

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting October 7th, 2023

In attendance: Board Members Trish Eveleth, and Mark Ericson.

Meeting held at Lane Memorial Library at 10:30am. In attendance: Board Members Trish Eveleth, Leslie Collins and Mark Ericson, Property Manager Brandon Pileggi.

Trish Eveleth welcomed new unit owners:

- 21-Kelsey Lamers (Present)
- 72 Alex Creighton
- 36-Allison Duffield (Present)

Kay Tanner was thanked for maintaining the flowers at the Mail House. Kay noted that Nora in 22 has actually been doing this recently.

Brandon confirmed that there were 30 owners present and he was in possession of 20 proxy forms. With a quorum of 50 owners, Trish convened the meeting at 10:34am.

Reading of previous meeting minutes:

- Motion to waive reading of minutes: 9-Dave Lampry
- Second: 46-Lou Deluca
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Master Insurance Policy Discussion:

- The current deductible is \$10,000.00. That will likely increase in 2024.
- We also anticipate an approximate 20% increase in our premium.
- 9-Dave Lamprey advised owners that they should shut off incoming water supply to their units when going on vacation as most of our claims have been water-related.
- Rob Roy Asked whether we should consider fund for smaller insurance claim to keep them off the master policy.
- 33-Tom asked if there had been any issues with getting paid for insurance claims. Trish explained that there have never been any issues with our agent Lucas Sevigney. She did note that carriers usually hire a third-party adjuster and insurance agents have no control over this process. It was noted that the adjuster for unit 80's claim had slowed the process down.

Fire Alarm Project:

- Mark Ericson thanked the Hampton Fire Department noting that HTECA was never charged for any of the multiple false alarms that HFD was forced to respond to.
- He explained that our previous long-time vendor had been sold. While the name was the same, the people and the bookkeeping were very different. They were experiencing supply-chain issues and had lost payment checks from us on two occasions.
- When we could, we switched to Minuteman Alarms where the former owner of Impact now was.
- The issue with the false alarms wasn't due to wiring or installation. We simply needed a large number of sensors (each unit requires six sensors) and many of the sensors were bad either nearly immediately out-of-the-box or within a couple of weeks of service. All bad sensors were replaced under the warranty.
- All buildings were now on new systems and the end-unit alarm sheds for the last buildings completed were being constructed.
- Owners of units 8 and 9 noted that the alarm cabinets temperature control system was still making loud noises and vibrating on warmer days. This was one of the last units installed by previous vendor Impact Fire. The issue was reported well within the warranty period, and we fully expect Impact to live up to their warranty obligations, but it has been a slow process.

New Business-Roofing Issues:

- Building D (Units 25-32) was scheduled for a complete new roof this year and that has been completed. The heavy rain this year exposed problems with sections of the roofs on Buildings G (Units 41-48) and E (Units 33-40).

New Business-Future Capital Projects Planning/Timeline review:

- The cost of new roofs has tripled. For now, roofing issues next year will be addressed as needed and as finances permit.
- HTECA has had no assessments since 2011. Coastal Roofing did an excellent job on the projects.
- Trish explained that our budget floor is \$200,000.00 to be available at all times as it approximates six months of expenses for the association. It's why we have not done seal coating. We will do crack sealing this year prior to winter.
- 74-Reza Nejad asked what a possible assessment for roofs would cost. A difficult question to answer given the wild fluctuations in materials price.

New Business-Fire Alarm Inspection:

- Fire alarm inspections are scheduled for Monday-Tuesday, October 23-24 with Friday, October 27th designated as the day to get to any units that were unable to be inspected. All units must be inspected, and fire alarm personnel must have access to all units on these days. Owners must make arrangements with neighbors or management if they are unable to be on-site for these inspections. Any inspections that must be done outside of these days due to lack of access will be billed to the unit owner.

2024 Proposed Budget (See Attachment):

- The Budget Narrative was provided with monthly dues remaining at \$300.00 per month as well as a \$310.00 per month option to help us recover from some of the recent unexpected expenses and rebuild our reserves.
- We hope to do one complete building roof and seal coating in 2024.
- HTECA maintains a \$10,000.00 minimum Money Market Account with Edward Jones. All other non-operating funds are in CD's.
- HTECA Operating Account is with Provident Bank.
- Accounting is done by Kirpas and Company Accounting.
- Management by S.S. Maguire Management and that fee did not increase this year.
- The discussion turned to maintenance issues:
 - 21-Andy Lamer asked about cleaning the dryer vents. He reported that the vent in 21 had been clogged in the middle of the run. While both ends looked clear, there was no ventilation. Owners were reminded that while the association cleans the vents from the outside semi-annually, any interior cleaning is the unit owner's responsibility. Owners were advised to periodically check their outside vent while the dryer is running to confirm air end-to-end air flow.
 - 5-Josh Goodrich noted having problems with rodents. Pest End investigated and concluded that some damaged siding may be the access point. The board was unaware of this and directed Brandon to address this immediately.
- 66-Linda Tobin came back to budget issues and suggested that perhaps there could be some savings if our dumpster emptying went from 3 to 2 times per week. There may be some times during the year that a schedule like that would work, it wouldn't be consistent. Three runs per week seems to work best for the entire community year-round.
- 53-Charles Williams asked if raising the monthly dues by \$10 per month was enough. A straw poll of those in attendance and the overwhelming majority would be willing to consider a higher monthly amount.
- Rob Roy asked if the \$10 amount was consistent with inflation. The board stated that the figure was derived from a desire to minimize financial impact on owners. It was suggested that current inflation figures should be

part of the decision-making process. Trish reminded all that if we need a higher increase, it could not be done at this meeting owing to those who had already voted by proxy, but a special meeting could be scheduled if the issue needs to be revisited.

Voting:

- Approve Monthly Dues at \$300.00:
 - 1 in-person and 4 proxies
- Approve Monthly Dues at \$310.00:
 - 29 in-person and 22 proxies
- Dues increase to take effect 1/1/2024.
- Mark Ericson 3-year term is up. There were no other nominations for the board seat. Vote to keep him on the board:
 - 30 Aye and 0 Nay.
- Ericson term renewed.

Return to Maintenance Discussion:

- Units 55 and 5 reported rodent issues.
- Building F (Units 49-56) are having issues with bird feeders too close to the building attracting mice and other rodents. One unit owner has been leaving food on their patio for animals/birds to feed on. Management was asked to address this with the owner.
- 66-Linda Tobin asked about power washing the siding. The board is looking at estimates to do only the areas that need it most.
- 80-Lynn ??? wanted to speak about the difficulties with her insurance claim. The board agreed that her situation was complicated and took entirely too long to resolve. Lynn said that a lawyer told her that the process that Hampton Towne Estates uses may not be legal. The board stated that it's the insurance company's process, not ours. HTECA was never contacted by an attorney about this and has no way of knowing what information was or was not provided to the attorney. Lynn admitted that she needed a place to vent about what she has been through. The annual meeting was not deemed to be a proper forum.

Property Management Discussion:

- Brandon was thanked for facilitating the meeting and dismissed.
- The board noted that it has started exploring options other than S.S. Maguire to manage the property.
- Trish noted that in 2013 when SSM came on board Brian was an excellent property manager. Issues with Brian grew during COVID and continued afterwards.
- The board explained that they are negotiating a contract with a new vendor. Once the board has a contract it is comfortable with, it will be sent to our attorney for final review. A possible timetable is to give SSM a 60-Day Notice (contract-mandated) on or about November 1st and start with a new company in 2024.
- It was noted that if this were to move forward, there would likely be a lack of service on the part of SSM in the final 60 days and any new vendor is going to need time to get acquainted with the property.
- Several residents pointed out that they had sent maintenance requests to SSM on their portal and had not been responded to. This was new information for the board.
- The majority of those present noted they have had some sort of issue with current management.

Motion to Adjourn:

- ??-????
- 46-Lou Deluca, Second

Meeting Adjourned at 12:10pm.