

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting August 12, 2025

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

Meeting convened at 4:37pm

- May Meeting Minutes approved.

Financials:

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

Old Business:

- Fire Alarm issues- We have confirmed that fire alarm system notifications are being received by Miguel and John at PMI and BOD member Mark Ericson.
- Walkway issues need to be addressed. The budget for this is the \$4800.00 left in the landscaping budget. Unit 83 must be done first (safety issue) and then others on the list as funds will allow.
- Drainage project behind Building F-It appears this wasn't as large a project as originally thought.
- Patio post project is complete.
- Unit 59 patio replacement. Owner is aware that AC condenser is old and may be fragile. PMI will attempt to suspend unit while patio is being replaced. Owner must sign a "hold harmless" agreement for both HTECA and PMI before work proceeds.
- Sav-A-Tree has removed the dead tree behind Building E and the large tree branch that came down behind Building F.
- Remediation at Unit 11 is complete.
- Gutter and siding issues with unit 64 may still have an issue. The clamshell trim pieces must be purchased in a large quantity and stored in Mail House storage.
- Drainage issues/puddle at Building J. No progress yet, garage puddling issue at Unit 71 will be addressed as part of this process.
- Follow up on unit owner issues noted at spring walk-around at units 83, 13 and 25. Unit 25 still has an outdoor ceiling fan that is not to code. PMI will address.
- Alarm fan issue at Unit 9. Swapped the alarm cabinet HVAC units between Building A and Building B. When AC is on, vibration issues persist. This is a characteristic of this mode unit n=and A and B are the only buildings on the property using them. *POST MEETING UPDATE* Diamond Hill has been out to look at this. The week of 8/18, Diamond Hill will attempt to remove the entire cabinet from the building and install some rubber and foam core insulation behind the cabinet to isolate the vibrations.
- Drain flies at Building H. PMI will request that Seacoast Sewer jet the lines based on the positive impact that had for affected residents the last time it was done.
- Bees at 74. PMI was on-site doing a move-out inspection for the non-resident owner who also uses PMI to manage his rental unit. Upon discovery of the outside bee-hive, PMI dealt with it.

New Business/Action Items:

- Status hearing earlier in the day at Rockingham Superior Court with Fuller/Stives in Unit 13. Stives told the court that HTECA had been unresponsive to her requests for paperwork from us. To the best of our knowledge, we have responded in a timely manner to all requests including her request for copies of all invoices associated with the myriad of charges she is being assessed related to remediation of rodents she brought onto the property. The judge requested that both parties try one last time to come to

terms. HTECA will respond accordingly while simultaneously filing a motion to resume the monthly rodent inspections now that the defendants have moved back into the unit and are believed to be housing animals on the property.

- Miguel has started work on the 2026 budget. He reports that the 2025 budget appears to be tracking very well.
- Planning for the Annual Meeting needs to begin.
- August 16 Emergency Meeting for funding necessary roof replacements was discussed. State condo laws allow us to keep the meeting focused on the stated purpose (roof funding). Legal Counsel has advised that should the subject of Unit 13 be brought up, it can only be discussed in terms related to the budgetary impact that situation has had on the association's finances.
- Discussion of not doing pressure washing or chimney cleanings in an effort to save money. Those decisions TBD based on Unit 13 expenses and owners' decision about how to finance roof repairs (assessment or loan).

Capital projects for 2025:

- Drainage project behind Building F. Complete.
- Walkways at 83, 18, 68, 69, 70 and 71. 83 to be done first, other will be worked on until the now budgeted \$4800.00 is exhausted.
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Meeting concluded at 5:30pm. Next meeting date TBD.