

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting August 16, 2024

In attendance: Board Members Trish Eveleth, Leslie Collins and Mark Ericson and PMI/Greenrock representative Diane Paradie substituting for Property Manager Amanda Alley.

Meeting convened at 8:33am

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

Old Business:

- Fire alarm issues. Mark has reached out to Hank Stuart at Minuteman to get an estimate of what it will cost to repair the fan in the alarm panel enclosure on the side of unit 9.
- Walkways... Still waiting for some clarity and pricing from Diamond Hill.
- Power washing... Done. Some owners/residents did not move their belongings off the rear patios. PMI dispatched maintenance personnel to move items as needed. The BOD's understanding was that photos would be taken, and unit numbers provided so these extra charges could be billed back to unit owners. The board has received a \$640.00 invoice for this work but no photos and no list of units that were involved.
- Shed repairs... And has swapped out the interior hardware used on the original shed with exterior hardware to prevent further rust stains.
- Sealcoating... Done.
- Unit 21 complaint regarding cosmetic damage to garage door during sealcoating process. Have referred owner to New England Seal Coating.
- Unit 59 patio crack has been sealed with epoxy to prevent moisture from entering.
- Dryer vent cleaning needs to be scheduled. Diane has found a new vendor for this and will share contact info with Amanda to schedule.
- New roof on Building E has been completed.
- A temporary drainage solution is in place behind unit 53, but info and pricing for a permanent drainage solution needs to be obtained from Diamond Hill.
- Six-month review with PMI/Greenrock... Discussed several issues mostly to do with communications between PMI and the board as well as how PMI communicates with residents. Issues with both mass communications (community wide) and individual communications (mostly to do with how PMI handles phone calls from residents).
- Gutter issue at unit 38... PMI cleaned the gutter.
- Unit 74 water damage... The board still has no information about how this situation was resolved or whether it will impact master insurance policy.
- Unit 43 water damage... No updates on this and due to the living room fire sensor being damaged, Building G fire alarm panel is still sending trouble alerts daily and panel is beeping.
- The dead tree has been approved to be removed. Work yet to be scheduled.
- Plantings and modifications behind units 9 and 10 have yet to be addressed.

New Business/Action Items:

- Units sold: Unit 16. New owners are Steve and Suzanne Smith. Units for sale now or soon: 8, 13, 20, 23, 34 and 69. Unit 74 has new tenants. No documents from PMI for board review/approval.
- 2025 budget discussion... Budget still needs work. Amanda needs to gather more information and needs to get more details from the board. Items for 2025 budget consideration:
 - Roofs on buildings A, B, C, G, H and I.

- Walkways
- Upper deck railings.
- Gutters.
- Drainage issue behind Building F.
- Upper deck support beams on patios.
- Raise monthly dues to \$325.00?
- Review and/or renew Waste Management contract?
- The Annual Meeting date needs to be set. Tentatively planning for October 5th. Diane will reach out to Hampton Library for meeting room date ASAP. Once meeting date/location/time are set, PMI will create notice and HTE will distribute to the community.
- Fire alarm inspections need to be scheduled for some time following the Annual Meeting so residents can be reminded that under new state regulations, alarm inspectors will need inside access to every unit.
- Bush trimming/pruning is scheduled for August 22nd.
- Community-wide Garage Sale is scheduled for August 31st.

Meeting concluded at 10:15am.