

# **Hampton Towne Estates Unit Owners Annual Meeting**

## **Saturday-October 11, 2025**

### **Hampton Public Library**

- In Attendance:
  - Trish Eveleth (77)      President
  - Leslie Collins (61)      Secretary
  - Mark Ericson (30)      Treasurer
  - Miguel Conde      PMI/Greenrock Management
  - 38 Unit Owners
  - 15 Unit Owner Proxies
- Meeting called to order at 12:34pm:
  - Trish announced we have a quorum.
  - Motion to waive the reading of last year's meeting minutes: Charles Williams (53).
  - Second: Mickey Bulger (25).
- President's Report:
  - Thanked Unit 16 owner for caring for the flowers at the Mail House.
  - Thanked the Unit 84 owners for watering 2 new Rose of Sharon plants near their unit.
  - One new owner in the past year; Samantha Keach (45).
- Property Manager's Report:
  - Miguel Conde introduced himself.
  - Discussed the PMI Portal and had instructional handouts available.
  - Noted that the portal contains all Hampton Towne Estates current documents as does the Hampton Towne Estates website; [www.hteca.com](http://www.hteca.com).
  - Reviewed rules for parking and pet owners.
- Meeting briefly interrupted by a Hampton firefighter looking for the owner of an illegally parked car across the street at the fire station.
- Roofing Project:
  - Mark Ericson explained that PMI had provided three estimates:
    - Coastal Windows and Siding
    - RJ Talbot Roofing
    - WG Construction
- Coastal is the current roofing vendor. The board hired Diamond Hill Builders owner Chris Howlett to review the three proposals. Chris provided a thorough and thoughtful review for the board. His review included the fact that Coastal is the only one of the three that uses a full-time crew for the work, as opposed to day laborers/sub-contractors. This is the same crew that has done all of our recent roofing work and they are familiar with these buildings. Also that WG has only existed since 2020 so there was little information available about how they've performed so far. Other issues included the fact that since Coastal has been doing our previous roofing work, the board allows them to self-manage the project. If a new vendor were hired, we would have to pay PMI between

5% and 12% of the project total to provide a manager. Buildings H and J will be completed in October while buildings A, B and C will be done in the spring. Coastal owner has reported the average yearly increase in shingle pricing has been about 11%. In an effort to save money the board has purchased the materials for all five buildings now. Such great participation from owners in paying the assessment made the up-front purchase possible. Pallets of shingles and a locked storage container for smaller materials will be in Visitor Parking spots across from Units 17 and 18. Kathy Faulkingham (50) expressed concern about the corner parking spots being used for materials storage. All materials here for a long-term will be across from units 17 and 18. Suzanne Smith (16) expressed concern about losing the visitor spaces since owners/residents have to use visitor spots during snow plowing. The community was asked to remain mindful of this and move vehicles back to numbered spots in a timely manner.

- Reviewed the schedule of when assessments are due and various options for owners.
  - This included a review of amounts received to date (\$201,115.00 as of 10/10/2025 received from 35 unit owners who paid in full and 11 partial payments). Owners were reminded of the payment schedule for the assessment, \$2500.00 no later than November 30<sup>th</sup>, 2025 and the remaining \$2500 by February 28<sup>th</sup>, 2026. Owners could be put into the collections process if they miss either of these dates.
  - Discussed the issues with the roofing project of 20 years ago.
    - This included a review of some photos and video taken by Coastal showing what they found under the old shingles.
- Owners were reminded about insulating attics to prevent heat from escaping.
- Patio posts are installed on all units. They are pressure treated and need to be sealed in 2026. Options are clear, brown or white stain. Choices are on ballot, color examples were shown on screen.
- Future Capital Projects:
  - The persistent puddle/ice in front of Building J.
  - Mark Ericson explained what Diamond Hill discovered about the catch basins under the drainage grates starting to sink. The structures have become detached from the pavement and while water is still entering the catch basins, water is also seeping in around them as well. Most drains are connected to the drainage pipes under the pavement. Primary is the outflow pipe by the dumpster. There is a secondary pipe that appears to go towards Route 101, but nobody seems to know where the end of that pipe is. The drain in front of Building D is not part of the pipe infrastructure, it's a simple well filled with gravel.
- Fire alarm system inspection is last week of October. Minuteman must enter all units to check all six sensors in each one (garage, utility closet, living room, both bedrooms and attic). If owners/residents aren't home for the day their building is scheduled they must make arrangements with a neighbor or PMI to allow access. Any units that can't be inspected during the three scheduled days still must be inspected and the owner will be responsible for charges for a return visit.
  - Andrea Kelleher (76) asked if all the sensors needed to be tested. State law mandates the annual full inspection of the systems.
- Budget Discussion:

- Similar to last year's with some anticipated cost increases, the largest likely being Master Insurance Policy premium. Currently budgeted for a 15% increase.
- Reviewed the alternating chimney inspection/dryer vent inspection schedule.
- David Lampry (9) asked about where he could review Capital Expenses. Financial and all condo documents are on the PMI Portal. Trish Eveleth also put it on the screen during the meeting.
- John McKone (32) brought up gutter issues.
- Josh Matero (20) also asked about gutter issues. Asked if the gutters are looked at during annual walk-around. Anything noticeable from the ground is looked at. Other issues need to be reported to PMI.
- Linda Rossi (71) expressed concern about the tree behind her unit. She reports that a branch is overhanging her unit and the leaves falling clogs her gutter. She also expressed concern about the health of the tree.
- Tom Thornton (33) also reported gutter issues.
- Linda Tobin (66) wanted to place on the record that she was very pleased with the walkway work done by Diamond Hill Builders.
- Kelsey Lamers (21) asked about the dryer vent cleaning that was done earlier this year. It was a schedule error made by PMI. Dryer vent cleaning will return to it's regular rotation in 2026.
- Tom Thornton (33) discussed that grass reseeding needs to be done following snow plow season. The gap between units 16 and 17 also not reseeded. If an area is reseeded, it would be helpful if residents watered the seeded areas, especially if drought conditions exist

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| Bldg. | Unit   | Present             | Proxy | Designated Proxy | Approve | Patio Post color |       |       | President        |       | Notes |
|-------|--------|---------------------|-------|------------------|---------|------------------|-------|-------|------------------|-------|-------|
|       |        |                     |       |                  | Budget  | Clear            | Beige | White | Trisha           | Other |       |
|       | Count  | 38                  | 15    | n/a              | 54      | 38               | 10    | 5     | 52               | 1     |       |
|       | Total: | 53                  |       |                  |         | Total:           | 53    |       | Total:           | 53    |       |
|       |        | missing one sign-in |       |                  |         | missing one vote |       |       | missing one vote |       |       |

Meeting adjourned at 1:51pm.