

The Hamptons Homeowners Association

THE HAMPTONS SOUTH EAST EDMONTON HOMEOWNERS ASSOCIATION

BOARD MEETING MINUTES

A meeting of the Board of Directors
of The Hamptons Homeowners Association
is scheduled to take place on
Thursday, February 15, 2018 at 7:00 p.m.
at Edmonton Chinese Alliance Church
5019 – 199 Street N.W.
Edmonton, Alberta

Present: Keith, Jason, James, Lori, Brad (PCR Group)

Regrets: Michele, Matthew

AGENDA

- 1) Meeting Call to Order and Establish Quorum at 7:07pm
- 2) Review and Approval of Agenda

Motion to approve amended agenda to have PCR Group representative make a presentation for Collections Business Case at beginning of the meeting – Moved by Keith. Seconded – James. Carried

- 3) Review and Approval of the Minutes of Previous Meeting(s) – January 4, 2018

Motion to approve minutes – Moved by Lori. Seconded – James. Carried

- 4) Arrears collection presentation and discussion – Brad Lohner – PCR Group.
 - i) Board feels that the homeowners are slowly paying fees but more needs to be done.
 - ii) PCR Group can do Caveats and/or collections as directed by the Board.
 - iii) The Board will not be out of pocket any money as we are with our current Caveat process.
 - iv) PCR can do Caveat then move into the Collections process to recover cost from homeowners that still refuse to pay or refuse to pay on time.

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- v) A payment process is possible for homeowners that cannot make full payment immediately.
- vi) PCR will send report to the credit reporting agencies of homeowners that are delinquent.
- vii) PCR has an approximate return rate of 172% with the other neighbourhood in the area that they work with.
- viii) Once the debt is paid in full, it shows on the homeowner's credit report as a paid collection for 6 years.
- ix) PCR will provide a package, detailing the process of their collections and the costs associated with it that they will charge homeowners to recover arrears fees due to the HOA.

5) Business Arising

i) Task List Review

- (1) Board received and reviewed task list from Joseph (Esquire)

ii) Review of arrears graph – All

- (1) Board received and reviewed arrears graph. Consistent drop month-to-month of arrears fees but Board still would like more compliance.

Action: PCR to provide Collections/Caveat package to Keith to be forwarded to the Board to review prior to the March meeting for Motion and Vote.

iii) Website redesign discussion – All

- (1) Board reviewed the website prior to the meeting and were pleased with the new website. Updates forwarded to NOX marketing are implemented quickly and changes requested are completed promptly.

Action: Keith to forward information on fence staining update and a shingle specification change to NOX to update the website. Jason to forward information on the pond fountains to NOX to update the website. All of this will be included under the News tab.

iv) Landscaping Update – All

- (1) Keith provided an update as to the status of the fence staining and the proposed work for this year. A few extra portions of the fence to be touched up as discussed on 204 Street and Hemingway Road.

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- v) Fences not meeting specifications (unpainted or incorrect color) – Keith/Jason

Action: Keith and Jason to meet on Monday, February 26 to tour the Neighborhood to review the fences that do not meet the specifications and record addresses.

Jason to put addresses into a database to forward to Esquire. Jason to draft letter to homeowners to forward to Esquire to be sent to homeowners letting them know about the fences not meeting specifications and the corrections required.

6) New Business

- a) Esquire's attendance at Board meetings.

- i) The Board discussed the current Management agreement and their requirement at 4 regular meetings as well as the AGM. The Board agreed that Esquire should attend ALL meetings from the March 2018 meeting on. Esquire provided the additional cost that would be incurred by the Board, should they be in attendance for all regular meetings as well as the AGM.

(1) *Motion to have Esquire Management Group attend all Board meetings* – Keith.
Seconded – James. Carried

- b) Website emails – All

- i) The Board discussed the email requirements. NOX provided information that our current capacity is 5 distinct email addresses. The Board suggested that the addresses be “President” “Vice President” “Treasurer” “Landscape” and “Info” @edmontonhamptons.com

- ii) Proposed AGM date and time

(1) The Board discussed the upcoming 2018 Annual General Meeting. It should be prior to the May 31, 2018 fee due date. Two dates that the Board agreed on are May 17 or May 18, 2018 at 7pm at the Edmonton Chinese Alliance Church.

Action: Jason to forward dates and times to the ECAC to check if it works with their schedule.

- 7) Next Meeting Date (**Thursday, March 29, 2018**) - Adjournment at 8:36pm