

**Hembree Creek Condominium Association:  
Board of Directors Meeting Minutes – February 10, 2014**

**GENERAL SESSION (6:30 pm)**

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

1. **Open Forum:** No residents present.
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:** 2013 Annual Meeting minutes were approved via email and posted on website. January minutes were circulated via email and approved during the meeting.
  - d) **Update Resident Directory:** We had two (2) closings in 2014: #312 and #205. New homeowner directory distributed to Board.
  - e) **Action List –** reviewed the January Action Lists within the agenda.
  - f) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All new units were sent another vehicle registration form, will provide new list and will update those that have not responded to date. David has also listed current vehicles for #402. They will be added to the list. The Toyota with the expired tag is now off the property. We still need vehicle information on 205, 312, 414 and 423.
  - g) **Hembree Village:** No new updates
  - h) **Gate Code/Entry Issues:** Victoria given new report. Not aware of any major problems.
  - i) **Gate Remotes:** (Cost = \$15) Collected funds for one remote purchased by residents. David will mail check.
  - j) **Pool Update:** Pool closed on October 7, 2013. 24 by 7 will no longer be treating the pool area until spring. Considering purchasing a couple of small side tables for the pool season.
  - k) **Community Correspondence:** (Confidential items discussed in Executive Session):
    - i. **Message for March bills:** Send railings letter again.
  - l) **Architectural Control Inspection:** Next inspection scheduled for April 2014. Date & inspectors TBD. In 2013, inspections were conducted in: March 1, 2013, June 28, 2013 and September 7, 2013. Victoria updated Maintenance Schedule at back of Agenda.
  - m) **Hembree Creek website:**
    - i. Homeowners/realtors will be given Laura's email address.
    - ii. Laura investigating subscriber's list issue (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.*
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect buildings 100 & 200 areas. Due to scheduling conflicts & weather, this meeting has been delayed. Need to schedule a date to discuss the following:
  - Building 100 Issues:
    - Unclog drainage grates behind building 100 – may need to consider converting to domes vs. current drainage grate so they will not clog so easily.
    - Consider using rocks & a trench to divert water away from building on back left side
    - Dome grate (last one on far left side in front) is not working properly. Always clogged.
  - Building 200:
    - A couple of grates are clogged by mulch etc. Consider domes for this area as well.
    - Eventually need to consider replacing woodchips with rocks.
4. **Landscaping issues:**
  - a) Previously reviewed the Landscape Inspection conducted by Wes & Victoria on July 2<sup>nd</sup> 2013 again. Victoria will meet with Wes when the weather permits to go over the outstanding items:
    - o Replace Hostas near the mailbox with something deer resistant.
    - o Fill in Liriope where needed in front of building 200.
    - o Pull out privets from the big island. They are in bad shape.

- b) Gerri discussing winter pruning with Wes.
  - c) Trying to reach #113 to check on plant material that was there when they moved in. Gerri to follow up.
  - d) Mulch needs to be worked around pressure washing (early to mid April)
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Work order for #417 railing was set up.** They need to caulk after the pressure wash. Work delayed due to the weather. Per Victoria – Ada mentioned her railing was not flush with the building.
  - b) **Units #123 & #225 –** At the Annual Meeting, both owners reported their deck sealants were bubbling up. We will need to set up work orders for these issues.
  - c) **#425 is requesting review of new windows:** reviewed email and board approved since they match the current windows. David is installing new windows as well.
  - d) **Property Fence:** It was reported to Victoria that there is a hole in the property fence line that people from adjacent neighborhoods are using to cut thru our property. Need to set up a work order to have our fence line inspected starting from the retaining wall across from building 100 all the way around to behind building 500. Home owner had a verbal exchange with one such person who was cutting thru.
  - e) **Property Inspection:** David and Kenneth will meet February 28th.
  - f) **Gutters were cleaned in 2013 as follows:** Partial cleaning, 4/17/13. 5/8/13 and 8/14/13. Total property cleaned 11/13/13 and 12/18/13. Victoria updated Maintenance Schedule at back of Agenda. David and Kenneth will review gutters on their inspection walk.
  - g) **Ordered Yard Signs:** Signs received stating “let faucets drip during freezing temps”. Kenneth should put one in front of building 100 near entrance & one at flower bed across from the dumpster.
  - h) **Schedule Pressure Washing:** Board approved Kenneth’s bid of \$1,650 to include buildings, sidewalks, pool area, mailbox area & front sign. Will be scheduled late spring after the pollen season. Gerri will confirm if breezeways are included and to price out adding the gate.
  - i) **Shutters:** Painting of building 500 shutters will be done after buildings have been pressure washed in Spring. Shutters will be painted and replaced as needed. To paint: 100 bldg \$800, 200 bldg \$1400, 300 bldg \$1150, 400 bldg \$1400, 500 bldg \$900. (\$5650 total (\$50/set to clean & paint)) \$130 a set to replace on as needed basis.
  - j) **Paint White Trim/Railings:** Gerri to get quote on painting all white trim.
  - k) **Power Outlets (to run Christmas lights next year):** Gerri Contacted Roy Steele and he will bid the job. He is behind due to the weather and asked if he can inspect the property when the weather gets warmer.
  - l) **Call Box:** Bid to replace the display has been approved and was ordered via North American for \$699.50. There is concern about the new display being a larger font or brighter making it easier to read. North American is recommending getting a new plastic cover that goes over the display and new LED lights. This cost will be under \$200 installed. Board decided to replace the lens first to see if that alone will solve the legibility issues since a new unit may not fix the issues we have.
  - m) **Six (6) inch gutters: Determine if gutters will be replaced on building 500 (\$2,675 for total building, \$1,350 front only, \$1,325 rear only).** Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property.
  - n) **Deck Leaks/Membrane Repairs** (project tabled until owners report leaks): 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 2014:** 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. This project may be approved to move forward once the weather permits (warm temps, no pollen or leaves falling) & budget permitting. This project is still on hold for 2014.
6. **Status of Units:**
- a) **Units for Sale at present:** Unit #102, #201, #401 and #525. Unit #122 is no longer in short sale. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold.
  - b) **New units for sale: #401**

- c) **Current contracts:** none at this time. Offer is being made on #525.
- d) **Updates on foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #324
- f) **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 (2):** 205 and 312.

7. **Financial Presentation as of February 10, 2014:**

- a) **Operating Account Balance: \$ 4,356.76**
  - i. January Financials distributed to the Board. Gerri presented income and expense report.
  - ii. We will be getting a credit for the pool phone from AT&T. Gerri will look into other vendors.
  - iii. 2014 Water Usage (monthly budget = \$2,166.67)
    - January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
    - February 2014: bill not received yet.
- b) **Reserve Account Balance: \$ 102,057.76**
  - i. 2013 monthly reserve allocation was \$2,750. Payments now made through October 2013. We are behind in reserves mainly due to the legal expenses incurred.
  - ii. We transferred \$11,000 from the contingency fund as approved to pay the reserves through October. Per January Board Meeting, Gerri will transfer \$460 per month from Operating into Reserves to catch up from missing November and December 2013 reserve payments due to unexpected legal fees incurred. We are transferring \$459 per month.
  - iii. 2014 monthly reserve allocation remains at \$2,750. We owe January and February at this time.
  - iv. Created a line in reserve account for repaving all asphalt surfaces. See below.
  - v. Following items are for consideration in 2014:
 

\$ 13,962	replace front side of roof for building 300
\$ 2,675	6" Gutters for building 500 (\$1,350 front only, \$1,325 rear only)
	Paint White Trim (including all exposed deck railings)
\$ 5,650	Paint Shutters (& replace as necessary)
	Deck Membranes for exposed upper level (as needed)
- 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: \$ 6,254.52**
  - i. 2014 allocation is \$416.67. We paid this amount through February 2014.
  - ii. No funds have been used from this fund to date in 2014.

**Financial Questions/Issues:** none.

**General Session adjourned at 8:03. Executive Session commenced at 8:05.**

**Minutes created by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes on April 16, 2014.**