

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting November 21st, 2023

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

Meeting convened at 4:33pm

- Minutes of September meeting approved.
- Minutes of October Annual Meeting tabled.
- Review of financials. Financials accepted.
- It was discovered that management agency had not been delivering statements to unit owners in arrears. Late fees were forgiven for units 17, 29 and 80 due to lack of information. The board will confirm any statement issues in the future.

Old Business:

- Drain flies are still an issue for some units despite the colder weather. Management will consult again with Pest End.
- Insurance claims: 69 and 22 are complete. There are still 2 invoices outstanding for unit 23. It was noted that Kay Tanner has done everything she could to save the association money on her claim.
- Building sheds: One shed left to build on the unit 25 side of Building D.
- Gutters: Repair work has been done. Cleaning to be scheduled for the first or second week of December.
- Walkway issues: If Andy can't take care of repairs in the next 2 weeks, management will use another vendor.
- Ongoing issues with 35: Management will inform owner that he has 24 hours to fill out the pet form with the required town license/vaccination information or fines will be incurred. He will also be given 24 hours to produce a valid registration for the company vehicle he parks here. If he doesn't have a valid registration the car must be garaged, or it will be towed.
- Power washing: It's now too late to do this. It will be addressed in 2024.
- Crack Sealing: Best estimate received was for \$5900.00. Management has been directed to schedule it immediately.
- Fire Alarm Inspection Reports: Still waiting for the reports for Buildings D, E and K. All other reports that have been received have been sent by management to Hampton Fire Department.
- Unit 74 contractor issues: Management has been dealing directly with the contractor on parking issues and debris issues. The unit owner was unaware of the ongoing difficulties. Management has been directed to deal only with unit owners on any contractor issues.

New Business/Action Items:

- Master Insurance Policy: Premium for 2024 came in at \$40,885.00. The board had estimated/budgeted for \$39,375.00. Management suggests raising the deductible from \$10,000.00 to \$25,000.00. The difference in the premium would only save around \$1000.00 and it would require much effort on the part of the board, management and every unit owner to be certain that each owner's policy reflected this change. The board voted to not raise the deductible this year but may do so at the 2024 Annual Meeting.
- Minutes of Annual Meeting and THE Snow Policy will be mailed and emailed to all residents. Copies of the current Insurance Supplement will be placed by management in every unit doorway.
- Tree pruning: Waiting for estimate/proposal from Sav-A-Tree.
- An assessment of Unit 74's patio has been requested from Diamond Hill Contractors. The owner says that his on-site contractor has cited potential safety issues. Diamond Hill inspected the patio and found no structural or safety issues.
- Unit 59 expressed concern about her patio possibly allowing water into her unit. Management inspected the patio and found no issues.
- Meeting concluded at 5:40pm. Next BOD meeting: 1/17/2024 at 5 PM.