

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – February 11, 2013**

GENERAL SESSION (6:35 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 Gathering Room through April.

1. **Open Forum:** Victoria will commence 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. 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) **Review and adopt minutes:** January meeting minutes will be reviewed and approved via email.
 - c) **2013 Board List:** Distributed via email to board 2/11/2013. This will be posted at the mailbox soon.
 - d) **Update Resident Directory:** No new closings since last month.
 - e) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units should be updated. Gerri distributed listing to Board at the meeting.
 - ii. Determine if there are any new vehicles on the property that need to be added. Need new info for #212. Victoria put copy of parking policy for building 200 & form under her door.
 - iii. Vic and Gerri will work on consolidating policies & revising form.
 - f) **Hembree Village:** No new issues at this time.
 - g) **Gate Code/Entry Issues:** Gerri to find out what "open request" means on the gate report.
 - h) **Remotes for Gate:** Cost is \$17.25 each. Delivered 25 remotes to David in August. He turned in fund for two new remotes purchased.
 - 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 next April for the 2013 pool season.
 - j) **Resident Communications:** (Confidential items to be discussed in Executive Session)
 - i. **Message for March bills:** Update: Emergency lights have been fixed.
 - ii. **Newsletter:** Next issue date for Spring and will include how to sign up for the eNewsletter
 - k) **Architectural Control Inspection:** Determined next inspection date will be in March timeframe.
 - l) **Hembree Creek web site:**
 - i. Homeowners/realtors will be given Laura Donnelly's email address if they wish to list on the website.
 - ii. Laura sent instructions for list sign up as well as Admin of the newsletter.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:** No planned projects or improvements at this time. Discussed possibilities behind bldgs 300 and 400 due to the shade & drought tolerant needs. As a cost control measure, Board decided that new woodchips would be installed again this year. Need to check all drains for build-up of leaves & pine straw, etc....
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Pressure washing in process:** All buildings appear to be complete. Gerri to validate.
 - b) **Six (6) inch gutters to be replaced in 2013:** Reviewed proposal from Kenneth and approved gutter replacement for all sides of building 100 and rear of buildings 200, 300 & 400 (cost \$3,780 after 10% discount for handling all at once). Six (6) inch gutters were already installed over #221, #222, 425 and #426 in 2012 as a test to see if they helped alleviate overflow during heavy rain storms.
 - c) **Deck Leaks/Membrane Repairs:** Repairs completed on 14 exposed upper decks in buildings 100, 200, & 500 (Q=10 in 2012: Units 121, 122, 123, 224, 226, 227, 523, 521, 522, 525 / paid \$18.5k) & (Q=4 in 2011: Units 221, 222, 225, 426 were completed as initial test to ensure sealant worked). Additional repairs needed to boards as discovered & repaired in the process of this project.
 - i. **Determine schedule for additional decks in 2013:** Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year. Gerri to ask if product has already been purchased and if there is an additive that could be used with the sealant to help reduce staining (metal furniture, leaves, etc...cause more stains on decks that have had sealant applied).
 - d) **Emergency lights in the breezeway:** Lights were inspected & replaced as needed in January by Kenneth.

e) **Property Maintenance Inspection:** Next inspection date is February 25th. Kenneth and David to review pool fence for rust, 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.

6. Status of Units:

a) **Units for Sale at present:** Unit #102, # 201, #414 and #423. Unit #114- still not on the multiple listings & no realtor code assigned. All gate codes for units sold have been deleted.

b) **New units for sale:** #414 & #406 (re-sale letters sent to owners). **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 closed in 2013:** none to date.

7. Financial Presentation as of February 11, 2013:

a) **Operating Account Balance: \$ 2,719.51**

- i. January Financials distributed to the Board. Gerri presented January income and expense report.
- ii. Flood insurance: Buildings 200 & 400 paid in January. Building 300 paid in February.
- iii. 2013 Water Usage (monthly budget = \$2,166.67)
 - . January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - . February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 - 02/01/13 billing period

b) **Reserve Account Balance: \$ 96,761.96**

- i. 2012 book to be closed in February and tax information sent to accountant.
- ii. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through November 2012. Owe reserves for December, January, February. Will catch up as soon as all the flood insurance is paid. This is common the beginning of the year due to insurance payments.
- iii. 2013 estimated/potential reserve expenses known to date:
 - 7.8-17.5k Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year.
 - 16,982 Replace front side of roof in building 400 (will deduct 5% if done w/bldg 300 @ same time)
 - 3,780 Install 6" gutters around entire roof line of building 100, 300, 400 (\$3780 includes -10%)
 - ???? Paint pool fence & stairway railings in building 300. Check other railings if needed.
 - 28,562 - 38,262 estimated *potential* reserve expenses
- iv. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962 (will deduct 5% if done w/bldg 400 @ same time). Replacing 400 first due to necessity.
- v. Gerri called to get the phone line down from \$600 to \$400 since our 3 year negotiated rate expired.
- vi. Once we are current on reserves, Gerri will add the paving reserve line item.

c) **Contingency Savings Account: \$ 14,675.08**

- i. 2013 allocation is \$416.67. Paid through February 2013.

General Session adjourned at 7:35pm. Executive Session commenced at 7:40. Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes on March 2013.