

**Hembree Creek Condominium Association - 2012 Annual Meeting Minutes**  
**Monday, November 12<sup>th</sup>, 2011 7:00-9:00pm**

- 1. Roll Call and Quorum established by Working Solutions**
- 2. Introductions were made to the home owners:** Hembree Creek's 2012 Board of Directors, Gerri Schwartz & Liz Vickerman of Working Solutions, Inc., Michael Zenner of Winter Capriola Zenner, LLC., Jack Houseal, CPA
- 3. Reviewed 2012 Highlights and 2013 Goals**
- 4. Presented current financials to home owners as of October 31, 2012:**
  - a) Operating Account (Checking): \$ 4,735.77
  - b) Reserve Account (Savings): \$ 99,463.64
  - c) Contingency Account (Goal: 5k/yr): \$ 7,504.07
  - d) Delinquencies as of October 31, 2012: \$ 13,298.00
  - e) Foreclosures: (0) 2008 (2) 2009 (4) 2010 (2) 2011 (0) 2012
  - f) Re-sales: (3) 2012 (4) 2011 (5) 2010 (5) 2009 (1) 2008, (14) 2007, (18) 2006  
(Units sold in 2012 (3): #306, #315 and #428)
  - g) Units currently for sale: #114, #201 and #401
  - h) Units under contract: none currently
  - i) Current units with Board approval to rent: #102, #324 and #405.
  - j) Discussed upper deck leaking issue and remedy with associated costs. Deck Membranes repaired on 10 exposed upper decks - bldgs 100, 200, & 500 (Units 121, 122, 123, 224, 226, 227, 523, 521, 522 & 525). Note: Units 221, 222, 225, & 426 were completed in 2011 as an initial test to ensure sealant worked.
  - k) Reviewed Legal Fees (Homeowner Lawsuit, FHA, Renter's Dog, Community Letters)
  - l) Discussed water conservation efforts by home owner: controlling consumption is making a difference as our water bills have stabilized.
- 5. Presented 2013 budget to home owners:**
  - a) Reviewed the 2013 budget line items.
  - b) No planned monthly increase or special assessment for 2013. Planned special assessments are not considered a good accounting practice in order to increase cash flow or income and have been discontinued at Hembree Creek since 2006.
    - o (2008 to 2009 = \$210; 2010 to present = \$220)
  - c) Deck Membranes still in need of repair: Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of next year.
- 6. Financial review/audit results presented by Jack Houseal, CPA:**
  - a) Association remains in good financial standing. Copy of the audit report is available for residents from Working Solutions. Revenue has remained constant. Expenses were higher in 2011.
- 7. Reviewed community issues:**
  - a) Discussed security issues which ultimately led to implementing the Neighborhood Watch Program in April.
  - b) Reviewed FHA financing regulations & increased coverage by Association.
  - c) Discussed parking issues / guest parking / vendor & contractor parking. Home owners should let Working Solutions know when you have contractors onsite so we can be informed and aware of any strange vehicles on the property to alleviate resident's concerns.
  - d) Water heaters are aging. It may be time for replacement before disaster strikes.
  - e) Consider installing switch's on condensate lines to avoid potential leaks.
  - f) HVAC recommendations have been updated per recent dealings. See listing at mailbox and online.
  - g) Plumbing issues – Need to notify Working Solutions prior to doing any plumbing work that requires a building water shut-off. Must schedule ahead of time & notify ALL residents of the building. Owners must use an approved Association plumber or risk being fined.

- h) Fire & Sprinkler alarms – contact Working Solutions and/or Fire Department as warranted.
- i) Incident reports for noise/disturbances -call police first & then report to Working Solutions.
- j) Trash on property/dumpster issues/junk removal - trash outside of the dumpster is NOT picked up by the City of Roswell. Removal costs the Association on average \$75 per visit.
- k) Recycling - There is no place on the property to house the recycling bins to the City of Roswell's current guideline. The recycling center is located about 1 mile east on Hembree.
- l) Hembree Creek website ([www.hembreecreek.com](http://www.hembreecreek.com)) contains governing documents, meeting minutes, newsletters, rules and regulations, available for posting units for sale, etc.... We recently added functionality to publish newsletters or other messages to subscribers. More will be announced soon.
- m) Please be considerate of your neighbors downstairs. Anything sitting on the banister unsecured on an upstairs unit is likely to fall on your neighbors below.

**8. Election of Board Members:**

- a) Presented Nominees (new candidate letter for Rick Richardt was read to home owners, followed by a two minute presentation by existing members seeking re-election. There were no new nominations from the floor.
- b) Attendees voted for five (5) Board members. Working Solutions & Mike Zenner collected ballots and counted/confirmed votes.
- c) Board later voted among themselves to determine officers.
- d) The new 2013 Board of Directors is the incumbent board. Board immediately convened at the conclusion of the Annual Meeting to determine officers.

**9. Reviewed Common Violations:** (Enforcement of most covenants regarding architectural controls, pets, speeding, etc...will result in a \$50 fine per violation or incident.)

- a) Unapproved items on deck(s): toys, trash, junk, storage containers or boxes, ladders, mops, lumber, paint, gas cans, gas grills, open flame/candles, towels or rugs hung over banister, actual clothes hung over banister or on hangers under umbrellas, birdfeeders (other than hummingbird feeders), birdhouses other than decorative ones, flags other than the American/U.S. flag, non-patio furniture, etc...
- b) Colored window treatments (curtains or blinds). Must be white backed.
- c) Illegal parking
- d) Speeding. It is getting darker and more care should be taken for pedestrians.
- e) Storing items in breezeway (furniture, plants, toys, bikes, etc...). This is a City of Roswell Fire Department code violation as well as a Hembree Creek violation and could result in the owner and/or the Association being fined heavily.
- f) Dumping large items in the dumpster that require a special pick-up for junk removal.
- g) Pets over 20 lbs. are not allowed to live on the property.

**10. Newly Elected Board of Directors gathered for a brief meeting to determine officers/roles.**

- a) President – Victoria Boodoian
- b) Vice President – David Wurtenberg
- c) Treasurer – Ralph Stinson
- d) Secretary – Laura Donnelly
- e) Member at Large – Jan Linville

**11. Other Business**

- a) David Wurtenberg handed in money for 4 gate remotes.