

DIRECTORS PRESENT:
Susan Hentzschel
Tim McKinney & Spouse
Jim Smith
Bob Reed

MINUTES RECORDED BY:
Susan Hentzschel

LOCATION:
Susan Hentzschel's Residence

DIRECTORS ABSENT:
*Eddie Shadeed

MEMBER PRESENT:
Sarah Matheny Matheny, Association Property Manager

**Gave Susan Hentzschel permission to vote on his behalf due to his absence.*

**HAMPTON FARMS II HOA BOARD OF DIRECTORS (BOD) MEETING WITH
ASSOCIATION PROPERTY MANAGER
MEETING MINUTES:
SEPTEMBER 25.2017 AT 2:30 P.M.**

CALL TO ORDER:

Sarah Matheny Matheny called the meeting to order at 2:30 p.m. and chaired the meeting.

VERIFICATION OF QUORUM:

Sarah Matheny Matheny confirmed a quorum was established with 4 out of 5 Board of Director members were present.

AGENDA:

1. John Williams Williams (Developer)

UPDATES:

- Sidewalk and Road pavement
Developer communicated to Association Property Management that this will be completed by the end of October 2017.
- Land Survey
Sarah Matheny Matheny, Association Property Management, is currently waiting for a response from John Williams, Developer.
- Drainage (see below)
John Williams, Developer, has communicated to Association Property Management that he will not be working on the drainage issues for Phase II as he had promised. As a result, HOA BOD will be sending both John Williams, Developer and S&K Builders a certified letter addressing this breach. (Please see below)

ADDITIONAL DISCUSSION:

Developer must be held accountable for things that he promised the board that he would work on resolving during the June 15th meeting. If developer neglects his responsibility, then board will need advisement on taking serious actions against the developer on the following issues:

- Drainage
- Charter
- Sprinkler

Transitioning the property/community was not handled appropriately or professionally by the developer; therefore, appropriate actions need to take place.

It was decided that a certified letter will be sent to both the developer, John Williams and S&K Builders. A letter will be drafted and sent out to all board members for review and editing purposes. Once all board members are in agreeance; then, a certified letter will be sent. A copy will remain in the HOA BOD records. Susan Hentzschel (HOA Board Director) will reach out to a personal friend who is a Real Estate Attorney for additional guidance and support to build a case against the developer and builder if necessary.

2. Landscaper

- Vote on Landscaper – Target start date of October 1, 2017
Unanimous vote. HOA BOD has selected Palmetto's Finest Landscapes. Sarah Matheny Matheny, Association Management, will contact Tyler Cox of Palmetto's to begin services on October 1, 2017. Susan Hentzschel signed the contract on behalf of Hampton Farms II HOA.
- Developer is responsible for clean up and removing silk fence. What is the ETA of when this will be completed by the developer?
This will be addressed in the certified letter as mentioned in item #1.
- Pine Tree removals – front of neighborhood needs to look uniform
Sarah Matheny will contact Palmetto in regards to a quote to see how much it would cost to make the front look more uniform. This too will be addressed in the mentioned certified letter in item #1.
- Common Area - behind the homes off of Hampton Farms
As of this time, the common area behind the homes off of Hampton Farms will remain untouched due to budget. However, it was brought to the attention to the BOD that a tree from the common area has fallen behind 304 Hampton Farms. As of this moment, no damages have been cited.

3. Duke Energy

- HOA Phase II has been paying \$183/month for services - for how many lights?
- Have they removed 307 Stallion?
- Will we receive a new service agreement, since we did not approve/sign the last agreement that was sent to us on 6.19.2017?
- Need to confirm that HOA will only be paying for services and not for the cost of installation of street lights.
Sarah Matheny, Association Management, will check the status and notify the board upon receiving answers from Duke Energy.

4. Charter

Developer was responsible for working with Charter to provide services – we now demand answers and real time information on this subject.
Sarah Matheny, Association Management, will check on the status and notify the board upon receiving answers from Charter Communication. As of late, Charter has not approved Phase II for construction. This will also be addressed in the mentioned certified letter in item # 1.

5. Financials

When will we receive August and September financials?
Received Customer Balance Sheet as of September 25, 2017 and Summary Balance Sheet as of August 31, 2017; however, HOA BOD have not received complete financials for the month of August and September. Sarah Matheny, Association Management, will provide financials for August and September as soon as they are complete.

****See below under 'OTHER' for additional Financial topics discussed.****

6. iStorm

Is this something that is worth rescheduling?
iStorm would not benefit the homeowners of Phase II nor would it benefit the HOA BOD; therefore, iStorm will not be rescheduled.

7. General Liability Insurance

HOA BOD needs a copy for records.
Sarah Matheny, Association Management, will send copy of General Liability Insurance Declaration Page so that the HOA BOD may obtain it for its records.

8. Subdivision Plat

HOA BOD needs a copy for records.
Sarah Matheny, Association Management, will send copy of Subdivision Plat so that the HOA BOD may obtain it for its records.

9. HOA Website

Creating a website

HOA BOD is in agreeance that a website dedicated to Phase II will benefit its board members as well as its residents. Sarah Matheny, Association Management, will get clarification to see how expenses can be covered.

The following is GoDaddy's offer:

Website Builder (includes hosting and domain name) for \$96 / year = \$288 (before taxes)

Domain Name: www.HamptonFarms2HOA.com

This offer is valid as long as it is paid in advance (full amount). The BOD has voted against paying for an email address with the same domain name; however, Susan will set up a general Gmail account that will distribute emails to all board members that will be listed on the mentioned website.

Once clarification is received of how website will be paid for; then Susan Hentzschel (HOA Board Director) will begin the process. All board members are expected to contribute in the process when necessary.

10. Elect Officials

HOA BOD has decided to postpone the electing of officials until 2018. In the meantime, all Board Members will be equal directors.

OTHER/ADDITION TO AGENDA:

ADDITIONAL FINANCIAL DISCUSSIONS:

HOA FEES

HOA BOD is in agreeance, in helping with the process of properly collecting HOA Fees from its residents, that: residents may have the option of splitting their HOA Fees. For those residents, a minimal of at least half (\$150) is due by January 1st, no later than January 31st. The remaining (\$150) is due by June 1st, no later than June 30th. Any payment not received by the "no later than" date will incur a late fee.

If payment is not received the following shall be the protocol:

Step 1: Association Management will send a late fee/penalty letter to homeowner (10% late fee penalty)

Step 2: Association Management will notify collections/send collections letter

Step 3: Association Management will place lien (this will cost HOA \$80)

Sarah Matheny, Association Management has advised the board, that in order to give residents the option to split HOA Fee payment would require for the board to amend the Covenants/By-Laws. Sarah Matheny will find out how this can be accomplished and advise board. As of date, ALL HOA Fees (\$300) are due by January 1st, no later than January 31st.

More discussions will have to take place to refine the HOA Fee payment and penalty process before submitting into the By-Laws/Covenants.

Other penalty suggestions:

Taking homeowner to small claims court

Not approving any ARC from a homeowner who has not paid their HOA fees in full

PHASE I/PHASE II COMMUNITY EVENT

As of this moment, a community event involving both phases can be done at the expense of each participating homeowner. It is not in the best interest for Phase II to pay for such an event from the HOA budget. Therefore, funding from the HOA budget has been denied.

Other participation suggestion:

"Potluck" event

ADJOURN:

The meeting adjourned at 4:00 p.m.