

SOUTH HAMPTON PROPERTY OWNERS ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

Thursday, June 25, 2020

MINUTES

Pursuant to call, the meeting of the Board of Directors of the South Hampton Property Owners Association, Inc. was held on June 25, 2020, commencing at 10:00 AM, by teleconference.

1. Opening Comments

President Don Matheson opened the meeting and thanked everyone for calling in. Board members present at the meeting: Don Matheson, Susan Leinenweber and Stephanie Baron. Homeowner Bud Fisher was also on the call.

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

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

2. Waiver of Notice

It was noted that the meeting had been scheduled by the Board of Directors by email. Upon a motion duly made, seconded and approved; it was:

MOVED; that the notice of the meeting be waived, as the meeting had been scheduled by email by the Board of Directors.

3. Approval of Minutes – Meeting of the Board of Directors February 14, 2020 and Teleconference March 30, 2020.

The minutes of the Meeting of the Board of Directors that was held on February 14, 2020, were reviewed as were the March 30, 2020 teleconference meeting minutes. All minutes will be posted on the website. Upon a motion duly made by Susan Leinenweber, seconded by Stephanie Baron, and approved; it was:

MOVED; that the minutes of the Meeting of the Board of Directors held on February 14, 2020 are approved as written. MOVED; the minutes of the teleconference of the Board of Directors held on March 30, 2020, are approved as written.

4. Old Business

a. Hot Water Tank Replacement Update

Lynn Edmonds reported that there are still 2 water heaters in the building which are passed the 10-year mark. The owners have until December 2020 to change them out. She reported that a letter has been sent to the owners.

b. Building Concerns/Updates/Policies

i. Pets in and at the Building

Don reported seeing many pets in the building that are not service dogs or owner's pets. The board and many homeowners have stated that the pets have become an issue. Don stated that the areas on the side and front of the building have pet waste because people are not cleaning up after their animal. Chris Millar told the Board that the South Hampton Master Deed and By-Laws only allow owners the right to have a pet at the building.

Master Deed and By-Laws

Article V Easements, Covenants & Restrictions

5.1 use of the Project

(j) "Owners shall be permitted to keep common household pets including but not limited to dogs and cats within their unit subject to the rules, regulations and policies adopted by the HOA. At no time and under no circumstances will renters and guests be allowed to maintain or harbor pets in any unit or within any common area.

Chris Millar stated that he will remind owners of the pet policy in an eblast.

ii. Smoking

Many complaints and emails about a smoke smell on the 2nd floor have been reported to the management company. Don Matheson stated that the HOA has installed carbon filters in the hallway system trying to help with the smell. The common areas of the building are "No Smoking" zones and signs are posted. This includes under and around the building and the pool area and deck. When the smoke infringes in the common area and on an owner's right to enjoy their unit, the board will need to discuss the situation with the association's attorney. Don recommends that all units install or update the weather-stripping on entrance doors. This decreases the smells from outside in the hall and smells from inside the unit.

iii. Under the Building Parking Policy

Every year, each owner receives two (2) gold round stickers for their vehicle, which allows them to park under the building. When parking under the building, the BOD requests that only one (1) car per unit is

allowed as there are only 14 parking spots. The guidelines are in the South Hampton Rules and Regulations which can be found on the association's website.

iv. Painting of the Unit Doors

Four of a Kind started painting the unit entrance doors last year. Don Matheson reported that they have almost completed the painting.

v. Building Waterproofing Punch List

Don Matheson reported that the company doing the waterproofing was no longer on site. All work was completed with the exception of two (2) units. Don said that if any owners have issues with their decks or railings, to please let him or LITUS* know so they can be added to the punch list. Don stated that in order to keep your balcony floor from scratching, please make sure the furniture has plastic guards on the bottom of the legs.

vi. Cooling Tower Pipe Project

Don Matheson reported that the cooling tower piping project was completed in March. The transfer was made sometime in March and everything went smoothly. The only issue the system is having comes from debris in the individual units getting back into the system. The age of the HVAC units and owners lack of maintenance to the units continues to cause issues with the closed loop system. Owners need to acid wash the coils and clean the units regularly. This board will be working on a policy for owners to follow concerning their HVAC systems as past boards have done concerning the water heaters.

5. New Business

a. Pool Maintenance

Don Matheson reported that the pool has stains on the bottom from debris falling into the pool. Four of a Kind recommended that the pool be drained and acid washed to remove the stains. The board approved to have this maintenance performed on the pool shell. Chris Millar discussed that since the pool is closed due to the COVID-19 virus, this will be a good time to do the cleaning. Stephanie Baron is working on updating the pool signs.

b. COVID-19 Sanitation

Don Matheson reported that the staff at Four of a Kind is cleaning touch points in the building every two hours. Susan Leinenweber would like to have signs put up in the building requesting everyone wear a mask.

c. Reserve Study

Don Matheson reported that due to the COVID-19 virus, the reserve study had been postponed until July. Don, Chris and FOAK will meet Reserve Advisors and update the reserve study.

d. Cameras

Don Matheson is working with Myrtle Beach Communications to replace and update the camera system in the building.

6. 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: 10:00 AM

Meeting Adjourned: 11:39 AM

Submitted by:

Lynn Y. Edmonds, Acting Secretary

Don Matheson, President HOA