

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting June 19, 2026

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

Meeting convened at 9:35am

- Annual Meeting minutes approved via email. Annual Meeting date: 10/18/2025.
- November BOD Meeting Minutes approved.

Financials:

- November, December and Year-End 2025 all approved via email on 2/13/26.
- January, February, March, April and May financials approved.
- No significant collection issues.
- Assessment collection update: All paid.
- 2025 financials and Snow Policy delivered to Unit Owners either via USPS or placed in Unit Owner's doors.

Old Business:

- Annual Meeting minutes delivered to Unit Owners either via USPS or placed in Unit Owner's doors.
- Master insurance policy renewed in November. 2026 Insurance supplement sent to owners and posted on hteca.com.
- Vibration issues from alarm cabinet fan on the side of unit 9. Issue has been resolved by installing posts inside the alarm shed and removing the cabinet from the wall.
- Roofing project: Completed on May 7.
- Winter ice dams at Buildings B, C and D. W.G. Roofing did the roof raking.
- Spring walk-around with Diamond Hill. No major or safety-related issues, mostly addressing damage from winter.
- Winter damage assessment with Jason from Got Gutters. While there are some outstanding gutter issues on the property, the board has decided that only gutter issues directly related to damage from winter will be addressed.
- Sinkhole under the garage at Unit 16 caused the garage floor to collapse. Concrete floor was removed to repair sinkhole and assess whether it was going to cause any other damage. Sinkhole seemed confined to garage area. It was repaired and a new floor poured.
- Alarm inspections were conducted and no significant issues were found.
- Sav-A-Tree walk-around was in April. Pruning and trimming has been completed.
- Patio posts were stained. Four posts needed to be replaced and were not stained. Painting vendor was paid for the number of posts that were done and will return once the replacement posts are seasoned enough to be stained.
- Squirrel infestation in the alarm shed at unit 56 have been addressed by Pest-End and it appear to have worked.
- Still looking for ways for owners to pay dues online.

New Business/Action Items:

- Current HTECA website needs to be updated for back-end reasons. Platform is old and outdated, and our webmaster suggests we move to Word Press or similar platform. Not sure if current web vendor is remaining in the website business. Trish will talk with him about it. If he's not, board will begin a search for a new vendor. Will also investigate if paying dues online could be incorporated into a new website.
- Units 10, 13 and 23 are for sale. 10 appears to be under contract.

- Tree limbs down on the maple tree behind the mailhouse. Sav-A-Tree scheduled to clean up on 6/23. Arborist will check tree for health issues.
- Dryer vent cleaning scheduled for August. Armstrong is charging us the same price as 2025.
- New tenant moving into Unit 19. They are related to the owners. They have submitted a pet form, and the board has approved it.
- Fourth Annual Food Drive running June 12-20. Excellent response from owners/residents. Most food ever collected here.
- Will seek estimates for upper deck railing repairs.

Meeting concluded at 10:15am. Next meeting date TBD.