

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting August 11, 2023

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

Meeting convened at 8:15am:

- Minutes of July meeting approved. Amended minutes of May meeting approved.
- Review of June and July financial statements and current arrears and collections.
- Brandon submitted a budget draft. The calculations were based on an incorrect assumption and therefore the draft was rejected. Brandon is going to resubmit to the board by August 18th.
- Brandon will call Library to set up the annual meeting for October 14, 21 or 28 based on availability.

Old Business:

- Fire alarm issues with the new system continue. Minuteman now believes some issues may be environmental and will try adding insulation to sensors that are causing issues. The system is still completely online. Brandon will keep in touch with Impact Fire (old vendor) regarding warranty work that needs to be done on Building B.
- Drain flies and plumbing issue in unit 80: Concrete work is being scheduled. Brandon is going to have the drain fly issue investigated by a pest control vendor.
- Insurance claim unit 80: Ongoing.
- Insurance claim unit 69: Paid by HTE to avoid insurance claim.
- Insurance claim units 22, 23 and 24: This will be a claim on the master policy.
- Building D roof leaking in several places. Discussion about whether to repair just the leaks or re-roof the entire building as per our schedule. The board voted to reroof the entire building. Ericson (resident of D) recused himself from the vote.
- Alarm Sheds: Will be done by SS Maguire vendor.
- Gutters: Building H still not done. Individual issues need to be reviewed by Brandon at units 1, 9, 10 and 81.
- Walkway issues: Tabled until costs for other projects are finalized.
- Landscaping issues: Brandon to review weeding issues with Diamond Hill. Larger clean-up in November. Bush trimming needs to be scheduled as well.
- Walkways: Tabled
- A fine was issued to Unit 35 for leaving an aquarium on the front lawn. The aquarium is now gone.
- Unit 73 patio cracking has left a "floating" piece of concrete under one of the support beams for the upper deck. The patio has been scheduled to be replaced.
- Unit 3 Dog Request: Owners decided against getting the dog.
- Power-Washing: Brandon will survey specific areas and get an estimate for just those areas. If possible, the sign at the entrance will be power washed as well.

New Business/Action Items:

- Landscape improvements: Tabled.
- Chimney inspections or caps: Tabled.
- Board discussed issues with current property management firm.
- Sealcoating: Tabled for this year. Crack sealing to be done before winter and will look at sealcoating/stripping in spring, 2024.

Meeting concluded at 9:35am.

Next meeting set for September 15th at 8:15am.