

The Hamptons Homeowners Association

THE HAMPTONS SOUTH EAST EDMONTON HOMEOWNERS ASSOCIATION

BOARD MEETING MINUTES

Thursday, January 4, 2018 at 7:00 p.m.

at Edmonton Chinese Alliance Church

5019 – 199 Street N.W.

Edmonton, Alberta

Present: Keith, Michele, Jason, Matthew, James, Lori, Joseph (Esquire)

Regrets: Alan

AGENDA

1) Meeting Call to Order and Establish Quorum- Quorum established; called to order at 7:08 pm

2) Review and Approval of Agenda

Motion to approve agenda as amended to include graffiti & resident renovations under new business – Moved by Michele Seconded – Lori. Carried.

3) Review and Approval of the Minutes of Previous Meeting(s) – November 30, 2017

Motion to approve minutes – Moved by Michele Seconded – Keith Carried.

4) Business Arising

i) Task List Review

- Board received and reviewed task list.

ii) Review of arrears graph

- Board received and reviewed arrears graph. Notable decrease in amount owed, likely due to demand letters being sent and dealt with (43% success rate with issued letters).

- Board discussed that collectively 35% of homeowners still are outstanding (with majority being less than 1 year). Discussed options regarding next steps for significant amounts owing, including considering a collection agency.

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- Board discussed considering collection agency to pursue collections on homeowners in excess of \$750 in owing, for homes that do not have a caveat. Board to be prepared to make a motion on this next meeting

Action: Keith to contact collection agent to invite at next Board meeting to discuss potential next steps and action.

iii) Arrears collection demand letter review

- Board reviewed demand letters and outcomes

iv) Review of draft budget

- Board discussed draft budget as presented. Board amended to include an additional expenditures and reduce contingency funds as noted below. Board did note that next years budget would be a deficit budget, but that current cash/assets on hand would covered the one-time fountain expenses).
 - o \$50,000 for fountains
 - o \$5,000 for pressure washing Hamptons brick signs (Create new budget line for this as ongoing expense)
 - o \$1,500 for website
 - o Reduce contingency fund by \$5,000 (add to Other Expenditures)
- *Motion to approve budget as amended to include notes above – Moved by Michele Secoded – Lori. Carried.*

v) Website redesign discussion

- Discussed that Nox does not have a standard contract; Board noted that we should have a quote/letter on hand to clarify status.

Action: Michele to draft a letter to clarify website ownership / design to include quote.

vi) Landscaping Update

No update.

vii) Fences not meeting specifications (unpainted or incorrect color)

- Board discussed inventory with intention to send letters to homeowners identifying that fences are not correct.

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Action: Keith and Jason need to tour neighborhood to identify fences that may not meet specifications.

5) New Business

i) Removal of Board members not attending meetings

- Board discussed that Alan has not attended a meeting since April and that he is unreachable.
- *Motion to remove Alan from the Board due to lack of attendance and lack of communication. Moved by Lori. Seconded by Michele. Carried.*

ii) Address and caveat discharge discussion – All

- Homeowner has identified an issue with land titles having an incorrect address noted (house does not exist). As a result, homeowner did not receive any correspondence. House has had a caveat put on it as a result of incorrect address.
- Homeowner has already paid back HOA fees (back 5 years).
- Board discussed options. Board determined preferred approaches.
- *Motion: Board would waive interest and caveat charges provided the homeowner provides an updated land titles address. Moved by Lori. Seconded by Keith. Carried.*

ACTION – Esquire to follow up to see if correspondence was returned due to bad address.

iii) Management company discussion - All present Board Members (Esquire not present)

- Board discussed it was time for a review of management company. Current contract is on a month to month basis expiring 2019; with 3 month notice.
- Board to seek proposals from 3 or 4 management companies for consideration in mid year.

ACTION – Keith to look for what other management companies other HOAs are using. Michele to prepare a summary of Board needs/expectations/timing considerations.

iv) Graffiti – Noted that a few bus stops and one of our doggie bag boxes has been graffiti.

ACTION – Jason to pursue cleaning / repainting.

ACTION – Keith to get copy of keys for doggie boxes from Oasis.

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v) Resident Renovations

- Individual looking to add siding board on new addition that is different color than original on the home.
- Board did request additional information from homeowner; and once received – Board did not anticipate any issues, and expressed appreciation for the homeowner reaching out first.

6) Next Meeting Date (**Thursday, February 15, 2018**)

7) Adjournment at 8:24pm.