

DIRECTORS PRESENT:
Susan Hentzschel & Spouse
Tim McKinney
Jim Smith

DIRECTORS ABSENT:
*Eddie Shadeed
Bob Reed

*Gave Susan Hentzschel permission to vote on his behalf due to his absence.

MINUTES RECORDED BY:
Susan Hentzschel

LOCATION:
C Dan Joyner

MEMBERS PRESENT:
John Williams, Developer
Gwen Miller, Association Property Manager
Sarah Matheny, Association Property Manager

**HAMPTON FARMS II HOA BOARD OF DIRECTORS (BOD) MEETING WITH
DEVELOPER AND ASSOCIATION PROPERTY MANAGEMENT TEAM
MEETING MINUTES:
THURSDAY, JUNE 15.2017 AT 6 PM**

CALL TO ORDER:

Gwen Miller called the meeting to order at 6:01 p.m. and chaired the meeting.

VERIFICATION OF QUORUM:

Gwen Miller confirmed a quorum was established with 3 out of 5 Board of Director members were present. Also present was John Williams, Developer and Sarah Matheny, Association Property Manager.

AGENDA:

- **Updated Hampton Farms II Board of Directors Contact Information:**

	Email:	Phone:
Jim Smith, Jr.	JimSmthJr@gmail.com	309.573.7877
Eddie Shadeed	EddieShadeed@aol.com	205.447.0530 / 205.908.3784
Bob Reed	Bob@SolutionaryInsights.com	864.293.5966
Tim McKinney	TopNotchTim@bellsouth.net	864.901.2497
Susan Hentzschel	TheHentzschels@gmail.com	770.655.9776 / 864.607.4535
John Williams, Developer	JobenWill@aol.com / JohnWill@aol.com	678.428.8126
Gwen Miller, Assoc. Mgr	GMiller@cdanjoyner.com	864.678.5361
Sarah Matheny, HOA Property Mgr	SMatheny@cdanjoyner.com	864.678.5368

****Sarah Matheny has replaced Taylor and will be Phase II HOA BOD's new HOA Property Manager.**

REPORTS:

1. **JOHN WILLIAMS (Developer of East Hampton Properties):**
 - What is the status of the sidewalks and roads? *Was not executed as stated during 05.04.2017 HOA meeting. John did a walk through with Greenville County regarding approval to begin construction to repair the sidewalk (currently sidewalks are 40"; code states 48"). Then John did another walk through with the County Inspector, and Inspector stated that County wants the storm drains to be one complete piece instead of how it currently is. As of this moment, John is currently waiting for a response from County to begin construction. However, John stated that regardless if a response is received or not, they will begin construction the 2nd week of July. No estimated time of when construction would be complete; however, John did state that the roads cannot be done until all of the sidewalks have been repaired.*
ISSUE: UNRESOLVED
 - What is the status of repairing the major drainage issues in the neighborhood? *Was not inspected as stated during 05.04.2017 meeting. John stated that he will work on the drainage issue. However, he would like to come out to the neighborhood immediately following after a heavy rainstorm so that he can see exactly what is happening and where the major drainage issues are located. John stated that he does not come to Greenville often from Georgia as he used to; therefore, in order for the drainage issue to be addressed, it will rely on the responsibility of the HOA BOD to notify John either via phone or email (email preferably). HOA BOD to notify John that either a heavy rainstorm is occurring, so that he can make plans to come to Greenville the next day. Or notify him, immediately after a heavy rainstorm, so that he can make arrangements to come to Greenville as soon as possible. When contacting John via email, please CC all HOA BOD members – so that all members are aware that John will be in the neighborhood to address the drainage issue.*
ISSUE: UNRESOLVED

- What is the status of street lights being placed in the back of the neighborhood?
John met with Duke Energy as they plan to add an additional 4-5 lamp/light posts towards the back of Phase II. Due to recent storms, Duke Energy has stated that they are currently behind in their work schedule. However, Duke Energy has also told John that they may be able to start construction within 30 days; but realistically it may be between 30-60 days.
ISSUE: UNRESOLVED
- What is the status of the retention ponds?
John has confirmed that the retention pond in the back on Hampton Farms Trail is filled and complete. In 6 weeks, he expects the retention pond off of Yerling to also be filled and complete.
ISSUE: IN PROCESS
- What is the status of Charter Communications installing in phase II?
As of today, June 15th, John was able to speak to someone in person at Spectrum Business (a division of Charter Communications) and was able to fill out an application for Phase II as well as giving Spectrum Business a copy of Phase II's Property Plat. Spectrum told John that they will be in contact in 6 weeks as they will need to have a surveyor come out to the neighborhood.
ISSUE: UNRESOLVED
- What is the status of AT&T Fiber installing in phase II?
As of today, it has been mutually decided that AT&T is more of a hassle than what they are worth. Therefore, John will be focusing on getting Charter/Spectrum into the rest of the neighborhood. As of this moment, there should not be any more digging or underground installation made by AT&T.
ISSUE: DETERMINED/CLOSED

OTHER TOPICS:

- Possibility of obtaining speed bumps in the neighborhood
The following information was provided by Association Management Team, Gwen and Sarah, on how to obtain a speed bump in the neighborhood:
 1. Go to: <https://www.GreenvilleCounty.org/PublicWorks/Traffic.aspx>
 2. Follow the step-by-step instructions on the site to complete the application process.
 3. Once Greenville County receives the application, they will have to come out and do a speed study. The speed study will determine if the neighborhood will be qualified to be approved for speed bumps.
****NOTE:** This issue cannot be addressed until all of the roads in the neighborhood are completed.
ISSUE: DETERMINED/CLOSED
- Sprinkler for berm / Landscaping issues
John has confirmed that Phase II has the largest berm compared that of Phase I. John stated that he would contact current landscaper, Sharp Cut Lawn, to address the broken sprinkler in the berm. John said that he would update HOA BOD of the status.
ISSUE: UNRESOLVED

ADDITIONAL QUESTIONS:

What items/projects in phase II need to be completed by developer/builder before the board officially takes over?
As of today, Association Manager, Gwen Miller, stated that as far as the developer, John Williams is involved, everything from the development side has been turned over to the Hampton Farms II HOA Board of Directors. This question was addressed during John's absence and was unbeknownst to HOA Board of Directors beforehand. Therefore, the HOA Board of Directors are left unprotected. As of this moment on June 15th at 6:45 p.m., Susan Hentzschel spoke on behalf of the HOA Board, and have stated that no decisions will be made by any HOA Board Director until General Liability Insurance is obtained. Sarah Matheny, Association Property Manager for Hampton Farms II will immediately seek out General Liability Insurance that will cover the Board of Directors.
ISSUE: UNDETERMINED

2. GWEN MILLER (Association Manager):
 - List of services that the Association Management Team covers.

Please see following four attachments:

“ASSOCIATION MANAGEMENT TEAM AGREEMENT” (Attachment 2: 7 pages):

Page 1: Current agreement between HOA BOD and Association Management Term, Fees, Schedule, etc.

Pages 2-7: Outline of agreement and services provided by Association Management

“PROFIT & LOSS” (For Current Phase II General Ledger – Attachment 3: 2 pages):

Pages 1-2: General Ledger from January 1.2017 – June 12.2017

****NOTE:** *Page 2: Landscaping and Duke Energy expenses:*

1. *Expect an increase when the other additional lamp/light posts are installed. Approximate cost: \$40 per lamp/light post per month.*
2. *John will be emailing the Association Management and Susan Hentzschel Phase II Property Plat to confirm the correct number of lamp/light posts that Phase II is responsible for.*
3. *As of today, it has been determined that Phase II will be accepting bids to replace current landscaper. Tim (HOA BOD) will help assist the Association Management Team in this process to insure that a reputable landscaper with insurance is in place for Phase II. HOA BOD does have the option to have landscaping services performed by one vendor and buy products, such as mulch, from a different vendor to help keep costs down.*

“BALANCE SHEET” (For Current Phase II Balance – Attachment 4: 1 page):

Page 1: Balance of Phase II’s account as of June 15.2017

****IMPORTANT**PLEASE READ**:** *As of today, it was made known to the HOA BOD by Association Management, that the developer has officially turned everything over to Phase II HOA. Therefore, as of date, Phase II HOA BOD is currently uninsured. This means that any decision made by HOA BOD is not protected and HOA BOD members are susceptible to liability.*

****IMPORTANT**PLEASE READ**:** *As of today, Association Management has been appointed by Phase II HOA BOD to find General Liability Insurance that includes D&O (Directors and Officers) Insurance. Gwen stated that it may take them up to 10 days to get quotes for the HOA BOD. They will begin the search tomorrow, Friday June 16.2017.*

“CUSTOMER BALANCE SUMMARY” (For Current Outstanding HOA Dues – Attachment 5: 1 page):

Page 1: This is a current list of Phase II homeowners that owe HOA fees.

1. *Please keep in mind that homeowners are currently given the option to pay bi-annually. Thus the reason that some entries are listed as \$150; indicating that they still owe another \$150.*
2. *(-) negative sign next to a figure indicates overpayment. This is if the homeowner overpaid and has a credit balance.*
3. *The homeowners that currently have the full HOA fee (\$300) will be receiving a reminder letter from the Association Management team per Gwen. Will need to follow up with Association Management for updates and statuses.*
4. *Any homeowners not listed on this sheet indicates that they have paid their HOA in full. Association Management and HOA BOD will find out exactly which homes are part of Phase II, once John sends Phase II’s Property Plat via email.*
5. *The HOA BOD are allowed to change HOA fee due dates.*
6. *As of this time, it is determined that HOA fees will remain at \$300.*

****IMPORTANT**PLEASE READ**:** *Due to a recent legislative act, HOA, HOA BOD, Real Estate Agents, Property Management, etc. can no longer file a lien via court for non-payment of HOA fees. This can ONLY be filed either via an Attorney or a 3rd Party Collection Agency. Association Management can assist in finding a reliable 3rd Party Collection Agency if needed. Funds from any surcharges, such as a late fee, occurred and collected can be deposited into the reserve account.*

- What are the services that are listed under the Accounting and Management Fee?
Please see attachments listed above.
****NOTE:** *Full Association Management Services is only for Phase II. Phase I uses the Association Management for bookkeeping purposes only. At this time, it has been determined that Phase II will not be merging with Phase I as Phase I has a lot of unresolved issues.*
- Would like to get the name and contact information of all vendors (i.e. Landscaper, etc)
Phase II currently has 2 vendors: Duke Energy and Sharp Cut Lawn. Association Management will obtain Sharp Cut Lawn's contact information from John.
- Need to discuss the details of the budget that was distributed on 05.04.2017
The budget that was distributed on 05.04.2017 was a projection and are not exact figures. For up to date and current figures, please refer to the attachments in this email.
- Need to be aware of any debt that phase II may be involved in or susceptible to.
Currently Association Management will be aggressively seeking for General Liability Insurance with D&O Insurance. In addition, Association Management will be sending out reminder letters to those who still have a \$300 outstanding HOA debt.
- Need most current budget.
Please see attachments listed above.

ADDITIONAL QUESTIONS:

What items/ projects in phase II regarding the budget needs to be completed before the board officially takes over?

Due to the fact that there are outstanding financial transactions and obligations; it has been determined that, as of this time, Association Management will continue with their services, upkeep of the books and budget.

Things that Association Management will tackle:

1. *Obtaining General Liability Insurance with D&O Insurance*
2. *Obtaining & Assisting with replacement Landscaping Bids & Landscaper*
3. *Obtaining Sharp Cut Lawn contact and current contract information*
4. *Send reminder letters to Outstanding HOA Fees (\$300 balances only)*

OTHER:

COVENANTS: *It has been confirmed by Association Management that Phase II does have 2 very different HOA Covenants. Association Management will be emailing Susan Hentzschel (HOA BOD) copies of Phase II Property Plat and both Covenants. Covenants needs to be reviewed by HOA BOD.*

SOLAR PANELS: *As of Wednesday, June 14th, Phase II HOA BOD approves of any homeowner that decides to purchase to have solar panels installed on their home. The reason for contacting the HOA BOD is make aware of any road congestion that may occur as a result of the construction. The company and/or contractor that would be installing the solar panels is expected to be licensed, insured and follow industry standard guidelines.*

****IMPORTANT**PLEASE READ**:** *Also please keep in mind, per Gwen Miller, HOA Board of Directors does not have the right to restrict any homeowner from doing anything to improve the value of their home.*

LAWN MAINTENANCE: *Per Gwen, HOA BOD has the right to contact Greenville County if a neighbor's yard has grown more than 18 inches. Greenville County will contact the homeowner to enforce them to cut their lawn.*

ADJOURN:

The meeting was adjourned at 7:57 p.m.