners were present: Lorraine Jackson (1525 PBW), Ed and Nancy Gile (1521 PBW), Andi Zarge (1604 CSW), and Debbie Porter (1416 CSW).

Ms. Jackson gave a 5 minute brief describing the issue she is having with plants and lights she placed in the Common Area between her Unit and that of her neighbor at 1521 PBW. She indicated the plants and lights were removed, without her knowledge, by her neighbors.

Mrs. Giles was also allowed 5 minutes to offer a rebuttal and delivered her statement describing the issue between herself and her neighbor at 1525 PBW.

After hearing both sides, Diane provided a brief statement and hoped that the statements from each will lead to a once again harmonious living relationship as neighbors. Two very important traits she learned

for living in condo communities are respect and communication. Neither of which were present between these neighbors.

Ms. Zarge brought up a problem she is having with birds in her outside vents. Tom informed her that she can cover the vents with a screen. She also discussed the issue with dead bushes around her Unit.

Tom made a motion, with respect to the Common Area from the edge of 1525 PBW to the back of the patio fence for 1521 PBW and along the side of 1521 PBW, to allow neither Unit Owner of 1521 PBW nor 1525 PBW to plant any flowers, shrubs, etc., on their own volition; and, to plant along this stated Common Area, both Unit Owners must plan together what will be planted and where, both sign an AAR containing this information, and present the AAR to the BOD for approval before any planting begins. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

### 3. APPROVAL OF MINUTES FROM MARCH 23, 2010

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

### 4. FINANCIAL REPORT

Treasurer's Report as of 3/31/10

#### ASSETS

##### Cash:

RBC Operating Account	\$	9,879.00	
Bk of Hampton Rds - Replacement Reserves	\$	178,103.57	
Bk of Hampton Rds - General Operating	\$	27,528.34	
Bk of Cmnlth CD862 10/24/10 - 1.5%	\$	53,361.06	
Bk of Cmnlth 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	\$	750.00	
		Subtotal Cash	\$ 491,216.21

##### Accounts Receivable:

Assessments Receivable	\$	26,335.14	
Water Fee Receivable	\$	7,330.63	
Late Fees Receivable	\$	1,349.80	
Legal Fees Receivable	\$	4,759.87	
		Total Accounts Receivable	\$ 39,775.44

##### Other Assets:

Prepaid Insurance	\$	3,319.82	
		Subtotal Other Assets	\$ 3,319.82

**TOTAL ASSETS** \$ 534,311.47

**LIABILITIES & MEMBERS EQUITY**

**Liabilities:**

Accounts Payable	\$	2,803.77		
Prepaid Owner Assessments	\$	12,896.26		
Accelerated Owner Assessments	\$	8,532.00		
Subtotal Liabilities			\$	24,232.03

**Reserves:**

General Operating Reserve	\$	27,184.78		
General Operating Reserve Interest	\$	343.56		
Repair & Replacement Reserve	\$	469,197.27		
Repair & Replacement Reserve Interest	\$	19,561.46		
Subtotal Reserves			\$	516,287.07

**Members Equity:**

Prior Years Net Income/(Loss)	\$	(10,358.40)		
Current Year Net Income/(Loss)	\$	4,150.77		
Subtotal Members Equity			\$	(6,207.63)

**TOTAL LIABILITIES & EQUITY** \$ 534,311.47

	Mar-10	YTD Actual	YTD Budget	YTD Variance	Yearly Budget
Assessment Income	\$ 28,440.00	\$ 56,880.00	\$ 85,320.00	\$ -	\$ 341,280.00
Water Fee Income	\$ 9,141.79	\$ 9,141.79	\$ 15,750.00	\$ (6,608.21)	\$ 63,000.00
Gate Receipt Income	\$ -	\$ 60.00	\$ -	\$ 60.00	\$ -
Late Fee Income	\$ 240.00	\$ 660.00	\$ 125.01	\$ 534.99	\$ 500.00
Legal Fees Reimbursement	\$ 30.41	\$ 30.41	\$ -	\$ 30.41	\$ -
Resale Income	\$ -	\$ -	\$ 249.99	\$ (249.99)	\$ 1,000.00
Interest Income Reserves	\$ 861.89	\$ 2,236.09	\$ 2,124.99	\$ 111.10	\$ 8,500.00
<b>Income Total</b>	<b>\$ 38,714.09</b>	<b>\$ 97,448.29</b>	<b>\$ 103,569.99</b>	<b>\$ (10,312.46)</b>	<b>\$ 414,280.00</b>
General & Administrative Expenses	\$ 5,544.03	\$ 9,082.09	\$ 8,296.24	\$ (785.85)	\$ 49,777.40
Committee Expenses (Social/Communication)	\$ 41.88	\$ 41.88	\$ 349.98	\$ 308.10	\$ 1,400.00
Utilities (Electricity/Telephone/Sub-Meter/Sewer Water/Storm water)	\$ 1,045.63	\$ 13,561.33	\$ 1,166.68	\$ 28.35	\$ 79,700.00
Maintenance (Building/Fence/Painting/Pool)	\$ 5,727.00	\$ 12,180.58	\$ 17,895.82	\$ 5,715.24	\$ 74,250.00
Grounds (Lake/Lawn Maintenance/Landscape Extras)	\$ 4,748.33	\$ 19,182.93	\$ 16,749.99	\$ (2,432.94)	\$ 67,000.00
Contract Services (Trash/Termite)	\$ 1,334.64	\$ 2,805.24	\$ 4,749.99	\$ 1,944.75	\$ 19,000.00
<b>Expense Sub-Total</b>	<b>\$ 18,441.51</b>	<b>\$ 62,398.08</b>	<b>\$ 72,802.68</b>	<b>\$ 10,404.60</b>	<b>\$ 291,127.40</b>
Reserve Interest	\$ 861.89	\$ 2,236.09	\$ 2,124.99	\$ (111.10)	\$ 8,500.00
General Operating Reserves	\$ 929.20	\$ 2,787.60	\$ 2,787.60	\$ -	\$ 11,150.40
Replacement Reserves	\$ 8,625.25	\$ 25,875.75	\$ 25,875.75	\$ -	\$ 103,503.00
<b>Reserves Total</b>	<b>\$ 10,416.34</b>	<b>\$ 30,899.44</b>	<b>\$ 30,788.34</b>	<b>\$ (111.10)</b>	<b>\$ 123,153.40</b>
<b>Expense Total</b>	<b>\$ 28,857.85</b>	<b>\$ 93,297.52</b>	<b>\$ 103,591.02</b>	<b>\$ 10,293.50</b>	<b>\$ 414,280.80</b>
<b>Net Income / (Loss)</b>	<b>\$ 9,856.24</b>	<b>\$ 4,150.77</b>	<b>\$ (21.03)</b>	<b>\$ 4,171.80</b>	<b>\$ (0.80)</b>

Jeff discussed whether he should separate the water statement to another section or keep it in the Profit & Loss statement. It was decided to maintain the report as written.

Diane inquired about the termite services (\$100 for Termite and Pest). There appears to be a fee for the Getem contract to rid the grounds of pest, but was cancelled some months ago. Diane asked the BOD to review the previous minutes to see when this contract was terminated.

Jeff will investigate transferring \$100K from the Replacement Reserve fund into a CD.

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 inquired whether 1440 CSW was being leased and if so who was on the lease.
- SEVA-CAI Award received by the Community at last month's CA Day is in the Cabana, but Diane would like to obtain a copy to display outside near the front entrance. This issue is tabled to next month.

### **B. VICE PRESIDENT**

- Nothing to report.

### **C. TREASURER**

- The Newsletter was being billed to the General Administrative fund. This has been corrected.

### **D. SECRETARY**

- The Tallwood High School Schola has been reserved for October's Board Meeting and November's Annual Board Meeting.

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

- Dave met the new Pool Contractor, Karen Bates, and discussed particular maintenance and service issues with her including repairing the pool cover, cleaning the bathrooms, and assuming the pool closing responsibilities in the evening.
- Karen asked to purchase a hose reel for the Cabana. Tom will get the Associations from storage for their use.
- Dave has determined who owns the green Toyota Camry with no residence sticker parked in The Commons for about 5 days before being moved. If this vehicle is seen again Diane will tag the vehicle for removal.
- During their pickups the Waste Management trucks are hitting the crepe myrtle trees and knocking off limbs. Michelle will contact WM to inform them of the issue and correct the problem.

## **6. COMMITTEE REPORTS**

### **A. COMMUNICATIONS COMMITTEE**

- The April meeting minutes were provided in the BOD packet. The next meeting is scheduled for May 11<sup>th</sup> at 8 pm in the Cabana.
- The newsletter will be delivered in mid-May.
- The Communications Committee April Meeting Minutes are published and available on the website.

### **B. GROUNDS COMMITTEE**

- The Grounds Committee met on April 12<sup>th</sup>.
- The next cleanup will be May 1<sup>st</sup> and the next meeting will be May 10<sup>th</sup> at 7:00 PM in the Cabana.

- The next cleanup will focus on cleaning the perimeter along PBW, removing dead bushes near 1604 CSW, and removing downed tree branches.
- Basnight will prune the bushes during its next visit.

**C. MAINTENANCE COMMITTEE**

- The Maintenance Committee met April 8<sup>th</sup>.
- The committee developed a plan to inspect the trim on the Units scheduled for the next painting season.
- The next meeting will be May 6<sup>th</sup>.

**D. SOCIAL COMMITTEE**

- The Social Committee met on April 26<sup>th</sup>.
- The opening Pool Party is scheduled for May 30<sup>th</sup> at 4 P.M.
- The Summer Garage Sale is scheduled for July 17<sup>th</sup>.

**7. MANAGEMENT REPORT**

Michelle presented the Management Report from The Select Group. A review of the Work Order History noted that tasks assigned to Atlantic Services appear to be backlogged. Diane tasked The Select Group to search for an alternate contractor and if Atlantic Services is overburdened, sharing tasks with another contractor should be considered.

**8. UNFINISHED BUSINESS**

**A. Lake West Bank Bid**

- Jeff asked if the funds come from General Operating or from Replacement Reserve funds. A review of the Reserve Study indicated the funds should come from the General Operating account.
- Dave made a motion to accept the A.R.M. bid to repair the West Bank. Tom seconded the motion. By a vote of 4-0, the motion accepted and adopted.

**B. Sensor Lights for Garage and Patio Areas**

- Tom stated that neither Lowe's nor The Home Depot has an acceptable replacement light fixture. He will continue to investigate and tabled the issue to the May Board meeting.

**C. Storm Door Project**

- Five Units were identified as having a storm door installed without an AAR on file. Michelle will send a courtesy letter to each requesting they submit an AAR.

**9. NEW BUSINESS**

**A. BOD Voting**

- The BOD agreed to maintain status quo of the voting policy, noting that the President will only vote in the event of a tie with the remaining Board members.

**B. Fence Repair Bid**

- Tom made a motion to approve the Atlantic Services bid of \$250.00 to repair the tree and remove the fallen tree; but, if Basnight has already removed the tree, then a lower quote will be requested. Dave seconded the motion. By a vote of 4-0, the motion accepted and adopted.

**C. Purchase Orders**

- Jeff made a motion to approve a purchase order from Dave in the amount of \$4.17 for reimbursement for the Cabana clock. Mike seconded the motion. By a vote of 3-0, with one in abstention, the motion was accepted and adopted.

- Jeff made a motion to approve a purchase order from Tom in the amount of \$86.99 for reimbursement for new address number boards. Mike seconded the motion. By a vote of 3-0, with one in abstention, the motion was accepted and adopted.
- D. Dumpster for Community Yard Sale
- Michelle will ask Jill to call Waste Management for a quote to rent a small dumpster from Thursday, July 15, through Monday, July 19. This issue is tabled to the May Board meeting.
- E. Applications for Architectural Review
- 1504 CSW submitted an AAR to install a storm door. Dave made a motion to approve the storm door design as noted in the AAR. Mike seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - 5285 SCW submitted an AAR to install a storm door. Dave made a motion to approve the storm door design as noted in the AAR. Mike seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - 1636 CSW submitted an AAR to install a storm door. Dave made a motion to approve the storm door design as noted in the AAR but without the screen door. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - 1420 CSW submitted an AAR to install a Tankless Water Heater Vent. Mike made a motion to approve the installation of the vent as noted in the AAR. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - 1568 CSW submitted an AAR to install a storm door. Dave made a motion to approve the storm door design as noted in the AAR but without the screen door. Mike seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - 1525 PBW submitted an AAR to plant flowers, tomato plants, and solar lights in the Common area between the Unit's driveway and 1521 PBW. Mike made a motion to approve the AAR as amended. Approve the planting of flowers in the Common Areas that touch the Unit's foundation (This only includes the area that begins at the driveway to along the cul-de-sac side of the Unit to in front of the Unit and down the side of the Unit that is beside the sidewalk between the Unit and 1537 PBW, and underneath the kitchen window); disapprove the planting of tomato plants in the Common Areas; and, table the request for the installation of 4 solar lights to the May Board meeting, by which time the Unit Owner will be able to provide the exact location of the solar lights. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted. As specified in The Commons Rules and Regulations, planting in the Common Areas is at the Owner's own risk.
- F. Water Meter Plumbing Cost
- Jill will send a letter to the Unit Owner with the results of the management company and contractor's investigation. According to the management company, the water bill did not seem out of reason.
  - The Board agreed to pay the contractor's bill for this Unit since it was not stated to the Owner that there would be a charge. In the future, Unit Owners will be required to pay for this service if there is not a meter problem.
- G. Pool Cover
- This issued is tabled to the May Board Meeting to receive two quotes. One to repair the cover and one to purchase a new one.
- H. Publication of Residential Directory
- This item has been tabled until The Select Group can provide examples of other community directories and the Board can thoroughly review for errors prior to publishing.
- I. CAI 23<sup>rd</sup> Annual Legal and Legislative Update
- Dave volunteered to attend the June 11<sup>th</sup> meeting in Newport News.

Mike 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. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 11. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:
  - Jeff made a motion to send a violation letter to a Unit Owner for an improperly installed satellite dish. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - Dave made a motion to send a second violation letter to a Unit Owner for noise violations. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
- B. Aged Owner Balances
  - Mike made a motion to disapprove the Unit Owner's request to reduce their delinquent fees. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - Dave made a motion to proceed with securing the water to Unit for continued failure to pay Condominium Assessments. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
  - Dave made a motion to proceed with securing the water to a Unit and to disable the gate tags for continued failure to pay Condominium Assessments. Jeff seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

## 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 9:27 PM.

Respectfully submitted by Mike D'Ambra, Secretary.

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Approved

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Date