

Southampton at Salem Springs

Board of Directors Meeting Minutes

09 January 2023

6:00pm – Executive Session 6:30pm – Board Meeting
Salem United Methodist Church (2057 Salem Rd.)

- I. Executive Session: 6-6:30pm
- II. Meeting Start: 6:35pm
- III. Reports of Officers:
 - a. President Report –
 - i. Ratified Email Votes –
 - 1. The board approved to send out a TOPS message to the community about raising the dues. The board would like to plan ahead for 2024 to have the budget voted on by the end of November.
 - b. Vice President Report – NTR.
 - c. Treasurer’s Report –
 - i. No accounting funds to report. CFM account is still processing.
 - ii. Funds as of :
 - 1. Operating Account:
 - 2. Operating Reserves:
 - 3. Replenishing Reserves:
 - iii. CD at Old Point Bank at ~\$125,000 releases on the 27th. The plan is to move the CD to Dollar Bank as they have a 5.1% interest rate for a shorter period.
 - d. Member at Large – NTR.
 - e. Secretary’s Report – December meeting minutes need to be approved. Treasurer motioned for approval; president seconded. Board approved.
- IV. Managers’ Report:
 - a. The board is looking into some preventative maintenance items. More to follow.
 - b. First proposal is in for the pond decking.
 - c. Manager is still gathering proposals for moles and voles.
 - d. President asked about how the board wants to handle oil spills.
 - e. The lighting at the entrance to the community is dark. The board will work on getting a plan together. Vice president suggested that since the entrance is used a bus stop and it is dark, maybe the city might have some investment in putting a light there.
 - f. There are two rental spots that have been identified open.
- V. Old Business:
 - a. Executive Meeting Discussion Needing Votes:
 - i. Ratified emails (Please see president’s report).
 - b. **The board has voted unanimously** on the 2024 budget with a 5% increase in dues starting January 1, 2024, raising the monthly amount to \$341. Residents who have already paid this month’s dues may send in the additional \$16 or add it to next month’s bill.

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- c. **The board voted unanimously** for the property manager to find a professional and get quotes to deal with the moles and voles problem at 4309 SSW before they extend to more parts of the community.
- d. For residents who use the portal, there has been a \$2.00 fee added via a third party administrator called Enumerate since September 2023 through the funds processing software that is used through the portal. This company is not related to CFM. If residents would like to avoid this, please send in a check to CFM or use bill pay at their preferred.
- e. The landscaping project was completed on December 23, 2023. McDonalds did come out and replaced the bushes that had dies during the summer.
- f. Member at large mentioned that the curb at the entrance of the community is cracked. There is one that is ours and one that is the cities. **The board voted unanimously** to have someone come out to give a proposal and fix this.
- g. The community does have a few drainage issues to complete. The gentleman that
- h. was working on the project is no longer in business. The property manager will reach out to Manny and see who he can recommend. If not, he will have to find another company that deals with drainage issues.
- i. The board discussed oil spills on SWC and there will be violation letters sent out for these spills as soon as possible. The board needs to vote on a date for the oil spills to be fixed before further action is taken.
- j. The board reminded the community that working on vehicles in driveways and streets is strictly prohibited per the rules and regulations.
- k. The board discussed revising the rules and regulations this year.
- l. For residents who use the portal to pay their monthly dues, there has been a \$2.00 fee added via a third-party administrator called Enumerate since September 2023 through the funds processing software that is used through the portal. This company is not related to CFM. If residents would like to avoid this, please send in a check to CFM or use bill pay at their preferred.
- m. Contractors will be coming out to look at the pond decking and putting together proposals. The board agrees to have property manager loop John Robertson in look over the scope of work so that all pond issues get addressed as he was the mechanical engineer for this community when the community was being built.
- n. There are rental spots open, spots can be opened up to people on the waiting list.
 - i. Homeowners have 30 days to provide a copy of a lease once they are approved their renter.

VI. New Business:

- a. New proposals for the work order for 4473 SSW roof proposals were discussed.
- b. The property manager has gathered one proposal for the replacement of the pond decking. There are a few more on the way that the board would like to review.
- c. Drainage issues still going on around the community were discussed.
- d. The board is going to do a preliminary violation walk around in January with suggestions on things to fix in spring. The formal walk around will happen in March.

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- e. The board wants to look at the rules and regulations for revising purposes so that there is more clarification. The board will review the rules and regulations before the next meeting to consider if there needs to be an update.
- f. Member at large asked why the streetlight was replaced by an electric company and not Dominion. Property manager said that there were 3-4 trouble tickets placed but Dominion never came out and safety was in question as there were concerned homeowners.

VII. Homeowner Forum:

- a. Attendees: Steven and Deb Gallo, John Robertson

VIII. Adjournment: Vice President moved to close, President seconded, board approved. 7:10pm.