

Southampton at Salem Springs

Board of Directors Meeting Minutes

19 December 2023

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

- I. Called to meeting at 6:32pm
- II. Reports of Officers:
 - a. President Report –
 - i. Radified Email Votes –
 - The board approved** a work order for roof repair not to exceed \$1500.
 - 1. The board approved** 1 ARC.
 - b. Vice President Report – Not present at this meeting.
 - c. Treasurer’s Report –
 - i. Funds as of 30 Nov 2023:
 - 1. Operating Account: \$67,085.04
 - 2. Operating Reserves: \$28, 593.09
 - 3. Replenishing Reserves: \$272,381.43
 - ii. The treasurer will be putting a check request in for the \$600.00 yearly rent of the Salem Methodist Church meeting room for the community board meetings.
There will be a July 2024 board meeting, but no December 2024 board meeting.
 - d. Member at Large –
 - i. A walk around will be done in January.
 - e. Secretary’s Report –
 - i. November board meeting minutes approved by board with 2 changes.
 - 1. Changes include adding the 4 to 1 landscaping vote
- III. Managers’ Report:
 - a. 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.
 - b. 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.
 - c. There are rental spots open, and we can open up spots up to people on the waiting list.
 - i. Homeowners have 30 days to provide a lease once they are approved to rent their unit.
- IV. Homeowner Forum:
 - a. Attendance: Deb & Steve Gallo, Janelle Williams, John Robertson, Leo Batista, Beryl Bailey

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- b. Homeowner asked about the workaround that is happening in January. Homeowner suggested that there should be an ARC form attached to the violation if an ARC form is needed.
- c. Homeowner asks if the board has models that are approved to replace the outside light fixtures. The model information will be available to the community via the website.

V. Old Business:

- a. Executive Meeting Board Discussion Needing Votes:
 - i. Board cycle recommendation
 - ii. Adding a meeting in July, no meeting in December.
 - iii. Finishing up landscaping
- b. We would like to make a recommendation for next year 2024 Board effective January 2025. SHSS Board of Directors Meeting is already late in the year. We've fallen behind the last couple of years. All, the contracts for the community start at the beginning of the year. This is my suggestion: At September 10, 2024, Board meeting we have a discussion with John C. and the community on the October board packet mailing. At the time October 1, 2024 the Annual Board packet will be mailed out with the ballots. That will give plenty of time for the community to review and nominate people for the ballots. Then we would have the annual Board meeting November 12, 2024. This way all the contracts would have come in and the budget would be done, and the new Board of Directors would start January 1, 2025. We don't have a board meeting in December 2024. **The board voted on this 5 to 0 unanimously to approve.**
- c. Adding meeting in July 2024. No meeting in December 2024. **Unanimous vote.**
- d. There was concern that we would not be able to meet UMC Salem for a monthly donation (rent). The treasurer has the key and will maintain the schedule.
- e. Degress a 6 inch border around fences – Unanimous vote to allow to degress no more than a 6 inch border away from the fences to protect fences from landscapers.
- f. The board mentioned in March that there is a Condominium Association Conference in March that the City of VA Beach holds. The website for the conference is as following: <https://www.cadayvirginia.com> The phone number is 757-558-8128.
- g. Board needs to discuss updating the tow sign at the front of community next meeting.
- h. **Board voted unanimously** to add Leo Batista to the committee. Walk arounds will be done early 2024. If residents have any questions about their fences, they can call him at (757-650-9956).

VI. New 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

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already paid this month's dues may send in the additional \$16 or add it to next month's bill.

- 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 ASAP. 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.

VII. Adjournment: Adjourned at 7:18