

**HAMPTONS AT MAPLEWOOD  
HOMEOWNERS ASSOCIATION INC.  
BOARD OF DIRECTORS MEETING**

**Thursday, July 28, 2011 @ 6:00 p.m.**  
Location: Bristol Management Office

**MINUTES**

**Meeting called to order at 6:00 pm by the President Lou Marcati**

<b>Present:</b>	<b>President</b>	<b>Lou Marcati</b>
	<b>Vice President/Secy.</b>	<b>Steve Skakandy</b>
	<b>Treasurer</b>	<b>Jules Kitzerow</b>
	<b>Director</b>	<b>Fred Blankenship</b>
	<b>Director</b>	<b>Ricki Finnan</b>
	<b>Bristol Management</b>	<b>Pamela Adams, LCAM</b>

There were a few Owners in attendance.

**SPECIAL GUEST: Maria Friedman, TD Bank**

Ms. Friedman discussed the banking options available at TD Bank and a program designed to give the HOA earnings based on account balances of members. Members open accounts with TD Bank and the account average balances determine the earnings for the HOA. After discussion and questions were answered, it was agreed that this is a worthwhile program to offer Hamptons residents. The Board agreed to have TD Bank organize a resident meeting at the Town Hall to invite Hampton's residents to hear about the bank, the program and how it works. Maria will handle the meeting set up. A notice will be mailed to residents with the 4<sup>th</sup> quarter billing statement to attend this event.

**Minutes:**

The minutes of the June 23, 2011 Board Meeting were reviewed and approved unanimously. The minutes will be placed on the website. The minutes of the June 30, 2011 Special Meeting were reviewed and approved unanimously.

**Presidents Report:**

Lou Marcati brought the Board Members and Owners present up to date on many projects. Painting is moving along on schedule with approximately 70 homes left to complete. The peeling railings have been reviewed and the painters will be making needed repairs to those railings that have peeled. In preparation of storm season the trees have been trimmed. The HOA is as prepared as it can be for any storm activity. The front entries are being reviewed for improvements.

**Financials:**

Jules Kitzerow reported on the financials. The current expenses of the HOA are within budget parameters. Delinquent accounts were discussed for future collection measures to be taken. The Board continues to monitor delinquent accounts and takes action as allowed by law. A line item review of the P & L continued with notations regarding accounts that are over budget for the YTD and FYE estimates. There were some questions pertaining to line items that will be reviewed and responded back. A meeting will be set up for Jules to meet with the Bookkeeper to review the financials for a clear understanding of the system.

## **Committee Reports:**

### **ACC :**

Ricki Finnan reported on the ACC Committee. Recent approved applications included shutters, landscape improvements and a lanai with screen. The ACC Committee prepared specifications on two items for the Board to review. Arbor Specification were reviewed for size, style, material, color and installation locations. Ricki Finnan motioned for the Arbor Specs to be approved as submitted, seconded by Jules and passed 4 – 1 with Fred against. Decorative Shutter Specifications were also reviewed. A motion by Ricki Finnan was made to approve the standards for decorative shutters, seconded by Jules and passed unanimously. This information will be updated and included on the website.

### **Landscape:**

Ricki Finnan reported that after review it was determined that currently Hamptons is receiving 3 fertilizations per year. A proposal had been reviewed by the Board previously, but no action was taken to increase to 4 fertilizations per year. Ricki motioned to approve increasing the ferts to 4 times per year at an added cost of \$3,710. Fred Blankenship seconded the motion and it was approved unanimously. The Board discussed the landscape maintenance of the community. After discussion, it was agreed that Management will prepare an RFP for landscape maintenance and request bids from 5 contractors. Southern Exposure will be asked to bid along with 4 other bidders. They will be asked to have the bids in by August 15 and to attend the Board Meeting in August for an interview.

### **Management Report:**

Pam Adams reported the following:

Work Orders and Violation Notices are being processed. A report of active projects was presented to the Board.

### **Old Business:**

**Painting Project** -The painting continues on schedule. To date Phase III and Phase II have been completed. Owners have been appreciative of the work performed by the Coastal crew. Work on the common wall will resume shortly. Railings that were painted and are peeling are being redone by paint contractor.

**Outflow Pipe Repairs by Town** – The Town completed the work on the outflow pipes in Hampton’s.

**Website Ideas & Information** – Jill Dalton has met with Bristol to review the website and work on new designs and formats to offer the residents. Many new ideas are being implemented. Owners can advertise on many topics. Information was included in the last newsletter on how to utilize this service.

### **Message Center Boards:**

The Board reviewed options for message center boards to be installed in the three phases. These boards will be used to post information from the HOA for residents and also an area for residents to post their own notices. The board chose the larger message boards and approved the purchase and installation at a cost not to exceed \$6,000.00. The boards have been ordered.

### **New Business:**

### **Rules & Regulations and ACC Specifications:**

The Board reviewed the current rules and regulations and authorized a Committee to bring an updated version to be recommended for updating. After much effort by the committee, a revised rules and regulations was reviewed and discussed by the Board. A few minor changes were made and the final revised version will be updated by Ricki Finnan and sent out for final approval. This information will be updated and all residents will be notified.

### **Entry Wall Improvements:**

The entryway to all phases of the Hamptons is the focal point of the community. There has been discussion on what improvements should be considered. Signs, lighting and landscape all need to be considered for improvement with funding from the paint project. A Committee will be needed to work on this project. It was agreed that in the meantime the current signs should be painted to improve the appearance. Management will have this completed.

### **Association Attorney:**

The Board is considering changing their legal representation. They met with an attorney last month. After discussion, it was recommended that another Attorney be interviewed. Pam Adams offered another attorney for the Board's review. Ed Dicker, Esq. will be invited to attend the next meeting to be considered for HOA counsel. Steve Skakandy concurred with the process.

### **Pressure Cleaning Community:**

Three proposals for pressure cleaning were received for the cleaning of all driveways, sidewalks and road gutters throughout Hamptons. Steve Skakandy motioned to approve JT Pressure Cleaning, seconded by Ricki Finnan and approved unanimously. Work will be completed by Thanksgiving.

### **Trash Can Pick up:**

The HOA currently has 5 trash cans in the community. The job to empty the bags has been handled by Southern Exposure. The Board is considering hiring someone to do this work. There was one resident who was interested in doing the work. Steve Skakandy had another person to consider. The decision will be made after all options are reviewed.

### **Open Forum/Non-Agenda Items:**

One resident had questions related to the new web site and possibility of advertising for donations to specific organizations. He also asked about limiting garage sales in the community and to consider holding community wide garage sale days to lower the number of sales held weekly.

**Next Board Meeting:** The next meeting of the Board will be August 25, 2011.

There being no further business before the Board the meeting was adjourned.

Respectfully Submitted,

Pamela Adams, LCAM  
For and On Behalf of the Board of Directors