



# The Commons

## A Condominium Association

**Board Meeting Minutes – August 19, 2008**

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### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia

### **Members Present**

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

### **Members Absent**

Sharon Shoff, Secretary

None

### **Others Present**

Mike Minor, Association Manager

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

With the establishment of a quorum, the President called the meeting to order at 6:31 p.m.

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

Three (3) Unit Owners were present and raised the following issue(s):

A. Hedge trimming was done shortly after new mulch had resulted in many

Units having little or no mulch left. This appears to be paying for services which are quickly negated. The BOD replied that they had a meeting with Lawrence Landscaping about 2 months ago to discuss issues of concern. One item of interest brought out by Lawrence Landscaping was a huge labor problem this year. The BOD instructed UPA to request that Lawrence Landscaping replace barren mulch areas and to trim shrubbery, trees, etc prior to mulching in the future.

- B. One Unit Owner inquired about a roof replacement contract that was in effect. Robert explained that there is a roof inspection contract with Atlantic Services in effect, not a roof replacement contract. He further clarified that roof replacement is a consideration at the 20-year anniversary.

### 3. APPROVAL OF MINUTES FROM July 15<sup>th</sup> BOD MEETING

The BOD reviewed the minutes and noted a few corrections. Robert made a motion to approve the minutes from the July 15<sup>th</sup> BOD meeting with the corrections noted. Tom seconded the motion. The motion was accepted and adopted.

### 4. FINANCIAL REPORT

Treasurer’s Report, 08/19/2008, as of 07/31/2008 .

<b>BALANCE SHEET:</b>	
<b>ASSETS</b>	
Operating Account	\$ 37,707.24
Petty Cash	\$ 750.00
Operating Reserve	\$ 24,981.83
Replacement Reserve	\$ 271,006.62
<b>TOTAL ASSETS</b>	<b>\$ 334,445.69</b>
<b>CAPITAL &amp; EQUITY</b>	
Accum Operating Reserve	\$ 24,981.83
Accum Repl Resrv Interest	\$ 11,811.04
Accum. Replacement Reserve	\$ 259,195.58
Retained Earnings	\$ 15,792.08
Current Earnings	\$ 22,665.16
<b>TOTAL EQUITY</b>	<b>\$ 334,445.69</b>

<b><u>INCOME STATEMENT</u></b>			<b>VARIANCE</b>
	<b>JULY</b>	<b>YEAR TO DATE</b>	<b>YEAR TO DATE</b>

Total Assoc. Income	\$ 28,878.05	\$ 193,838.80	\$ 721.61
Gen'l & Admin Expenses	\$ -5,618.31	\$ -43,797.74	\$ -98.79
Maint. Expenses	\$ -14,818.44	\$ -50,472.49	\$ 39,617.63
Operating Income	\$ 8,441.30	\$ 99,568.57	\$ 40,240.45
Interest Earned on Reserves	\$ -58.32	\$ -3,979.00	\$ 4,163.19
Transferred to Operating Reserves	\$ -1,068.08	\$ -7,476.57	\$ -0.01
Transferred to Replacement Resvs	\$ -8,539.83	\$ -59,778.81	\$ 0.00
Net Ordinary Income	\$ -1,224.93	\$ 28,334.19	\$ 44,403.63
Income from Water Sales (July)	\$ 4,235.46	\$ 29,131.60	\$ -4,603.88
Cost of Water	\$ -4,087.48	\$ -16,375.42	\$ 15,624.58
Meter Fees	\$ -532.25	\$ -2,137.80	\$ 19.44
Sewer Fees	\$ -7,087.24	\$ -16,287.41	\$ -8,954.09
Net Water Income	\$ -7,471.51	\$ -5,669.03	\$ 1,404.84
Net Income	\$ -8,696.44	\$ 22,665.16	\$ 45,808.47

Notes:

1. For the first time since I have been Treasurer, there are no differences between the UPA accounting and the Treasurer's accounting! This achievement is a testament to the hard work by both UPA and your Treasurer.
2. At least two of the issues in July's negative income is the fact that we paid for two month's landscaping in July and the fact that the HRSD sewer charges included five months of service in 2007 (see below).
3. As in last month's report, the large positive variance in the Maintenance Expenses is the reflection of the fact that we have not paid for the painting (the bill has not yet been presented). The positive variance in the Interest Earned on Reserves reflects that none of the CD's paid interest in July. Since the community uses cash accounting, interest is recognized only when it's paid. As a general rule, the interest is paid and recognized two or three times a year. The large positive variance in the cost of water is balanced to some extent by the negative balance in the "Sewer line" and the fact that the community seems to be using less water than anticipated.
4. So far as I can determine, we still owe the HRSD for about two months of Sewer fees from last year. HRSD had a major foul up in their accounting last year and they are only just now billing for the missing accounts.

With the effects of Notes 1 through 3 considered, this report is a fair and accurate

representation of the condition of the Association as of July 31, 2008.

Robert W. Chapin, Jr., Treasurer.

Dave had some questions pertaining to the UPA Accounts Payable Ledger that were answered by Mike Minor. Robert explained his Treasurer's Report for the Unit Owner's edification. (Balance Sheet, Income Statement, Petty Cash, and his depiction of the UPA statements).

Dave made a motion to accept the Financial Report. Tom seconded the motion. The motion was accepted and adopted.

## **5. OFFICER REPORTS**

### **A. PRESIDENT**

- The President reminded the other Board members that she will be out of town beginning on 23 August and will return in the evening of 1 September. In her absence the Vice President, Tom Pelech, will assume the duties and responsibility of the President.

### **B. VICE PRESIDENT**

- Tom Pelech replaced various fence tops throughout the community.

### **C. TREASURER**

- Robert will check with Sharon to confirm that the Tallwood HS SCHOLA has been reserved for the remaining 2008 BOD special meetings.

### **D. SECRETARY**

- No report

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

- No report

## **6. COMMITTEE REPORTS**

### **A. COMMUNICATIONS COMMITTEE**

- The last meeting was held on August 11<sup>th</sup>, 2008 at the Cabana at 8:13 pm.
- Dave stated that the newsletter is scheduled for distribution on September 20<sup>th</sup>.
- The committee will make the next newsletter available for BOD review and

comments by August 31<sup>st</sup> and forward to Post Net by September 11<sup>th</sup>.

- The communications Committee approved submission of a proposed \$600.00 budget for 2009 to BOD, a \$100.00 decrease from the previous year.
- The next meeting will be held on August September 8<sup>th</sup> at the Cabana at 8:00 PM.

#### **B. GROUNDS COMMITTEE**

- The last meeting was held on August 12<sup>th</sup>, 2008 in the Cabana at 7:00 PM.
- The next community clean-up is Saturday, September 13<sup>th</sup> at 9:00 AM in the Cabana.
- The next meeting will be held on September 12<sup>th</sup> at 7:00 PM in the Cabana.

#### **C. MAINTENANCE COMMITTEE**

- The Maintenance Committee met on August 7<sup>th</sup>, 2008 in the Cabana at 7:40 PM.
- Robert reported that the committee inspections the 1400 trim painting and confirmed that such painting had not been completed.
- The committee also completed as much work as possible on the 2009 Maintenance Plan.
- The next meeting will be held on September 4<sup>th</sup>, 2008 at 7:30 PM in the Cabana.

The President requested that the Maintenance Committee find some time to try mounting Unit number plaques in one of the cul-de-sacs. The President requested that the Maintenance Committee complete Statements of work for community signage and for warped siding at 1637 Coolspring Way.

#### **D. SOCIAL COMMITTEE**

- No report.

The President reported that feedback on the Ice Cream Social/Movie Night was very positive and that she will create a thank you note to the Social Committee.

### **7. MANAGEMENT REPORT**

#### **A. Monthly Report**

- The BOD reviewed the UPA Management Report and instructed UPA to research and report back to the Board on concerns/issues with the Kempsville Road Gate protection posts (arm housing safety pylon) and remaining painting issues.

Robert made a motion to accept the UPA Management Report. Tom seconded the motion. The motion was accepted and adopted.

## **8. UNFINISHED BUSINESS**

### **A. Pool Issues**

- There are no requested changes to the BOD Pool Closing matrix.
- There have been reports of the Cabana being left in an unsatisfactory cleanliness condition after folks have reserved it for personal events. The BOD recommended that the Social Committee submit a statement of the problem and proposed solution.
- The pool entry gate and restroom door concerns have been tabled until next year. In addition, the Pool Rules and Regulations will be reviewed and updated for next year's pool season.

### **B. Gate Construction**

- The BOD requested that UPA contact Smart Parcs, Inc and inform them that the Kempsville Road entry/exit gate for The Commons is to be operational by September 2<sup>nd</sup> except for the issuance of the ID tags.

### **C. Vehicle Registration**

- The BOD reviewed the vehicle registration/ID distribution process as presented by Diane.

### **D. Painting of Units for 2008**

- The BOD reviewed the final painting matrix for 2008.

### **E. 2009 Budget**

- Deferred to Executive session.

### **F. Unit Numbers for 2008**

- The BOD reviewed the Unit Number matrix presented by Diane. Tom stated that when the matrix was created, the fact that Evergreen and Dogwood models have two (2) sets of house numbers was overlooked. Diane will update the Unit Number matrix to reflect this oversight.

### **G. Lake Garbage**

- This item has been tabled until September to allow Robert to investigate a possible permanent solution more thoroughly.

## 9. NEW BUSINESS

### A. Applications for Architectural Review

- There were no Applications for Architectural Review.

### B. Purchase Orders

- Dave requested reimbursement IN THE AMOUNT OF \$20.00 for payment to SEVA-CAI covering registration and reservation for the September 10<sup>th</sup> Associations Contract seminar. The Board had already approved this Purchase reimbursement during the July 2008 BOD meeting.
- Tom requested reimbursement for the purchase of Cabana supplies (Paper towels) in the amount of \$9.47 plus tax and items for the Ice Cream Social event in the amount of \$82.66 plus tax. The total reimbursement including taxes is \$94.67. Dave made a motion to approve the purchase order for these expenses. Robert seconded the motion. The motion was accepted and adopted.
- Robert requested reimbursement in the amount of \$27.07 for the purchase of a cash box and receipt book (to be used during the Vehicle ID Tag registration/distribution). Tom made a motion to approve the purchase order for these expenses. Dave seconded the motion. The motion was accepted and adopted.

### C. Power Washing of Units

- The BOD tabled this issue until the January 2009 BOD meeting due to lack of funds during 2008.

### D. Election of 2009 Board of Directors

- Diane reported that she has had no luck in seeking membership for a 2009 BOD nomination committee. Mike Minor of UPA informed the BOD that the BOD interest section contained in the notification letter for The Commons Annual Meeting may be used as a substitute for a nominating committee.

Robert made a motion to enter Executive Session. Dave seconded the motion. The motion was accepted and adopted.

## 10. EXECUTIVE SESSION

### A. Violations

### B. Delinquency Report

### C. Bids

**D. Budget**

Dave made a motion to leave Executive Session. Robert seconded the motion. The motion was accepted and adopted.

**11. MOTIONS FROM EXECUTIVE SESSION**

**A. Violations**

- The BOD reviewed but had no motions on this item .

**B. Delinquency report:**

- The BOD reviewed but had no motions on this item.

**C. Bids**

- The BOD reviewed but had no motions on this item .

**D. Budget**

- The BOD reviewed but had no motions on this item

Robert also requested that the BOD approve his attendance at the Association C ontracts seminar on September 10<sup>th</sup>.

Tom made a motion to permit Robert the opportunity to attend the SEVA-CAI sponsored Association Contracts seminar on September 10<sup>th</sup>. Dave seconded the motion. The motion was accepted and adopted.

**12. ADJOURNMENT**

Diane made a motion to adjourn. Tom seconded the motion. The motion was accepted and adopted. The meeting adjourned at 9:22 pm.

Respectfully submitted

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Approved

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Date