

SOUTH HAMPTON PROPERTY OWNERS ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 14, 2020

MINUTES

Pursuant to call, the meeting of the Board of Directors of the South Hampton Property Owners Association, Inc. was held on February 14, 2020, commencing at 9:00 AM, in the South Hampton meeting room on site.

- **Opening Comments**

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

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

Also present were homeowners M/M Ryan 508.

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 15, 2019 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 15th, 2019 meeting.

- **Approval of Minutes – Meeting of the Board of Directors – November 15, 2019**

The minutes of the Meeting of the Board of Directors that was held on November 15, 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 November 15th, 2019, are approved as written.

- **Financial Reports**

- **Current Financial Statement for the Period Ending – January 31, 2020**

Chris Millar reviewed the current financial status of the Association as of January 31, 2020, and discussed the balance sheet. The income /expense statement was next discussed. Items under and over budget were noted. Chris Millar also

reminded the BOD that the flood insurance policy will renew the first of March and this cannot be financed.

- **Accounts Receivable Update**

Chris Millar stated that the Association has one (1) unit in arrears for 30 days. A notice has been sent to the delinquent owner. After 90 days the owners are sent to the association's attorney for collection. The Board instructed LITUS* to have the cable disconnected on delinquent units more than 60 days.

- **Reserve Account Update**

Chris Millar 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 2 water heaters in the building which are past the 10 year mark. The owners will have to change them out. Lynn reported that a letter has been sent to the owners.

- **Building Concerns/Updates**

Dave Puckett stated that the pool furniture was ordered in January and has arrived and ready for the summer season.

Four of A Kind had requested four additional large black/gray trash containers for the property. Lynn Edmonds has ordered the trash containers.

6. New Business

- **Building Waterproofing**

Don Matheson reported that stacks 1, 3 and 5 are being inspected by the engineer and Tribune. They are finishing the waterproofing on remaining stacks and doing the railings. All decks, ceilings and railing will have to be inspected before the warranty is in place for the building. There are still two units which have the hurricane shutters up and the water proofing company has not completed any work on those balconies. Chris Millar reported that the units under, above or beside these units with shutters will not have a warranty on their waterproofing work. Don said if any owners have any issues to please let him or LITUS* know so the issue can be taken care of. Dave reminded all owners not to use heavy patio furniture and to make sure the patio furniture had rubber bottoms as to not scratch the deck waterproof coating.

- **Cooling Tower Pipe Project**

Don Matheson reported that the cooling tower piping project had started and so far was ahead of schedule. The transfer will be made sometime in March. The owners will be notified that the HVAC system will be off for 3-4 days while the transfer is being made.

- **Second Floor Smoke Issue**

Lynn Edmonds has received several emails and calls concerning heavy cigarette smoke on the second floor. Stephanie asked if the building is a smoke free building. Chris Millar explained that in the common areas it is smoke free but inside the units the owners and their guests are allowed to smoke. The HOA does not govern what happens inside of an owner's unit. The Ryans stated that they had put a weather-stripping around their door which stopped the smells from the hall and other units. The Ryans offered to speak with the unit owner and let them know about the insulation. Mr. Ryan will forward to LITUS* pictures of his door. The BOD asked LITUS* to have a conversation with the owners of the unit.

- **Contractor and Luggage Carts**

Mrs. Ryan asked the BOD to please ask FOAK to make sure the contractors are not using the owner's luggage carts. The owner's luggage carts are getting dirty from the contractor's materials. Chris Millar stated FOAK would be asked to help monitor the carts.

- **Adjournment**

There being no further business to come before the Board, a motion was duly made by Stephanie Baron, seconded by Don Matheson and approved; it was:

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

Meeting Commenced: 9:00 AM

Meeting Adjourned: 11:00 AM

Submitted by:

Lynn Y. Edmonds, Acting Secretary

Dave Puckett, President HOA