

**SOUTH HAMPTON PROPERTY OWNERS ASSOCIATION, INC.**

**MEETING OF THE BOARD OF DIRECTORS**

**Friday, August 30, 2019**

**MINUTES**

Pursuant to call, the meeting of the Board of Directors of the South Hampton Property Owners Association, Inc. was held on August 30, 2019, commencing at 8:30 AM, in the South Hampton meeting room onsite.

- **Opening Comments**

President Dave Puckett opened the meeting and thanked everyone for attending. Board Members present at the meeting: Don Matheson, Susan Leinenweber, Stephanie Baron and Bill Long.

Representing LITUS\* To Let, Inc.: Chris Millar and Lynn Edmonds.

It was noted that Dave Puckett would serve as Chairman of the meeting and Lynn Edmonds would serve as Recording Secretary.

- **Waiver of Notice**

It was noted that as the meeting had been scheduled at the November 17, 2018 Board of Directors meeting, a reminder notice had been sent to the Board Members by email. Upon a motion made, seconded and approved; it was:

**MOVED; that the notice of the meeting be waived, as the meeting had been scheduled in the November 17th, 2018 meeting.**

- **Approval of Minutes – Meeting of the Board of Directors – May 3, 2019**

The minutes of the Meeting of the Board of Directors that was held on May 3, 2019, were reviewed. All minutes are on the website. Upon a motion duly made, seconded and approved; it was:

**MOVED; that the minutes of the Meeting of the Board of Directors held on May 3, 2019, is approved as written.**

- **Financial Reports**

- **Current Financial Statement for the Period Ending – July 31, 2019**

Bill Long reviewed the current financial status of the association as of July 31, 2019 and discussed the balance sheet. The income / expense statement was next discussed. Items under and over budget were noted.

Don Matheson and Bill Long discussed adding a line item in the 2020 budget for additional money for Four of A Kind and maintenance projects. Upon a motion made by Don Matheson, seconded by Stephanie Baron and approved it was:

**MOVED; motion to have \$5,000 a month totaling \$60,000 a year added to the budget for maintenance repairs on the building.**

- **Accounts Receivable Update**

Chris Millar stated that the Association has two (2) units in arrears for 30 days. Notices have been sent to the delinquent owners. After 60 days the owners are sent to the Association's attorney for collection.

- **Reserve Account Update**

Bill Long stated that the contribution to the reserve this year is as budgeted. POA funds are in Wells Fargo and TD Bank in nonprofit, interest bearing accounts and CD's in various banks, all with FDIC insurance coverages.

- **Old Business**

- **Hot Water Tank Replacement Update**

Lynn Edmonds reported that there are 15 water heaters in the building, which are past the 10 year mark that the owners will have to change out. All 15 owners were notified by registered letter. The water heaters are to be replaced by October 2019.

- **New Business**

- **Waterproofing Companies**

Chris Millar introduced Jon Black, engineer for Mule Consulting Firm. Jon discussed with the BOD the schedule to begin the waterproofing project. OSHA updated the law for rope descent systems. In order for South Hampton to be compliant anchors must be installed on the roof walls. The anchors will be installed on the building for the stages. All equipment will be mobilized the week of October 7<sup>th</sup>, before the start date of October 14<sup>th</sup>, 2019. The project will start on stacks 01, 03, and 05 first. All balconies will be closed while this section is being worked on. There is to be nothing on the balconies and all doors will be secured to ensure nobody enters onto the balconies. The ceilings will be done

first, walls second and decks next, with the railing last. All balconies will be inspected after each phase of work is completed on each area.

Jon Black explained that once work begins a drop box will be available for all owners to see and will state the project schedule for that week. Jon will be updating the site weekly.

Jon Black said Tribune will be using BASF products to honor the warranty, all storm shutters must be permanently removed to make sure the warranty is valid.

Chris Millar let the BOD know the the ARC approved the paint color change for the building.

The Board wants all owners to consider replacing their patio doors now before the building is waterproofed. Any units with issues of the balcony having a slope problem, please let Chris Millar know so he can inform Jon Black so they can be inspected. Don Matheson stated when the patio doors are replaced, it is less likely you will see water intrusion due to today's codes on the thresholds.

Stephanie Baron asked about the noise level when they are working on the building. There will be loud noise especially when they are grinding the decks.

- **Cooling Tower Piping**

Don Matheson stated that there are pipes underground which come from the cooling tower, supplying and returning the water for the building's HVAC system. These pipes have been underground for 30 years and need to be replaced. A company named ICI will be doing this repair in January 2020. They will come in and run the pipes to and from the building and the cooling tower. After the pipe installation is completed they will tie into the buildings piping. This will mean the building will not have any HVAC at all, no heat, no cooling for all units. This will take 4 to 7 days. All owners will be notified when the system will be down.

The Board discussed that owners who have very old HVAC units should replace them as the old ones are not energy efficient and cause a strain to the building's cooling tower system. The Board again recommend all owners have their units serviced twice a year and the system acid washed every couple of years to make sure the heat exchange system in their unit is clean.

- **Building Maintenance**

Dave Puckett reported that the BOD approved additional cameras for the entrance of the building. They have been installed.

The garage lights have been replaced and are working.

With a camera now located in the garage, it will show when people are dumping their furniture and other items. The BOD approved a sign to be installed letting people know there is a \$100 fine per item that is left in the garage area, and that they are on camera. Chris will have the sign made.

There are 3 more additional shopping carts ordered for the building. Please remember the carts are to be returned to the lobby.

- **Water Bill**

Lynn Edmonds that reported the City of Myrtle Beach changed the water meter at the building. The new meter registers every drop of water used in the building. All owners need to make sure their units have no dripping water faucets and toilets which run or refill due to leaks.

- **Adjournment**

There being no further business to come before the Board, a motion was duly made by Susan Leinenweber, seconded by Bill Long and approved; it was:

**MOVED; that the Board meeting of South Hampton Property Owners Association, Inc. be adjourned.**

Meeting Commenced: 8:30 AM

Meeting Adjourned: 11:20 AM

Submitted by:

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Lynn Y. Edmonds, Acting Secretary

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Dave Puckett, President HOA