



THE COMMONS CONDOMINIUM ASSOCIATION

***BOARD OF DIRECTORS MEETING
TUESDAY, 18 SEPTEMBER 2007, 6:30 P.M.
THE COMMONS CABANA, 1400 PEBBLEBROOK WAY***

MEETING MINUTES

1. Meeting Called to Order/Establishment of Quorum

With the establishment of a quorum, The Commons Condominium Association's Board of Directors Meeting and Unit Owners' Forum were called to order by the President at 6: 28 PM.

The following members of the Board of Directors were in attendance:

Diane Standridge, President

Tom Pelech, Vice President

Robert Chapin, Treasurer

Dave Grant, Secretary

Member-at-Large, Vacant

Also attending was Mr. Mike Minor, UPA Association Manager.

2. Unit Owners' Forum (30 minutes)

One Unit Owner was in attendance regarding an issue to be discussed during Executive Session. No other Unit Owners were present.

3. Approval of Minutes from 21 August 2007

Tom made the motion to approve the written Minutes as amended. Robert seconded the motion. The motion was accepted and adopted.

4. Financial Report

Treasurer's Report, 9/18/07, as of 8/31/07

BALANCE SHEET:		UPA Figs.
ASSETS		
Operating Account	\$ 24,090.26	
Petty Cash	\$ 750.00	
Operating Reserve	\$ 13,042.05	
Replacement Reserve	\$ 181,573.31	
TOTAL ASSETS	\$ 219,455.62	
CAPITAL & EQUITY		
Accum Operating Reserve	\$ 41,777.77	\$ 22,829.62
Accum. Replacement Reserve	\$ 171,283.69	\$ 188,802.17
RR Loan to Expenses	\$ 10,285.00	\$ (10,285.00)
Retained Earnings	\$ (4,641.95)	\$ 7,072.72
Current Earnings	\$ 751.11	\$ 11,036.11
TOTAL EQUITY	\$ 219,455.62	\$ 219,455.62

<u>INCOME STATEMENT</u>			\$ OVER BUDGET
	AUGUST	YEAR TO DATE	YEAR TO DATE
Total Assoc. Income	\$ 27,668.10	\$ 184,175.64	\$ 12,895.64
Gen'l & Admin Expenses	\$ 4,484.79	\$ 43,494.17	\$ 2,484.41
<u>Maint. Expenses</u>	<u>\$ 6,837.38</u>	<u>\$ 94,518.65</u>	<u>\$ 5,421.21</u>
Operating Income	\$ 16,345.93	\$ 46,162.82	\$ 4,990.02
Transferred to Operating Reserves	\$ 865.19	\$ 6,056.33	\$ (865.19)
Transferred to Replacement Resvs	\$ 4,024.92	\$ 28,174.44	\$ (4,024.84)
Net Ordinary Income	\$ 11,455.82	\$ 11,932.05	\$ 9,880.05
Income from Water Sales (August)	\$ 317.05	\$ 25,977.70	\$ (11,222.30)
Cost of Water	\$ 0.00	\$ 29,765.49	\$ (901.15)
Meter Fees	\$ 532.81	\$ 2,125.61	\$ 73.61
Sewer Fees	<u>\$ 0.00</u>	<u>\$ 5,267.54</u>	<u>\$ (1,265.82)</u>

Net Water Income	\$ (215.76)	\$ (11,180.94)	\$ (9,128.94)
Net Income	\$ 11,240.06	\$ 751.11	\$ 751.11

Notes:

1. There continue to be differences between the Treasurer’s and UPA’s statement of the Capital & Equity side of the Balance Sheet. The bottom lines are the same but there are two versions of how to state this half of the Balance Sheet. The differences revolve around how to account for the transfer of \$10,000 from the Operating Reserve to the Operating Account and the payment of \$10,285 for the painting from the Replacement Reserves. UPA’s version is shown above. The check for the painting also causes differences in the Income Statement that are easily understood and resolved. At the moment, these differences do not have implications affecting the financial health of the community.

2. Now that we have finished the eighth month of the year, other issues are surfacing in the Income Statement that is not apparent in this report. 1) We seem to have under budgeted for both Insurance and Storm Water Fees by about a total of \$5,255. 2) The changes that we made in the pool maintenance contract were anticipated but not budgeted. These variances will be carefully considered as the draft budget is prepared.

3. We are still behind one month in transferring \$4,024.81 to the Replacement Reserve. This shortfall will be made up as soon possible. By the end of the year, we expect to reimburse the \$10,285.00 to the Replacement Reserves that was used to pay the final painting bill.

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, 2007

Robert W. Chapin, Jr., Treasurer.

Dave made the motion to approve the Financial Report as written. Tom seconded the motion. The motion was accepted and adopted.

5. Officer Reports

Secretary
No Report

Treasurer
No Report

VP
No report

President

- A. Flag pole lighting issue was discussed and it was agreed that an alternative solution should be pursued. The Board authorized UPA to secure bids for the work.
- B. Suggested that installation of new house numbers be scheduled for 13 October. Volunteers are requested to assist Maintenance and Grounds Committees.
- C. Requested that UPA research status of ownership of 1637 CSW.
- D. Board requested that UPA forward Board Code of conduct to legal for approval.
- E. Reviewed Units for Sale
 - Lot #88 vacant
 - Lot # 91 not listed on MLS or New Way web site
- F. Reviewed Units sold.

Member-at-Large (vacant)
No Report

6. Committee Reports:

Communications Committee

- A. Dave presented the 11 September 2008 draft meeting minutes
 - Request for all committees to present soft copy of meeting minutes for inclusion into web site
 - Letter on openings on BOD and Committees
- B. Confirmation of Committee Meeting recurrences (for inclusion in monthly events calendar)
 - Communications Committee: 1st Monday of every month at 8:00 PM in the Cabana
 - Grounds Committee 1st Tuesday of every month at 7:00 PM in the Cabana
 - Maintenance Committee: 1st Thursday of every month at 6:30 PM in the Cabana
 - Social Committee: TBD
 - BOD Meeting: 3rd Tuesday of every month at 6:30 PM (Unit Owners forum), 7:00 PM (BOD mtg) in the Cabana (except for annual meeting and/or special meetings).
- C. The Communications Committee submitted a 2008 estimated budget of \$700.00.
- D. The next newsletter will be published and distributed in mid October.

- Articles to include:
 - a. Termite
 - b. Where does it all go
 - c. Reminders of Budget and Annual meeting
- E. The next Communications Committee meeting will be on 1 October 2008 at 8:00 PM in the Cabana.

Grounds Committee

- A. Tom presented the Grounds Committee proposed 2008 draft budget totaling \$700.00
- B. Next meeting is scheduled for 2 October in the Cabana at 7:00 PM and the next community clean-up is 6 October at 9:00 AM in the Cabana

Maintenance Committee

- A. Robert presented the approved Maintenance Committee meeting minutes from 4 September.
 - Tabled west bank erosion
 - Approved recommended proposed 2008 committee budget
 - Forwarded repair request to UPA for electrical junction box repairs. Belief is that it is Dominion Power responsibility.
 - Committee had problems with Target Proposal #1053 and #1057 and is seeking clarification. Robert will contact Jerry to set up walk around.

Social Committee

No meeting since last BOD meeting.

7. Management Report:

Robert made the motion to approve the Management Report as presented. Tom seconded the motion. The motion was accepted and adopted.

8. Unfinished Business:

- A. *Board of Directors Code of Conduct* will be e-mailed from Diane to Mike for his comments and then to Sara for legal review.
- B. Lawrence Landscaping
 - Mike was asked to contact Mr. Lawrence to request adjusting mower blade height and to inform him that the Liriope is returning in certain areas and needs more treatment.
 - Grounds committee summarized bids into Common areas and Unit Owner charges

- a. Robert made the motion to accept Commons areas Lawrence Landscaping bid in the amount of \$210.75. Dave seconded the motion. The motion was accepted and adopted.
 - a. Board agreed to further research Unit Owner charges and decide at a future BOD meeting.
- C. New Community Signs
Board tabled this issue until Feb 08.
- D. BOD Critique Questions
Board will review and decide on content by December BOD meeting.

9. New Business:

- A. Applications for Architectural Review
 - None
- B. Community Newsletter
 - Robert made motion to print 6 Black & white community newsletters for CY 2008. Tom seconded the motion. The motion was accepted and adopted.
- C. October Board Meeting
 - October meeting will be held in the SCOLA at Tallwood HS beginning at 6:30 PM.
 - BOD members are requested to arrive as close to 6:00 PM as possible for set -up.
- D. Petty Cash Procedures
 - Board tabled this issue until Dec 07.
- E. Purchase Orders
 - None
- F. Nominating Committee
 - Jerry Standridge will chair committee will help from Valerie Brashers and another Association member TBD.
 - Names will be generated and possible candidates contacted for consideration/acceptance.

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

10. Executive Session:

- A. Delinquency Report
- B. Proposed Draft 2008 Budget
- C. Violations
- D. Leasing Request

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

11. Motions from Executive Session:

- A. Dave made the motion to accept the proposed 2008 Budget as amended. Tom seconded the motion. The motion was accepted and adopted.
- B. Robert made the motion authorizing UPA to send 4 violation letters for non-registration of vehicles to 1540 CSW, 5225 SCW, 5277 SCW, and 1473 PBW . Tom seconded the motion. The motion was accepted and adopted.
- C. Robert made the motion to accept the Leasing request as a hardship. Dave seconded the motion. The motion was accepted and adopted.

12. Adjournment:

At 9:04 PM, Tom made the motion to adjourn the BOD meeting. Robert seconded the motion. The motion was accepted and adopted.

Approved

Date