

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:
WEDNESDAY, APRIL 11 AT 3:45 P.M.**

CALL TO ORDER:

Susan Hentzschel called the meeting to order at 3:58 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. 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.

- Amount to be moved \$8000
- Carolina Foothills Credit Union Money Market Savings Account
- Account Set Up, Tax ID#

Accountant will transfer \$8,000 out of the Hampton Farms II HOA checking account into a Money Market Savings Account with Carolina Foothills Credit Union. Hampton Farms II HOA has a tax identification number via C Dan Joyner Property Management of which the accountant will open the account with. Property Manager will notify the HOA BOD when the transaction will take place. Out of the three (3) financial institutions that the HOA President contacted, Carolina Foothills provided the best offer for a Money Market Savings Account. The Annual Percentage Yield (APY) for a balance between \$2,500 - \$14,999 is .30% as of April 10.2018. This will be calculated on a daily basis and credited monthly. Per the Carolina Foothills Credit Union Representative, the Money Market Account allows up to 6 withdrawals per month and is considered as a tax exempt account. Contact information has been provided to the Property Manager. A written notice will be given to the Property Manager to notify the accountant of the confirmation.

- **NOTIFICATION:** *The funds in the Money Market Savings Account are considered as a 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. It is expected that in the future funds are deposited into this account on a regular basis based on overflow and/or the decision of the HOA BOD and Property Management.*

****DISCLOSURE**** *Hampton Farms II HOA Board of Directors (BOD) Do Not have any direct access to Association funds. All funds are housed in an account controlled by the Association Property Management Team and its Accountant. At NO time will the Hampton Farms II HOA Board of Directos (BOD) have direct access to the Money Market Savings Account and HOA Checking Account or any other funds.*

- Duke Power
 - Signed as of 04.11.2018

The total cost of the additional four (4) street lights to be installed will be \$12,456. Hampton Farms II HOA will pay \$103.80 per month for a duration of 10 years. This is an additional cost to the existing and current monthly Duke Energy bill of \$185.00. Therefore, the monthly Duke Energy bill will increase to approximately \$189 – 200 (depending on taxes). HOA President will make the community aware of this increase at the Annual HOA Meeting on April 19th.

HOA President expressed concerns regarding second page of release form that Property Manager must address with Duke Energy. Second page places HOA President personally financially responsible for any errors that may arise during the installation of the additional street lights. Property Manager will contact Duke Energy for clarification and revise release form that may be signed by the Property Management Team instead. Property Manager will update HOA BOD.
- Neighborhood Yard Presentation (XXX HFT); Article 28
 - Drive Thru

Property Manager and HOA President performed a neighborhood drive through. XXX HFT is listed as being in satisfactory status and is up to Hampton Farms II standards. XXX HFT is now considered a closed case by the HOA BOD. However, there is a list of violators that will be receiving a notification for lawn maintenance care. Community will be reminded during the Annual HOA Meeting that homeowners are responsible for lawn care all the way to the edge of the street, regardless of sidewalk on property.
- Status of revising the By-Laws/Covenants to include
 - Consequences to By-Law and Covenant Violations – Review Violation Remedy **Vote

Cost of amendments

Hampton Farms II HOA BOD have voted and have accepted a revised version of a Violation Remedy that will be effective as of May 1.2018. The Violation Remedy will be published on the Hampton Farms II HOA website and copies will be distributed at the Annual HOA Meeting on April 19th. Property Manager to find out cost for covenant amendments.
- Entrance Sign **Vote

According to Greenville County Sign Ordinance, “Children at Play” will no longer be installed due to safety and possible liability reasons. Therefore, under the advisement of the HOA President, Hampton Farms II HOA will not post such a sign. However, Greenville County Sign Department has stated that “Slow Down For Safety” is available. HOA Secretary will contact Greenville County to see if this is available for free/for charge to the public. According to Greenville County Signs Ordinance, a speed limit sign in a neighborhood only applies to the street that the speed limit sign is on. Therefore, the current two (2) speed limit signs in Hampton Farms only applies to Hampton Farms Trail and Summergrass. In order for the speed limit to apply for the entire neighborhood, a “All Streets This Neighborhood” sign must be posted. HOA BOD voted and have accepted to purchase a yellow and black “All Streets This Neighborhood” street sign. Installation is separate and an estimate will be provided by the Property Manager.
- Status/Update on price for Entrance Lighting – Phil Harrison

Out of the two (2) estimates received, HOA BOD have voted and accepted to hire Phil Harrison to install two photocell spot lights and an outlet for the Hampton Farms II HOA Entrance Sign. The total cost for this project will be \$1,350. As of this moment, it is unknown how much the Duke Energy electricity bill will be for the entrance light. HOA President will notify the community of this expense at the Annual HOA Meeting on April 19th.

2. NEW BUSINESS

- Palmetto's Finest Service Agreement
Hampton Farms II HOA's landscaper is Palmetto's Finest. The HOA President has voiced concern that there are weeds in the berm/plant beds. The service agreement states that Palmetto's Finest will remove weed from the plant bed but as of beginning of April 2018 this had not been done. Property Manager to contact Palmetto's Finest regarding this issue as well as getting an estimate to replenish the mulch. HOA President requests that Property Manager also seeks additional estimates/quotes for mulch. In addition, HOA President has also requested that the position for Hampton Farms II Landscaper be open for bids beginning in August. Current contract with Palmetto's Finest will end on September 1, 2018.
- Review Agenda and Topics to be discussed at Annual HOA Meeting set for Thursday, April 19th at 6:30 pm at Berea Library
Please see attached document titled "Annual Hampton Farms II HOA Meeting Agenda" of topics to be discussed.

ADJOURN:

Meeting adjourned at 5:59 p.m.

ANNUAL HAMPTON FARMS II HOA MEETING AGENDA
THURSDAY, APRIL 19, 2018 AT 6 PM

INTRODUCTIONS:

1. Understanding the role of the HOA Board of Directors and Property Manager *Revise
2. Difference between Phase I and Phase II

HAMPTON FARMS II HOA BOARD OF DIRECTORS 2017 ACCOMPLISHMENTS:

1. HOA Website and Email
2. 2018 HOA Magnets
3. *Revise
4. HOA Association Home Improvement Options
5. HOA Landscaping: Milmetto's Finest
6. Revised Architectural Form / Architectural Committee
7. Street Pavement & Sidewalk
8. Entrance Building Permits
9. General Liability Insurance
10. 2017 Taxes

IN PROGRESS:

1. Addition of 4 Street Lights - Phase I
2. Installation of Entrance Light for Phase II
3. Installation of "All Welcome This Neighborhood" Sign for Phase I
4. Revised Violation Policy Published / Effective July 1, 2018
5. Revised Fencing Instructions of Covenants - Community Vote
 - #4: Fencing: Vinyl *Revise
 - #5: Business Activities: Prohibited Services *Revise
 - #19: Swingsets: Broken and Unsafe *Revise
 - #22: Animal: Banned *Revise
 - #26: Televisions: Antenna and Satellite Dishes: Prohibited *Revise
 - #28: Signs: Professional "For Sale" Signs and Location *Revise
6. Developer Responsibility and Issues - Community Vote
 - Transfer of Deed without HOA Board's consent
 - Drainage (Hampton Farms Mill)
 - Silk Fence (S&K)
 - Irrigation System
 - 2017 Taxes and Consolidated Property Taxes
7. HOA Website Requests *Revise

FINANCIAL:

1. HOA Association Fees
2. 2017 Overflow Moved into Money Market Savings Account
3. 2018 Budget Review

OPEN FORUM:

1. Questions, Suggestions, Comments