

Hembree Creek Condominium Association: Board of Directors Meeting

February 9, 2009

GENERAL SESSION

Board Members Present: Victoria Boodoian, David Wurtenberg, Robbie Hunt, Sherry Regel, Bill Ison and Gerri Schwartz (Property Manager)

Meeting called to order at 7pm.

Sprinkler Recall and Installation of Replacement Sprinkler Heads

- *Affordable Fire Protection did the installation during the week of February 2nd. Six units will be done on February 21st, all in building 400.*
- *Some of the sprinkler heads were so tight that they broke water lines, which they repaired. Two sprinkler heads are leaking and are scheduled for repair.*
- *There are several units where there is a hole around the sprinkler that is too big for caulking to repair. There is no provision in the manufacturer's recall that if there were damages in the repair that they should pay for it. Board agreed unanimously that the association will pay for the repairs. A letter will be sent to the homeowners notifying them of the dates of the repairs, February 21st or 28th.*

Minutes From January Board Meeting

- *Will be emailed to the board for review and then approved via email and distributed*

Mailing was sent to the membership announcing the 2009 Board of Directors and the 2008 year end actual figures, as decided in January meeting.

Letter to Include in March Bills

- *Parking, two spaces per unit, and visitors need to park in larger parking lot*
- *Garbage not to be left on decks*
- *Remind residents about the cost of the pooper scooper and to report residents who are not cleaning up after their pets*

"The Beacon" Newspaper

- *They no longer deliver to Condominiums or Apartments for free, only to driveways. Effective March 1st, moving to subscription only. Call 770-640-3230 or visit www.beaconcast.com to subscribe. Victoria verified via phone call.*

Meeting room at the Hembree Community Center

- *Has been confirmed and paid for as approved for \$37.50 per month. June 8th is the meeting that we will need to use the small room in the back. We need to remember to reserve 2010 before the end of 2009.*

Determine when the Financial Review and Staggered Terms Amendments are to be mentioned again to the membership in 2009.

Vehicle ID Stickers

- #224 has been resolved, the new owner is using her same sticker. No one is living with her, she just had a friend stay with her for awhile, but she is gone now.
- #317 has received another sticker, 2 stickers in total have been given. The owner states that no one other than her 2 sons are living in the unit. We also explained to her to have her sons have their guest park in the guest parking areas, not in front of the 300 building.

Hembree Road Bridge Project Update

- Began on Feb 2nd. Road is closed. A lot of “turnaround” traffic.

Landscaping

- All new landscaping projects on hold until our cash flow improves
- Update on 2009 work to be approved: (proposals on hold): pool area, front/entry ways of buildings 2 & 5, back of bldgs 2, 3, 4, hide sewers, build arbors on old trash pads & plants flowering vines, trellis for retaining wall to encourage wisteria, ivy, and jasmine to grow up wall. Other possibilities: bldgs 2, 3, & 4 -Install dogwoods/bushes or mulch to border wetland area; behind bldgs 3 & 4 - lay down mulch w/pavers & spot plant a few hostas per Wes Witherspoon. Build pergola on old trash pad in rear of property.

Maintenance Issues

- All work orders requested have been set up, completed or being worked on.
- Georgia Power light repairs behind the 200 building have finally been repaired.
- Christmas lights have been removed. We told Ron about ½ of the lights not working and we needed to replace them in 2009.
- The cleaning of the breezeway ceiling lights has been discussed with Ron and a work order was issued to schedule the work. Determine the best week to get the work done. This will be done quarterly.
- David will do the next property inspection with Ron Lockwood, sometime in March on a Thursday.
- Breezeway lights - cleaned quarterly & bi-monthly during summer months. Gutter cleaning done minimum of 3 times per year and on-needed basis depending on weather (violent Spring storms, etc...) Perhaps start keeping a section on agenda with dates when last work was performed for routine maintenance items including walk-thrus - see bottom of agenda for example.
- Schedule the repair for the pool drainage for sometime in March.

Maintenance Schedules

- Breezeway ceiling lights (quarterly & bi-monthly summer months):
- Gutter cleaning: December 15, 2008
- Pressure Washing - decks, breezeways, and railings: Done November 2008
- Pressure Washing - building exterior: Done November 2008
- Property Inspections- quarterly
- Pooper Scoopers: Weekly- every Tuesday

Unit Sales

- **Units for Sale at present** : #101 (ReMax), #102, #212 (Potts), #218 (Boozer), #305, #318 (Boozer) and #406 (Boozer). All other realtor codes were deleted and new codes assigned. #111 is still not for sale, will keep Board posted.

- **Units that can be rented:** #212; #324 has renewed his lease, will expire November 30, 2009. Copy received.
- **New units for sale:** None reported to date. New Sales Policy Letter being sent to owners and gate codes assigned for realtors when reported.
- **Contracts:** None have been received.
- **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

Financial Presentation as of February 9, 2009

Operating Account Balance: \$2,848.82

- Review January income and expense report.

Reserve Account Balance: \$133,474.53

- The Reserve payment of \$2,750 is paid through January 2009. Since we still have 10 homeowners that owe February, we will hold off on paying February at this time.
- Reserve transfer has been made through December, 2008. We made our final payment (December's) on January 6th. Reserve balance is now current. 2008 monthly budgeted reserve allocation was \$2,750. 2008 monthly transfer was \$3,222.17.
- 2009 monthly reserve allocation is \$2,333.34. (Board lowered monthly reserve allocation for 2009 in order to absorb costs & not increase monthly dues).
- 2009 monthly transfer will be \$2,750 (\$2333.34 reserves & \$416.67 loan to cover 2008 variance). \$5k borrowed from Reserves in December 2008 to pay off remaining landscape bills and legal fees. Additional \$416.67 will be allocated monthly to Reserve account to re-pay these funds. Board agreed to lower landscape improvement line from \$10k to \$5k to cover expense.

Contingency Savings Account: \$1,269.95

- We will be transferring \$416.66 monthly to this fund from the operating budget.
- Funds have been transferred through February 2009.
- The funds in the account were used to pay the insurance deductible of \$2,500 and to pay the landscaping improvements that were over budget and legal fees over budget.

Annual Meeting - Reschedule Date

- Victoria will be out of the country the second week of November and asked that the 2009 annual meeting be rescheduled for November 2nd. Gerri will find out if the meeting room is available.

General session was adjourned at 8:07pm.

Minutes prepared by Robbie Hunt, Board Secretary. Revised by Victoria Boodoian, Board President.