

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting June 7, 2024

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

Meeting convened at 8:35am

- Minutes of February meeting approved.
- Review of A/R.
- February to May financials approved.

Old Business:

- Fire alarm issues. Mark will speak with owner of Unit 9. If/When the fire alarm cabinet begins making fan noise on really hot days, the owner, Mark or both will get video and audio recording so PMI can bring it to Impact Fire.
- Does HTECA need to register with the state? This is a non-issue since we are not a corporation.
- Drain flies/Jetting-On hold since it does not seem to be an issue right now.
- Walkway Issues-Still waiting for Diamond Hill to repair the worst one so they can provide an estimate regarding cost of the rest of them. Amanda to follow up with Diamond Hill.
- Power Washing-Portions of four buildings to be done. Trish to provide Amanda with a specific list to go out for re-bids.
- Additional landscape improvements-None at this time.
- Parking issues-Unit owner's son who resides here with his mother was using a visitor space because unit garage is being used for storage. Unit owner will be asked to make other arrangements as visitor parking spots can't be used long-term for resident's second vehicles.
- Roof leak issues at 38-39. Coastal has been contracted to repair the roof.
- Shed repairs-On hold until contractor recovers from surgery.
- Sealcoating-Puddle in front of 77-78. Diamond Hill will be asked to provide special attention to this in the winter.
- Chemical spill-Sav-A-Tree has cleaned up and remediated any issues related to this.
- 59 Patio-Repairs were approved.

New Business/Action Items:

- Discussion with Property Manager regarding how she frames rules and directives to owners and/or tenants. Board shared a copy of her communications about tenants with owner of Unit 54. Rather than provide a reminder about rules and ask that they be followed, she added explanations that involved undermining the board when all that was asked was for tenants to follow the rules.
- Units for sale: 8, 13, 16, 20, 23 and 34. PMI to make certain that new owners are made aware of rules, policies and HTECA website.
- Dryer vent cleaning-PMI will get bids and make certain that owners are aware that this is outside only. Anyone wanting a cleaning from the inside must deal with contractor directly.
- Roofs-See item above about units 38-39.
- Mail House flowers-Suzanne in 16 is volunteering for this. She will submit any expenses to the board.
- HTECA Website-Due to high traffic likely due to interest in number of units for sale, we went beyond our contracted bandwidth. Will spend an additional \$30.00 per year to bump up to the next level of bandwidth (100gigs) to accommodate increased traffic.
- Meeting concluded at 9:37am. Next meeting Friday, August 16th at 8:30am.