

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – January 14, 2013**

GENERAL SESSION (6:43 pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions. We will be in the MAR Room in 2013 through October.

1. **Open Forum:** Victoria commenced meeting with announcement that per legal advice, the Board is resuming the open session for the first 10 minutes of the meeting only for residents to address the Board.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented April 2012):** Sherry Regel is the community coordinator. Building Captains: 100- Pringle Johnson; 200-Ada D’Aniello, Tom Bryant, & Diana Billups; 300- Lea Trevino; 400-Tim Miller & David Wurtenberg; 500 - Roxanne Rosenberry & Bonnie Decker.
 - b) **Recent Minutes:** 2012 Annual Meeting minutes were approved via email. Laura will upload to website.
 - c) **Resident Directory:** New closing (unit #113). Telephone directory updated & distributed.
 - d) **Action List –** there is no action list this month to be reviewed since Board didn’t meet in December.
 - e) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units should be updated. Gerri distributed listing to the Board at the meeting.
 - ii. Unit #212 left note on Victoria’s door about her new car. She will need new hang tag for restricted parking in building 200.
 - f) **Hembree Village:** No new issues at this time.
 - g) **Gate Code/Entry Issues:** No new issues reported.
 - h) **Remotes for Gate:** Cost is \$17.25 each. David Wurtenberg handed in money for 4 remotes at the Annual Meeting in November 2012. An additional four remoted were sold in January.
 - i) **Pool Updates:** Pool closed on October 1st.. Pool area is no longer being treated by 24 by 7. The pool phone was turned off in October and will be turned back on in April for the 2013 pool season.
 - j) **Resident Communications:**
 - i. Confidential items to be discussed in Executive Session.
 - ii. 2013 Flood Insurance certificates are now being renewed.
 - iii. **Newsletter:** Next issue date to be determined.
 - k) **Architectural Control Inspection:** Last inspection was 6/23/12. Schedule next inspection in Spring.
 - l) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address.
 - ii. Laura to gather instructions to the contact list for residents and managers and will train others.
 - iii. Home owner notification: we can put it on the bills or newsletter pending timing of getting instructions together.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:** None reported. Waiting for Spring. Wes pruned trees back.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) All items found on the October 25th property inspection have been completed per Kenneth’s \$1k bid that the Board approved via email on 11/15/12.
 - b) Gutters cleaned in December as previously approved via email on 11/15/12 for \$918.
 - c) Pressure washing has been completed on the sides of the buildings and the breezeways. Delayed fronts and backs of buildings until after the Holiday season. Once scheduled, a notice must be sent out for the homeowners to clean off their deck areas to avoid any damages. Kenneth is willing to clean individual decks for \$50 when he is on the property. We will schedule the buildings for a possible March date. Kenneth’s quote of \$3,350 was approved by the Board via email 11/15/12 for exterior of all buildings, breezeways, walkways, mail box area, and brick pillars at entry. Does not include individual patios or decks.
 - d) **Deck Leaks/Membrane Repairs:** The Board approved 10 decks to be repaired via email 6/29/12. The additional decks lowered the per deck cost from \$1,950 to \$1,800. They are: 121, 122, 123, 224, 226, 227, 521, 522, 523 and 525. The deck repairs are completed and final payment has been made. The total paid is \$18,500. Additional decks to be determined when it gets closer to Summer.
 - e) **Emergency Breezeway Lights:** During power outage, lights did not come on. Gerri to check into the issue.
 - f) **Six (6) inch gutters:** Determine which gutters are to be replaced in 2013 after the next walk-through. The six (6) inch gutters were installed over #221, #222 and #425, #426 in 2012 as a test to see if they helped alleviate overflow during heavy rain storms. Front and back of 100 most likely next.

g) **Property Maintenance Inspection:** Due to rust spots, we need to paint pool fence, bldg 500 front metal walkway railing, & bldg 300 metal railing after bushes have been pruned for easier accessibility. Should be painted before pollen season sets in. Next inspection date will be end of February by David and Kenneth.

6. Status of Units:

- a) **Units for Sale at present:** Unit #102, # 201, #401 and #423. Unit #114- but still not on the multiple listings. No realtor code assigned yet. All gate codes for units sold have been deleted.
- b) **New units for sale:** #102 and #423. **Current contracts:** none.
- c) **Updates on foreclosure status to be given in Executive Session.**
- d) **Units with Board approval to rent:** #102 (this unit is now for sale), #324 and #405.
- 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 (4):** #113, #306, #315 and #428 **Units sold in 2013:** none to date

7. Financial Presentation as of January 14, 2013:

a) Operating Account Balance: \$ 1,819.09

- i. November and December Financials were distributed to the Board. Gerri will present the December income and expense report.
- ii. Payment made to Cross of Life Lutheran Church for 2013 meetings in November for \$275.
- iii. Flood insurance for buildings 200 and 400 have been paid in January thus far. Ended the year over budget \$4,419.19. Mostly due to legal fees incurred regarding default judgment received in 2012 and landscaping improvements. See copy of the December 31, 2012.
- iv. 2012 Water Usage (monthly budget = \$2,250)

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|----------------|------------|---------------------------------|------------------------------------|
| Jan 2012 | \$2,327.78 | (\$827.62 wtr/\$1,500.16 sewer) | 12/02/11-1/05/12 billing period |
| Feb 2012 | \$1,899.43 | (\$679.95 wtr/\$1,219.48 sewer) | 1/05/12- 2/01/12 billing period |
| Mar 2012 | \$1,852.56 | (\$633.79 wtr/\$1,188.77 sewer) | 2/01/12 - 3/02/12 billing period |
| April 2012 | \$2,026.00 | (\$723.58 wtr/\$1,302.42 sewer) | 3/02/12 - 4/04/12 billing period |
| May 2012 | \$1,771.96 | (\$636.00 wtr/\$1,135.96 sewer) | 4/04/12-5/02/12 billing period |
| June 2012 | \$2,245.45 | (\$799.24 wtr/\$1,446.21 sewer) | 5/02/12- 6/05/12 billing period |
| July 2012 | \$1,993.59 | (\$712.41 wtr/\$1,281.18 sewer) | 6/05/12 - 7/03/12 billing period |
| August 2012 | \$1,990.52 | (\$711.35 wtr/\$1,279.17 sewer) | 7/03/12 - 8/01/12 billing period |
| September 2012 | \$2,391.30 | (\$849.52 wtr/\$1,541.78 sewer) | 8/01/12 -9/04/12 billing period |
| October 2012 | \$2,034.32 | (\$726.45 wtr/\$1,307.87 sewer) | 9/04/12 – 10/02/12 billing period |
| November 2012 | \$2,120.61 | (\$756.20 wtr/\$1,364.41 sewer) | 10/02/12 – 11/01/12 billing period |
| December 2012 | \$2,340.92 | (\$832.15 wtr/\$1,508.77 sewer) | 11/01/12 - 12/04/12 billing period |
| January 2013 | \$2,077.68 | (\$741.40 wtr/\$1,336.28 sewer) | 12/01/12 – 01/02/13 billing period |

b) Reserve Account Balance: \$ 96,749.93

- i. 2012 monthly reserve allocation is \$ 2,750. Payments have been made through November 2012.
- ii. 2012 estimated/actual reserve expenses: \$47,075.00
 - Sewer drain fix - bldg 100 \$ 9,270
 - Erosion control issue – bldg 100 \$ 12,975 (was \$11,220-revised w/Kelvin's new specs)
 - Erosion control/drainage – bldg 500 \$ 480
 - Breezeway repair – bldg 100 \$ 1,650
 - Deck membrane/repairs (10) \$ 18,500
 - Tree Removal/Work \$ 2,150
 - Asphalt Repairs \$ 2,530

c) Contingency Savings Account: \$ 14,257.22

- i. This figure includes paying Georgia Paving out of this account.
- ii. 2012 allocation was \$ 416.66 per month. Payments have been made through December 2012.
- iii. 2013 allocation is \$416.67. We paid this amount through January 2013.

General Session adjourned at 7:16 pm. Executive Session commenced at 7:20. Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes on March 2013.