

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting June 27, 2025

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

Meeting convened at 9:36am

- May Meeting Minutes approved.

Financials:

- May Financials approved.
- A/R discussion-No current issues.
- Ongoing collection issues surrounding unit 13 were discussed.

Old Business:

- Fire Alarm issues- We are unable to determine who (if anyone) at PMI is getting the fire alarm notifications. Hank Stuart contact info shared with Miguel so he can get himself on the list in addition to board member Mark Ericson.
- Walkway issues need to be addressed. This project is to be determined based on pricing per walkway and available funds from the landscaping budget.
- Mice inspections at Unit 13 have concluded.
- Drainage project behind Building F-It is on Diamond Hill's list. DH has been waiting for dry enough conditions to get back there. The extraordinary amount of rain so far this summer has backed up their schedule significantly.
- Continuing to replace patio posts. Work is going slowly and the board has asked PMI to try and motivate Andy Karayianes.
- Unit 20 has decided not to proceed with any modifications to his patio/deck.
- Sav-A-Tree has removed the dead tree behind Building E. They have been contracted to remove the large tree branch that came down behind Building F on June 20th.
- Patio at 59 still needs to be replaced. Board member Mark Ericson will find and distribute the estimate he received late last year. PMI will get other estimates.
- Remediation at Unit 11 is not complete. Owners are working directly with remediation company MB2 to schedule the work at a time convenient to the owners.
- Gutter and siding issues with units 11 and 64. If Andy Karayianes can't get to these in a timely manner, PMI maintenance will handle.
- Drainage issues/puddle at Building J. Still working on possible solutions and what they will cost.
- Follow up on unit owner issues noted at spring walk-around at units 83, 13 and 25. Miguel will reach out.
- Alarm fan issue at Unit 9. At Minuteman's suggestion, we asked a master electrician to look at the HVAC portion of the alarm enclosure. Dennis Burke removed the HVAC unit and tested it in his shop for three days. He put it out in the sun attempting to duplicate the heat conditions that have caused this unit to make very loud noises. He never noted the loud noise, He did note that the unit heat trigger was set pretty high. Thinking that the unit might be trying to "catch up" to high heat conditions he lowered the trigger temperature a few degrees and lubricated the unit. It has been returned to service and has not made the loud grinding noises, but continues to cause vibration on the interior wall of Unit 9's kitchen. Hank Stuart says that it's a different model enclosure than the others. The cost to replace the enclosure would likely be prohibitive. In addition to the cabinet itself, the alarm panel would need to be removed and then remounted. This would trigger the need for a full check of every sensor in every unit in the building as was done when the new system went in.
- Garage sale day was June 21. No issues.

New Business/Action Items:

- Confirmation that Unit 13 is off the market. Owners may have moved back in.
- Plants and urns in front of mail house. We now have two sets of urns as our volunteer provided an additional set of urns.
- 71 Asphalt issue. Miguel and Mark spoke with the owner immediately following the meeting. The asphalt in front of the garage swelled over the winter now causing water to enter the garage during rain storms. Miguel was going to have one of PMI's paving vendors provide an opinion on possible options.
- Roof issues at Building C. Miguel to get estimates from Coastal and WG Construction.

Capital projects for 2025:

- Drainage project behind Building F. On Diamond Hill's schedule.
- Walkways at 83, 18, 68, 69, 70 and 71. We need clarity on what these will cost.
- Roof replacements. The board may need to look into taking out a loan. Board President Trish Eveleth will investigate options.
- The board is aware that the patio at 59 needs replacement. We need to determine if any others require attention.

Meeting concluded at 10:36am. Next meeting date TBD.