

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting May 14, 2025

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

Meeting convened at 5:03pm

- April Meeting Minutes approved.

Financials:

- March and April Financials approved.
- A/R discussion-No current issues.
- Ongoing collection issues surrounding unit 13 were discussed. Co-Owner petitioned the court to force HTECA to cease rodent inspections. The court denied the motion at a May 6th hearing.
- The board has moved \$75,000.00 to a three-month CD account and another \$75,000.00 to a six-month CD account.

Old Business:

- Fire Alarm issues- Bad sensor at 32 has been replaced. Two possible bad sensors in 54. Two different sensors have tripped into and out of "trouble" state. Fan in HVAC unit on the alarm pack on the side of Building B still needs to be replaced. Mr. Electric electricians are researching parts options as the manufacturer will only replace the entire HVAC unit.
- Walkway issues need to be addressed. Unit 83 is the most immediate issue. PMI will reach out to Chris Howlett about 83 and pricing for polymeric sand for other walkways TBD based on price.
- Mice inspections and remediation continue at Unit 13. The board needs a paper record of the April 23rd visit to provide to counsel in the ongoing Unit 13 case.
- Dryer Vent cleaning has been done. The board requires a written report for insurance purposes.
- Drainage project behind Building F-Still waiting for the saturated ground to dry before performing work.
- Continuing to replace patio posts. Building E is done. Still have Buildings A, C, D and G to go. The board has asked vendor to pick up the pace on this work.
- Roof project at Building G is complete. As a matter of due diligence, PMI is going to do a price comparison with other roof vendors to be certain our current pricing is competitive.
- Sav-A-Tree will have to return to remove dead tree behind Building E.
- Patio at 59 still needs to be replaced. Patio at 20 is owner's responsibility if owner wants patio to remain enclosed. If patio returns to a standard outdoor patio then the association will pay. PMI to discuss with the owner.
- Remediation at Unit 11 is not complete. PMI has been instructed to prioritize moving this forward according to the wishes of the nit owners seeking board approval as expediently as possible (text or phone call).
- Extra charges on Cassella Waste invoices. Contract indicates unspecified charges would be in addition to monthly fee. Board was only told about monthly fee and decided to contract with Cassella based on that information.
- Gutter issues at Building C. Got Gutters to be on-site Thursday to clean all gutters on property.

New Business/Action Items:

- Spring walk-around was done on April 23rd. PMI Manager and board members Eveleth and Ericson. In addition to walkway and patio issues previously discussed, a small number of unit front doors were found to need repainting. PMI has informed those owners and will follow up.

- Drainage issue in front of Building J. At the board's direction, Diamond Hill enlisted Seacoast Drain and Sewer to determine next steps. The drain structure beneath the pavement in front of Building J appears to have sunk, impeding the flow of water to the outflow pipe by the dumpster. The inside of the same drain structure appears to have water leaking into it from the top, but below the grate and pavement. Diamond Hill says it's either swelling groundwater under the pavement or possibly a leak in the water main. He advised that we contact Aquarion and ask them to investigate by testing the water leaking into the drain for fluoride. PMI has been informed of this and asked to reach out to Aquarion.
- Unit 45 has sold and HTECA has received the conveyance fee.
- Unit 13 was on the market and now appears to be off the market.

Capital projects for 2025:

- Drainage project behind Building F.
- Walkway repairs TBD.
- 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.
- Gutters. There are a few known issues. The board will ask Got Gutters to do a property review.
- Drainage project in front of Building J TBD following options and pricing from Diamond Hill/Seacoast Sewer and Drain.

Meeting concluded at 5:57pm. Next meeting date TBD.