

## Hembree Creek Condominium Association: Board of Directors Meeting Minutes - February 14, 2011

### **GENERAL SESSION: 6:30-7:50pm**

**Board Members Present:** Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison, and Gerri Schwartz of Working Solutions. Board Member, Laura Donnelly, did not attend.

1. **Open Forum** –Two owners attended the General Session, but did not have any issues to discuss. One additional owner arrived late, at the end of the General Session, and was requested to Email questions to Gerri Schwartz for consideration.
2. **Recurring Monthly Business:**
  - Ø **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1<sup>st</sup> breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1<sup>st</sup> breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
  - Ø **Review and adopt minutes:** The Special Executive Session Minutes for the January 17, 2011 meeting were approved.
  - Ø **Update Resident Directory:** Total of five (5) closings in 2009. Total of five (5) closing in 2010. There are still no closings in 2011 to date. No new homeowner’s directory was needed.
  - Ø **Update of vehicle ID stickers:** No changes were addressed.
  - Ø **Discuss update on Hembree Village:** There was an incident involving the Roswell police on February 14, 2011 at unit 650 of Hembree Village. Gerri will investigate.
  - Ø **Remotes for Gate:** David gave Gerri cash payments of \$60.00 for four remotes that were sold between November and January. David only has three remotes left and 25 more are on order.
  - Ø **Message for March bills:** Gerri will add a comment for all owners regarding a recall of some of the White Rodgers thermostats that may be installed at Hembree Creek residences.
  - Ø **Update on web site -** Homeowners/realtors will be given Laura Donnelly’s email address  
Laura was not at this meeting to report on the subscriber’s list.
3. **Legal Retainer:** The Associations’ legal retainer has been moved to Michael Zenner’s new Firm, Winter, Capriola, & Zenner, Attorneys at Law.
4. **Parking issues:** Nothing new to report.
5. **Gate code issues:** No new assignments have been made.
6. **Schedule Next Property Inspections:** David suggested a Thursday in late March for the next property inspection with Kenneth Lock. Gerri will coordinate with Kenneth. Victoria and Bill will perform the next architectural control/violation inspection for mid to late March.
7. **Process to determine who resides in our Condo. units:** Gerri will draft a form to obtain information from owners regarding the residents in each condominium unit and associated vehicles on the property for emergency purposes.
8. **Resident Communications/Issues:** All correspondence received was discussed in Exec Session.
9. **Pool Updates:** The Board approved replacement of some pool furniture before the 2011 pool season. The tables and umbrellas do not need to be replaced. We will need eight new chairs and replacement of the lounges. Marshall will recount the lounges in storage to determine the number to order. Gerri recommended purchasing from an on-line company and will confirm how shipping action is handled. It is estimated that new lounges would cost in the range of \$120 to \$140 per lounge.
10. **Signage:** The new community entrance sign was installed prior to the 2010 annual meeting. The sign needs to be lighted and Gerri will investigate a new solar light possibility that will not need to be connected to a power source.
11. **Landscaping issues:** The Board will consider any issues that need to be addressed at the March meeting. Victoria & Sherry will work with Wes regarding Spring planting(s).
12. **Review of January Action List:** Items listed on the Action List were completed. The gutters were cleaned in late January and a notice was placed on the February bills alerting all owners to check to see if their water heater needs to be replaced as the units are aging and any damages from a leaking water heater will be a homeowner’s expense.
13. **Maintenance Issues:** All requested work orders have been scheduled, completed or are in process.
  - Ø No further interest has been expressed by owners regarding replacement of their rusted porch lights.
  - Ø All Affordable Fire repairs have been completed and reported to Mike Fink of the Roswell Fire Department. File closed for 2010.
  - Ø The current spotlights at the mailbox hut are working. David suggested that those lights be replaced by one of our new breezeway light fixtures for more light in that area and longer bulb life. Gerri will ask Kenneth for his recommendation and cost information.

- Ø Kenneth completed the maintenance repairs for \$875 from the October property inspection. This work was completed before the November Annual Meeting.
- Ø Kenneth will charge \$125 per building to clean the spider webs. Gerri will check with Kenneth to determine when is the best time of year to do this work.
- Ø Bonney Weathers has cleaned the gutters as requested in January 2011. He was delayed in December due to the weather.
- Ø Debbie Griffin in unit #416 sent in an advertisement for gutter guards. Based on Gerri's experience with this issue, and the cost of installation and maintenance, no further consideration will be given to this action at this time. Debbie Griffin is also installing a stand up shower and will need to shut off the water. Gerri is working with her daughter and the contractor so owners are not inconvenienced.

#### **14. Status of Units:**

- Ø **Units for Sale at present:** #101, #102, #322 and #406. Updates on foreclosure status to be given in Exec session. All gate codes for units sold have been deleted.
- Ø **Units that can be rented:** #324, #328, & #405.
- Ø **New units for sale:** none. #306 is considering selling, they were sent the re-sale letter.
- Ø **Current contracts:** none. There is currently interest in #101, but no contract yet.
- Ø **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: none to date**

#### **15. Financial Presentation as of February 14, 2011:**

##### **Operating Account Balance: \$ 3,355.98**

- Ø January Financials were reviewed.
- Ø We ended the year under budget since the expenses were closely monitored.
- Ø We received a credit of \$100 from the Hembree Park Community Center for the inclement weather closing in January.
- Ø We paid the flood insurance premiums for the 200, 300 and 400 buildings. We will pay the 100 and 500 buildings in March.
- Ø Building 500 flood plain issue: the Association will pay the premium for 2011.
- Ø There is no January water bill, it was billed late and posted on February 1<sup>st</sup>. This was due to the snow/ice storm. We will have 2 months of water usage to pay in February.

##### **Reserve Account Balance: \$145,023.47**

- Ø The Reserve payment of \$2,750 was paid through December 2010.
- Ø 2011 monthly reserve allocation is \$ 2,750.
- Ø The Reserve payment has been paid through January 2011. We will pay February as soon as cash flow permits.

##### **Contingency Savings Account: \$ 5,187.66**

- Ø Transferring \$ 416.66 p/mos from operating budget. Funds transferred through December 2010. 2011 allocation is \$ 416.66 per month.
- Ø We paid this amount through February 2011.

#### **16. No additional business was discussed.**

**General Session adjourned at 7:50 pm.**