

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting February 28, 2024

In attendance: Board Members Trish Eveleth, Leslie Collins and Mark Ericson and Property Manager Amanda Alley.

Meeting convened at 4:34pm

- Minutes of January meeting approved.
- Review of A/R issues due to incorrect payment instructions from PMI.
- Annual meeting minutes and year-end financial information to be provided to PMI for their records.

Old Business:

- Fire alarm issues. Unit 30 garage sensor has been replaced. Unit 34 still need replacement. PMI will follow up.
- PMI will undertake dealing with Impact Fire when the warm weather returns and the ongoing fan noise issue in the cabinet on the end of Unit 9.
- PMI is going to see to it that they have access to a cell phone that will receive the same alerts from Minuteman Alarm that Mark on the board receives.
- The drain fly issues in 79 and 80 are still not completely resolved. PMI will need to address this.
- Unit 23 insurance claim. Closed out.
- Unit 35-Still no information about the dog.
- Unit 52 bird feeder issues. Amanda will check when she is on the property.
- Unit 50 has been overnight parking in an incorrect location. PMI will reach out to them.
- PMI is mailing out the Annual Meeting Minutes and the Year End Financials.
- BOD has requested that invoices be sent for review each Monday.
- Unit 51 tenant slip and fall. Still recovering from injuries.
- PMI is still missing Unit Owner Information Sheets from about 15 residents.
- Renovations in unit 74 continue.
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New Business/Action Items:

- Transition to PMI/Greenrock issues were discussed.
- PMI reports that they have received everything related to HTE from S.S. Maguire and that it really wasn't a lot. Dates on much of it would indicate that the bulk of materials were those given to S.S. Maguire from the company that managed HTE before Maguire.
- Spring walk-around to be done sometime in April.
- Spring projects to hopefully include Building J roof and sealcoating/re-stripping parking area.
- Meeting concluded at 5:19pm. No date was set for a next meeting.