



The Commons

A Condominium Association

Board Meeting Minutes – June 17, 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Diane Standridge, President
Tom Pelech, Vice President
Sharon Shoff, Secretary
Dave Grant, Member-at-Large

Members Absent

Robert Chapin, Treasurer
Mike Minor, Association Manager

Others Present

Mr. Lawrence, Lawrence Landscaping
Shawn, Commons Supervisor, Lawrence Landscaping

1. CALL TO ORDER

With the establishment of a quorum, the President called the meeting to order at 6:22 p.m.

2. UNIT OWNERS' FORUM (30 Minutes)

There were not any Unit Owners present.

3. DISCUSSION WITH Mr. Lawrence CONCERNING GROUNDS CONTRACT

The BOD addressed Mr. Lawrence concerning several items in the land scaping contract with his company that have not been carried out per the contract. The contract calls for mulching to be completed in March 2008, weed control, application of lime, and grass seeding. The BOD also noted that his staff were seen using weed wackers to cut the grass.

The BOD suggested the following to correct the problems: putting down the mulch; spraying for weeds each week; checking the pH on the West Bank to bring it up to 6.0-6.5; adding another application of lime, if needed; weeding cracks in the sidewalks; and getting the sucker growth under control.

4. APPROVAL OF MINUTES FROM May 19, 2008 Special Unit Owners’ Forum

The BOD reviewed the minutes. There were not any corrections. Dave made a motion to accept the minutes from the May 19th, 2008 Special Unit Owners’ Forum. Tom seconded the motion. The motion was accepted and adopted.

5. APPROVAL OF MINUTES FROM May 20th BOD MEETING

The BOD reviewed the minutes and noted several corrections. Dave made a motion to approve the minutes from the May 20th BOD meeting with the corrections. Sharon seconded the motion. The motion was accepted and adopted.

6. FINANCIAL REPORT

Treasurer’s Report, 06/17/2008, as of 05/31/2008

BALANCE SHEET:	
ASSETS	
Operating Account	\$ 40,368.04
Petty Cash	\$ 750.00
Operating Reserve	\$ 22,829.73
Replacement Reserve	\$ 253,442.02
TOTAL ASSETS	\$ 316,639.79
CAPITAL & EQUITY	
Accum Operating Reserve	\$ 22,829.73
Accum Repl Resrv Interest	\$ 11,371.27
Accum. Replacement Reserve	\$ 253,487.19
Retained Earnings	\$ 15,792.08

Current Earnings	\$ 25,280.79
TOTAL EQUITY	\$ 316,389.79

INCOME STATEMENT	VARIANCE		
	MAY	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 28,737.05	\$ 141,214.82	\$ 3,273.97
Gen'l & Admin Expenses	\$ -9,061.50	\$ -28,470.24	\$ 1,059.10
Maint. Expenses	\$ -7,688.37	\$ -33,266.05	\$ -430.25
Interest Earned on Reserves	\$ -1,226.60	\$ -3,478.12	\$ -2,337.73
Operating Income	\$ 10,760.58	\$ 76,039.96	\$ 1,565.09
Transferred to Operating Reserves	\$ -1,068.08	\$ -5,340.41	\$ -0.01
Transferred to Replacement Resvs	\$ -8,539.83	\$ -42,699.15	\$ 0.00
Net Ordinary Income	\$ 2,023.11	\$ 26,808.18	\$ 1,565.08
Income from Water Sales (May)	\$ 3,051.90	\$ 19,917.72	\$ -4,665.83
Cost of Water	\$ -4,160.74	\$ -12,287.94	\$ 11,712.06
Meter Fees	\$ -532.25	\$ -1,064.50	\$ 546.37
Sewer Fees	\$ -3,141.44	\$ -9,200.17	\$ -3,700.18
Net Water Income	\$ -4,792.53	\$ -2,634.89	\$ 3,892.42
Net Income	\$ -3,685.03	\$ 25,280.79	\$ 5,457.50

Notes:

1. This is an interim report. Personal circumstances, a lack of the necessary time, have prevented me from verifying all of the data used in this report. All of the accounts have been reconciled and are correct. There are minor differences, amounting to a total of about \$600 (2% of income), in a few of the expense categories for May between the figures provided by UPA and those developed from the Treasurer's books. I expect these differences to be resolved once the analysis has been completed at the end of June.

With the effects of Note 1 considered, this report is a fair and accurate representation of the condition of the Association as of May 31, 2008.

Robert W. Chapin, Jr., Treasurer.

The BOD did not take any action on this item.

7. OFFICER REPORTS

A. PRESIDENT

- No report

B. VICE PRESIDENT

- Tom reported that he reset the pond fountains due to the power outage the previous evening.

C. TREASURER

- Absent

D. SECRETARY

- No report

E. MEMBER-at-LARGE

- No report

8. COMMITTEE REPORTS

A. COMUNICATIONS COMMITTEE

- The last meeting was held on June 2, 2008 at the Cabana at 8:07 pm.
- Dave stated that the next newsletter will be distributed in July. The Newsletter will be e-mailed to the BOD prior to distribution for their comments.
- Dave raised the issue of developing courtesy notification cards that can be issued to Unit Owners by the BOD when violations are noticed in The Commons.
- Dave raised the issue of the BOD Action Items for posting to the Community Bulletin Board. Sharon stated that she would ensure that the list is e-mailed to the BOD no later than the Saturday after the BOD meetings.
- The next meeting will be held on July 7th at the Cabana at 8:00 PM.

B. GROUNDS COMMITTEE

- The last meeting was held on June 10th, 2008 in the Cabana at 7:00 PM.
- The next community clean-up is Saturday, June 28th at 9:00 AM in the Cabana
- The next meeting will be held on July 8th at 7:00 PM in the Cabana.

C. MAINTENANCE COMMITTEE

- The Maintenance Committee met on June 9th, 2008 in the Cabana at 7:30 PM.
- The BOD reviewed the draft meeting minutes. Diane questioned the West Bank Collapse item on the report and noted that the recent work done should be under warranty.
- Another item that needs to be addressed is the damage to the fence along

- Indian River Road.
- Diane noted that the signs and sign posts repairs/replacements, which were not listed in the minutes, also need to be addressed by the committee .
 - The next meeting will be held on July 7th, 2008 at 7:30 PM in the Cabana.

D. SOCIAL COMMITTEE

- Sharon presented the minutes from the May meeting of the Social Committee
- She noted that the upcoming events include: July 4th Cookout; Ice cream social/movie night on Saturday, August 16th; Labor Day Cookout on Monday, September 1st; and an October s oup swap.
- The next meeting will be June 25th

9. MANAGEMENT

A. Monthly Report

- The BOD reviewed the UPA Management Report. The BOD did not take any action on this item.

10. UNFINISHED BUSINESS

A. 2008 Pool Season

- Dave stated that the BOD could look into a new gate lock at the pool entrance because the existing lock requires people to manually lock the gate and that it may be hard to unlock the gate from the inside. He recommended that the BOD investigate a magnetic lock with a card reader that would lock behind persons entering the gate. The BOD agreed to pursue obtaining bids.

B. Security Lighting

- Tom stated that he is looking into 2 lighting models for the garage areas and 2 for the front porches. Once these models are adopted, the existing Unit Owners' lights would be grandfathered. Further discussion of this matter was tabled.

C. Painting of Units

- Diane indicated that the existing painting contract does not include the cleaning, staining, and sealing of the natural wood fenced on the Brookside and Appleton models. There are a total of 32 units in The Commons that need this treatment. There is enough funding to do 8 units this year on Coolspring Way at \$550/unit. Dave made a motion to increase the scope of work for the painting contract with Target t to clean, stain, and seal 8 natural

wood fences at a cost of \$550/fence. Sharon seconded the motion. The motion was accepted and adopted.

D. Unit Numbers

- The BOD agreed that additional unit numbers should be purchased from the same company that was used previously. Further discussion about installation of new unit numbers was tabled.

11. NEW BUSINESS

A. Applications for Architectural Review

- There were no Applications for Architectural Review.

B. Purchase Orders

- Sharon made a motion to pay Tom and Diane for the list of expenses that were provided to Robert. Dave seconded the motion. The motion was accepted and adopted.

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

12. EXECUTIVE SESSION

A. Violations

B. Delinquency Report

C. Contract Bids

1. Roof Inspections
2. Gutter cleaning and gutter guards
3. Entry Gate

D. Audit

E. Lease: 1549 Pebblebrook Way

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

13. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:** Tom made a motion to send a violation notice to a Unit Owner for failing to clean up after their dog. Dave seconded the motion. The motion was

accepted and adopted.

B. Delinquency report: The BOD reviewed but did not take any action on this item.

C. Contract Bids:

1. Roof Inspections: Dave made a motion to accept the bid from Atlantic Services in the amount of \$1,900 for the inspection of roofs, the repair of all cracked and damaged pipe collars at \$65.00/collar, and the repair of all poor flashing, not to exceed \$300.00 before obtaining approval. Tom seconded the motion. The motion was accepted and adopted.

2. Gutters: Dave made a motion to accept the bid from Atlantic Services in the amount of \$4,600 to clean the gutters and downspouts and install gutter guards for 36 units. Sharon seconded the motion. The motion was accepted and adopted.

3. Entry Gate:

- Tom made a motion to accept the bids from SmartParcs, Inc. in the amount of \$29,597.50 with an additional 10% contingency for a total of \$32,557.25 for the installation of an entry gate on Spring Cove Way. Dave seconded the motion. The motion was accepted and adopted.

- Dave made a motion to use option 1 on Robert's Gate Financing Options Report, which will entail borrowing money from The Commons Replacement Reserve (RR) to pay for the gate and to add approximately \$23.00/month for a period of one year beginning with next year's monthly assessments to pay back the RR. Sharon seconded the motion. The motion was accepted and adopted.

- Tom made a motion that the vehicle access tags that Unit Owners and Residents must affix to their vehicles to drive through the gate will be permanent, non-transferrable tags, and that Residents and Unit Owners will be provided access tags for each of their registered vehicles. Additional access tags may be purchased by Residents and Unit Owners for \$60.00 each. Sharon seconded the motion. The motion as accepted and adopted.

D. Audit: The BOD did not take any action on this item.

E. Lease: 1549 Pebblebrook Way: The BOD did not take any action on this item.

14. ADJOURNMENT

Dave made a motion to adjourn. Tom seconded the motion. The motion was accepted and adopted. The meeting adjourned at 9:15 pm.

Respectfully submitted

Approved

Date