

DIRECTORS PRESENT:
SUSAN HENTZSCHEL
RACHEL SCHATZ

MINUTES RECORDED BY:
SUSAN HENTZSCHEL

DIRECTORS NOT PRESENT:

LOCATION:
ZOOM MEETING

MEMBERS PRESENT:
AVRIL CAVERINESS
KATIE CARSON

**HAMPTON FARMS PHASE II BOARD OF DIRECTOR
AND PROPERTY MANAGEMENT MEETING MINUTES
THURSDAY, OCTOBER 7, 2020**

1. Call To Order:

Meeting began at 5:08 pm (Meeting conducted via Zoom due to COVID-19)

2. Updates:

a. Clarification of Finances:

i. Late Fee should always be 10%

- All financials beginning May 2017 – December 2019 have been carefully reviewed, all applicable late fees are correct. Error only began in January 2020.

a. Changing of the guard and confusion

In 2019, the HOA Board had 4 different Property Managers. Due to this constant "Changing of the Guard", information/communication was lost in translation. The HOA Board has asked for the aid of the Broker-In-Charge to help resolve issues and confusion, due to this constant change.

- Any payments made beyond the 1st week of February (2.7.2020), late fees have been waived due to the current circumstances.
- HOA BOD to decide either to return \$60 or credit \$60 (2021 HOA Fee)
Board inquired about discrepancies in late fees that were assessed in 2020.
ACTION: Broker-In-Charge to research Hampton Farms II Covenants and By-Laws to confirm the correct late fee assessment amount. Once this information is confirmed then Board will be able to decide how to proceed

a. Paid Late Fees:

i. XXXXXXXXXXXXXXXXXXXX

- The following residents have remaining balances. Please contact the following homeowners regarding status of their situation

i. XXX XXXXX***

ii. XXX XXXXX***

iii. XXX XXX

Board recognizes that there are special circumstances that involve the mentioned homeowners and therefore, request that these homeowners are given a phone call regarding their situation, not a letter.

ACTION: Broker-In-Charge to assist Property Manager; Property Manager to contact mentioned homeowners and report an update to the Board.

b. Outstanding Late Fees/Due:

i. XXXXXXXXXXXXXXXX

ACTION: Property Manager to contact homeowners regarding late fees and update the Board as things progress.

ii. Convenience Fee

• July 2020 Financials

a. Unknown charge that has been deducted from account.

Unapproved charge, check # 2703 for \$18.56

(Deducted on: 7.7.2020 / Check cashed on: 7.9.2020)

Broker-In-Charge explained that when a homeowner pays for their HOA Fee via credit card; a processing fee is charged by the 3rd party, Buildium. This processing fee is charged (2.99% + \$5) and displays as a deduction from the HOA finances; however, it is offset by the deposit that reflects the processing fee. This deposit plus processing fee is displays as income on the financials.

iii. Greenville Water

- Water leakage occurred in June 2019, the following charges in question are for services rendered from October 2019 to January 2020. Need clarification as the leak lasted barely a day, not 6-7 months.

a. Greenville Water \$613.97 (12.17.2019)

i. 10.31.2019-11.26.2019 Services

b. Greenville Water \$108.23 (02.03.2020)

i. 11.26.2019-01.02.2020

Unresolved issue from 2019; Broker-In-Charge and previous Property Manager contacted Greenville Water regarding this matter. According to Property Management, Greenville Water is not willing to negotiate these amounts as they categorize it as "irrigation service". Board requested for an investigation since 2019 and as recently as May 2020.

ACTION: Broker-In-Charge offered to help offset the large pay out with reduced management fees.

iv. Detention Pond

- Need to confirm:

- a. Payment Amount (Proof of Amount)

Board was paying Phase I \$75 per quarter for detention pond. Last statement received was on January 25, 2018 for detention pond maintenance was for \$225 for 07.01.2017, 10.01.2017 & 01.01.2018. Board has not received any other statement since then; however, a few months later (October 2018), Property Manager stated that the amount had increased to \$112.50 per quarter, totaling \$450 per year. Board requests an investigation to ensure that both Phases are indeed paying half of the detention pond maintenance. Board also request for proof of statement/invoice.

ACTION: Broker-In-Charges/Property Manager to speak with Shelby regarding and producing proof of invoice for services mentioned.

- b. Payment Schedule

Board request that payments are set up on automatic payment, so that the Board does not have to continue to remind Property Management to make payment.

ACTION: Broker-In-Charge/Property Manager to set up auto pay as follows: January, April, July and October. However, before auto pay is set up, Property Management/Phase I must produce proof of statement/invoice.

- c. Proof of Share.

Please see above.

v. Attorney Fees & Taxes

- After review of all financials and communications, the following is correct:

- a. Pope, Smith, Brown & King, PA - Taxes

- i. April 2018: Paid \$205 for 2017 Tax Prep

- 1. December 2018: Paid \$128.83 for 2017 Taxes (Greenville Co)

- ii. April 2019: Paid \$150 for 2018 Tax Prep

- 1. December 2019: Paid \$130.43 for 2018 Taxes (Greenville Co)

- iii. March 2020: Paid \$220 for 2019 Tax Prep

- 1. Expect to pay 2019 Taxes in December 2020.

- b. Pope, Smith, Brown & King, PA – OTHER

- i. October 2019: Paid \$200 to change filing status from Non-Profit to HOA

- c. Dick James Law Firm – OTHER

- i. January 2019: Paid \$129 to file By-Laws & Violations Remedy

b. Security System/Safe Guards

Board has voted and choose Chris' Property Services for installation of neighborhood Security Cameras; however, in order to finalize this agreement, Board request negotiations of the following:

- Reduce Yearly/Annual Maintenance Fee
- Take on the responsibility to supply internet services.

ACTION: Property Manager to contact Chris regarding negotiations. Property Manager to update Board.

c. State Farm Declaration Page

ACTION: Property Manager to email copies to Board members via email.

d. Annual HOA Meeting Date

i. Review ballots

Due to the current climate, at this time, the Board does not feel comfortable of bringing the community together for an Annual HOA Meeting. The Board along with Property Management will continue to explore alternative options, such as Zoom or mail.

ACTION: Property Manager to check on regulations, rules/legalities of Annual Meeting communication via mail.

e. New HOA BOD Member Nominations

As of this moment, Property Management has confirmed that there have been no nominations. The current Board will continue to serve until further notice.

f. ARCs

ARCs can only be approved for those who are up to date on their HOA Association Fees.

3. New Business:

a. C Dan Joyner Contract Renewal

The following has been renegotiated with Broker-In-Charge for contract renewal:

- Storage Fee to be reduced from \$75/per year to \$55.
 - 2018 & 2019: HOA paid \$45
- Professional Fee commitment for the following 2 years at \$16.80.
 - Professional Fee is the HOA's share of Buildium Software.
- Verbiage change to regarding meeting time limit

ACTION: Broker-In-Charge/Property Manager to update renewal agreement to reflect changes discussed. Board to sign agreement once updated agreement is received.

b. Sidewalk Repair

There are some parts of sidewalk and drainage areas that have buckled or are unstable. Board request for these to be immediately addressed.

ACTION: Broker-In-Charge/Property Manager to check with Greenville County first to fix issues. If it is not Greenville County, then Broker-In-Charge/Property Manager will contact Berea. Property Manager to update Board as things progress.

c. GoDaddy Renewals

- i. 10.04.2020: HOA Email Renewed for 1 year, \$76.19
- ii. 10.05.2020: HOA Domain Name Renewed for 3 years, \$84.48
- iii. SCHEDULED 11.1.2020 HOA Website Renewal, amount TBD

Board has submitted receipt for reimbursement.

ACTION: Property Management to reimburse Board President.

4. Open Forum

Duke Power: Front street light needs maintenance as sometimes the street light is not lit.

ACTION: Property Manager to contact Duke regarding this fix. Property Manager to update Board as things progress.

Flags: Board inquired regarding flags that are on the premises.

Property Manager informed Board that it is Charter who has flagged the neighborhood and might be preparing to install cable soon.

MEETING ADJOURNED

Meeting adjourned at 6:49 pm.