

Hembree Creek Condominium Association: Board of Directors Meeting Minutes – January 11, 2010

GENERAL SESSION: 6:30-7:30 pm

Board Members Present: Victoria Boodoian, David Wurtenberg, Laura Donnelly, Bill Ison, Robbie Hunt and Gerri Schwartz of Working Solutions.

Open Forum - 1 non-board resident present. No new issues brought forth.

Recurring Monthly Business:

- **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500.
- **Review and adopt minutes:** October minutes approved previously via email. Annual Meeting minutes forthcoming by Robbie Hunt.
- **Schedule Quarterly Property/Violation Inspections for 2010:** Last property inspection conducted 10/1/09 w/Kenneth Lock and David. Robbie conducted violation inspection in Oct. Scheduling next inspection tentatively for March with David.
- **Update Resident Directory:** Distributed to Board members in their packets.
- **Update of vehicle ID stickers:** Gerri will follow-up with unit #511.
- **Remotes for Gate:** David has distributed new remotes and turned in funds to Gerri.
- **February Bills:** Trash Issue to be addressed via a separate memo. David will draft letter.
- **No Action List to present this month.** (no BOD meeting held in December)
- **Update on website** - . Homeowners/realtors will be given this email address to communicate w/her. Laura is working on a formatted property listing for residents (not free to realtors who may not have website of their own). Perhaps add FAQ’s to website.

Discuss any update on “new” resident letter: suggested & drafted by Ann House. Victoria will revise when time allows. Not completed due to Annual Meeting planning.

Hembree Park Room Reserved for 2010: Gerri will follow up to see if there any exceptions to our scheduled dates. Room rental increased from \$33 to \$118 per night.

Flood insurance: Gerri has found no evidence that properties that have flood insurance will have a problem getting mortgages. She is currently reviewing the CAU insurance and making adjustments to make sure we are covered appropriately. Fidelity insurance bond endorsement is currently \$50k. This will need to be increased at a minimal increase to our premium.

Proposed Amendment: Audit amendment was presented at the 2009 Annual Meeting. Jack attended the meeting and explained the need for the amendment to the membership present. We did not have enough votes to pass the amendment, only 23 positive votes. As a reminder, from early 2009 vote, we received 47 total votes and the breakdown is as follows: Staggered terms: 35 yes votes / 12 no votes. Financial audit: 32 yes votes / 15 no votes.

Discuss update on Hembree Village & landscaping issues: No issues.

Hembree Rd bridge project update. The bridge was completed on Friday, December 11th. No further landscaping will be implemented.

Discuss recent trash problems and Roswell’s response. It is believed that they did empty the trash but residents kept putting bags on the ground even though the bin was not completely full. David will draft a memo to send to residents regarding leaving trash on the ground, etc....

New Community Entrance Sign: Discussion was tabled due to full agenda. Location of sign & style selection cannot be made until property lines have been established.

Landscaping issues:

- Resumed non-drought schedule: (We follow Fulton County – not City of Roswell.)

- Wes will make sure to blow out the breezeways to remove the pine needles resulting from removal of resident's Christmas trees.

Maintenance issues: All requested work orders have been set up, completed or in process.

- Gutters cleaned as approved 2nd week of December.
- Breezeways cleaned as approved.
- Drainage Solutions was paid as approved. Victoria spoke to Mark regarding quotes & performed a follow-up walk thru to verify completion of projects. Gerri spoke to Mark about an issue behind the 500 building where grass needs to be leveled as reported by Patricia. Mark will correct it. He will be on the property as soon as the weather permits.
- Gate - Control panel replaced week of Christmas. Gate/call box repair to wet wires on 12/29/09. Ralph Stinson's remotes fixed as well. Karen will follow up on cost to replace control panel.
- Breezeway light covers falling off /replacements needed :(probably due to high wind gusts): Unit 322 (completed), upstairs between 221 & 222 and #217 breezeway light bulb needs to be replaced. Gerri will follow up with Kenneth on remaining number of light covers in storage shed.
- Christmas lights at mailbox removed.
- Concrete stains p/David Wurternberg: Leanne #326 & Adrianna #318 – Stains are of unknown origin. Gerri will send Kenneth to inspect.

Status of Units:

- **Units for Sale at present :** #101, #102, #111, #217 , #225, #305, #316 and #522. We are still not sure if #328 is on the market, no realtor code has been assigned. There is still no realtor code for #111 as of this date.
- **Units that can be rented:** #324 has renewed his lease, expires 1/31/2010. Copy received.
- **New units for sale:** not sure if #328 is for sale.
- **Current contracts:** none
- **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):** 212, 218, 225, 318 and 511.
- **Units sold in 2010 (0)**

Financial Presentation as of January 11, 2010: Gerri will schedule Jack Houseal to present audit findings to the Board in Feb or March.

Operating Account Balance: \$4,390.15

- Reviewed December income/expense report. November financials distributed at the Board meeting. December financials will be delivered to BOD by Kenneth.
- December income/expense report indicates that we ended the year under budget \$ 7,988.23, even w/water being over budget and legal (the retainer). Insurance is now in line. Monitoring water usage.
- Gerri spoke to Fulton County and will give Victoria contact info to call to get explanation.
- Distributed & reviewed 2010 budget.

Reserve Account Balance: \$135,526.96

- The Reserve payment of \$ 2,750 is paid through November 2009. We owe December and now January. Transfers not yet made due to insurance premium payments. Funds will be transferred as soon as cash flow permits. If cash flow remains restricted, funds will be transferred in 1/12th installments.
- 2010 monthly reserve allocation is \$ 2,750.00.

Contingency Savings Account: \$4,212.69

- 2009 allocation was \$416.66 per month. Funds transferred through December 2009.
- 2010 allocation is \$ 416.66 per month. We will transfer the January payment in the next week.

General Session adjourned at 7:30. Executive Session commenced at 8:40.

Minutes prepared by Laura Donnelly, Secretary, Hembree Creek Board of Directors. Revised by Victoria Boodoian, President, Hembree Creek Board of Directors.