

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting January 17, 2024

In attendance: Board Members Trish Eveleth, and Mark Ericson and Property Manager Brandon Pileggi.

Meeting convened at 5:12pm

- Minutes of November meeting approved.
- Review of financials. Financials accepted.

Old Business:

- Another false alarm on January 10th at unit 11. This was the garage sensor that the board had assumed had been replaced because it had caused two false alarms last year. Minuteman was due to investigate on Thursday 1/18. ADDITIONAL NOTE: Following this meeting another false alarm came from the garage sensor of unit 30. Minuteman replaced both sensors on Friday 1/19.
- The drain fly issues in 79 and 80 are not completely resolved but the latest efforts of Pest-End have improved the situation.
- Insurance claim unit 23-Brandon will meet with unit owner to see where the discrepancies are between what she has spent versus what the insurance adjuster allowed. Either a member of the board or someone from PMI/Greenrock will attend the meeting as well to ensure that the new property management firm is up to speed on this ongoing claim
- All alarm sheds have been completed.
- Walkway issues at 18, 68, 69, 70 and 71. Tabled until spring. The ground is frozen and snow covered.
- Unit 35- Still no proof of current registration of vehicle and no paperwork for the dog. The owner should provide dog info on form for new property manager and Brandon will reach out again regarding the vehicle.
- Crack sealing was completed before major rain and snowstorms.
- Asplundh Tree visited the property on behalf of Until. Permission was given for all the work they wanted to do around Unitil's poles and wires except for work on an arborvitae near their pole 10-11. The refusal form was filled out on behalf of HTECA.
- Mailing for the Annual Meeting Minutes and Association Snow Policy still has not been done. Brandon said it was a clerical error at SS Maguire and he would get the mailing of the minutes done ASAP.
- Entryway light out. Brandon checked it and it's not a bulb problem. It appears some water may have gotten into the fixture. Grandon will have Andy determine if it's an easy fix or requires an electrician.
- Diamond Hill snow clearing issues were discussed. The first storm in quite a while was a major snow event and Diamond Hill did not perform to their usual standards. Discussions were had directly with DH, and we hope for better performance for the rest of this season.
- Unit 24 roof leak was due to vent boot, and it has been repaired.

New Business/Action Items:

- Unit owner from 51 was injured slipping on ice at 5:45am on 1/11/2024. She sent an email to Brandon/SS Maguire and did not hearing anything back. Early the next day she informed the board via email. Her first report went to Brandon with no CC to the board and the owner realized it and forwarded her communication with Brandon to the board. The board reached out to Diamond Hill owner directly who confirmed that they had not been contacted about a patch of ice in front of unit 71. Diamond Hill dispatched a truck to deal with the ice shortly after the 8:30am phone conversation took place on 1/12.
- Brandon reports that the transition of information records and physical materials to PMI/Greenrock is in progress. The board has sent out information about the transition and instructions about monthly dues payments moving forward.
- There are tree limbs that have been placed at the dumpster by unknown party or parties. Brandon was going to ask Diamond Hill to remove them.
- Unit 2 has new owners: Patrick Guidi and Katrin Tharp.

- Meeting concluded at 5:49pm. No date was set for a next meeting.