

# *The Hamptons Homeowners Association*

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## **THE HAMPTONS SOUTH EAST EDMONTON HOMEOWNERS ASSOCIATION**

### **Minutes**

Meeting held: **Wednesday, October 11, 2017 at 7:30 p.m.**

**at Edmonton Chinese Alliance Church**

**5019 – 199 Street NW Edmonton AB**

Present: Keith, Michele, Jason, Matthew, Esquire (Joseph), James, Neill Orr (Guest)

Regrets: Lori, Alan

**1) Meeting Call to Order and Establish Quorum**

Quorum established. Meeting called to order at 7:40pm

**2) Review and Approval of Agenda**

*Motion to approve agenda – Keith Seconded James – Carried.*

**3) Review and Approval of the Minutes of Previous Meeting(s) – September 6, 2017**

*Motion to approve minutes - Keith Seconded – Michele Carried.*

**4) Business Arising**

**i) Website**

Board heard a presentation from Neill Orr (Nox Marketing) on possible website support for the HOA. Example used was the Cameron Heights HOA website. Discussed security, design, maintenance. Estimate: \$1200 set up plus \$100 per month for updates and checking. Discussed if website reports/statistics were possible.

**ACTION: Michele to identify platform and share information to determine if a new website platform is required or if current platform can be adapted.**

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## ii) Invoicing and cheque issue discussion – Esquire

Board discussed cheque run and processes to ensure timely payment of invoices by Esquire. Board wishes to have payment completed within 30 days of invoice receipt.

**ACTION – Board requested a list of Esquire employees and responsibilities/roles or preferably a single contact point to streamline processes for the Board.**

## iii) Homeowner Arrears Update

Board received a chart as requested in prior months. Board satisfied with the content and look forward to that as an ongoing report.

Board feels that the number of caveats being reported by Esquire is not accurate (93) and that number cleared is not being reported properly.

**ACTION – Board needs to deal with outstanding issues of outstanding payments. Need to connect with Condo Board. Keith to follow up with collection agent to clarify caveats**

**ACTION Question to Esquire – can we pursue collections on top of caveats that are already filed? Esquire to provide information on cost of demand letters for those homeowners who have not paid fees in over 3 years.**

## iv) Landscaping Update

Planters are in process of being removed. Quotes received for landscaping for next 2 years, received from three companies (Cutting Edge, Goodfellows, Seasonal Impact) Board discussed various options.

*Motion – Provides direction to proceed with a new contract with Seasonal Impact for next 2 years. Michele Moved – Seconded Jason. Carried.*

## v) Fence Staining Update

Fence on 45<sup>th</sup> Avenue is being fixed this week. Still awaiting quote for last stretches of fencing. There are some fences in other parts of the community that may need to be considered or looked at.

## vi) Fountain Update

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Electrician has submitted drawings to City of Edmonton. No progress is expected this year due to late time in season and no approvals to proceed yet.

**5) New Business**

None

**6) Next Meeting Date (Thursday November 30, 2017 at 7:30pm.)**

**7) Adjournment 8:52pm**