



Hampton Glen

Virtual Town Hall

Tuesday, August 11, 2020



Agenda



- Validation of quorum for Written Ballots (59 required / 70 received)
- Board Election Announcement
- Financial Report and Budget Review
- Community Enhancements
- Covenant Violations
- Pool Cards
- Upcoming Events
- Open Floor

Hampton Glen HOA Board Members

- Michele Valencia, President
- Mark Pfister, Vice President / Treasurer (*re-elected*)
- Ashton Green, Secretary (*retiring*)
- Nick Desenberg, AIO Managing Agent
- Bob Taylor, Director at Large
- Jason Lowe, Director at Large
- Julie Hutto, Director at Large
- Bill Klinger, Director at Large

New Board Members:

- Brianna Williams
- Erick Rock
- Brian Agee

THANK YOU ALL
for what you do every day
to Hampton Glen what it is!



Financial Report and Budget Review

As of 7/31/2020

- ▶ Operating Account: \$80,619.23
- ▶ Reserve: \$46,734.95
- ▶ Total Assets: \$127,354.18

- ▶ 2020/2021 Budget*: \$101,000.00
- ▶ Annual Dues: \$550.00/lot
- ▶ Net Reserve Income: \$12,368.67

* Full 2020/2021 Budget included in the Appendix.



Community Enhancements

Completed:

- New website (still growing)
- Swings and Balance Beam addition to playground
- Recreational Grill at Gazebo
- Pool Gate Key Card Entry
- New Holiday Décor at Clubhouse and Front Entrance
- Expanded Memorial Area and Bench
- Updated Signage in Parking Lot
- Community Message Board at front exit
- Front Entrance Signage

Upcoming for 2020/21:

- Bakko Practice Boards for the Tennis Courts
- Reinstall of Basketball Goal (half-court)
- Additional tables and lounge chairs for the pool area (*tentative*)

Visionary Enhancements:

- Pool Deck Expansion (including splash pad or other feature)
- Playground shade cover



Covenant Violations


- ▶ Covenant Violation Procedure will go into full effect September 1, 2020
- ▶ Step 1 – Courtesy Notice with 30 days to correct
- ▶ Step 2 – First Violation Notice with 30 days to correct
- ▶ Step 3 – Second Violation Notice with fine and 30 days to correct
- ▶ Step 4 – Third Violation Notice with additional fine and 30 days to correct
- ▶ Step 5 – HOA Completion: Violations exceeding 120 days will incur a fine every 30 days until the violation is corrected

- ▶ Appeals to the Board are allowed in special situations
- ▶ Full Details are outlined in the ACC Violation Procedure* and Schedule of Fines*

* ACC Violation Procedure and Schedule of Fines are attached in the Appendix. These will also be emailed to all homeowners and posted to the website (www.hamptonglen.org) following this meeting.



Replacement & Secondary Pool Cards

- ▶ \$25 Fee may be paid via [AIO Account portal](#)
 - ▶ Choose 1-time check payment to avoid payment fee
 - ▶ Pay in advance then forward confirmation and request for key to poolkey@allinonemgmt.com along with:
 - ▶ Name, address, and specific request for **either** replacement **OR** secondary key
 - ▶ No more than 2 keys may be active for a household.
 - ▶ Keys will be mailed by AIO
 - ▶ Original Keys will be held here until the end of pool season then sent to AIO
 - ▶ You will NOT get a new key next year
 - ▶ Instructions and links will be placed on website at www.hamptonglen.org
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Upcoming Events

- ▶ End of Summer BBQ – **CANCELLED** due to COVID
- ▶ Movie Night – Saturday, September 12th – Princess and the Frog
(Social Distancing Observed)
- ▶ Chili Cook-Off – **CANCELLED** due to COVID
- ▶ Cookies with Santa – Saturday, Dec 5th – TENTATIVE, pending COVID updates

Discussion:

- ▶ Halloween in Hampton Glen, Saturday, Oct 31



Open Floor Discussion



Appendix

Hampton Glen 2020 Budget

INCOME	2019/2020 Budget	2019/2020 YTD Actual As of 2/29/2020	2019/2020 Projected YE	2020/2021 Budget
Assessments	\$ 99,500.00	\$ 99,125.72	\$ 99,125.72	\$ 99,500.00
Specific Assessments	\$ -	\$ 150.00	\$ 150.00	\$ -
Other Misc Reimbursement	\$ -	\$ 45.00	\$ 45.00	\$ -
Late Fee	\$ -	\$ 180.00	\$ 180.00	\$ -
Legal/Collections Reimbursements	\$ -	\$ 50.00	\$ 50.00	\$ -
Owner Interest	\$ -	\$ 194.67	\$ 194.67	\$ -
Checking Interest	\$ -	\$ 56.19	\$ 56.19	\$ -
Clubhouse Rental	\$ 1,500.00	\$ 735.00	\$ 735.00	\$ 1,500.00
Tennis	\$ -	\$ 100.00	\$ 100.00	\$ -
Total Income	\$ 101,000.00	\$ 100,636.58	\$ 100,636.58	\$ 101,000.00

EXPENSES

GENERAL & ADMINISTRATIVE				
Annual Corp Registration	\$ 55.00	\$ -	\$ 55.00	\$ 55.00
Copies/Postage/Mailings	\$ 750.00	\$ 255.04	\$ 750.00	\$ 750.00
CPA/Audit/Tax Preparation	\$ 225.00	\$ 275.00	\$ 275.00	\$ 275.00
Insurance Policy	\$ 5,000.00	\$ 2,863.00	\$ 5,000.00	\$ 5,000.00
Legal Fee-Collections	\$ 1,000.00	\$ 1,371.50	\$ 1,371.50	\$ 1,000.00
Legal Retainer	\$ 650.00	\$ -	\$ 650.00	\$ 650.00
Management Contract	\$ 11,400.00	\$ 9,500.00	\$ 11,400.00	\$ 11,400.00
Misc. G&A	\$ 750.00	\$ 265.20	\$ 500.00	\$ 750.00
Property Tax	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
Security Cameras	\$ 1,209.50	\$ 2,069.19	\$ 2,069.19	\$ 500.00
Social Committee Events	\$ 1,500.00	\$ 1,377.50	\$ 1,377.50	\$ 1,500.00
Website	\$ 300.00	\$ 129.60	\$ 300.00	\$ 300.00
Total General & Administrative	\$ 22,889.50	\$ 18,106.03	\$ 23,798.19	\$ 22,230.00
UTILITIES				
Electricity	\$ 9,000.00	\$ 6,498.64	\$ 8,400.00	\$ 9,000.00
Gas	\$ 900.00	\$ 616.01	\$ 900.00	\$ 900.00
Telephone/Internet	\$ 3,300.00	\$ 2,828.85	\$ 3,300.00	\$ 3,300.00
Water	\$ 3,000.00	\$ 5,459.61	\$ 6,000.00	\$ 3,000.00
Total Utilities	\$ 16,200.00	\$ 15,403.11	\$ 18,600.00	\$ 16,200.00
GROUND MAINTENANCE				
Landscape Contract	\$ 8,976.00	\$ 7,480.00	\$ 8,976.00	\$ 9,168.00
Landscape Improvements	\$ 3,000.00	\$ 797.00	\$ 3,563.00	\$ 1,000.00
Flowers/Seasonal Color	\$ 1,200.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Pinestraw/Mulch	\$ 3,000.00	\$ 1,062.00	\$ 3,000.00	\$ 3,500.00
Irrigation Maintenance & Repairs	\$ 250.00	\$ 175.00	\$ 175.00	\$ 250.00
Weed Treatment	\$ 300.00	\$ -	\$ -	\$ -
Total Grounds Maintenance	\$ 16,726.00	\$ 10,764.00	\$ 16,964.00	\$ 15,168.00
Maintenance				
General Maintenance	\$ 3,000.00	\$ 2,515.76	\$ 2,515.76	\$ 4,350.00
Mail Box Repair	\$ 500.00	\$ -	\$ -	\$ -
Pest Control/Exterminating	\$ 950.00	\$ -	\$ 950.00	\$ 950.00
Total Maintenance	\$ 4,450.00	\$ 2,515.76	\$ 3,465.76	\$ 5,300.00
Clubhouse				
Clubhouse Cleaning	\$ 3,000.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00
Clubhouse Maintenance	\$ 1,500.00	\$ 231.25	\$ 3,626.25	\$ 1,500.00
Clubhouse Supplies	\$ 200.00	\$ 21.69	\$ 21.69	\$ 200.00
Clubhouse HVAC	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
Total Clubhouse	\$ 5,000.00	\$ 2,252.94	\$ 6,447.94	\$ 5,000.00
Pool				
Pool Service Contract	\$ 5,100.00	\$ 4,316.66	\$ 5,100.00	\$ 5,500.00
Pool Furniture	\$ -	\$ 30.20	\$ 30.20	\$ 2,500.00
Pool Monitors	\$ 4,500.00	\$ 2,905.50	\$ 2,905.50	\$ 1,500.00
Pool Permit	\$ 350.00	\$ 315.00	\$ 315.00	\$ 315.00
Pool Repairs/Supplies	\$ 3,250.00	\$ 5,415.13	\$ 5,415.13	\$ 3,250.00
Total Pool	\$ 13,200.00	\$ 12,982.49	\$ 13,765.83	\$ 13,065.00
Tennis				
Tennis Court Repairs	\$ 1,000.00	\$ 92.01	\$ 92.01	\$ 4,000.00
Total Tennis	\$ 1,000.00	\$ 92.01	\$ 92.01	\$ 4,000.00
Playground				
Playground	\$ 5,500.00	\$ 5,264.40	\$ 5,264.40	\$ 500.00
Playground Mulch	\$ 250.00	\$ -	\$ -	\$ 850.00
Total Playground	\$ 5,750.00	\$ 5,264.40	\$ 5,264.40	\$ 1,350.00
RESERVES				
Res-Capital Contributions	\$ 15,784.50	\$ -	\$ 12,238.45	\$ 18,687.00
Total Reserve	\$ 15,784.50	\$ -	\$ 12,238.45	\$ 18,687.00
Total Operating Expenses	\$ 101,000.00	\$ 67,380.74	\$ 100,636.58	\$ 101,000.00
Net Operating Income (Loss)	\$ -	\$ 33,255.84	\$ -	\$ -

RESERVES

Income				
MMA-Reserve Interest	\$0.00	\$130.22	\$130.22	\$0.00
Reserve Contribution	\$15,784.50	\$0.00	\$ 12,238.45	\$ 18,687.00
Total Reserves	\$15,784.50	\$130.22	\$12,368.67	\$18,687.00
Expenses				
Res - Front Entrance Sign Update	\$0.00	\$0.00	\$0.00	\$5,881.29
Res - Pool Expense	\$0.00	\$2,069.19	\$2,069.19	\$0.00
Total Reserve Expense	\$0.00	\$2,069.19	\$2,069.19	\$5,881.29
Net Reserve Income (Loss)	\$15,784.50	(\$1,938.97)	\$10,299.48	\$12,805.71

Hampton Glen Home Owners Association
ACC Violation Procedure

Pursuant to Article III of the *Amended & Restated Declaration of Protective Covenants, Conditions, and Restrictions for Hampton Glen* (Covenants) the Board of Directors adopts the following procedure for Architectural Control Committee (ACC) violation enforcement:

- Step 1 – Courtesy Notice: Owner will receive a courtesy notice stating the violation and the date of occurrence. The owner has 30 days from the date of the courtesy notice to correct the violation.
- Step 2 – 1st Violation: A violation not resolved with 30 days from the Step 1 – Courtesy Notice will receive a 1st Violation Notice. The 1st Violation Notice will include the violation and the date of occurrence. The Owner has 30 days from the date of the 1st Violation notice to correct the violation.
- Step 3 – 2nd Violation: A violation not resolved within 30 days from the 1st Violation Notice (60 days) will receive a 2nd Violation Notice. The 2nd Violation Notice will include the violation and the date of occurrence. A fine of \$125 will be levied on the issue date of the 2nd Violation Notice, and fines of \$25 per day will begin to accrue thereafter. The Owner has 30 days from the date of the 2nd Violation notice to correct the violation.

Fine Stop Procedure: If the owner resolves the violation prior to the 30 day mark, the owner may request a member of the ACC review the violation resolution. If resolved, fines will cease accrual as of the date verified by the member of the ACC.

- Step 4 – 3rd Violation: A violation not resolved with 30 days from the 2nd Violation Notice (90 days) will receive a 3rd Violation Notice. The 3rd Violation Notice will include the violation and the date of occurrence. A fine of \$750 will be levied on the issue date of the 3rd Violation Notice. The Owner has 30 days from the date of the 3rd Violation notice to correct the violation.
- Step 5 – HOA Completion: In the event that a violation is not resolved after the 3rd Violation Notice (120 days), a fine of \$750 will be levied every 30 days until the violation is resolved.

Resolution Costs / Ongoing Fees: Any costs for violation resolution or ongoing fees will be billed to the Owner. Failure to pay such fines will be considered a delinquency and result in the loss of the Owner's use of the Common Areas until paid as outlined in Section 11 of Article VI of the Covenants. Fines not paid within 90 days of resolution will be reported as a lien on the property.

**Hampton Glen Home Owners Association
ACC Violation Procedure**

Special Situations

- Any resolved violation where the same violation occurs again within 120 days will be cited at the same step where the violation was originally resolved or at “Step 2 – 1st Violation” if resolved as a “Step 1 – Courtesy Notice” and proceed as noted above.
- After receipt of a violation at any step in the process, a homeowner may appeal to the Board of Directors, in writing, for a time extension for resolution of the violation. The request for extension must provide valid reasons and / or factors proven to be beyond the control of the homeowner in reference to the need for an extension. The Board of Directors will approve or deny the extension based on majority vote.
- After receipt of a violation with an associated fine greater than \$250.00, a homeowner may appeal to the Board of Directors in writing for a request to discharge or lessen the fine accrued. The request for extension must provide valid reasons or factors proven to be beyond the control of the homeowner or an identified financial hardship. The Board of Directors will approve or deny the extension based on majority vote.



HOA Schedule of Fines

This fine schedule has been provided to all Owners pursuant to *Amended & Restated Declaration of Protective Covenants, Conditions, and Restrictions for Hampton Glen*, effective 03/06/2020.

Construction/Architectural Control Violations

All other exterior modifications without ACC approval	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unapproved alteration of exterior paint color/surfacing	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unapproved alteration of roofing	\$1,000	Article IX, Section 12 (pg 14)
Unapproved alteration of fencing	\$500 + \$50/day	Article IX, Section 6 (pg 12)
Addition of unapproved structure to property	\$125 + \$25/day	Article III, Section 1 (pg 3)

Exterior Maintenance Violations

Dirty/dingy or stained exterior	\$50 + \$10/day	Article IX, Section 3 (pg 10)
Paint chipping off exterior or becoming discolored due to weathering	\$50 + \$10/day	Article IX, Section 3 (pg 10)

Landscaping Violations

Unapproved landscaping modifications, including tree removal	\$125 + \$25/day	Article III, Section 1 (pg 3)
Unmaintained landscaping/vegetation overgrowth	\$50 + \$10/day	Article IX, Section 3 (pg 10)
Rubbish, trash, or debris accumulation on property	\$50 + \$10/day	Article IX, Section 3 (pg 10)

Vehicle and Parking Violations

Vehicle repairs or restoration conducted on property	\$50 + \$10/day	Article IX, Section 7 (pg 12)
Unconcealed trailer, ATVs, boats, RV on property visible from the street	\$50 + \$10/day	Article IX, Section 7 (pg 12)

Violations of Other Restrictions

Late fees and/or simple, annual interest for unpaid balance of assessments, including fines	10%	Article VI, Section 8 (pg 8)
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Health & Safety Violation amount to be determined by the executive board

Such violations pose an eminent threat of causing a substantial adverse effect on the health, safety or welfare of the owner and/or residents of the community. The amount of the fine must be commensurate with the severity of the violation and must be determined by the executive board in accordance with the governing documents.