

DIRECTORS PRESENT:  
CHRISTOPHER PAGLIARO  
SUSAN HENTZSCHEL

MINUTES RECORDED BY:  
SUSAN HENTZSCHEL

DIRECTORS NOT PRESENT:

LOCATION:  
CHRISTOPHER PAGLIARO'S RESIDENCE

MEMBERS PRESENT:

## HAMPTON FARMS PHASE II BOARD OF DIRECTOR MEETING MINUTES FRIDAY, JANUARY 7.2022

### CALL TO ORDER:

- Sign in at 6:30 pm

### WELCOME CHRISTOPHER PAGLIARO (NEWEST BOARD OF DIRECTOR MEMBER)

- EXPLAIN THAT HOA BOD MEETING USES ROBERT RULES OF ORDER
- EXPLAIN THE DIFFERENCE BETWEEN PHASE I & PHASE II
  - Phase I uses Property Management for bookkeeping services only
  - Phase I pays \$145 for C Dan Joyner Services
    - Monthly Financial Statement
    - Invoicing/Billing
    - Taxes Filed
    - General Liability Insurance
    - Lien Filing & Releasing (Lien Attorney)
    - Annual HOA Fee Statements Mailed (Postage & Copy)
    - Budget
  - Phase II utilizes Property Management for full service
  - Phase II pays \$516+ for C Dan Joyner Services
    - Everything listed above
    - Monthly Drive Through
    - Liaison between HOA Board and Homeowner
    - Handles ARC Submissions
- EXPLANATION OF POSITION AND TERM
  - HOA Vice President
  - Duties outlined in By-Laws
  - Term is 3 years but may be longer
- EXPLANATION OF GENERAL LIABILITY INSURANCE
  - General Liability Insurance is to protect the Homeowner 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 every July 17<sup>th</sup>.

### WELCOME PACKET:

- COPY OF PHASE I COVENANT (FOR REFERENCE PURPOSES)
- COPY OF PHASE II COVENANT, BY-LAWS AND VIOLATION REMEDY
- COPY OF HAMPTON FARMS II PLAT MAP
- WEBSITE AND CONTACT INFORMATION FOR ALL BOARD MEMBERS AND ASSOCIATION MANAGER
- COPY OF C DAN JOYNER SERVICE AGREEMENT
- COPY OF ARC (ARCHITECTURAL REVIEW) FORM

- COPY OF HAMPTON FARMS II STREET LIGHT MAP
- COPY OF 2020-2022 PURPOSED BUDGET
- SUBMIT PICTURE FOR HOA WEBSITE
  - HOA VP to email HOA President
  - Contact information: [XXXXXX@XXX.com](mailto:XXXXXX@XXX.com) for communication
  - Plan of Action:
    - HOA President to introduce new VP to Property Management, gaining all access related to Hampton Farms 2 HOA.

#### UNRESOLVED OLD BUSINESS:

- FINANCES: RESERVE SINCE 2016
  - Background: The HOA Board has tried to work with its Property Manager for several years to invest reserves in a CD for the future benefit of the community; however, due to the continual “changing of the guard”, request got lost in translation. (Please see notes below in section “C Dan Joyner”.)
- DRAINAGE ISSUE SINCE 2016
  - Background: Hampton Farms 2 HOA has a unresolved drainage issue due to a mishap with the Property Management Company. In 2017, The HOA Board gave the Property Management Company strict orders to NOT to sign the transfer deed from the developer, John Williams. Signing the transfer deed will relieve the developer from any responsibility of repairing the drainage issue in the community. After several in-person meetings with the John Williams, the Developer; John Williams still went behind the HOA Board’s back and got C Dan Joyner’s son to sign the deed transfer – relieving John Williams of all responsibility. Due to the Property Management’s negligence, the HOA Board is now responsible for handling any communal drainage issue.
- SECURITY CAMERA SINCE 2020
  - Background: Due to the unexpected rise in theft in 2020, the HOA Board sought out security camera vendors. estimates came in the \$1000’s. A fellow homeowner recommended contacting the HOA of his old community as they were able to put in a security camera for an extra \$10 per household. The homeowner’s old community was contacted; while it is true that it only cost each household an extra \$10, the equipment was purchased 10 years ago and a homeowner had installed it. The equipment is also a slightly different model than that the HOA is wanting for its community as the two systems are different in function.
- DETENTION POND SINCE 2020
  - Background: Hampton Farms 2 HOA has stopped all payment in regards to detention pond maintenance as there has been a discrepancy in billing. According to records, Hampton Farms 2 HOA was paying \$75 every quarter in 2016, 2017 and part of 2018. Without notification, the Property Management began paying \$112.50 every quarter for detention pond maintenance since 2018 to present day. The HOA Board has questioned the Property Management regarding this discrepancy to no avail. Because the Property Management failed to provide proof or explain the increase, the HOA Board stopped all payment in regards to detention pond maintenance since January 2021. As of date, the Property Management still has not provided an explanation but has only produced invoices. As of date, Hampton Farms 2 HOA has a current outstanding balance of \$450 to Hickerson Property Management for detention pond maintenance.

#### UPDATE:

- **REPLACED STREET SIGN FOR DOWNS. COST:**
  - Street sign was stolen, \$227 Paid on 12.14.2021
- **ENTRANCE LIGHTS:**
  - **Background:** Since its installation in 2018, the HOA President has reported that the entrance sport lights are not working. In December 2021, HOA President met with Phil Harrison in person to discuss the repeated entrance spot light issue. The HOA was informed that the entrance spot lights have delicate diodes that if hit or bumped, a diode can break. When the diode breaks, then the spot light becomes dimmer and dimmer, until no more. The entrance spot lights is vulnerable to external forces, such as landscapers, pedestrians, debris, etc.
  - **Plan of Action:**
    - In Progress – waiting for estimate on new photocell lights.
- **SIDEWALK REPAIR:**
  - Finally was repaired on 11.04.2021 (issue since 2018)

#### NEW BUSINESS:

- **HOMEOWNER'S MISCONDUCT ON XXXX 2021**
  - Police Report was filed and has been recorded on camera
  - Property Management audio recordings on file

#### DELINQUENT ACCOUNTS AND LIENS

- XXX Downs – Paid in Full and Current as of 12.14.2021
- XXX HFT – \$330 Balance (30 Day Notice sent 12.08.2021)
- XXX HFT - \$180 Balance (30 Day Notice sent 12.08.2021)

#### CPA / TAXES

- **Background:** Pope, Smith, Brown & King served as the CPA for Hampton Farms 2 HOA for tax preparation and filing for the last 5 years. As of late 2021, PSBK have changed their business modal and is no longer in the tax prep and filing business but in the tax consulting business. Therefore, they have transferred all of their accounts to P Graydon CPA.
- The Property Management notified the HOA Board in November 2021 of this change. The Property Management tried to convince the HOA Board to use P Graydon CPA as Graydon is now the Property Management's CPA. The Property Management presented the following rates for HOA Tax Preparation and Filing:
  - If the HOA Board signs a 3 year agreement with P Graydon CPA then, Hampton Farms 2 HOA will pay the following:
    - 2021 - \$350
    - 2022 - \$460
    - 2023 - \$575
  - If at any time the HOA Board decides to cancel the 3 year agreement, then Hampton Farms 2 HOA will have to repay all previous years discounts, meaning that Hampton Farms 2 HOA will pay the following:
    - 2021 - \$500
    - 2022 - \$535
    - 2023 - \$575
- The HOA President repeatedly explained to the Property Management that paying any of these rates will kill the community's budget. Hampton Farms 2 HOA has never paid no more than \$130 every year for HOA tax preparation and filing. The HOA President

implored with the Property Management to no avail. The Property Management refused to assist the HOA Board in seeking other possible CPAs, leaving the responsibility to the HOA Board.

**C DAN JOYNER**

- Due to inconsistencies and dissatisfactory service from the current Property Management Company, the HOA Board began looking for a replacement in April 2021. The HOA Board interviewed 7 different HOA Property Management Companies (Please see “Special Meeting Minutes 2021”).
- Plan of Action:
  - Email HOA VP comparable spreadsheet of all interviewed replacement Property Management Companies.

**LANDSCAPER:**

- Palmetto’s Finest is Hampton Farms 2 Landscaper since 2017 with the exception of 3 months. October 2021 received renewal agreement, rate will increase from \$325 to \$365 with mulch at TBD beginning October 2021.

**UPDATE COMMUNITY/NEWSLETTER EMAIL**

- Explore options and ideas at next HOA meeting.

**HOA WEBSITE AND EMAIL**

- Will be updating soon.

**CHRISTMAS CARDS**

- Background: Every year The HOA Board designs calendar magnets and distributes them to its community at the end of the year inside of Christmas/Holiday Cards signed by HOA Board members and Property Management. However, due to delayed shipment and new Board member, Calendar Magnets will be distributed sometime next week (January 10<sup>th</sup> – 14<sup>th</sup>).

**OPEN FORUM**

- XXX HFT ARC will need additional information from homeowner before approving.
- Plan of Action:
  - HOA President will reach out to Property Management for clarification from homeowner.

**MEETING ADJOURNED**

- Meeting adjourned at 8:30 pm.