

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting November 12, 2025

In attendance: Board Members Trish Eveleth, Leslie Collins and Mark Ericson. PMI Property Manager Miguel Conde.

Meeting convened at 4:34pm

- August Meeting Minutes approved.
- Annual Meeting Minutes approved via email on October 15th. Distributed/mailed to unit owners October 31st.

Financials:

- August, September and October Financials approved.
- A/R discussion-No current issues.
- Ongoing collection issues surrounding unit 13 were discussed. No word yet on a status hearing.
- Assessment collection update. No responses from 27 unit owners. A reminder will be sent to them reminding them that November 30th is the deadline for at least the first \$2500.00 to be paid.

Old Business:

- Walkways- Our funding for this project for this year has been exhausted. There is some confusion in the invoice we got from Diamond Hill. Miguel will get the billing issues clarified.
- Remediation at Unit 11. Diego reports there are still some occasional odor issues. Miguel will coordinate with MB2 to be sure nothing was missed.
- Gutter/Siding issues; fall gutter cleaning. Miguel will get some estimates.
- Alarm fan issues at Unit 9. Diamond Hill and Minuteman have a plan to plant posts in the shed and physically separate the cabinet from the building wall. Diamond Hill to provide written estimate.
- 71 Asphalt issue at garage. Project is complete. Unit owner has expressed concerns about their walkway becoming concave. It will be monitored this winter to see if there is an actual issue.
- Fall walk-around with Diamond Hill/Fall clean-up. Chris and Connor from Diamond Hill in attendance with board member Mark Ericson. Miguel absent due to emergency at another property. List of concerns from board member Trish Eveleth was provided to DH. Several other minor issues were noted during the walk.
- Lamp posts/bulbs/cleaning. We are due for our bi-annual cleaning of the light fixtures and Mail House. Several bulbs that have been replaced by PMI are either the wrong color or are failing. PMI to address.
- Insurance claim for water issue at Unit 16. It appears that the owner has handled this without needing to utilize the association's Master Policy. Unit owner is now requesting the association repair sagging garage floor. Owner has received an estimate of \$5,576.68 from a vendor of their choice. Board member Mark Ericson has reached out to vendor for details on the estimate. Board will likely have Diamond Hill also provide an estimate.
- Roofing project update: Weather issues have prevented Coastal from returning to finish Building J and do one section of Building A. When they do return, board will allow them to start work at 7am to compensate for earlier sunsets this time of year. If Coastal deems it necessary, board will allow them to work on the property on Sundays as well.
- Fire alarm inspections. PMI has reports from Minuteman. Unit 42 will be inspected individually at unit owner's expense for failing to be available during scheduled inspections.

New Business/Action Items:

- Master Insurance Policy Renewal. Still no information about what our new premium will be. Miguel will follow up on that and making certain we receive the updated Unit Owners Insurance Guide for 2026.

- Budget items not completed for 2025; chimney inspections and pressure washing of siding. Miguel will pursue estimates for chimney inspections.
- Assessment collection issues. As noted earlier, a notice will be sent to the 27 owners yet to pay anything. Board and PMI will coordinate on notifying any delinquent unit owners after the 11/30 deadline passes. Arborist walk-around and tree issues that need to be addressed. PMI to schedule.

Meeting concluded at 5:36pm. Next meeting date TBD.