

DIRECTORS PRESENT:
Susan Hentzschel
Rachel Schatz

MINUTES RECORDED BY:
Susan Hentzschel

DIRECTORS NOT PRESENT:

LOCATION:
Susan Hentzschel's residence

MEMBERS PRESENT:
Sarah Matheny

**HAMPTON FARMS PHASE II BOARD OF DIRECTOR
AND PROPERTY MANAGEMENT MEETING
THURSDAY, AUGUST 29, 2019**

AGENDA

1. SIGN-IN

Meeting began at 6:02 pm

2. Welcome Rachel Schatz (Newest Board of Director Member)

The HOA Board of Directors (BOD) has appointed Rachel Schatz as HOA Vice President as of June 20, 2019.

- **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 II utilizes Property Management for all services including, but not limited to: collections/financials, service letters, etc.
- **Explanation of position and term**
 - HOA Vice President position, duties and responsibilities are described in the By-Laws. Rachel will finish the current HOA BOD 3 year term.
- **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 17th.
- **Welcome Packet:**
 - Copies of Meeting Minutes
 - Copies of 2017, 2018 and proposed 2019 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**
- **Picture submitted for HOA Website, was officially posted on June 21, 2019**

3. New Property Management Software, Buildium

4. Updates:

a. Finances: Credit for overpayment – Southern Image

The HOA President spoke with Avril in person regarding overpayment to Southern Image June 7, 2019 in the amount of \$225. Accounting investigation proved that Southern Image was double paid in May 2019. This correction is reflected in the June 2019 Financials.

b. Finances: Reserve

2018 Annual HOA Meeting, it was voted that money in the reserves be placed into a Money Market Account. HOA Board agreed to go with Southern First. The amount of \$4,000 will be moved into a Money Market Account by the end of 2019.

c. Finances: Liens

Currently, there are 2 homeowners in Phase II who has not paid their HOA Fee at all. Under the direction of the Property Management, the HOA Board has agreed to start the lien process. The HOA Board will send homeowners a letter of intent. The delinquent homeowner will have 30 days to pay for their HOA Fee plus late fee in full. If said homeowner does not pay; then, HOA Board will proceed with legal action. In addition, there is another homeowner who paid for their HOA Fee late however has failed to pay for their late fee. It has been advised by the Property Management, that this homeowner will not be able to serve on the board nor be able to vote until the late fee is paid in full. Therefore, their activity has been suspended until further notice.

d. Irrigation/Greenville County – Water Account

As of August 1st, Phase II has officially opened a water account with Greenville County. There will be a monthly service charge of \$6.98. This charge is applied regardless of usage. On June 6, 2019; there was a water leak in the new irrigation system. Unfortunately, 15,000 gallons of water was lost until Greenville County was able to shut it off. Under HOA President's direction, Greenville County placed a lock on the water box as it is unknown how the system was turned on in the first place. Regardless, Phase II is financially responsible for the 15,000 gallon of water that was lost., approximately \$33 – 35. This will be added to the first water bill.

e. Landscaper: Palmetto's Finest

The HOA Board has chosen to cancel their agreement with Southern Image Landscapers due to unsatisfactory work. After negotiations between the HOA President and Palmetto's Finest, it was determined that Palmetto's Finest will return as landscaper beginning August 1st. The negotiations were as follows: Previously Palmetto's Finest charged \$400 a month for landscaping services; as of date, that price has been reduced to \$325 a month. Last year, Palmetto's Finest charged \$4,800 for 80 yards of mulch and installation; this year, it was reduced to \$4,000. In addition, Palmetto's Finest repaired the mentioned irrigation water leak for free because it was under warranty. Palmetto's Finest was also chosen to replace 3 Hawthorne bushes for \$170 and Magnolia Tree for \$180 for a total of \$350. Palmetto's Finest will install the mentioned shrubbery simultaneous while installing the mulch.

f. Drainage

The HOA Board is still currently seeking bids to correct the drainage.

g. Duke Energy: Light at entrance

Sarah to contact Duke Energy to repair street light at entrance. HOA President will tie pink ribbon to denote which street light. Update at next HOA Board meeting.

h. Website Updated

Website has been updated to reflect the most current forms, information and minutes. Sarah to ask Avril regarding Buildium access for HOA Board. Update at next HOA Board meeting.

5. New Business:

a. Review Annual HOA Meeting Agenda (Thursday, September 29 at 7 pm)

Both Property Manager and HOA Board will take time to review the agenda and communicate via email regarding questions, concerns, and changes. This will give all parties a chance to re-review the material.

b. New Property Manager

Sarah's last day with C Dan Joyner will be Friday, August 30th as she was offered a position with another company. In her place, will be a new property manager, Joy Robinson. Joy Robinson worked with C Dan Joyner approximately 10 years ago in the HOA Property Management division and will be returning to resume her role as Property Manager. The HOA Board will schedule to meet with Joy as soon as she comes on board. Update at the next HOA Board meeting.

6. Open Forum

MEETING ADJOURNED AT 7:09 PM