

DIRECTORS PRESENT:
Susan Hentzschel
Tim McKinney
Holly Bryan

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:
NOVEMBER 16.2017 AT 4:30 P.M.**

CALL TO ORDER:

Susan Hentzschel called the meeting to order at 4:34 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. WELCOME HOLLY BRYAN (NEWEST BOARD OF DIRECTOR MEMBER)

Contact Information: *Holly Bryan* *205.218.8328* *HBryan00@gmail.com*

Hampton Farms II HOA Board of Directors has decided on a 3 Member Board and therefore has appointed Holly Bryan as the newest HOA Board Director.

- Explanation of position and term
Holly will be replacing Jim Smith Jr and will finish his 3 year term.
- Explanation of General Liability Insurance
General Liability Insurance is to protect the Homeowner's Association from liability. Included in the General Liability Insurance is coverage to protect each Board of Director member from liability. General Liability Insurance renewal date is on every July 17th.
- Welcome Packet:
 - Copies of all Meeting Minutes
 - Copies of 2017 Budget and proposed 2018 Budget
 - Copy of Phase II Plot Map
 - Copy of Phase II Covenant, By-Laws, and C Dan Joyner Service Agreement
 - Website and Contact Information for all Board Members and Association Manager
- Questions for HOA Board and/or Association Manager
There were no questions at this time.
- Submit picture for website to: TheHentzschels@gmail.com

***ADDENDUM TO THE AGENDA:**

***ELECT OFFICER POSITIONS**

The following Officer positions were elected:

SUSAN HENTZSCHEL:	PHASE II PRESIDENT
TIM MCKINNEY:	PHASE II VICE PRESIDENT
HOLLY BRYAN:	PHASE II SECRETARY/TREASURER

2. C DAN JOYNER PROPERTY MANAGEMENT SERVICE FEES

Fees have been renegotiated.

- Hampton Farms II HOA Board vote to accept/approve C Dan Joyner Property Management Monthly Service Fees to \$500/month to cover all 72 homes/lots.
A new service agreement with C Dan Joyner Property Management was accepted by the HOA BOD and signed by Phase II President of renegotiated flat rate of \$500/month to cover all 72 homes/lots in Phase II.
- **HOA BOD Question:** *Phase II is currently not at 72 homes yet; therefore, what will be our October, November and December rates?*
Currently the rate has increased to \$405/month and should stay at this rate until more houses are sold/closed.
- **HOA BOD Question:** *What is the length of term of contract with C Dan Joyner?*
Indefinite term; unless Hampton Farms II decides to dissolve the relationship. Hampton Farms II Board has no plans of terminating the relationship as the Board finds its services extremely beneficial.

3. 2018 BUDGET

****DISCLOSURE****Hampton Farms II Board of Directors Do Not have any direct access to Association funds. All funds are housed in an account controlled by the Association Property Management Team and it's Accountant.

Hampton Farms II HOA Board to vote on decision of 2017 overflow

- Rolling 2017 overflow into a CD minus \$3000-3500 for mulch
- Rolling entire 2017 overflow into a CD
The HOA BOD has discussed and voted on the decision of 2017 overflow. The HOA BOD finds that it is in the best interest for the Association to invest the 2017 overflow minus the amount for mulch into a Tax-exempt Money Market Savings Account. The reason for this decision was so that the HOA BOD may access funds in case of an emergency without being penalized; yet still being able to interest on a monthly basis. Sarah Matheny will relay the decision to the accountant.
- **HOA BOD Question:** Do we have to roll the CD over in March? If so why?
Accountant's Response: The CD will either be cashed in upon maturity or reinvested into another CD at the best possible rate. This did not answer the HOA BOD's question regarding the March timeline that was given by the accountant. Therefore, the HOA BOD will proceed in investing in a Tax-Exempt Money Market Savings Account.
- **HOA BOD Question:** Does the HOA Board have a decision of moving the overflow into a Money Market or CD?
The HOA BOD does have the decision of moving the overflow either into a Money Market Savings Account or a CD. Please see above regarding decision being made.
- **HOA BOD Question:** Can the HOA Board vote on the CD term? (Quoted rates are not guaranteed)
Please see above.
- **HOA BOD Question:** Does the HOA Board have a choice of which financial institution the Money Market or CD is at?
The HOA BOD has the choice to shop other financial institutions for better Money Market Saving Account Rates. The HOA BOD would like to look into federal credit unions as they usually tend to offer better rates.
- **HOA BOD Question:** Does HOA pay taxes or report to IRS?
Money Market Savings Accounts are tax exempt.

Hampton Farms II HOA Board to vote on 2018 Budget

- Review 2018 Budget line by line with Sarah Matheny, Association Manager
- **HOA BOD Question:** Please clarify charges for shrubs of \$750 as shrub maintenance is already included in our monthly service fee.
\$750 is reserved for shrub replacement not maintenance.
- **HOA BOD Question:** 2018 C Dan Joyner Fees, please see above.
- **HOA BOD Question:** It is still undetermined when Duke will put up the other 5 street lights, need to confirm that we will not be paying for services for lights that are currently not in place.
Allotting \$26/per street light X 5 new street lights = \$130 add to current monthly payment of \$184 = \$314 will be the estimated new monthly figure for Duke Energy once the 5 new street lights are installed. (\$314/per month X 12 months = \$3768 Duke Energy Yearly Bill)
- **HOA BOD Question:** Do we have an ETA of when Duke will install the other 5 street lights?
Sarah is still awaiting response from Duke Energy.
- **HOA BOD Question:** Will the landscaper be responsible of using (turning on/off) the irrigation?
Both the landscaper and the HOA BOD will need to have access to the irrigation system. Sarah will find out how to access and notify HOA BOD. Developer still has not repaired the broken sprinkler head.
- Other Questions concerning budget

4. **11.02.2017 UPDATES**

What is the status of revising the By-Laws/Covenants to include:

- HOA Fees: Option A (Pay In Full) and Option B (Pay Half & Half)
HOA BOD have voted and approved the new 2018 Regime Payment Options.
- Consequences to By-Law and Covenant Violations
- ***Sarah to find out if it is an amendment needs to be made or if notification via email is sufficient.***
- Penalty Tier Fees
See above.

Building Permit for Entrance Sign

John Williams stated in an email that he will be working on getting a building permit for Phase II's entrance sign. In the meantime, Tim McKinney (HOA VP) will be looking into information and pricing for entrance lights.

Trash dumping from neighbor

Sarah has contacted Greenville County and they have sent a letter to the neighbor who has been dumping trash at the Phase II's entrance.

ADJOURN:

Meeting adjourned at 5:42 p.m.