

Meeting Minutes-Hampton Towne Estates Board of Directors Meeting September 15th, 2023

In attendance: Board Members Trish Eveleth, and Mark Ericson.

Meeting convened at 8:15am:

- Minutes of August meeting approved with amendments.
- Review of August financials deferred due to absence of Leslie Collins.
- It was discovered that management agency had not been delivering statements to unit owners in arrears. Late fees were forgiven for units 17, 29 and 80 due to lack of information. The board will confirm any statement issues in the future.

Old Business:

- Fire alarm issues reviewed: Impact Fire was out to do warranty work on unity they installed on the side of Unit 9 that has a noisy cooling fan at high temperatures. They are now waiting for parts. Minuteman has resolved the trouble issue at Building E. It was a programming error that didn't take into account a changed out sensor.
- Fire alarm inspections tentatively scheduled for the week of 10/9.
- Drain flies and plumbing issue in units 61 and 62. Step one will be to scope the lines on those units as well as 60. Second step will be to jet the lines. After that is done a decision will be made about whether or not we need pest control.
- Insurance claims:
 - Unit 22-In progress, not likely to reach the level of the Master Policy.
 - Unit 23-Waiting for adjuster.
 - Unit 24-Board paid to avoid another insurance claim. Complete.
 - Unit 36-Getting estimates to repair damage from roof leaks.
- Building D roof has been replaced. Roof over units 35 and 36 was replaced while roofing contractors were on property.
- Alarm Sheds: Building E was done by a new vendor and the work was deemed excellent. Vendor has been authorized to construct sheds for Buildings C and D.
- Gutters: Gutters for units 10 and 12 will be cleaned. Still waiting for an estimate from Got Gutters for Building H. Gutters will need to be replaced on units 1, 2 and 81.
- Walkway issues: Brandon and Trish will try to schedule a walk-through as close as possible to the end of a rainstorm to determine which ones have significant issues.
- Units 35 dog complaint. Large dog is barking almost continuously when left alone. Owner has been informed that something must be done. Board will start fining owner.
- Patio on 73 is being replaced because the cracked areas compromised the integrity of one of the upper deck support beams. Unit 59 requested a review of a crack on their patio. Crack was deemed to be cosmetic only. No structural issues and no water getting to unit interior. The board does not replace patios with only cosmetic issues.
- Power Washing-A specific list of areas needs to be created and an estimate obtained based solely on those areas.

New Business/Action Items:

- Chimney cap discussion-Deferred.
- Crack sealing-This is the second request to management to obtain some estimates.
- Chimney inspections or caps: Tabled until costs for other projects are finalized.
- Annual Meeting Prep-Owners will be given the option of keeping the monthly fee at the current rate or increasing it by \$10 per month to help rebuild reserves that have been depleted by recent work that was needed.

Meeting concluded at 9:20am.

Annual Meeting October 7th

Next BOD meeting TBD.