

Hembree Creek Condominium Association: Board of Directors Meeting Minutes – January 13, 2014

GENERAL SESSION AGENDA (commenced at 6:39 pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Teresa Miller, and Gerri Schwartz of Working Solutions via phone.

1. **Open Forum:** There were no residents present at the meeting.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented April 2012):** Sherry Regel is the community coordinator. Captains: Bldg 100- Pringle Johnson; Bldg 200-Ada D'Aniello, Tom Bryant, & Diana Billups; Bldg 300- Lea Trevino; Bldg 400-Tim Miller & David Wurtenberg; Bldg-500 Roxanne Rosenberry & Bonnie Decker.
 - b) **Security Incidents:** None reported,
 - c) **Review & adopt minutes:** October minutes were previously approved via email. The 2013 Annual Meeting minutes were circulated via email for approval.
 - d) **Resident Directory:** New directory distributed to Board. Recent closings: #406, #414 and #522
 - e) **Parking and Vehicle ID stickers:** Vehicle ID Stickers have been updated except for #414. A new copy of the spreadsheet was distributed to the Board. There are 4 owners that have not submitted forms (406, 522, 423, 414). Gerri will send letters. Gray Corolla parked next to dumpster has expired tag and no Hembree sticker. David will follow up on this vehicle.
 - f) **Hembree Village:** No new updates.
 - g) **Gate Code/Entry Issues:** Victoria was given the new report. Not aware of any major problems. Board approved via email for a new control panel to be installed. Work completed in early January.
 - h) **Gate Remotes:** (Cost \$15) David mailed a check for one remote to Gerri.
 - i) **Pool Update:** Pool closed on October 7, 2013. 24 by 7 will no longer be treating the pool area until Spring.
 - j) **Community Correspondence:** (Confidential items discussed in Executive Session):
 - i. Message for February bills: Ask all resident to check deck railings to see if they are loose. Repairs would need to be made prior to pressure washing and painting. Remind residents of new monthly Association fee (increase of \$10 to \$230).
 - ii. Memo from the Board was mailed in December with the January bills and included the following: reminder of monthly fee increase of \$10, new 2014 Board, open flames, ice melt, & water shutoffs.
 - k) **Architectural Control Inspection:** Next inspection scheduled early April. Date to be determined later.
 - l) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura Donnelly's email address if they care to use the website for listings.
 - ii. (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install. *Victoria attempted to send a test message from iContact but encountered 2 errors – couldn't validate from email address & too many users on account (there are only 4 or 5). Victoria included this information on the newsletter. It needs to be removed if we can't get iContact working. Laura to review.*
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect building 100 & 200 areas. Due to scheduling conflicts & weather, this meeting has been delayed. Need to discuss the following:
 - Building 100 Issues:
 - o Unclog drainage grates behind building 100 – may need to consider converting to domes vs. current drainage grate so they will not clog so easily.
 - o Consider using rocks & a trench to divert water away from building on back left side
 - o Dome grate (last one on far left side in front) is not working properly. Always clogged.
 - Building 200:
 - o A couple of grates are clogged by mulch, etc. Consider domes for this area.
 - o Eventually need to consider replacing woodchips with rocks.
4. **Landscaping issues:** Wes and John completed or in process of the following:
 - a) John with Chipper Tree Service was given approval to prune the Leylands between the 300 and 400 buildings and to prune the pine tree by the 500 building. Work completed and Chipper was paid.
 - b) Wes has completed the items approved on the action list.
 - c) Wes installed lava rocks and mulch to alleviate mud splashing on entry sign per Board's email approval.
 - d) Reviewed landscape Inspection conducted by Wes & Victoria from July 2, 2013. Discussed items to be considered for 2014.

- Gerri to ask the new owners of building 100 if they noticed the foliage to the front unit having issues.
- Replace Hostas near the mailbox with something deer resistant.
- Fill in liriopse where needed in front of building 200.
- Pull out privets from the big island. They are in bad shape.
- Gerri will contact Wes to schedule winter pruning.

5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.

- Building 200/500 Outdoor Handrail:** These were repaired as previously approved.
- Building 300 roof shingles:** Jan reported this to Working Solutions and they have been repaired.
- Property Inspection:** Last inspection conducted on October 28th. Report submitted and proposal from Kenneth approved and work completed. David and Kenneth will schedule the next inspection for the end of February.
- White Trim Paint:** Gerri to get quote from Kenneth on repainting all of the white trim.
- Dryer Vents:** Kevin with Mad Hatter confirmed that there were no repairs needed on the property and work order was cancelled.
- Water Pipe Covers:** Gerri confirmed that Kenneth installed them before the Jnauary polar vortex hit. We had no frozen pipes reported.
- Order Yard Signs:** Gerr will get quote for getting yard signs made stating "let faucets drip during freezing temps". The old signs cannot be located.
- Gutter Cleaning:** Kenneth cleaned the gutters in late December as approved. Gerri will get with Cindy to check on the dates the gutters were cleaned to add to the maintenance list. We will keep an eye on gutters to determine if a cleaning is needed before the spring.
- Pressure Washing:** Board approved pressure washing of the buildings, sidewalks, pool area, mailbox and front sign for late Spring after the pollen season. Quote from Kenneth: \$1,650
- Emergency Lights repaired/replaced.** Kenneth was given the work order and work was completed.
- Shutters Painting:** Painting of building 500 shutters will be done after buildings have been pressure washed in Spring. Shutters will be painted and replaced as needed.
- Power Outlet addition:** Discussed adding power outlets on the property for Christmas lights next year. Gerri contacted Roy Steele and he will inspect the property and provide a quote.
- Call Box:** Reviewed the bid from North American to replace the display panel at the call box for \$699.50. Call box and keypad are from the original installation. They need to be replaced and preferably with a larger font on the display. Gerri will follow up on this.
- Cobweb removal:** Work is complete.

6. **Status of Units:**

- Units for Sale at present:** Unit #102, # 201, #312 and #525. Unit #122 was not on the market, but may have a short sale pending. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units that have sold.
- New units for sale:** Not aware of any new units for sale.
- Current contracts:** Contract on #312, it is due to close on 1/18/14.
- Updates on foreclosure status given in Executive Session.**
- Units with Board approval to rent:** #324
- Units Sold in 2006 (18); 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **2008 (1):** 224; **2009 (5):** 212, 218, 225, 318, 511. **2010 (5):** 111, 206, 217, 316, 522. **2011 (4):** 101,322, 406, 418. **2012 (4):** 113, 306, 315, 428. **2013 (6):** 327, 406, 414, 423, 511, 522. **2014 (0):** None to date

7. **Financial Presentation as of January 13, 2014:**

- Operating Account Balance: \$ 6,493.40**
 - December Financials were emailed to the Board. Gerri presented income and expense report.
 - We will be getting a credit for the pool phone from AT&T. Gerri will update in February.
 - Contacted the church to schedule the 2014 meetings. We paid \$300 in November for 2014.
 - We are current with legal fees. Retainer starts in January 2014.
 - 2013 Water Usage (monthly budget = \$2,166.67)
 - Jan 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - Feb 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
 - Mar 2013 \$2,069.38 (\$738.70 wtr/\$1,330.68 sewer) 02/01/13 – 03/01/13 billing period
 - Apr 2013 \$2,230.84 (\$794.37 wtr/\$1,436.47 sewer) 03/01/13 – 04/02/13 billing period
 - May 2013 \$2,024.38 (\$723.18 wtr/\$1,301.20 sewer) 04/02/13 – 05/01/13 billing period
 - June 2013 \$2,417.55 (\$858.76 wtr/\$1,558.79 sewer) 05/01/13 – 06/04/13 billing period
 - July 2013 \$2,039.94 (\$728.55 wtr/\$1,311.39 sewer) 06/04/13 – 07/02/13 billing period
 - Aug 2013 \$2,031.53 (\$725.65 wtr/\$1,305.88 sewer) 07/02/13 – 08/02/13 billing period

- Sept 2013 \$2,046.67(\$730.87 wtr/\$1,315.80 sewer) 08/02/13 – 09/03/13 billing period
- Oct 2013 \$1,834.31(\$657.64 wtr/\$1,176.67 sewer) 09/03/13 – 10/01/13 billing period
- Nov 2013 \$1,956.78(\$703.32wtr/\$1,263.46 sewer) 10/01/13 – 11/01/13 billing period
- Dec 2013 \$2,058.44(\$734.93 wtr/\$1,323.51 sewer) 11/01/13 – 12/02/13 billing period

b) Reserve Account Balance: \$ 101,128.03

- i. 2013 monthly reserve allocation is \$2,750. Payments through October 2013. We are behind in reserves mainly due to the legal expenses incurred. Gerri to transfer \$460 per month from Operating into reserves to catch up from missing November and December due to legal fees incurred in 2013.
- ii. We transferred \$11,000 from the contingency fund as approved to pay the reserves through October.
- iii. 2014 monthly reserve allocation remains at \$2,750. We owe January at this time.
- iv. Created a line in reserve account for repaving asphalt.
- v. Following expense items are for consideration in 2014:
 - \$13,962 - Replace front side of roof in building 300
 - \$2,675 - Possible gutter replacement on building 500.

c) Asphalt Resurfacing Reserves: \$ 4,626.22

- i. \$10,000 was allocated as part of the budget.
- ii. \$4,626.22 was part of the #205 lawsuit garnishment received.

d) Contingency Savings Account: \$ 5,837.42

- i. 2014 allocation is \$416.67. We paid this amount for December 2013 and January 2014.
- ii. \$3,780 for 6 inch gutters replaced in February/March 2013 were paid out of this account.
- iii. \$2,850 for building 500 back flow regulator was paid from this account in 2013.
- iv. \$11,000 transferred to the reserve account to pay the reserves through October 2013.

General Session adjourned at 8:00 pm. Executive Session commenced at 8:01 pm.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors adopted minutes