



## HOA Board Meeting Agenda

November 9, 2023; 7:05pm (4Q2023)

**President:** Michele Valencia  
**Vice President/Treasurer:** Mark Pfister  
**Secretary:** Brianna Williams  
**Director at Large:** Brian Agee  
**Director at Large:** Jason Lowe

**Director at Large:** Julie Hutto  
**Director at Large:** Bill Klinger  
**Director at Large:** Erick Rock

**Managing Agent:** Tracy Sullivan, All-In-One (AIO)

Quorum Requirement: 5

### Minutes from August (Q3) Board Meeting

Emailed from Brianna on 10/5/23

Approved

### Treasurer's Report – As of 7/31/2023

Michele Valencia

- Operating Acct - \$77,582.37
- Reserve - \$76,006.04
- Total Assets - \$153,588.41
- Delinquencies (Appendix A)- consists mostly of noncompliance fines.
- Kayl May Collection – 1477 Fenwick Dr.
  - Still no response from prior owner. Asset search for purposes of garnishment or to refile the contempt motion - \$65 if assets (employment or banking) are found, then \$268 to refile and have contempt motion served. No cost if nothing is found.

Approved

### Unfinished Business

- Update on Clubhouse Repair/Insurance Claim: the renovations and decorating are nearly done. The insurance company approved all repairs and will send us the remaining money for the claim.

Michele Valencia & Tracy Sullivan
- Update on Playground Project: The vendor delays continue, but we were offered a significant discount for our patience and chose a piece of equipment for phase 1. We are expecting a detailed estimate next week and hope to have installation officially on the calendar soon after that. We have a good idea as to which equipment we want for phase 2 and will be in contact with RGS regarding expanding the playground footprint in preparation for phase 2 of the playground remodel.

Julie Hutto & Brianna Williams
- Update on Password Protected Directory on Website: the directory is up and running, and a few residents have already signed up for the directory. We will continue to encourage residents to add themselves to the directory and consider purchasing more entries when we get close to reaching our maximum allotted directory entries in the free program.

Jason Lowe

### New Business

- Tracy will look into the possibility of holding a deposit in reserves for rental homes to offset potential future fees and delinquencies.
- The board voted to approve an increase to the rental fees for the clubhouse. The rental fee for residents will now be \$100, and the damage/cleaning deposit will be \$150 (refundable). The rental fee for non-residents will now be \$150 for the clubhouse ONLY (no pool or cabana use allowed) and the damage/cleaning deposit is \$350 (refundable). For non-residents, a copy of a valid driver's license or state identification card with current address and a \$350 money order or official check (no personal checks) are required. Deposits are refundable as long as

everything is left in order. We will monitor how frequently it is used and decide whether or not to raise the rates again next year based on how many rentals we have in 2024.

- Bob will walk through the common grounds with Nolan (RGS landscaping) to show him which limbs need to be trimmed back.
- Brianna will contact Michael Parkes about potentially painting the bases of the signs in the neighborhood that are looking weathered. We will ask him about a particular paint that is supposed to wear down less quickly in the elements.
- Shirley Murphy cleared debris from around the drains in the neighborhood and passed out literature about drainage pipes to the residents of Hampton Glen as a service project to the community.
- We are waiting on pine straw replacement in the common areas. RGS may be waiting for the rest of the leaves to fall before replacing it. We will contact RGS to confirm.
- 1458 Fenwick Dr. has had a moving pod in the driveway for over a month. Our covenants allow for moving pods to be in residents' driveways for up to 30 days. Tracey looked into it and found that they are receiving fines for non-compliance with covenants.
- 1493 Fenwick Dr. has some overgrown trees and shrubs that are a visual obstruction for drivers on either side of Fenwick Drive headed towards the neighborhood entrance. Michele has been in conversation with these residents and will discuss with them which shrubs specifically need to be trimmed back for the safety of the neighborhood.
- 1404 Hampton Glen Dr.- The owners told the board prior to the last board meeting that they would complete the addition to the back of the property within three months. That deadline has passed and the project remains unfinished. Michele agreed to go discuss this with the homeowner and we will continue with the fine schedule for noncompliance until this project is complete.
- Michele will send out an email to all residents discussing the Clubhouse fee increases and the new directory.

**Adjourn 8:27pm**

Michele Valencia

### **Future Meeting Dates**

- Q1 (2024) Meeting – Budget Prep – Mon, Feb 5, 6:30p
- Q2 (2024) Annual Meeting & Board Meeting – Mon, Apr 15, 7p

### **Appendix A:**

### Hampton Glen HOA AR Aged Owner Balances By Address

Posted Date 10/31/2023

Account #	Status	Resident Contact	Unit	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
16819	Final Warni	Young,Donnay T & Kereyell L	2311 Edisto Place	0.00	0.00	0.00	680.00	680.00
16836		Wheeler,Ricky & Wilma	2364 Fenwick Court	50.00	0.00	0.00	0.00	50.00
16854		Brock,Shintasha L	1427 Fenwick Drive	800.00	0.00	0.00	0.00	800.00
16858		Bradley,George & Christine	1430 Fenwick Drive	0.00	0.00	0.00	1.00	1.00
16865	First Warni	Hamid,Raza & Humaria	1440 Fenwick Drive	0.00	0.00	600.00	150.00	750.00
16891	Collections	Gallichio,Todd & Denise	1473 Fenwick Drive	25.00	25.00	25.00	1,299.83	1,374.83
16896	Collections	May,Kayl	1477 Fenwick Drive	0.00	0.00	0.00	3,327.22	3,327.22
16898		Fashaw,Patricia	1481 Fenwick Drive	750.00	0.00	0.00	0.00	750.00
16913	Final Warni	Flowers,Rochelle	2276 Fenwick Pointe	325.00	75.00	625.42	875.42	1,900.84
16935	Collections	Young,Frank & Nelda	1411 Hampton Glen Drive	25.00	25.00	25.00	2,684.42	2,759.42
16943		Schebler,Chris	2373 Westport Circle	643.15	0.00	0.00	0.00	643.15
16970		Richards,Bob & Betty	2416 Westport Circle	50.00	0.00	0.00	0.00	50.00
16974	Final Warni	Holley,Grace	2425 Westport Circle	25.00	25.00	25.00	425.83	500.83
16989		Tompkins,John & Jennifer	1662 Westport Pointe	50.00	0.00	0.00	0.00	50.00
30045		Manley,Christopher and Kimberly	1494 Fenwick Drive	50.00	0.00	0.00	0.00	50.00
38654		Liang,Justin and Leslie	1469 Fenwick Drive	50.00	0.00	0.00	0.00	50.00
38743	Final Warni	Delaware LLC,HP Georgia	2312 Edisto Place	825.00	25.00	25.00	719.31	1,594.31
<b>Count: 17</b>				<b>3,668.15</b>	<b>175.00</b>	<b>1,325.42</b>	<b>10,163.03</b>	<b>15,331.60</b>

**Property Totals**

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
181	0	181	177	4	97.79%

### Hampton Glen HOA AR Aged Owner Balances By Address

Posted Date 10/31/2023

Account #	Status	Resident Contact	Unit	Current	30 - 59 Days	60 - 89 Days	>90 Days	Balance
<b>Charge Code Summary</b>								
<u>Description</u>		<u>G/L Acct #</u>		<u>Amount</u>				
AIO Collect Fee		15000		583.00				
Assessment		15000		3,843.97				
Delinquency Credit Report F		15000		1,750.00				
Fines		15000		3,475.00				
Interest		15000		83.58				
Late Fee		15000		359.90				
Legal/Collection Fee		15000		1,943.00				
Rental Monitoring Admin Fe		15000		2,993.15				
Special Assessment		15000		300.00				
				<u>15,331.60</u>				



# AR Aging Applied with Breakdown Summary

Monday, November 6, 2023 5:45:32 PM

Posted Date 10/31/2023

## Hampton Glen HOA

Account #	Type	Property Address	Account Code	Description	Prior Balance	Current Charges	Current Credits	Credit Applied	Charge Applied	Balance
16974	O	2425 Westport Circle	15000	Delinquency Credi	75.00	25.00	0.00	0.00	0.00	100.00
		Holley,Grace	15000	Fines	350.00	0.00	0.00	0.00	0.00	350.00
		Unit Value: 0.000000 Sq / Ft: 0.0000	15000	Interest	5.83	0.00	0.00	0.00	0.00	5.83
		Assessment: 0.00	15000	Late Fee	45.00	0.00	0.00	0.00	0.00	45.00
					475.83	25.00	0.00	0.00	0.00	500.83
30045	O	1494 Fenwick Drive	15000	Fines	0.00	50.00	0.00	0.00	0.00	50.00
		Manley,Christopher and Kimberly			0.00	50.00	0.00	0.00	0.00	50.00
		Unit Value: 0.000000 Sq / Ft: 0.0000								
		Assessment: 0.00								
38654	O	1469 Fenwick Drive	47100	Credit Rental Mon	0.00	0.00	-750.00	750.00	0.00	0.00
		Liang,Justin and Leslie	15000	Fines	0.00	50.00	0.00	0.00	0.00	50.00
		Unit Value: 0.000000 Sq / Ft: 0.0000	15000	Rental Monitoring	0.00	750.00	0.00	0.00	-750.00	0.00
		Assessment: 0.00			0.00	800.00	-750.00	750.00	-750.00	50.00
16989	O	1662 Westport Pointe	15000	Fines	0.00	50.00	0.00	0.00	0.00	50.00
		Tompkins,John & Jennifer			0.00	50.00	0.00	0.00	0.00	50.00
		Unit Value: 0.000000 Sq / Ft: 0.0000								
		Assessment: 0.00								
16970	O	2416 Westport Circle	15000	Fines	0.00	50.00	0.00	0.00	0.00	50.00
		Richards,Bob & Betty			0.00	50.00	0.00	0.00	0.00	50.00
		Unit Value: 0.000000 Sq / Ft: 0.0000								
		Assessment: 0.00								
16836	O	2364 Fenwick Court	15000	Fines	0.00	50.00	0.00	0.00	0.00	50.00
		Wheeler,Ricky & Wilma			0.00	50.00	0.00	0.00	0.00	50.00
		Unit Value: 0.000000 Sq / Ft: 0.0000								
		Assessment: 0.00								

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Account #	Type	Property Address	Account Code	Description	Prior Balance	Current Charges	Current Credits	Credit Applied	Charge Applied	Balance
16858	O	1430 Fenwick Drive	15000	Assessment	1.00	0.00	0.00	0.00	0.00	1.00
		Bradley,George & Christine			1.00	0.00	0.00	0.00	0.00	1.00
		Unit Value: 0.000000 Sq / Ft: 0.0000								
		Assessment: 0.00								
<b>Count: 17</b>					11,663.45	4,667.15	-999.00	999.00	-999.00	15,331.60

### Property Totals

# Units	# Builder	# Resident	# Owners	# Tenants	Owner Ratio
181	0	181	177	4	97.79%

## Summary

Description	G/L Acct #	Prior Balance	Current Charges	Current Credits	Credit Applied	Charge Applied	Balance
AIO Collect Fee	15000	583.00	0.00	0.00	0.00	0.00	583.00
Assessment	15000	3,843.97	0.00	0.00	0.00	0.00	3,843.97
Credit Rental Monitoring Admin Fee	47100	0.00	0.00	-750.00	750.00	0.00	0.00
Delinquency Credit Report Fee	15000	1,625.00	125.00	0.00	0.00	0.00	1,750.00
Fines	15000	2,925.00	550.00	0.00	0.00	0.00	3,475.00
Interest	15000	83.58	0.00	0.00	0.00	0.00	83.58
Late Fee	15000	359.90	0.00	0.00	0.00	0.00	359.90
Legal/Collection Fee	15000	1,943.00	0.00	0.00	0.00	0.00	1,943.00
Rental Monitoring Admin Fee	15000	0.00	3,992.15	-249.00	249.00	-999.00	2,993.15
Special Assessment	15000	300.00	0.00	0.00	0.00	0.00	300.00
		11,663.45	4,667.15	-999.00	999.00	-999.00	15,331.60

**Appendix B:**



# Hampton Glen HOA

Rentals as of: 11/2/2023

<b>PERMITS</b>	
Allowed . . . . .	12
Issued . . . . .	7
<b>Available . . . . .</b>	<b>5</b>
Lease Permits . . . . .	7
Hardship Permits . . . . .	0
Total Authorized . . . . .	7
Rental Wait List . . . . .	0

<b>RENTALS</b>	
Compliant Rentals . . . . .	7
<b>Violations . . . . .</b>	<b>2</b>
<i>No Permit:</i>	2
<i>Short Term:</i>	0
<i>Fractional:</i>	0
Total Rentals . . . . .	9
<b>Rental Rate . . . . .</b>	<b>5%</b>
Watch List . . . . .	0

Status	Permit	Address	Owner Name	Lease End Date	Tenant Name	Tenant Email	Tenant Phone	Missing Documents	Notes
Confirmed Authorized	Lease Permit	1436 Fenwick Drive	American Homes 4 Rent C/O AH4R HOA Dept	5/15/2024	Jonathan Stinson	revj47@yahoo.com	512-632-2627		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	1458 Fenwick Drive	Yiyang Sun	4/20/2025	Kristy Foster and Jamie Foster	fosterfactorx6@gmail.com; wow77jf@gmail.com	313-573-8753; 313-673-4579		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	1481 Fenwick Drive	Patricia Fashaw	7/1/2024	Keith & Jenna Belfanti		678-492-2334		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	1492 Fenwick Drive	Tim & Isabel Monaghan	12/31/2023	Corey and Krisstar Otis	krisstarstreet@gmail.com; coofcitk@gmail.com	310-404-3948		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	2373 Westport Circle	Chris Schebler	1/31/2024	Erika Vance		678-564-9230		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	2379 Westport Circle	Avin Properties LLC	8/31/2024	Steven Joseph & Kristina Passi	stevenjoseph1989@gmail.com; kristinapassi@outlook.com	904-446-6821		Owner confirmed rental activity
Confirmed Authorized	Lease Permit	2412 Westport Circle	Invitation Homes	12/21/2023	Lamar & Einnaf Austin		773-648-3317; 312-399-2508		Owner confirmed rental activity
Confirmed Unauthorized	No	2312 Edisto Place	HP Georgia Delaware LLC	10/3/2026	Jesus Bustos; Jennifer Garcia	jesus.alejandro2110@gmail.com; Jenniferromero73@gmail.com	470-775-5092; 404-455-7516		Owner confirmed rental activity
Suspected Unauthorized	No	1427 Fenwick Drive	Shintasha L Brock					Copy of Lease, Tenant Contact Info	Alternate address, Expired rental listing found, Tax discrepancy, Did not dispute rental letter