

HEMBREE CREEK CONDOMINIUMS GENERAL SESSION BOARD MEETING

MONDAY, 2/8/16 – 6:30 P.M.

Board Members Present: Victoria Boodoian, President; David Wurtenberg, Vice President; Ralph Stinson, Treasurer; Jan Linville, Secretary **Others Present:** Elysia Bonner from Working Solutions, Inc.

Board Members Absent: Teresa Miller, Member at Large

1. **Open Forum:** No residents in attendance

2. **Recurring Monthly Business:**

- A. **Review and Adopt Minutes:** No minutes from General Sessions to be approved. Board did not meet in General Session in January due to funeral for Gerri Schwartz.
- B. **Resident Directory:** New list distributed to Board Members
- C. **Gate Remotes:** David reported that 4 remotes have been sold.
- D. **Action List:** No pending action list
- E. **Update Reserve Study:** At Annual Meeting, CPA (Elizabeth) recommended we set aside funds to update the reserve study. Elysia to contact Kelvin at Ray Engineering to review. If cost to do so is under \$1,500, Board approved going forward with this, using the contingency fund. If cost will be over \$1,500, Board will review again prior to further action.
- F. **Initiation Fee:** At Annual Meeting, (Elizabeth) also recommended we start imposing this fee. Charge this fee when new resident comes into community. Elysia to research this possibility under our covenants and usual fee amounts charged by other communities for further consideration.
- G. **Insurance Letter:** Reviewed most recent letter and corrections discussed. New one listing contact information for servicing agents [Dreher Insurance for general insurance (CAU) and Brown & Brown for flood insurance (Wright National Flood Insurance)] to be sent out to all residents.
- H. **Parking:**
 - i. Unit 113 - Handicapped parking need has been verified.
 - ii. Unit 114 – Verification documentation for handicap parking space has been requested of owner.
 - iii. Board approved holding off on implementing the restricted parking project for Building 100 until a determination is made regarding the number of legitimate handicap parking spaces needed.
 - iv. Unit 305 – Reviewed request from realtor of potential buyer to install handicap ramp along the side of Building 300. Board denied this request.
- I. **Pool Issues:**
 - i. Pool Phone - Board approved keeping the pool phone on since it was not turned off for the winter. It would be more expensive to pay charges to turn off now and turn back on this spring.
 - ii. Pest control service will resume in May prior to the pool reopening.
 - iii. There are significant drainage, pool deck, and corresponding landscaping projects slated for completion in spring prior to opening the pool.
- J. **Message for March Bills:** Send out updated insurance letter, reminder of fee increase to \$250 for 2016, no pets over 20 pounds allowed on property, no storage of vehicles allowed on property, etc.

3. **Maintenance Issues:**

A. **Trees:**

- i. Evergreen pine outside pedestrian gate was removed on 12/1/15 by Chipper Tree. Bid came in cheaper than Valley Crest.
- ii. Received request from Unit 411 to look at potential problem tree behind this building. Elysia to request Chipper Tree to look at it & determine if City of Roswell arborist evaluation is needed.

- iii. River Birch tree near Unit 515 is causing sidewalk to buckle. It might make sense to remove this birch tree before making sidewalk repairs. Chipper Tree (John) will be asked to look at this for his recommendations and determine if City of Roswell arborist evaluation is needed.

B. Property Inspection:

- i. David and Kenneth conducted inspection on 11/11/15. All work completed for \$300.
- ii. Pending Repairs Needed:
 - o Ceiling panel at Unit 102 is falling down
 - o Pothole by Dumpster – Discussed possible temporary fix with gravel/other material as well as more permanent fix once the weather warms up. Georgia Paving provided quote of \$1,430 to remove and replace asphalt. Board will consider options at subsequent meetings.
 - o Unit 422 is leaking into Unit 412 – deck needs to be sealed when warmer weather arrives.
 - o Clean all the signs on the property
- iii. Gutter Cleaning – completed 11/24/15.
- iv. Building 200 Electric Meters/Power Box Hanging Loose – This has been repaired.
- v. Bench at Mailbox – This has been replaced.
- vi. Clean Dryer Vents – This was completed by Mad Hatter in October 2015.
- vii. Mailbox Kiosk – Post office has replaced the lock on the bottom package locker.
- viii. Pest Control – Normally done once per quarter. Board discussed treating the standing water in the runoff gully for mosquitoes given the unusual amount of rain during the past few months. Elysia will check into cost and potential effectiveness of doing this.

4. Pool, Drainage, & Landscape Projects

- A. **Pool Deck** – Working Solutions has been gathering quotes for repairing concrete deck/retaining wall area of the pool. Marc with Drainage Solutions submitted a bid of \$10,525; Bald Pates of Taino Enterprises submitted a bid of \$9,450; expecting third bid from Kelvin at Ray Engineering. Pool will not be open until these repairs have been completed for the safety of our residents.
- B. **Drainage Issues behind Buildings 100 and 500** – When Kelvin from Ray Engineering is on property to inspect pool deck work, will ask for his recommendations for more permanent solutions to these ongoing drainage problems. No decisions will be made until more information is obtained.
- C. **Landscaping by Pool and Behind Buildings 100 and 500** - Landscaping in these areas will be addressed after all the engineering problems are resolved.

4. Financial Presentation:

A. Operating Account Balance: \$8,192.55

- i. New flood insurance premiums have been paid for 2016. New property insurance with CAU went into effect October 2015.
- ii. 2016 Water Usage (monthly budget = \$2,333.33)
 - o January 2016: \$2,336

B. Reserve Account Balance: \$118,317.23

- i. 2016 reserves will be \$2,333.33 per month
- ii. Asphalt Resurfacing Reserves are \$35,326.22 as a line item within the Reserve Account; \$12,700 is budgeted as part of the budget in 2016, to be allocated at the end of the year.

C. Contingency Savings Account: \$12,448.20

- i. 2015 allocation was \$416.67 p/mos. 2016 allocation reduced to \$208.33 p/mos. Paid for January.

General Session adjourned at 8:15 p.m. Minutes created by Jan Linville, Secretary and revised by Victoria Boodoian, President.