



# The Commons

## A Condominium Association

**Board Meeting Minutes – September 16, 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  
Sharon Shoff, Secretary  
Dave Grant, Member-at-Large

### **Members Absent**

None

### **Others Present**

Andrea Zarge, Unit Owner

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

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

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

There were not any comments or questions during the Unit Owners' Forum.

### **3. APPROVAL OF MINUTES FROM AUGUST 19<sup>th</sup> MEETING**

The BOD reviewed the Minutes. Robert made a motion to approve the Minutes as written. Dave seconded the motion. The motion was accepted and adopted.

#### 4. FINANCIAL REPORT

Treasurer's Report, 09/16/2008, as of 08/31/2008

<b>BALANCE SHEET:</b>	
<b>ASSETS</b>	
Operating Account	\$ 50,651.42
Petty Cash	\$ 750.00
Operating Reserve	\$ 26,058.46
Replacement Reserve	\$ 280,810.18
<b>TOTAL ASSETS</b>	<b>\$ 358,270.06</b>
<b>CAPITAL &amp; EQUITY</b>	
Accum Operating Reserve	\$ 26,058.46
Accum Repl Resrv Interest	\$ 13,074.77
Accum. Replacement Reserve	\$ 267,735.41
Retained Earnings	\$ 15,792.08
Current Earnings	\$ 35,609.34
<b>TOTAL EQUITY</b>	<b>\$ 358,270.06</b>

<b><u>INCOME STATEMENT</u></b>	<b>VARIANCE</b>		
	<b>AUGUST</b>	<b>YEAR TO DATE</b>	<b>YEAR TO DATE</b>
Total Assoc. Income	\$ 25,134.14	\$ 218,763.32	\$ -1,942.04
Gen'l & Admin Expenses	\$ -4,890.43	\$ -48,688.17	\$ 269.37
Maint. Expenses	\$ -952.95	\$ -51,425.44	\$ 47,291.84
<b>Operating Income</b>	<b>\$ 19,290.76</b>	<b>\$ 118,649.71</b>	<b>\$ 45,619.17</b>
Interest Earned on Reserves	\$ -1,272.28	\$ -5,251.28	\$ 4,054.08
Transferred to Operating Reserves	\$ -1,068.08	\$ -8,544.65	\$ -0.01
Transferred to Replacement Resvs	\$ -8,539.83	\$ -68,318.64	\$ 0.00
<b>Net Ordinary Income</b>	<b>\$ 8,410.57</b>	<b>\$ 36,535.14</b>	<b>\$ 49,673.24</b>
Income from Water Sales (August)	\$ 4,533.61	\$ 33,874.83	\$ -5,458.53
Cost of Water	\$ 0.00	\$ -16,375.42	\$ 15,624.58
Meter Fees	\$ 0.00	\$ -2,137.80	\$ 19.44
Sewer Fees	\$ 0.00	\$ -16,287.41	\$ -8,954.09
<b>Net Water Income</b>	<b>\$ 4,533.61</b>	<b>\$ -925.80</b>	<b>\$ 1,231.40</b>
<b>Net Income</b>	<b>\$ 12,944.18</b>	<b>\$ 35,609.34</b>	<b>\$ 50,904.64</b>

Notes:

1. There are no differences between UPA's accounting and the Treasurer's accounting.

2. 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 only recently been presented). The positive variance in the Interest Earned on Reserves reflects that current interest rates are about 45% less than estimated this time last 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.

3. 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 August 31, 2008.

Robert W. Chapin, Jr., Treasurer.

Sharon made a motion to accept the Treasurer's Report. Tom seconded the motion. The motion was accepted and adopted.

## **5. OFFICER REPORTS**

### **A. PRESIDENT**

- No report

### **B. VICE PRESIDENT**

- No report

### **C. TREASURER**

- No report

### **D. SECRETARY**

- No report

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

- No report

## **6. COMMITTEE REPORTS**

### **A. COMMUNICATIONS COMMITTEE**

- The last meeting was held on September 8<sup>th</sup> in the Cabana at 8:00 PM.
- Dave stated that the September issue of the newsletter is ready and will be distributed in the next several days. The newsletter was e-mailed to the BOD prior to distribution for their comments.
- The next issue of the newsletter will be in November.

- The next meeting will be held on October 6<sup>th</sup> in the Cabana at 8:00 PM.

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

- The last meeting was held on September 9<sup>th</sup> in the Cabana at 7:00 PM.
- The next community clean-up is Saturday, October 4<sup>th</sup>, at 9:00 AM in the Cabana.
- The next clean-up day will focus on the cleaning of trees along the lake and also removing supporting stakes on the Crape Myrtle trees at the Kempsville entrance into the community.
- The next meeting will be held on October 14<sup>th</sup> at 7:00 PM in the Cabana.

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

- The Maintenance Committee met on September 4<sup>th</sup> in the Cabana at 7:30 PM.
- Robert stated that the 1400 CSW series trim replacement has been completed .
- Robert noted that the siding at 1509 Pebblebrook Way was inspected on August 21<sup>st</sup> and is buckled. He stated that there is currently a work order to address this issue.
- Robert stated that this Committee is in need of a Chairperson and a Secretary.
- The next meeting will be held on October 9<sup>th</sup> at 7:30 PM in the Cabana.

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

- There was not a formal report from the Social Committee. However, Lacey Newman is identifying a needy family to provide donations of gifts and food during the holidays, and the Social Committee will also be planning a holiday party.

### **7. MANAGEMENT**

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

- The BOD reviewed the UPA Management Report. Robert made a motion to request that the Association Manager purchase a CD in the amount of \$25,000. Dave seconded the motion. The motion was accepted and adopted.
- The BOD reviewed an invoice from Atlantic Services and noted discrepancies between the scope of work in the contract and what items were actually completed. Robert will follow up on this item.
- Diane requested that the Association Manager send a letter to the Unit Owners of 1476 Coolspring Way stating that the maintenance and/or repair of the steps of their Unit is the Unit Owner's responsibility, per Page 11, 4.4 (1) of the Declaration.
- Robert made a motion to accept the Management Report. Tom seconded the motion. The motion was accepted and adopted.

## 8. UNFINISHED BUSINESS

### A. 2008 Pool Season Wrap-up

- During the January 2009 BOD meeting, the Board will discuss what should be done about the gate and bathroom door lock s.
- The “Male” and “Female” signs on the bathroom doors need replacement.
- The BOD discussed the need for security lighting at the pool. This may consist of lights with motion sensors equipped with an override switch.
- The collar trim around the columns also needs to be repaired.
- The contractor did not perform as per the contract.

### B. Gate Construction Wrap-up

- The gate is scheduled to become operational at 10:00 AM on September 17<sup>th</sup>.
- As of the date of this meeting, the phone line for the gate was not live.
- Guard posts were not indicated in the contract with SmartParcs. This may be an additional item that needs to be purchased.

### C. Vehicle Registration Wrap-up

- Diane noted that there were only 6 Unit Owners who have not yet registered their vehicles.
- Diane requested that the Association Manager order 50 more gate tags as well as additional resident stickers.

### D. Painting of Units for 2008 Wrap-up

- A final item needs to be addressed. The Unit Owner of 1545 Coolspring Way still has outstanding issues. Robert will call the Unit Owner and ask to meet him to determine what else needs to be done.

### E. Unit Numbers for 2008 Wrap-up

- Diane ordered all of the house numbers. Robert made a motion to reimburse Diane in the amount of \$745.89 for the purchase of house numbers. To m seconded the motion. The motion was accepted and adopted.

### F. Lake Garbage

- Robert stated that he thought that the purchase of a long -handled instrument to use to clean out the lake was all that was required to close out this item. He will purchase this equipment, which will be stored in the Cabana.

## 9. NEW BUSINESS

### A. Applications for Architectural Review

- A Unit Owner made a request to place a window air conditioning unit in her upstairs back window. Robert made a motion to disapprove the request. Dave seconded the motion. The motion was accepted and adopted. Tom agreed to contact the Unit Owner to provide alternative solutions.

#### B. Purchase Orders

- Robert made a motion to approve a purchase order in the amount of \$6.60 to reimburse Dave for newsletter supplies. Sharon seconded the motion. The motion was accepted and adopted.
- Robert made a motion to approve a purchase order in the amount of \$50.91 to reimburse Tom for house number supplies and water for the Cabana. Dave seconded the motion. The motion was accepted and adopted.

#### C. Power Washing of Units

- This item was tabled due to lack of funds and will be reconsidered during the January 2009 BOD meeting.

#### D. Election of 2009 Board of Directors

- The BOD discussed the election in November, including the need to obtain enough proxies.
- The terms that are expiring include the Vice-President, Tom Pelech, Secretary, Sharon Shoff, and the Member-at-Large, David Grant.
- Dave recommended that the position descriptions and lists of responsibilities for the BOD positions be included in the November newsletter.
- Dave also stated that the BOD should try to obtain interests from the Unit Owners to run for these positions. In particular, the BOD needs a person who is willing to oversee the various hired contractors who perform needed work for the community.

#### E. Grounds Issues

- There were reports from Unit Owners of fire ants near their Units on Pebblebrook Way. Robert made a motion to request that the Association Manager solicit bids for the extermination of fire ants in the community. Tom seconded the motion. The motion was accepted and adopted.
- The Unit Owner of 1580 Coolspring Way notified the Board that a Leland Cypress had been cut down behind her house. Other Board Members stated that they thought it had fallen over, but had since been righted. Diane agreed to check to see if it was in fact cut down.
- The BOD discussed the maple tree that had blown down during the storm and has since been discarded. Tom made a motion to request that the

Association Manager obtain a quote to remove the stump and plant a new tree measuring 8-12' of our choice. Sharon seconded the motion. The motion was accepted and adopted.

- The BOD discussed the contract with Lawrence Landscaping. The BOD asked the Association Manager to remind the landscaping company to make sure that they prune the trees before they put down mulch. In addition, Tom made a motion to request that Lawrence Landscaping remove the planting of rye grass from their contract and replace this item with putting down pre and post emergent to reduce the growth of weeds in the community. Robert seconded the motion. The motion was accepted and adopted.
- The BOD discussed the prevalence of mushroom growth in the community. The BOD requested that the Association Manager ask the landscaping company to remove mushroom growth in the beds as they are responsible for pulling weeds and removing growth in these areas.
- There are cat tails planted around the A/C at 1553 Coolspring Way. The Grounds Committee will transplant these to the bank of the community lake.

**F. Committees for 2008-2009**

- The President requested that each Board Member identify a Committee Chairperson for each of the committees for the year 2008 -2009 and report during the October Meeting.

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. Contracts**
  - (1). 2008 Pool Season
  - (2). SwimKare contract for winter 2008 -2009
- D. 2009 Budget**
- E. Lease Requests**

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

**11. MOTIONS FROM EXECUTIVE SESSION**

- A. Violations:** Sharon made a motion to send a violation letter to a Unit Owner for

failing to have his/her dog on a leash and for failing to control his/her dogs. Robert seconded the motion. The motion was accepted and adopted.

B. Delinquency report:

1. Robert made a motion to refer a Unit Owner for collection for unpaid assessments. Dave seconded the motion. The motion was accepted and adopted.
2. Robert made a motion to refer a Unit Owner for collection for unpaid assessments. Sharon seconded the motion. The motion was accepted and adopted.
3. Robert made a motion to refer a Unit Owner for collection for unpaid assessments. Dave seconded the motion. The motion was accepted and adopted.

C. Contract Bid:

1. 2008 Pool Season: Dave made a motion to request that SwimKare refund The Commons in the amount of \$860 for services not rendered under the existing contract. Robert seconded the motion. The motion was accepted and adopted.
2. Pool: Winter 2008-2009: Robert made a motion to accept the bid from SwimKare for the winter treatment package in the amount of \$460 for 3 months. Tom seconded the motion. The motion was accepted and adopted.

D. 2009 Budget: Robert made a motion that the Board of Directors approve the Proposed 2009 Budget, subject to minor technical corrections. Dave seconded the motion. The motion was accepted and adopted.

E. Lease Request: Dave made a motion to deny a request to lease a Unit due to hardship and to place the Unit on the waiting list for leasing units. Robert seconded the motion. The motion was accepted and adopted. Dave also made a motion to direct the Association Manager to send letters to Unit Owners who are currently renting their units at least 60 days prior to the expiration of their leases indicating the Unit Owner's obligation to formally make a request to the BOD if they wish to re-lease their Unit and explaining that they have no more than 60 days after the current lease expires to re-lease their Unit. Sharon seconded the motion. The motion was accepted and adopted.

## 12. ADJOURNMENT

Tom made a motion to adjourn. Robert seconded the motion. The motion was

accepted and adopted. The meeting adjourned at 9:33 PM.

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Approved

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Date