



The Commons A Condominium Community

Board Meeting Minutes – December 15, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Diane Standridge, President
Tom Pelech, Vice President
Jeff Mosher, Treasurer
Dave Grant, Member-at-Large and Acting Secretary

Members Absent

Mike D'Ambra

Others Present

Jill Albright, Association Manager

1. CALL TO ORDER

With the establishment of a quorum, the President called the meeting to order at 6:28 p.m.

2. UNIT OWNERS' FORUM (30 Minutes)

There were no Unit Owners present.

3. RATIFICATION OF BOARD MEMBERS

Tom made a motion to ratify The Commons Condominium Association's Board of Directors Members as voted during the Annual Meeting, 24 November 2009. Jeff seconded the motion. By a vote of 3-0 the motion was accepted and adopted.

4. APPROVAL OF MINUTES FROM OCTOBER 27, 2009

Tom made a motion to approve the minutes from the October 27, 2009 BOD Meeting as amended. Jeff seconded the motion. By a vote of 3-0 the motion was accepted and adopted.

5. FINANCIAL REPORT

Treasurer's Report, 12/15/09, as of 11/30/09

<u>BALANCE SHEET:</u>	
ASSETS	
Operating Account	\$ 22,974.36
Accounts Receivable	\$ 60,638.98
Other Assets: Prepaids	\$ 3,162.98
Petty Cash	\$ 750.00
Operating Reserve	\$ 24,573.89
Replacement Reserve	\$ 410,867.86
TOTAL ASSETS	\$ 522,968.07
LIABILITIES & EQUITY	
Accounts Payable	\$ 1,662.68
Loan from Replacement Resv	\$ 29,597.50
Prepaid Owner Assessments	\$ 8,364.87
Accelerated Owner Assessments	\$ 1,336.32
Total Liabilities	\$ 40,961.37
Reserves	
Accum Operating Reserve	\$ 24,573.89
Accum Repl Resrv Interest	\$ 21,054.46
Accum. Replacement Reserve	\$ 425,365.51
Total Reserves	\$ 470,993.86
Retained Earnings	\$ -17,974.87
Current Earnings	\$ 28,479.90
Owners' Equity	\$ 82,430.55
TOTAL EQUITY & LIABILITIES	\$ 551,404.97

<u>INCOME STATEMENT</u>			VARIANCES
	NOV	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 30,635.87	\$ 345,221.46	\$ 3,921.82
Gen'l & Admin Expenses	\$ -7,078.87	\$ -65,047.07	\$ 11,390.05
Maint. Expenses	\$ -17,065.52	\$ -130,096.93	\$ -374.80
Operating Income	\$ 6,491.48	\$ 150,077.46	\$ 14,937.07
Xfer Interest Earned on Reserves	\$ -265.87	\$ -6,504.79	\$ 3,837.85
Transferred to Operating Reserves	\$ 0.00	16.66	\$ -16.66
Transferred to Gate Loan Reserves	\$ -2,522.27	\$ -27,744.97	\$ 0.00
Transferred to Replacement Resvs	\$ -8,625.25	\$ -94,877.75	\$ 0.00
Net Ordinary Income	\$ -10,763.91	\$ 20,966.61	\$ 18,758.26

"Water Company"			
Income from Water Sales (Nov)	\$ 0.00	\$ 58,107.39	\$ 12,274.02
Cost of Water	\$ 0.00	\$ -30,869.32	\$ -5,869.32
Meter Fees	\$ -532.25	\$ -3,283.50	\$ -33.50
Sewer Fees	\$ 0.00	\$ -13,388.34	\$ 11,611.66
Storm Water Fees	\$ 0.00	\$ -3,019.62	\$ 3,180.38
Net Water Income	\$ -532.25	\$ 7,546.61	\$ 21,163.24
Net Income	\$ -5,454.16	\$ 28,479.90	\$ 39,921.50

Notes:

1. Last month's Owners' Equity was misstated by a factor of five too much. The error is regretted.
2. This report follows the practice developed over the last two months of using both the Treasurer's figures and The Select Group figures where they are more accurate. In brief, the "cash accounts" on the Balance Sheet are the Treasurer's figures and the accrual accounts, specifically the Payables and Receivables, are The Select Group's numbers. This month's Income Statements for the month of November matched perfectly for the month.

With the effects of Notes 1 and 2 considered, this report is a fair and accurate representation of the financial condition of the Association as of November 30, 2009.

Regards,
Jeffrey L Mosher
Treasurer
Board of Directors
The Commons Condominium Association

Jeff made a motion to accept the Treasurer's Report as written. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

6. OFFICER REPORTS

A. PRESIDENT

- Diane will be gone 20 December through late 3 January. In here absence, Tom will act as President for the Association. She provided her cell number in case of emergencies.
- Diane provided a listing for the 2010 BOD meeting dates. She will provide an electronic version to Dave for posting to the Website.
- Diane provided a copy of the 2010 BOD monitoring responsibilities and encouraged all to be diligent and consistent in their responsibilities even through the Holiday season.
- Diane also asked that comments be provided to Dave by the 6th of January 2010 regarding the December BOD meeting minutes so that a Draft copy can be forwarded to Jill for inclusion in the January Board packet.

B. VICE PRESIDENT

- Tom provided Jill a delinquency notice for 1401 Falling Creek Way. The Select Group will investigate since there is no such address in The Commons Community.
- Tom will get estimates for a replacement weather vane for The Cabana and provide to the BOD.

C. TREASURER

- Nothing to report.

D. SECRETARY

- Absent.

E. MEMBER-at-LARGE

- Dave inquired when the perimeter tree contracts would be received. Jill stated the contracts were due to The Select Group by 17 January in time for the next Board meeting.

7. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- Communications Committee meeting held 8 December 2009. Minutes were furnished for inclusion in BOD packet.
- The key dates for the January newsletter is that the BOD submissions are due back 3 January
- The next meeting will be held on January 12th at 8:00 PM in the Cabana.

B. GROUNDS COMMITTEE

- The Grounds Committee meeting minutes for 14 December 16, 2009 were provided for review.
- The next Clean-up will be on 2 January and Jerry will not be available.
- Tom would like the BOD to address the placing of bird feeders in common areas due to the probability of attracting unwanted vermin to our Community.
- The next Grounds Committee meeting will take place on January 11th.

C. MAINTENANCE COMMITTEE

- The 10 December 16, 2009 Maintenance Committee meeting minutes were provided for review and comment.
- The next Maintenance Committee meeting is January 14th at 7:30 pm in The Cabana.

D. SOCIAL COMMITTEE

- No report.
- Diane asked that the BOD provide a list of proposed activities for the Social committee during the January BOD meeting.

8. MANAGEMENT REPORT

- Jill presented the Management Report. Including a Work Order history report and the Action list from the October BOD meeting.

- Diane asked that The Select Group inquiry of Terry Peterson-Residential whether they would provide an electronic version of The Commons Community mapping for the purpose of reproducing since the original has faded significantly.
- The following bids are due at the January BOD meeting: Back Gate lighting; KSR bids for 1440 CSW and behind all Units along SCW, perimeter tree solution.
- Also information pertaining to the Security lighting issue will be provided.
- Tom made a motion to accept the Work Order #33 to Atlantic Services in the amount of \$1200.00 for repairs to 1420 CSW. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- Dave made a motion to accept the Work Order #40 to Atlantic Services in the amount of \$2300.00 for repairs to 1456 CSW. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.
- Robert is working the RFP for repairs to the North end of the pond and also the clarification of the number and determination of the Units that require repairs to the step flashing.

9. UNFINISHED BUSINESS

- A. Roof Repairs
 - This item was covered in the Management Report above (D. Casey legal opinion).

10. NEW BUSINESS

- A. Applications for Architectural Review
 - None.

- B. Contracts for 2010 and 2007 Reserve Study
 - Jill will provide current contracts to all Board members.

- C. Purchase Orders
 - Jeff made a motion to accept the PO from Dave Grant in the amount of \$12.28 for supplies during the last Community clean-up. Tom seconded the motion. By a vote of 2-0 with 1 abstention, the motion was accepted and adopted.
 - Jeff made a motion to accept the PO from Tom Pelech in the amount of \$54.58 for perimeter tree repair supplies. Dave seconded the motion. By a vote of 2-0 with 1 abstention, the motion was accepted and adopted.

- D. Leasing Agreement
 - The BOD addressed leasing of the following Units: 1540 CSW, 1460 CSW and 5289 SCW.
 - The BOD requested that The Select Group request a copy of military orders before rendering a decision on the leasing request from 5289 CSW

- E. Online Request for Work Orders
 - Dave made a motion to accept the online Work Order tracking and execution process formulated by Diane and Robert. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

F. Snow Removal

- The BOD will review the Basnight Landscaping contract and address the snow removal issue during the January BOD meeting.

G. Water Bill

- Tom made a motion to provide Water Utility relief to Unit 1612 CSW due to a faulty meter in the amount of \$153.99. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

Dave made a motion to enter Executive Session. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

11. EXECUTIVE SESSION

A. Violations

B. Aged Owner Balances

Dave made a motion to leave Executive Session. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

12. MOTIONS FROM EXECUTIVE SESSION

A. Violations:

- Dave made a motion to form a Governance Committee from BOD members and convene on 26 January 2010 at 6:00 PM in The Cabana to address issues and to contact appropriate Unit Owners for their presence. Tom seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

B. Aged Owner Balances

- Jeff made a motion to have The Select Group contact Deborah Casey for a legal opinion in drafting a resolution addressing delinquent accounts, those accounts that become delinquent and illegal leasing of units for inclusion into The Commons governance documents. Dave seconded the motion. By a vote of 3-0, the motion was accepted and adopted.

13. ADJOURNMENT

Dave made the motion to adjourn. Jeff seconded the motion. By a vote of 3-0, the motion was accepted and adopted. The meeting adjourned at 8:29 p.m.

Respectfully submitted by Dave Grant, Acting Secretary.

Approved

Date