

Southampton at Salem Springs

<https://southamptonatsalemsprings.org>

Board of Directors Meeting Minutes

13 MAY 2025

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

I. Meeting Start: 6:00pm.

II. Reports of Officers:

- a. President (David Hill) Report – Nothing.
- b. Vice President (Margaret Telesco) Report –
 - i. ARC forms – 3 ARC requests approved.
- c. Treasurer's (Donna Bir) Report –
 - i. Funds as of: April 2025
 - a. Operating Account: \$65,882.48
 - b. Operating Reserves: \$693,393.48
 - c. Replenishing Reserves: \$759,275.64
 - ii. Went to Southern bank to removed Cathy from the account and added Margaret.
 - iii. Emailed John (CPVA Management) with all the information obtained from R. Wilcox (Southern Bank) regarding the opening of a Brokage Account for our CDs. Waiting on CPVA's attorneys to review/approved all documents. Then, will be send to the auditors for their review and approval. Total of 7 CDs with different rollover dates. This will make things easier, save time, and trips for future BOD treasurer.
- d. Member at Large (Bruce Freeman) Report –
 - i. Violation walkthrough seems very fair, some people need pressure washing, painting, fence repairs, but overall, the property looks good.
- e. Secretary's (Mynor Peñalanzo) Report –
 - i. Meeting minutes approval – Margaret made motion to accept April's minutes, Donna second motion, all in favor.

III. Managers' Report –

- i. Pool inventory was ordered by Pool's Unlimited, and they are monitoring the water level. They do not believe the pool has a leak.
- ii. The new ARC form, copy of the violation report, requested letter, update of Season with the phone transcripts were sent to the BODs on 4/25.
- iii. Unable to attend May's violation walkthrough but it was completed by BODs.
- iv. Talked to the Season's Manager and Assist. Manager which they have not agree to meet and walk the property line. The phone call transcript is the most recent update, and they have not call or email back.

IV. Old Business:

- a. During the violation walkthrough, the BODs noticed that the shutters with the light brown color are fading bad (yellow and orange colors are coming out) and shutters that still have the dark brown color are holding better. Two years ago, BODs approved only the light brown color to be used for the shutters. BODs discussed this issue and asked the homeowners present at the meeting for their inputs. Donna made motion to return to the dark brown color for the shutters when they need re-painting, Margaret second motion, all in favor. Margaret will send an email to the community regarding this change.
- b. Margaret and Donna will be distributing the rest of the pool passes on the next days before the pool opens.

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- c. Rules and Regulations document is almost complete. Margaret will email it to the community prior to the next meeting so they can look it over. Then it will go to the CPVA's lawyers for their review and approval, and finally to the BODs for their vote.
- d. Donna will contact Roto-Rooter to inspect and get a quote for the clogged drain lines in our community.
- e. Discussed pine tree branches and vines. The property manager, Christa, will get more proposals from vendors.
- f. Any dead bushes around your property, please let the board know so they can be added to the list to be replaced during fall.
- g. Discussed the new ARC form. It was recommended to add a "project end date" to the form with "extension pending board approval". Margaret made motion to accept revised ARC form, Donna second motion, all in favor.
- h. Discussed 4449 SSW drainage issue. After reviewing all the information giving to the board by Second Nature Landscaping and John at CPVA management, it was concluded that this is not a maintenance work and more of a drainage work caused by the homeowner. Margaret made motion for not to do the requested work at 4449 SSW, David second motion, all in favor.
- i. BODs thanked Cathy and John Robinson for making the pool passes for the community this year. Margaret made motion for the HOA to pay the Robinson the cost of materials needed to make the pool passes, Donna second motion, all in favor.

V. New Business

- a. Property manager will email May's home violations to the BODs for approval before violation letters are sent to the community.
- b. 4353 SPW submitted 2 years rental request. It's currently rented but current tenants are transferring on June 29, 2025. Currently are 7 homes total in the community being rented. Margaret made motion to accept rental request, Donna second motion, all in favor.
- c. Discussed the two down spouts at 4477 SSW. Donna stated that she contacted McDonald Landscape already. They will contact Donna with the date/time that they can come to the community to fix them. They are other spouts that are broken in other homes, will walk around to get to get an exact number so all can get fixed at the same time.
- d. Discussed requested from 4477 SSW regarding putting down some sod on the front yard. Every year the community gets aerated, seeded, and fertilized in the fall. BOD expressed that homeowners should water lawn, bushes, and flowers regularly to help mitigate some of these issues. It was also noted by the Lawn company that it's not the time to put any sod, best time is during the fall season. BODs agreed that no action is required at this time.

VI. Homeowner Forum:

- a. Attendees
 - i. Deb Gallo
 - ii. John Robinson
 - iii. Mayra Camejo
 - iv. Leo Batista
- b. Homeowner stated that his property fence has not been painted yet due to a few adjustments being made to the fence, but it will be completed soon. He also asked if the HOA has any control over the backyard door since it's not visible to the community because of the fence.

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He wants to replace his current backyard door. The Property Manager stated that as per the Rules and Regs. Sec II, an ARC form and the BODs approval is required prior to any modification or replacement to the home of items such as windows, doors, etc. He asked if the HOA has any control over the Dominion power boxes. He is currently talking to Dominion company to see if he can change the color of the boxes instead of the current army green. He does not have any color in mind, but he is looking for options better than the current ugly color. BODs stated that if he does it to one, he will have to do it to all of them in the community, but they do not have any objection as long as it's not anything crazy. Once he has more information from Dominion and more details will inform the BODs.

- c. Homeowner asked if there was anything plan for the pool opening. BODs stated that the opening is the 24th and there is nothing plan.
- d. Homeowner asked if the suspicious guys walking late at night was on her side or the other side of the community. BODs stated that the two suspicious guys were walking on the SPW and SWC side of the community late at night.

- VII. Adjournment: 7:13pm. Motion was made to adjourn regular meeting and to go to executive meeting to discuss contract, violations.
- VIII. Executive Session: 7:15pm.
- IX. Adjournment: 7:38pm.