

DIRECTORS PRESENT:
Susan Hentzschel
Tim McKinney

MINUTES RECORDED BY:
Susan Hentzschel

DIRECTORS NOT PRESENT:
Joy RODRIGUEZ

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:
WEDNESDAY, 05.09.2018 AT 1 P.M.**

CALL TO ORDER:

Susan Hentzschel called the meeting to order at 1:01 p.m. and chaired the meeting.

VERIFICATION OF QUORUM:

Sarah Matheny confirmed a quorum was established with 2 out of 3 Board of Director members were present.

UPDATES

- **2017 OVERFLOW**

Property Manager to check with Accountant to see what information that she needs to open the account. HOA President made it very clear that none of the Hampton Farms II HOA Board Directors name be on the account. It is in the best interest that the name on the Money Market Savings Account have "C Dan Joyner C/O Hampton Farms II HOA". Property Manager will update HOA BOD.

- **DUKE POWER**

- ***Signed as of 04.11.2018***

Homeowners of properties that is marked/flagged for street light installation was sent a notification letter in April 2018. None of the mentioned homeowners present any issues of the future street light installation. Property Manager will follow-up with Ted Elliot from Duke Energy to get an estimated time of when the installation will begin. Property Manager will then update HOA BOD.

- **VIOLATION REMEDIES**

- ***Steps needed to take to execute***

A revised version of violation remedies was presented to the HOA BOD. Modifications were made during the meeting. HOA BOD have agreed on the changes made and will present this to the community during the Annual HOA Meeting on Thursday, May 17th. This recently modified revision is attached to these minutes for publication purposes. The HOA BOD cannot financially penalize a homeowner for more than the Annual Association Fee per year. For example, current HOA Association Fees are \$300 a year. Violators cannot be financially penalized no more than \$300 per year (however, this does not include attorney or court fees if a lien is placed). If a lien is placed, additional fees will incur.

- **ENTRANCE LIGHTING**

Property Manager will follow-up with Ted Elliot from Duke Energy to find out when the power to the entrance sign will turn on. Property Manager will then update HOA BOD.

- **STREET SIGNS**

The cost for the "All Streets This Neighborhood" was \$65.98. The sign has been ordered and paid for. Currently waiting for its arrival. Upon its arrival, Property Manager will get an estimate for installation and for additional tools (i.e. brackets, screws, etc).

1. NEW BUSINESS

- **PROVIDING REAL & TRUTHFUL ANSWERS**

PLEASE *If you do not know the answer to a question, please refer neighbor to our Property Manager, Sarah Matheny or Board President, Susan Hentzschel.*

PLEASE *Understand that in the case of a violation, the HOA Board has to follow protocol before legal action can be taken.*

It is important that all HOA Board Directors understand that providing misguided information is not acceptable as it will lead to confusion. It is best, that all questions and concerns can and should be directed to either the Hampton Farms II HOA President and/or Property Manager. All HOA Board Directors are encouraged to seek complete understanding if something is not clear at all times by seeking answers either during the HOA Board Meetings, contacting HOA President and/or Property Manager.

- **PLEASE CHECK EMAILS AND RESPOND WITHIN A TIMELY MANNER.**

In order for the HOA Board of Directors (BOD) to serve its community well and diligently; its Board Members must be responsible individuals. It is extremely crucial and imperative that all HOA Board Directors properly read all emails and respond within a timely manner. It is extremely crucial and imperative that all HOA Board Directors carefully read all meeting minutes. It is each HOA Board Directors responsibility, duty and obligation to read all email communication and meeting minutes; and respond when necessary and in a timely manner.

- **PALMETTO'S FINEST SERVICE AGREEMENT**

- ***Mulch scheduled for next week***

HOA President confirmed purchase of mulch for Hampton Farms II HOA at \$55/yard for a total of 80 yards (total cost: \$4400). Tyler from Palmetto's Finest confirmed that weather permitting, that mulch will be put in mid of next week.

- ***Estimates for irrigation and drainage system***

HOA President spoke with both Juan and Tyler from Palmetto's Finest regarding estimates on irrigation, drainage and weed control. Tyler from Palmetto's Finest stated that he will provide estimates towards the first of the week. HOA President will update HOA BOD and Property Manager regarding estimates. These estimates will also be presented to the community at the Annual HOA Meeting.

- ***Estimates for weed control***

HOA President voiced concerns regarding weed issues in late March with Property Manager. Weeds were brought to the HOA President's attention when walking the property with the Property Manager in March. Since then, Property Manager has been trying to reach Palmetto's Finest to rectify the situation. The details of concern were also recorded in previous meeting minutes. On Monday, April 30th; HOA President was able to speak and walk the property with Juan from Palmetto's Finest. During this impromptu meeting, weed control, irrigation and drainage were all discussed in great detail. Juan stated that once he got back to the office, that he would address the topics that we discussed with Tyler, the owner of Palmetto's Finest. HOA President will update HOA BOD, Property Manager and community with estimates from Palmetto's Finest. HOA President has requested that Property Manager also get a second quote from another landscaper.

- **PHASE II COMMUNITY EVENT SCHEDULED FOR SATURDAY, JUNE 2ND**

HOA President will be speaking with Hampton Farms II HOA Event Coordinator this weekend regarding plans for Phase II's community event set for Saturday June 2nd. HOA President spoke with Linda Sargent, Phase I President and have confirmed that Phase I plan on having their event on Saturday May 19th. Phase I President has asked for volunteers. HOA President (Phase II) will announce the dates for both community events and will ask community for volunteers on behalf of Phase I at the Annual HOA Meeting.

- **REVIEW AGENDA AND TOPICS TO BE DISCUSSED AT ANNUAL HOA MEETING SET FOR THURSDAY, MAY 17TH AT 6 PM AT BERA LIBRARY**

Minor adjustments were made to reflect changes from last scheduled Annual HOA Meeting that was on April 19th.

ADJOURN:

Meeting adjourned at 2:23 p.m.