

DIRECTORS PRESENT:

Susan Hentzschel

Joy Rodriquez

Whitney Wilson

MINUTES RECORDED BY:

Whitney Wilson

DIRECTORS NOT PRESENT:

LOCATION:

Susan Hentzschel's residence

MEMBERS PRESENT:

Sylvie Vela, Association Property Manager

Hampton Farms II HOA Board of Directors (BOD) Meeting with Association Property Manager

Meeting Minutes: 3.14.2019

Call to Order:

Susan Hentzschel called the meeting to order at 6:01 p.m. and chaired the meeting.

Verification of Quorum:

Sylvie Vela confirmed a quorum was established with 3 out of 3 BOD members present.

Sign-In and Welcome

Group reviewed the agenda items up for discussion.

Welcomed Sylvie Vela as our new property manager and provided contact information.

864.678.5345. Discussed updates to the website to have her contact information listed and management of Hampton Farm II HOA mailbox going forward.

Updates

Greenville County

- Was unable to call today but will follow up in the future.
- Expressed that it helps to have the homeowner call and express concern to the county as it add more. Sylvie will still continue to call to follow up on the covert pipe to fix the situation
- County number is 864.834.4791.
- Sarah called in early and late February.
- **Action Item – All** – Board will now take on helping property management call to stress the need to get the pipe fixed. Property management will call Friday and they board will call Tuesday thru Thursday.
- Request – get a covert pipe laid on Watkins Bridge Rd/ Duncan Rd.

Landscaper

- **Action Item – Sylvie** will call Scott tomorrow, march 15th to set-up a time to meet the board to discuss ongoing management and maintenance. Discuss schedule for maintenance.
- Scott responded to an email in early February about replacing a few trees and scrubs to discuss a quote for treatment or replacement.
- Request – get a covert pipe laid on Watkins Bridge Rd/ Duncan Rd.

Duke Energy

- Light at 304 Hampton Farms Trailed has been out since January and Sarah has called, emailed and placed worked ordered. Last work ordered was placed on February 18th. Board requested property management to call and replace a new work order.
- All of the four new lights went out in late 2018 and all were fixed in early January but the Hampton Farm light went out.
- **Action Item – Sylvie** will contact Duke Energy tomorrow to request an updated work order

Neighborhood Watch Program

- Program has been implemented and the sign is posted at the entrance
- Police department stated, just having the neighborhood watch sign posted reduces crime by 18%
- The meeting went well, good attendance at the meeting but majority the older residence
- **Action Item – Susan** to follow up with Deputy Brown will find the policy officer on duty/ over patrolling this area to request a drive-by
- Program called CERT that provide a kit to neighborhoods to support search and rescue and
- The policy will teach search and rescue classes for groups of 30 or more. HOA will provide these details and notes from meeting.
- **Action Item– Susan** – type and post notes from neighborhood watch meeting on website.

Receipts

- Irrigation – came in as expected
- General liability insurance statement – due July 17th but bill is automatically paid
- C Dan Joyner accounting pays all bills and property manager does the filing process
- Retention pond – June 12, 2017 board paid \$150 to pay off part of 2017 and \$112 still remaining for 2017. It's \$450 a year or \$37.50 a month.

- February 2018 paid \$225 and should have covered until July 2018
- Paid \$75 on October 2018
- Paid \$150 on November 7, 2018
- **Action Item – Sylvie**- to provide financials for January to April 2017 prior to the HOA Board being formed.

New Business

ARCs

- C Dan Joyner is switching management systems. All teams will be switching to systems and the schedule will be share soon.
- 611 Yearling – install a fence that is attached to two neighbor fences. All written approvals to attach to fences received with ARC request. Board reviewed and approved.
- 221 Downs Rd – request to install a pavilion. Susan requested to have written confirmation of the installation method. HOA request that all pavilions be installed professionally. Approval on hold until more information is received.
 - Action Item – Sylvie to contact homeowner to confirm if the installation will be professionally done and by who.

Schedule Drive Through

- Board and Sylvie discussed scheduling next drive through. Schedule for Tuesday, April 2nd at 5 pm

New HOA Board of Directors in May 2020

- Joy is going to stay on the board until she moves

Schedule annual meetings

- Meeting will be held in May
- Lawyer still needs to be called to discuss changes and quotes.
- Sylvie is working with another HOA to change their documentation and will get their quotes and provide us a rough estimate
- **Action Item – Sylvie** – provide rough estimate on quotes and give the lawyer, Armstrong a notice of another board requiring documentation changes
- Sylvie explained that major or material changes are limited to 5 at a time. Immaterial changes are not limited such as minor language changes
- **Action Item – Whitney** to type out before and after changes to the documentation from 9.19.18 meeting and provide it to the board for review.

- **Action Item – board** will meet at 5:30 pm on April 2nd to discuss and prioritize the changes. Board will finalize materials and plan to notify community. Board will finalize agenda for meeting.
- Discuss what accomplishments to discuss with the community
 - Budget review
 - Irrigation system in place
 - Taxes
 - Landscaper changes and ongoing cost
 - Retention pond
 - Other miscellaneous cost
 - Neighborhood Watch Program launch
 - All street lights and entrance lights installed
 - Summer block party
- Updates to community on drainage
 - New direction on the water issues and drainage

Meeting is adjourned at 7:16 pm.