

DIRECTORS PRESENT:  
Susan Hentzschel  
Whitney Wilson

MINUTES RECORDED BY:  
Whitney Wilson

DIRECTORS NOT PRESENT:

LOCATION:  
Susan Hentzschel's residence

MEMBERS PRESENT:  
Lisa McDowell

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

**Meeting Minutes: 6.20.19**

#### Call to Order:

Susan Hentzschel called the meeting to order at 6:25 p.m. and chaired the meeting.

#### Verification of Quorum:

Lisa McDowell confirmed a quorum was established with 2 out of 3 BOD members present.

#### Sign-In and Welcome

Group reviewed the agenda items up for discussion.

#### New Property Manager

- Discussed the replacement of Sylvie Vela with Sarah Matheny
- Quality issue with the new property manager

#### New HOA Board Member: Rachel Schatz

- Discussed Rachel joining the board as the VP and Whitney Wilson will stay secretary.
- This board will be in effect until May 2020 and communication will be sent to the community to elect a new board.
- The member must be on the deed owner and up to good standing with all required fees

#### New Property Management Software, Buildium

- New software for the property management team and board to see the photos and violation letters and other communication in real time.
- Provide real time access to financial information including vendor payments, homeowner payments of dues, etc.
- Currently migrating to a new system on July 1<sup>st</sup> with financial updates coming later, date TBD.
- Allows for online payment by homeowners of dues online.
- Will include communication "owner portal" for the community to contact each other, HOA board and property management.

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## Updates

- Finances: Credit for Overpayment
  - \$225 overpayment for April for Sothern Image will be a credit for the month of June
  - **Action Item – Susan** update annual budget with what current income from annual fees and up to date expenses; including current balance of contingency bucket.
- Irrigation / Greenville County
  - New irrigation system that was installed in 2018 was busted when the system was turned on without the correct maintenance, blowing out the pipes before 1<sup>st</sup> use
  - Greenville county water came out to turn off the water but were not able to turn off the water because it was not on their side. The water was finally turned off and a lock was placed on the water system control box. Key is held by Greenville County.
  - System is busted at the irrigation valve and board discussed options to fix issue.
  - Board decided approaching Southern Image our current landscaper about their liability for breaking the system and their need to fix it at no cost.
  - **Action Item** – reach out to Southern Image to discuss fixing the irrigation system at no cost.
  - **Action Item** – reach out to Palmetto's Finest that installed irrigation system to see if there is a warranty and get quotes for fixing broken valve.
- Drainage
  - Discuss drainage issue and brought Lisa up to speed on history and previous quotes.
  - Drainage work has been placed on hold until current financials and annual forecast has been reviewed to determine when this can move forward.
  - **Action Item** – board need to review the budget to determine when irrigation expense can be paid at next board meeting, July 23<sup>rd</sup>.
- Landscaper
  - Cochran Landscape Quote - \$400 a month
  - 40 visits per year, weekly in summer and growing seasons and bi-weekly in the off seasons
  - Mowing of grass, blowing off debris, fall and winter leaf removal, cut back perineal, edging, pruning bushes and trees, weed controls
  - \$850 to replace trees and bushes including 1 6 ft Magnolia tree and 5 Haw

- **Action Item** – discuss blowing out the irrigation system, cost to support and timing with Cochran Landscape.
- Annual HOA Meeting: June 27<sup>th</sup>
  - Board discussed pushing the meeting to September 26<sup>th</sup> at 7 pm

#### New Business

- Taxes
  - The HOA is setup as a non-profit under tax status filing and we need to be setup under the HOA category.
  - Property management has taken care of status and we're now filed as HOA status.
- Re-review covenants
  - Discussed quorum to hold annual meeting and vote on changes to by-laws and covenant. 10% needed to hold meeting and 75% to make changes to the by-laws and covenants.
  - **Action Items** – Property management to confirm if there is a limit to the number of changes that can be made at one time.
  - Discussed making changes to the quorum to 51% or 2/3
  - **Action Item – Whitney** – retype current proposed by-law and covenant changes to show exact verbiage for new change and references to documentation section.
  - **Action Item** – Board will meet in July to review changes before sending notice for annual meeting in September and materials.
- Phase 1 Community Yard Sale Saturday June 22<sup>nd</sup>

Meeting ended at 8:03 pm

Next board meeting is July 23<sup>rd</sup> at 6 pm.