

**DIRECTORS PRESENT:**  
Susan Hentzschel  
Tim McKinney  
Joy Rodriguez

**MINUTES RECORDED BY:**  
Susan Hentzschel

**LOCATION:**  
Susan Hentzschel's Residence

**MEMBER PRESENT:**  
Sarah Matheny, Association Property Manager

**HAMPTON FARMS II HOA BOARD OF DIRECTORS (BOD) MEETING WITH  
ASSOCIATION PROPERTY MANAGER  
MEETING MINUTES:  
FRIDAY, MARCH 2.2018 AT 1 P.M.**

**CALL TO ORDER:**

Susan Hentzschel called the meeting to order at 1:18 p.m. and chaired the meeting.

**VERIFICATION OF QUORUM:**

Sarah Matheny confirmed a quorum was established with 3 out of 3 Board of Director members were present.

**AGENDA:**

**1. WELCOME JOY RODRIGUEZ (NEWEST BOARD OF DIRECTOR MEMBER)**

*The HOA Board of Directors (BOD) has appointed Joy Rodriguez as HOA Board Secretary.*

**Contact Information:** Joy Rodriguez      786.266.7577      Email: [JoyCC97@yahoo.com](mailto:JoyCC97@yahoo.com)

- ***Explained that HOA BOD Meetings uses Robert Rules of Order***
- ***Explained the difference between Phase I & Phase II***
  - ***Phase I uses Property Management for bookkeeping services only***
  - ***Phase II utilizes Property Management for all services including, but not limited to: collections/financials, service letters, etc.***
  - ***Phase I do not enforce covenants and therefore, risk decrease of property values***
  - ***Phase II enforces all by-laws and covenants because it is the sole intent of the current HOA President and of the HOA BOD to protect the best interest of all homeowners in Phase II to ensure the highest level of ROI (return on investment).***
  - ***At this time, it is not in the best interest for Phase II to merge with Phase I due to improper management of behalf of Phase I.***
- ***Explanation of position and term***  
***HOA Secretary position, duties and responsibilities are described in the By-Laws. Joy will be finish the current HOA BOD 3 year term.***
- ***Explanation of General Liability Insurance***  
***General Liability Insurance is to protect the Homeowner's Association from liability. Included in the General Liability Insurance is coverage to protect each Board of Director member from liability. General Liability Insurance renewal date is on every July 17<sup>th</sup>.***
- ***Welcome Packet:***
  - ***Copies of all Meeting Minutes***
  - ***Copies of 2017 Budget and proposed 2018 Budget***
  - ***Copy of Phase II Plot Map***
  - ***Copy of Phase II Covenant, By-Laws, and C Dan Joyner Service Agreement***
  - ***Website and Contact Information for all Board Members and Association Manager***
- ***Questions for HOA Board and/or Association Property Manager***
- ***There were no questions at this time.***
- ***Picture submitted for HOA Website, will officially be posted as of March 2.2018***

## 2. UPDATES

- 2017 Overflow

11.16.2017: It was voted by the HOA Board that the 2017 Overflow will be invested in a Money Market Savings Account.

- When and where will the 2017 Overflow moved?

**HOA BOD have voted to move 2017 overflow into a local Credit Union Money Market Savings Account. HOA President to shop rates and submit options to Property Manager and HOA BOD by the end of March 2018. The HOA BOD Members do not have direct access to funds, nor will they handle any funds. All financial transactions will be handled by Property Management and Accountant only.**

- Amount of 2017 Overflow to be moved?

**HOA BOD have voted to move \$8,000 into a local Credit Union Money Market Savings Account. This money will be considered as part of the reserve for Hampton Farms II HOA and will only be used under the strict guidance of the Property Management Team and HOA BOD combined for legal purposes and/or emergencies as defined in accordance with the covenants.**

- Duke Power

- Status/Progress of Light Installation, ETA

**Property Management to contact Duke Power representative to schedule a day and time to come out and meet with the HOA BOD to determine and finalize the installation of the remainder street lights. There are approximately 4-5 additional street lights that are scheduled to be installed in Hampton Farms II.**

- Neighborhood Yard Presentation (XXX HFT); Article 28

**Property Management to send neighbor letter and email addressing yard presentation. HOA President informed the HOA BOD that during the negotiation phase of building the home in Hampton Farms Phase II; S & K gave homeowners the option to opt out of getting a tree, bushes and/or sod during the negotiation phase of building their home. Some homeowners did opt out of some of these items in exchange of investing it elsewhere in the home (I.E. opting out of getting a tree and bushes in exchange for additional sod in the backyard). However, HOA Vice President stated that in the "New Home Contract of Sale" it states that builder and/or developer is responsible for sodding the front lawn. HOA Vice President will provide a copy to be reviewed.**

- Status of revising the By-Laws/Covenants to include (Is this something that needs to be voted on at the Annual HOA Meeting?):

- Consequences to By-Law and Covenant Violations

Please see below.

- Penalty Tier Fees / Violation Fees

**Property Management provided a list of "Violation Remedy Process" which has been approved by the HOA President and is to be presented to the community to be voted on at the Annual HOA Meeting on April 19<sup>th</sup> at 6:30 pm.**

- Building Permit for Entrance Sign

**This is the developer, John Williams' responsibility. Both HOA BOD and Property Management has tirelessly tried to get the building permit from the developer. The developer continues to state to the HOA BOD and Property Management that he is still in the process of obtaining the building permit. Both HOA BOD and Property Management have been dealing with this issue for almost 9 months. If developer does not produce building permit by the end of March, HOA BOD will send both developer and developer's attorney a certified letter regarding all issues that currently remains unaddressed with a demand for date completions.**

- Status/Update on price for Entrance Lighting

**HOA Vice President recommended for HOA BOD and Property Management to ask Duke Energy if it would be possible for them to install an entrance light. Solar entrance lighting can cost the HOA between \$500-2500. However, Duke Energy may cost less. This is one of the topics that will be addressed when the HOA BOD and Property Management meet with Duke Power when discussing the street light installations.**

### 3. NEW BUSINESS

- Developer transferred deed to HOA without the consent of the HOA Board of Directors ***November 28.2017, HOA President personally spoke with the developer's attorney specifically requesting that the developer does not transfer the deed over to the HOA until all matters concerning the drainage, sidewalks, building permits, etc. have been completed. During that time and since September 2017, the HOA President and Vice President were without HOA BOD support (due to lack of HOA BOD participation) and was unable to enforce anything; therefore, the developer, builder and the developer's attorney took an advantage of the situation by back dating the deed and transferring the deed to the HOA without the HOA BOD's consent. The Property Management and HOA BOD were notified of this action in January 2018.***
  - Information revealed by Developer's Real Estate Attorney.
    1. ***Developer is to pay 2017 Property Taxes for Hampton Farms II HOA.***
    2. ***Developer is to pay property taxes on any and all unsold lots.***
    3. ***Landscaper hired by Hampton Farms II is not responsible for maintaining developer owned lots. Unsold lots are the developer's responsibility.***
    4. ***Developer is to speak with Greenville County Tax Department regarding adjusting the Hampton Farms II tax amount for common areas. Hampton Farms II is responsible for paying property taxes on common areas beginning 2018 tax year.***
    5. ***Developer is to repair/remove broken sprinkler system.***
    6. ***Builder is responsible for removing silk fence upon completion of construction.***
    7. ***Developer is responsible for providing building permits.***
    8. ***Developer and Builder are responsible for proper neighborhood drainage.***
    9. ***Developer and Greenville County is responsible for sidewalk repairs.***
- Topics to be discussed at Annual HOA Meeting set for Thursday, April 19<sup>th</sup> at 6:30 pm at Berea Library  
\*Open Forum/Discussion
  - ***HOA BOD and Property Management has nominated a Community/Social Event Coordinator. HOA President to reach out to nominee to see if interested before making public announcement.***
  - ***HOA President will submit a proposed agenda to the HOA BOD and Property Management. Topics to include:***
    - ***Community Voting***
    - ***Mobile Basketball Goals/Amendment***
    - ***Violations***
    - ***Proper placement of signage ("garage sale sign"; "for rent"; etc.)***
    - ***Others will be communicated via email***
  - ***Neighborhood Drive Through scheduled for Thursday, March 8.2018 at 1 p.m.***

#### ADJOURN:

Meeting adjourned at 4:02 p.m.