



The Commons

A Condominium Association

Board Meeting Minutes – April 15, 2008

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

Mike Minor, UPA Association Manager
Mr. David High, Smart Parcs, Inc.

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 not any Unit Owners present for the Unit Owners' Forum.

3. PRESENTATION ON ENTRANCE/EXIT GATES

Mr. David High of Smart Parcs, Inc. presented information on a vehicle access and gate control system.

4. APPROVAL OF MINUTES FROM March 18, 2008

The BOD reviewed the minutes and provided corrections.

Robert made a motion to approve the minutes as corrected from the March 18, 2008 Board meeting. Tom seconded the motion. The motion was accepted and adopted.

5. FINANCIAL REPORT

Treasurer's Report, 04/15/2008, as of 03/31/2008

BALANCE SHEET:	
ASSETS	
Operating Account	\$ 37,316.49
Petty Cash	\$ 750.00
Operating Reserve	\$ 20,679.51
Replacement Reserve	\$ 244,181.21
TOTAL ASSETS	\$ 302,177.21
CAPITAL & EQUITY	
Accum Operating Reserve	\$ 20,679.51
Accum. Replacement Reserve	\$ 244,181.21
Retained Earnings	\$ 15,792.08
Current Earnings	\$ 22,274.41
TOTAL EQUITY	\$ 302,927.21

INCOME STATEMENT	VARIANCE		
	MARCH	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 27,808.95	\$ 88,296.81	\$ 5,532.30
Gen'l & Admin Expenses	\$ -6,227.78	\$ -15,459.47	\$ -1,231.67
Maint. Expenses	\$ -5,310.52	\$ -17,023.62	\$ 26.19
Interest Earned on Op.&Repl.Resvs	\$ -104.83	\$ -2,204.91	\$ 1,284.60
Operating Income	\$ 16,165.82	\$ 53,608.81	\$ 6,843.08
Transferred to Operating Reserves	\$ -1,068.09	\$ -3,204.25	\$ 0.00
Transferred to Replacement Resvs	\$ -8,539.83	\$ -25,619.49	\$ 0.00
Net Ordinary Income	\$ 6,557.90	\$ 24,785.07	\$ 6,843.08

Income from Water Sales (Mar.)	\$ 4,274.46	\$ 12,729.77	\$ -2,020.24
Cost of Water	\$ -1,497.59	\$ -8,127.20	\$ 7,872.80
Meter Fees	\$ -532.25	\$ -1,064.50	\$ 0.00
Sewer Fees	\$ -6,048.73	\$ -6,048.73	\$ -2,382.07
Net Water Income	\$ -3,804.11	\$ -2,510.66	\$ 3,470.49
Net Income	\$ 2,753.79	\$ 22,274.41	\$ 10,313.57

Notes:

1. The differences between your Treasurer’s accounting and UPA’s accounting of the Balance Sheet accounts that have been discussed in past reports were resolved last month. The Balance Sheet now reflects directly and accurately what is in the bank. The only significant difference in the Income Statements lies in the fact that your Treasurer recognized the interest earned in the Replacement Reserves last month and UPA recognizes the same income and expense in this month.

2. Please see the prior month Treasurer’s Report for a discussion of the significance and interpretation of the variances between actual and budget. The primary cause of the beneficial variance in Income is the successful collection of some large past due accounts. The apparently beneficial variance in the Cost of Water is an accounting artifact caused by the recognition in March of Sewer charges that were previously aggregated with the Cost of Water. It has been difficult in the past to accurately budget for the Sewer charges and this year’s Sewer budget may be less than the real expenses will prove to be. So far this year, we have made all budgeted contributions to the Reserves. The recent drop in commercial interest rates will reduce our income on our Reserves.

With the effects of Notes 1 through 2 considered, this report is a fair and accurate representation of the condition of the Association as of March 31, 2008.

Robert W. Chapin, Jr., Treasurer.

Sharon made a motion to approve the Treasurer's Financial Report. Dave seconded the motion. The motion was accepted and adopted.

6. OFFICER REPORTS

A. PRESIDENT

- Diane stated that she will be picking up a box of 50 community lights and to notify her if you needed any.
- Diane noted that the seal coat was on schedule and that the contractor would be placing tags on Unit Owners' doors to remind them about the work.
- Diane stated that she will be in Alabama from Saturday May 10th - Saturday May 17th but would be back in time for the next BOD meeting.
- Diane discussed reports of graffiti in the community and noted that there was

some along the back fence on Spring Cove Way.

- Diane asked Mike to contact Verizon to ask that they come back to lock the boxes now that they have completed their work.
- Diane asked that the BOD discuss the Neighborhood Watch at the next BOD meeting.

B. VICE PRESIDENT

- No Report

C. TREASURER

- See Section 5 above.

D. SECRETARY

- Sharon stated that she received confirmation from Tallwood High School that they have approved the use of the SCOLA for October 21st from 6:00 - 10:00 pm and November 18th, 2008 from 7:00 - 9:00 pm.

E. MEMBER-at-LARGE

- Dave reported that there appears to be a large amount of vehicles parked in The Commons that are not displaying the vehicle registration sticker and that we should all do a thorough inspection in our assigned areas.

7. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- The last meeting was held on April 14, 2008 at the Cabana at 8:04 pm.
- Dave stated that the newsletter will be published on odd numbered months. He stated that the Communications Committee approved a schedule for preparing the newsletter for review by the BOD before it is published.
- Dave presented a motion to approve the Communications Committee proposed Officer Job Descriptions. Robert seconded the motion. The motion was accepted and adopted.
- The next meeting will be held on May 5th at the Cabana at 8:00 PM.

B. GROUNDS COMMITTEE

- The last meeting was held on April 8th, 2008 in the Cabana at 7:00 PM.
- The next community clean-up is Saturday, May 3rd at 9:00 AM in the Cabana
- The committee will be responding to a resident's report of the poles that are leaning at the entry sign.

- The next meeting will be held on May 13th at 7:00 PM in the Cabana.

C. MAINTENANCE COMMITTEE

- The Maintenance Committee did not meet this month but did spend time on March 22nd working on painting the house numbers. Robert stated that it took 1 1/2 hours to do 2 house boards and stated that he did not think that this was a job for the committee or Unit Owners to be doing. The BOD discussed possible alternatives, including other methods of doing the project as a group or getting a painting contractor to take on this task.
- The next meeting will be held on 3 April 2008 at 7:30 PM in the Cabana.

D. SOCIAL COMMITTEE

- Sharon stated that the committee has planned the Community Yard Sale, which will take place on Saturday, April 26th.

8. MANAGEMENT

A. Monthly Report

- The BOD reviewed the UPA Management Report. Robert expressed his dissatisfaction with Lawrence Landscaping because the yards between the units and the west bank of the BMP are very weedy. Mike reviewed the ARM BMP report and stated that the north side of the bridge is the worst. There are 2 areas that are in need of dirt, fill, and rip rap.
- Mike stated that Target would like to begin their work around the 1st of June.

Robert made a motion to adopt the Management Report. Dave seconded the motion. The motion was accepted and adopted.

9. UNFINISHED BUSINESS

A. Draft Resolution for Financial Controls

- This item was tabled. Robert stated that he would work on writing some procedures and guidelines instead of a formal resolution.

B. 2008 Pool Season

- The BOD decided to have a special meeting on Monday, April 21st at 7:00 pm in the Cabana to discuss the new pool regulations enacted by the City of Virginia Beach and how they will impact the cost of operating the pool in the upcoming

season. Dave, Robert, and Mike will be attending a special meeting on Friday, April 18th to obtain information on what the Association will be required to provide under the new regulations.

- Diane stated that after the special meeting, a letter will need to be sent to the Unit Owners providing information for the upcoming pool season, including the pool hours and the rules and regulations.

C. Doody Calls

- Tom stated that the Grounds Committee voted against obtaining the services of Doody Calls. Robert made a motion to disapprove the proposal to obtain the services of Doody Calls. Sharon seconded the motion. The motion was accepted and adopted.

10. NEW BUSINESS

A. Applications for Architectural Review

- None

B. Roof Preventative Maintenance

- Mike stated that the bids for this work have not come back. The item was therefore tabled.

C. Security Lighting

- Tom provided information on motion detection lights that could be installed by Unit Owners. He will bring to the next meeting recommendations on types of light fixtures and where they can be installed so that the BOD can adopt the recommendations as a change to the Architectural Guidelines in the Rules and Regulations.

D. Purchase Orders

- There were no Purchase Orders to consider.

E. Proposed Action List from BOD meeting.

- Dave provided a format for BOD Action Items, which he proposed could be completed and posted soon after each BOD meeting. The Action Items would include minutes taken from the Unit Owners' Forum as well as a listing of BOD Action Items and a disclaimer stating that the Action Items have not been formally approved and adopted. Dave made a motion to approve the use of the BOD Action Items. Robert seconded the motion. The motion was accepted and

adopted.

F. Use of Case Numbers for Violations

- Mike stated that he could incorporate specific information on violations in his Executive Session information each month so that the BOD could have a record of Unit Owner violations.

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

11. EXECUTIVE SESSION

A. Violations

B. Delinquency Report

C. Contract Bids

1. Smart Parcs, Inc.

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

12. MOTIONS FROM EXECUTIVE SESSION

A. Dave made a motion to send a violation notice to a Unit Owner for leaving out his trash can beyond the approved hours. Sharon seconded the motion. The motion was accepted and adopted.

B. There were not any motions made for owner delinquencies.

C. Contract Bids

1. Smart Parcs, Inc. Action on this item was tabled until the June meeting. The BOD requested that Mike obtain a complete turnkey bid for the installation of a gate at the Kempsville Road entry to The Commons to include 250 tags and all electrical and phone line work. The BOD will hold a special Unit Owners' meeting to obtain input on the proposed gate on Monday, May 19th at 7:00 pm in the Cabana.

13. ADJOURNMENT

Robert made a motion to adjourn. Dave seconded the motion. The motion was accepted and adopted. The meeting adjourned at 10:10 pm.

Respectfully submitted

Approved

Date