

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting April 18, 2025

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

Meeting convened at 8:05am

- February Meeting Minutes approved.

Financials:

- February and March Financials
- A/R discussion. Only a couple of issues, one of which has been resolved.
- Collection issues surrounding unit 13 were discussed.
- The Association has a little more than \$224,000.00 in reserve funds. The board voted to move \$75,000.00 to a three-month CD account and another \$75,000.00 to a six-month CD account.

Old Business:

- Fire Alarm issue-Utility Closet fire sensor in Unit 32 has gone into a “trouble” state several times in the past two days. PMI arranged for a Monday (4/21) appointment. The board expressed concern that the trouble alarm is usually a precursor to a false alarm. PMI was urged to try and get a more immediate appointment. They did so successfully, and the sensor should be replaced by the end of the day today (4/18).
- Walkway issues need to be addressed. There is a property walk-through scheduled for 4/23 at 11am. Board member Trish Eveleth plans to check walkways in advance to save time on the full property inspection.
- Mice inspections and remediation continue at Unit 13. The next ones are scheduled for April 23, May 23 and June 23.
- Dryer Vent cleaning has been done. Board member Mark Ericson had the opportunity to observe some of the cleaning. It seemed to be very effective.
- Drainage project behind Building F is on the Diamond Hill schedule. Owner Chris Howlett estimates about two weeks to start. Waiting for the ground to dry out a little more.
- Continuing to replace patio posts. Due to tariffs and anticipated price increases, the board opted to purchase all the lumber for the project at once. It is being stored in a corner visitor parking space at the rear of the property.
- Roof project at Building G is complete.
- Sav-A-Tree has completed the initial tree work for spring.
- Patio at 59 still needs to be replaced. The association is looking for a new concrete vendor. Unit 20 patio also needs to be replaced, but as this is an enclosed patio, the deed addendum makes it the owner’s responsibility. Owner has been informed and has asked to change the exterior appearance as part of the repair project. The board will seek advice from legal counsel. Current attorney for the association is the same one that authored the original deed addendum.
- Remediation at Unit 11 has not yet been done. The board will reach out to the owner before the end of the day for an update.

New Business/Action Items:

- Spring walk around scheduled for April 23 at 11am.
- Proposal to improve drainage in front of Building J was discussed. Diamond Hill did an initial assessment and found that water is not making it to the outflow pipe. The board has authorized them to engage Seacoast Drains to scope the drainpipe and if necessary, jet the lines before determining next steps on the drainage project.
- Units 13 and 45 have been put on sale. It appears there is a buyer already for 45.

- Building B alarm panel fan issue; Minuteman has advised the board that if they do a replacement, they would be replacing the entire HVAC module in the cabinet. This would require removing the entire alarm panel and taking the cabinet down. They advise that an electrician may be able to work on the existing module with the cabinet in place. The board authorized board member Mark Ericson to reach out to an electrician he has experience with.
- Casella Waste has begun adding an “Energy and Environmental” fee and a “Sustainability/Recycling” adjustment to the monthly bill. The board will ask PMI to review the original contract to see if these fees were disclosed in the contract.

Capital projects for 2025:

- Drainage project behind Building F.
- Walkway repairs TBD on April 23 walk through.
- Next roof in line for replacement is Building J. On hold until full costs related to Unit 13 are known.
- Patios: Unit 59 will be replaced, and all patios will be inspected on walk through.
- Gutters. There are a few known issues. The board will ask Got Gutters to do a property review.
- Patio posts on Buildings F and G will begin weather permitting.
- Drainage project in front of Building J TBD following scoping.

Meeting concluded at 8:42am. Next meeting date TBD following spring walk-around.