

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – January 9, 2012**

GENERAL SESSION: 6:47pm - 7:50pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions.

Note: All 2012 monthly meetings will be held at the Cross of Life Lutheran Church, 1000 Hembree Road, Roswell. Use entrance to the left and go to the Multi Age Room.

1. **Open Forum:** There were 3-4 home owners in attendance. Topics discussed were the recent security incident involving building 200 and the possibility of instituting the Neighborhood Watch program. The Board encouraged residents to call the Roswell Police *anytime* they see anything suspicious on the property such as the four teenage boys who were seen by a resident sliding under the front gate entrance to access the property. The police were not contacted at this juncture.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; bldg 400 Tim; Roxanne Rosenberry – bldg 500. Board wishes to attempt to set up the Neighborhood Watch Program in 2012 with support of the residents in the community.
 - b) **Reviewed and adopted minutes:** Annual Meeting Minutes were approved and posted to the website.
 - c) **Resident Directory:** No New closings or residents so an updated directory was not issued.
 - d) **Parking and Vehicle ID stickers:**
 - i. We have received all new information from new owners & new list was distributed to Board.
 - ii. Vehicle ID Stickers: All units should be updated, except for #328 (owner moved back in).
 - e) **Discuss Gate Code/Entry Issues:** No new issues reported. Entry code is properly listed with police. Distributed gate code report to Victoria.
 - f) **Action List:** January Action List reviewed. All items completed unless otherwise noted on agenda.
 - g) **Architectural Control Inspection:** Jan and Victoria will perform the next inspection in March.
 - h) **Property/Maintenance Inspection:** Next inspection is scheduled for March with David and Kenneth.
 - i) **Pool Updates:**
 - i. No new pool code list generated since pool closed October 14th.
 - ii. Pool area no longer being treated by 24 by 7 (treatment period is May – September)
 - iii. Marshall did not install mirror in the ladies bathroom since it is glass.
 - iv. Marshall waters the “Golden Mops” in the pool area when he is onsite.
 - j) **Remotes for Gate (\$17 ea):** David sold four remotes. Funds were given to Gerri at meeting.
 - k) **Resident Communications:** All correspondence received discussed in Exec Session.
 - l) **Message for February bills:** No new message determined.
 - m) **Newsletter:** Discussed next issue of newsletter, when to publish and determine items to be included. Consider repeating the following issues.
 - i. HVAC service twice per year – maintenance contracts with reputable companies, etc.
 - ii. Publish newly discovered issues in building 100 and unexpected associated expenses
 - iii. Call the Police when anything suspicious is noted.
 - iv. Requirement to use a licensed plumber to turn off water to buildings & must arrange in advance via Working Solutions so all homeowners can be notified in advance.
 - n) **Hembree Village:** Victoria last spoke to Code Enforcement Officer in Aug 2011 when he dispatched a crew to cut the grass at Hembree Village. Unit 640 foreclosed in January.
 - o) **Update on Hembree Creek web site:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address.
 - ii. Subscriber’s List (Software costs \$100, \$3-5 for email?) Laura will try to complete by Q2.
3. **Recent car/unit break-ins:** Letter sent to owners after attempted unit break-in in November, 2011. Board encouraged all residents to call the police immediately if anyone is accessing our property illegally or they see any suspicious activity. Resident witnessed four (4) African American teenagers crawling under the front entry gate but did not contact police immediately. Upon learning of this information a week after the incident, the Board encouraged the resident to call the police with the description of what they witnessed at the front gate.

4. **Landscaping:** Plan for 2012 is to replenish mulch and maintain existing landscaping for 2012. No new extensive landscape projects are currently being considered.
5. **Building 100 Issues:** These issues or costs were not known at the time of the Annual Meeting in November so therefore they were not included in the 2012 budget. The Ray Engineering Report would not have been able to forecast these types of items as they are not considered routine/regular projects
 - a) **Sewer line issue in Unit #102:** Insurance claim has been filed. William Hyde, CAU adjuster, will meet the owners on January 9th. Board reviewed work required and discussed bid. It was recommended that John with Georgia Plumbing be scheduled to do the work immediately as this is an urgent matter and requires extensive work. It will cost the Association approximately \$7k to make the required repairs. Victoria and Gerri will have a conference call with John on Monday.
 - b) **Building 100 Breezeway Repair:** Kelvin completed his inspection and provided a report. Kenneth submitted his proposal to make the repair at a cost of approximately \$1,200. Warmer weather is needed before we can proceed to make repairs to the concrete.
 - c) **Retaining Wall:** An erosion control problem recently discovered behind building 100. Board is still in the discovery/discussion phase of this project but it appears it will cost in the neighborhood of \$15-\$20k. Reviewed proposal from Drainage Solutions. Board has asked Kelvin to inspect the area and submit a proposal/statement of work.
6. **Deck Membrane Repairs:** Kenneth Lock completed the work approved at the September 2011 meeting for units #221, #222, #225 and #426. There was an issue with #416 but that has been inspected and repaired. No new issues have been reported after the recent rainstorms. Board will determine the number of decks that will be repaired this year. Due to product application, weather must be warmer for drying/cure purposes so work will be scheduled in Spring.
7. **Routine Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Monitoring Services:** South Eastern Wiring was terminated effective December 15, 2011. SafeCom is the new vendor. The January 2012 invoice was actually paid in December 2011 so the next invoice will be due in February. Since the transition, we have received no trouble alerts. They did check all of the wiring and changed out all of the batteries as part of the transition.
 - b) **Breezeway Cleanings / Cobwebs:** Kenneth cleaned breezeways and cobwebs on the buildings as requested before the Holidays. Gerri will follow up regarding areas reported to not have been done.
 - c) **Gutter Cleaning:** Kenneth completed the work for a charge of \$981.
 - d) **Dumpster Issue:** Resident reported that the top of the dumpster was broken and a work order was setup with the City of Roswell. As of the January meeting it was reported to have been fixed.
 - e) **Installing Larger Gutters:** Board discussed adding larger gutter to rear of certain buildings on the property. We are going to postpone this discussion for 2012 due to other more urgent repairs recently discovered in building 100.
 - f) **Violation/Fines for Plumbing Issues:** The Board confirmed a previous decision whereby a \$50 fine will be assessed if Working Solutions is not notified when the main water line to building needs to be shut off for any plumbing repairs or renovations. In addition, a \$50 fine will be assessed if a licensed plumber is not used for any repairs or renovation which may require a shut off of the main water line.
8. **Status of Units:**
 - a) **Units for Sale at present:** #102, #114, #306, #326 (selling price is \$105k) and #428. #114 is not on the multiple listings as of last week.
 - i. Update on foreclosure status was given in Executive Session.
 - ii. All gate codes for units sold have been deleted. Still waiting to hear from realtor to give unit #326 and #114 a realtor code.
 - b) **Units with Board approval to rent:** #324 and #405.
 - c) **New units for sale:** #114 since the last meeting and #428 is about to go on the market.
 - d) **Current contracts:** #306 has an interested buyer.
 - e) **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, and 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):** 212, 218, 225, 318 and 511. **Units sold in 2010 (5):** 111, 206, 217, 316 and 522. **Units closed in 2011 (4):** 101, 322, 406 and 418. **Unit sold in 2012:** none to date.
9. **Financial Presentation as of January 9, 2012:**
 - a) **Operating Account Balance: \$ 13,346.53**
 - i. November and December Financials were distributed to the Board at the meeting. We ended the year over budget by \$3000.53. We ended the year under budget for water by \$2,319.14.
 - ii. Paid the final bill to South Eastern Wiring through December 15, 2011 for \$62.50. The new company, SafeCom, was paid the January 2012 fee in December at the same rate of \$125.

- iii. There were several past due invoices for North American. They were researched to confirm that they were owed and paid in December.
- iv. We received \$100 refund from the Community Center for the November 2012 Annual Meeting date that was scheduled at that facility and then cancelled. Annual Meeting for 2012 will be held at the Cross of Life Lutheran Church in a larger room than the monthly meetings.

b) Reserve Account Balance: \$ 116,945.47

- i. 2011 monthly reserve allocation was \$2,750. Payments were made through December.
- ii. 2012 monthly reserve allocation is \$2,750. Payment has been made for January 2012.
- iii. 2012 Potential Capital Improvements:

	Estimated Expense
2012 Potential Capital Improvements:	
Deck Membrances (total of 22 upper level/exposed decks) 2011 = 4 decks completed @ \$1,950 each) Price breakdown:1-3 = \$2,500 ea; 4-9 = \$1,950 ea; 10 or more = \$1,800 ea (<i>Board has not determined # to be done in 2012</i>)	7,800 - 18,000
Possibly replace roofs for Bldg 300 & 400 (front sides only): (bldg 200 w/20 units cost \$20.5k - bldg 400 would be similar depending on oil prices, etc...bldg 300 w/15 units would cost slightly less) <i>Per Kenneth, we may not need to replace either bldg until 2013 or perhaps just one in 2012 & the other in 2013,</i>	20,500
(new) Unit 100 Sewage Drain Repair/rRe-routed (discovered December 2011)	8,965
(new) Building 100 Erosion Control/Retaining Wall (discovered December 2011)	15,000 - 20,000
(new) Building 100 Repair to breezeway (quote obtained Dec 2011)	1,200
Total Potential 2012 Capital Improvements:	32,965 - 68,665

Options: Reduce the number of deck membranes that are addressed in 2012. Additionally, it may not be necessary to replace any roofs this year...we may be able to push this out to 2013. This largely depends on the weather & storm systems

c) Contingency Savings Account: \$ 6,278.37

- i. 2011 allocation is \$416.66 per month. We allocated this amount through December 2011.
- ii. 2012 allocation is \$416.66 per month. We allocated this amount for January 2012.

d) Possible Savings:

- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$25 per meeting, \$300 annually.
- ii. Board has asked membership to consider reducing expenses by eliminating the annual audit requirement of \$1,650. Instead, we would amend the requirement to schedule an audit every 2-3years. Board attempted to pass amendment but membership did not vote favorably.

General Session adjourned at 7:50. Executive Session commenced at 7:52.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors reviewed and adopted minutes on January 30, 2012.