

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – February 13, 2012**

GENERAL SESSION: 6:42 - 8:10 pm

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

Note: All 2012 Monthly Board Meetings will be held at Cross of Life Lutheran church, 1000 Hembree Road, Roswell GA 30076, in the Multi Age Room.

1. **Open Forum:** Victoria commenced the meeting with announcement that per legal advice, the Board is resuming the open session for the first 10 mins of the meeting only for residents to address the Board. There was one (1) home owner in attendance. Discussion proceeded to recurring monthly business, as there was no request by the home owner to discuss any open forum items.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch :**
 - I. Presented in 2008. New volunteers were added to the list as follows: Ada D’Aniello, #223 – bldg 200/1st breezeway; Lea Trevino, #326 – bldg 300; Janet Decker, #223 - bldg 400/1st breezeway and Tim Miller, #417 and David Wurtenberg, #426; Roxanne Rosenberry, #517 and Ralph Stinson, #514 – bldg 500. We still need confirmation of the 100 building. In addition to a building captain for each building, a Coordinator will also be needed.
 - II. Board wishes to attempt to set up the Neighborhood Watch Program in 2012 with support of the residents in the community. This program encourages community involvement. The Roswell Police Department might be a bit more attentive if such a program existed.
 - III. Board members discussed other possible options if there is not enough support to set up a Neighborhood Watch Program. One option discussed was to invite a representative from the Roswell Police Department or a security system company to talk to homeowners at a monthly board meeting about safety and methods to protect our homes. David Wurtenberg to explore possibilities further with regard to available meeting space at the the chur and report back to the Board.
 - b) **Review and adopt minutes:** January meeting minutes were approved and posted to the website.
 - c) **Update Resident Directory:** New homeowner listing was distributed at the meeting. It has been updated with one new owner (unit # 306 closed in January).
 - d) **January 2012 Action List** – January action list reviewed. All items completed unless otherwise noted on agenda.
 - e) **Parking and Vehicle ID stickers:**
 - i. Unit #412 (George Lemmond) sold the car that was in question with NJ plates/expired tag 2010. It has been removed.
 - ii. Vehicle ID Stickers: All units should be updated, except for new owner of unit #306. Working Solutions just sent out the welcome letter. Gerri distributed updated list to Board.
 - f) **Discuss update on Hembree Village:** No new issues at this time. No update on foreclosed unit.
 - g) **Discuss Gate Code/Entry Issues:** No new issues have been reported.
 - h) **Remotes for Gate:** (Cost is now \$17). No new ones have been issued per David.
 - i) **Updates:** Pool closed 10/14/11. Pool area is only treated by 24 by 7 from May – September.
 - j) **Resident Communications:** All correspondence received was discussed in Exec Session.
 - k) **Newsletter:** The next newsletter is scheduled for March. Might include topics such as safety meeting, update on unexpected structural issues/repairs in Building 100 and the potential impact on remaining deck leak work.
 - l) **Architectural Control Inspection:** Victoria and Jan will perform the next inspection in the Spring.
 - m) **Property Maintenance Inspection:** David and Kenneth will perform the next inspection in early Spring.
 - n) **Update on Hembree Creek web site from Laura:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address donnelly527@charter.net .

- ii. Due to Laura's absence there was no report on the subscriber's list to be used by Board members.
3. **Recent unit or car break-ins:** No new issues have been reported.
 4. **Landscaping issues:**
 - a) Board plans only to freshen up mulched areas in 2012. No landscape projects are being considered.
 - b) David reported several tree issues. One tree had fallen into another tree behind building 400. Some limbs were hanging on the fence between building 400 and the adjacent community. Wes has already taken care of both issues. Update: The large pine tree behind building 500 that was hit by lightning was taken down. It just needs to be chipped and spread around the back of building 500.
 - c) Discussed a resident's call to the Alpharetta arborist. The Board's policy is that if any diseased or compromised trees are discovered which are threatening the safety or integrity of any of our buildings or the parking lot areas, they will be investigated and removed promptly. Since the Board is the customer, the City can only issue any report to the Board, not individual residents.
 - d) Sherry Regel emailed a pruning request behind building 200, which was sent to Wes to complete.
 5. **Erosion Control/Drainage Issues (building 100):** Kelvin Garmon revised his report and did a new scope of work for the drainage issue behind building 100. Marc with Drainage Solutions submitted his proposal for the work. The easement poses some problems that would prohibit building a retaining wall. Building a retaining wall would have cost about \$18,000. The other option to resolve the problem will cost about \$10,600. Gerri was asked to find out some additional detail from Marc. Victoria and David will then schedule a time when they can meet Marc on site for further clarification about his proposed resolution. Gerri will solicit one or two other bids.
 6. **Unit #102 – Sewage Issue:**
 - a) John with Georgia Plumbing has completed the work. Sewer line was dug up and re-directed per the Board's approval. This is an Association expense. Last invoice has been paid in the amount of \$8,969.75. Initial expense was \$420 for John to come out and check the blockage, then additional expense to snake the sewer line with a camera which he later credited to our last invoice. Quote for sewer line work was for \$7,015. After removing the floor/concrete, it was discovered the sewer line had to be re-routed at an estimated additional cost of \$2,200.
 - b) An insurance claim has been filed with CAU for #102. The claim was settled and the check issued for the damages was \$18,278.95. No further issues have been reported.
 7. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Building 100 Breezeway Repair:** Kelvin Garmon did review the proposal from Kenneth to repair the breezeway. He approved his bid for \$1,200. This work will be done when the weather gets warmer as temperatures need to remain 40 degrees or above for a 24-48 hour period.
 - b) **Unit #511 cigarette smoke/odor issue:** The owner was not experiencing any problem when Kenneth called. Kenneth gave his number to Kade so he can call him directly if the problem returns. Kenneth would come out to inspect the unit to see what can be done. To date, the owner has not called. Gerri will send a letter to the owner to document efforts taken.
 - c) **Cob Web Cleaning:** Kenneth re-cleaned the cob webs on the buildings in the areas that were missed where we received complaints. There is still an area behind Building 300 that needs to be cleaned. Gerri will contact Kenneth about this.
 - d) **Deck Leaks/Membrane Repairs:** Gerri spoke to Kenneth. None of the four (4) decks repaired in the Fall of 2011 have reported any leaking, even with all the rain we have been experiencing. The Board discussed which decks might be repaired during 2012. The following open/exposed decks will be considered for 2012: Building 100 (1 front & 2 rear units); building 200 (2 front units and unit 226); building 500 (2 rear units & 1 front unit). These decks are located in the oldest buildings. There may be additional costs if rotted wood is discovered once the membranes are removed. Kenneth suggests April/May. He will need a month to order the product as well.
 - e) **Flood Lights:** Victoria sent an email inquiry to Liz on 12/6/11 and again on 1/17/12 to check with Kenneth on his recommendations for flood lights in the rear of the buildings. This is in conjunction with the attempted robbery in building 200 in November. Kenneth looked at the property and flood lights cannot be put on the corners of the buildings as there is no source of common power. He can put floods at the end of each breezeway, middle floor in the rear of the buildings. They can come on when the breezeway lights come on or they can have a motion sensor installed. The cost for all breezeways

being done at the same time is \$225, using a standard flood. 4 or less will cost \$250 each. Building 200 may not need the lights, as it is already well lit behind the building. David and Kenneth will examine options in more detail for buildings 1, 3, 4 and 5 during the next scheduled property inspection.

- f) **Motion Detector Lights:** Previous Board determined that all ceiling mounted front porch lights should be white only, flush mount, and no larger than 12x12 in size. No specifications were ever determined for the back porch lights which are mounted on the side of the building. Board has previously approved a couple of home owner requests for motion detector lights. The specifications approved for back porch lights are a black or white base with a white globe. They can have a motion detector on them. Gerri will ask Kenneth what type he would recommend and what his installation charge would be for owners.
- g) **SafeCom** has been on the property since December 2011. No issues reported since the transition.

8. Status of Units:

- a) **Units for Sale at present:** #102, #114 #326 (selling price is \$105k) and #428. #114 is still not on the multiple listings.
- a. Updates on foreclosure status to be given in Executive Session.
 - b. All gate codes for units sold have been deleted. Still waiting to hear from realtor to give unit #326 and #114 a realtor code. #306 has been deleted as this unit just closed on 1/23/12.
- b) **Units with Board approval to rent:** #324 and #405.
- c) **New units for sale:** #428 is now on the market.
- d) **Current contracts:** #315 has a contract to close March 2nd.
- 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 (1):** #306.

9. Financial Presentation as of February 13, 2012:

- a) **Operating Account Balance: \$ 5,739.67**
- i. January Financials were distributed to the Board. Gerri reviewed the January income and expense report.
 - ii. The check for \$275 to Cross of Life Church was not sent in December. Check was mailed on 2/3/12 after David was contacted by the church.
 - iii. Ray Engineering invoice totaling \$450 to assess the building 100 breezeway repair was paid in January. Gerri was asked to start a capital expense category for this as additional costs of approximately \$1,200 are expected bringing the total project cost to \$1,650.
 - iv. Flood insurance has been paid for buildings 200, 300 and 400. Buildings 100 & 500 are due March 17th.
 - v. SafeCom invoice was posted in December since we received it on December 17th and it was paid in January when it was due. There have been no trouble calls since then.
 - vi. We are a little over budget in January due to flood insurance payouts. This is normal at the beginning of each year.
- b) **Reserve Account Balance: \$ 110,019.22**
- i. 2012 monthly reserve allocation is \$ 2,750. Payments have been made through February 2012.
 - ii. 2012 estimated reserve expenses known to date (Vic's notes):
 - Sewer drain fix - bldg 100 \$9,000
 - Erosion control issue – bldg 100 \$10,620 (this was rebid to Kelvin's new specs)
 - Breezeway repair – bldg 100 \$1,200
 - Deck membrane/repairs (8) \$15,000 - \$16,000
 - iii. 2011 reserve expenses were \$60,216.69: (Gerri and Victoria will conduct an audit.)
 - Deck membrane repairs: \$ 9,150.00
 - Pool furniture: \$ 1,932.66
 - Tree Removals: \$ 5,540.00
 - Landscaping Improvements: \$10,602.72
 - Drainage work: \$12,575.00
 - Roofing 200 building(front): \$20,506.31
- c) **Contingency Savings Account: \$ 6,695.69**
- i. 2012 allocation is \$ 416.66 per month. We paid this amount through February 2012.

d) Financial Questions/Issues:

- a. We called Victoria to inquire about delayed payment of A+ Lawncare invoice and late fee that was charged. This has been paid and the late fee was waived. This was due to the transition from Karen to Lisa. All is current now.
- b. November & December 2011 financials as well as January 2012 financials are still under review by Victoria and are not approved for release as of yet. We expect to be all caught up by the end of February.

e) Possible Savings:

- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$25 per meeting, \$275 annually vs. \$1,100 annually at Hembree Park.
- ii. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment but membership did not approve it.

General Session adjourned at 8:05 p.m. Executive Session commenced at 8:10 p.m.

Minutes prepared by Jan Linville and revised by Victoria Boodoian. Board of Directors reviewed and adopted minutes on March 14, 2012.