

Hembree Creek Condominium Association – Board of Directors Meeting

March 9, 2009 – General Session

Board Members Present: Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison and Gerri Schwartz (Property Manager) Robbie Hunt on vacation.

Open Forum – No Announcements or Handouts. No issues presented by homeowners

Sprinkler recall installation – All units have had new sprinkler heads installed. Affordable charged \$100 to return to install sprinkler heads in units # 401 & 512. Homeowners were charged \$50.00 each for this additional charge from Affordable. Seventeen (17) total units needed repairs from the installation. Unit #113 supplied copy of \$80 invoice which the BOD agreed to reimburse for repairs.

Review & adopt minutes – Both January & February Board meeting minutes were approved via email. Victoria emailed to Laura Donnelly who has posted on the website. Victoria posted at the mailbox.

February 2009 Newsletter – feedback from residents was discussed to determine if newsletter will be done in the future (May, Aug. October) Gerri to check with Kino's to see if we can save money on the printing.

To be Included in April Bills – additional reminder to homeowners reminding the owners that only hummingbird feeders are permitted. Also include letter regarding condominium insurance (association's responsibility vs. homeowner's responsibility).

2009 Annual Meeting – Meeting room at Hembree Park Community Center has been confirmed for November 3rd.

Proposed Amendments for Staggered terms – messages will be included in future newsletters and also posted on the website.

Updated Resident Directory – No closings in 2009 to date

Remotes for Gate – No new requests, however Unit 571 homeowner is having issue with her remote and Gerri will contact her and will refer her to David if she is still having issues.

Mailbox memo holder – Gerri to call Robbie to see if she has the holder complete. If not, David will look for one while Gerri contacts Cowan to get a quote for a 9 c 15 with a slit on the side.

Website Update - Laura is working on a formatted property listing for residents who are selling by owner (not free to realtors who may not have a website of their own).

February Action list was reviewed and all outstanding action items have been completed.

Landscaping issues – Victoria and Sherry will schedule a walk-through with Wes Witherspoon to discuss landscape improvements for 2009. Wetlands were sprayed on March 9th and tree limb was removed from the leelands and also from pool area.

Maintenance issues – David and Ron scheduled walk-through. During their walk-through, they will check front doors. (#527) has reported that her door is rusted. Also, deck railings will be checked and advise where painting is necessary. Gerri will contact unit owner for #527 and let her know that her door will be inspected and also advise her of the recommendation from Ron.

Quarterly pest Control – scheduled for Monday, March 30th from 1-3pm. Message to homeowners to be placed at mailbox advising homeowners if they are interested in having their units treated, it can be done for \$25.00 charge.

Pool update - Drainage Solutions will schedule the pool repair for late March/early April - \$870.00. Pool drain covers will be installed in April. Permit for \$150.00 was paid to Fulton County. The pool permit for 2009 was increased to \$35 from \$200 in 2008. New 2009 Pool Gate Code was established. Homeowners are to contact Working Solutions for code. Topic of pool party was discussed and tabled at this time.

Violation inspection has been scheduled for March 28th – weather permitting by Victoria and Sherry.

Units for Sale at present :

#101, #111, #102, #212, #218, #305 and #406. All other realtor codes were deleted and new codes assigned. #318 is now off the market, daughter is letting it go into foreclosure since it did not sell.

Units that can be rented: #324 has renewed his lease, expires 1/31/2010. Copy received. #212 can rent but the unit is currently for sale.

New units for sale: None reported to date. New Sales Policy Letter being sent to owners and gate codes assigned for realtors when reported.

Contracts: None have been received.

Units Sold in 2006 (18) ; Units sold 2007 (14): 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (0)**

Financial Presentation as of March 9, 2009:

Operating Account Balance: \$ 2,822.60

- Review February income and expense report. February financials to be brought to the meeting.
- Address any financial questions presented.
- The February income and expense report indicates that we are under budget thus far this year, even though we are over budget with insurance and legal (the retainer).

Reserve Account Balance: \$135,989.85

- The Reserve payment of \$ 2,750 is paid through February 2009. We should catch up with March as soon as the insurance payments are completed.
- 2009 monthly reserve allocation is \$ 2,333.34. (Board lowered monthly reserve allocation for 2009 in order to absorb costs & not increase monthly dues).
- 2009 monthly transfer will be \$2,750 (\$2333.34 reserves & \$416.67 loan to cover 2008 variance). \$5k borrowed from Reserves in December 2008 to pay off remaining landscape bills and legal fees. Additional \$416.67 will be allocated monthly to Reserve account to re-pay these funds. Board agreed to lower landscape improvement line from \$10k to \$5k to cover expense.

Contingency Savings Account: \$ 1,687.21

- We will be transferring \$ 416.66 monthly to this fund from the operating budget.
- Funds have been transferred through March 2009.
- No funds used to date in 2009.

Independent financial audit will be scheduled for July/August 2009 timeframe.

Proposed Maintenance Schedule:

- Breezeway ceiling lights (quarterly & bi-monthly in summer months):
 - Q1 = done week of 3/2/09
 - Q2 = mid-May
 - Summer = end of June, beginning of August
 - Q3 = beginning of Oct
 - Q4 = end of December (in coordination with gutter cleaning)
- Gutter cleaning (as needed): last done December 15 2008
- Pressure Washing - decks, breezeways, and railings: last done November 2008
- Pressure Washing - building exterior: last done November 2008
- Property Inspections- quarterly: Next inspection scheduled for Thurs, March 26th @ 3pm.
- Pooper Scoopers: Weekly- every Tuesday
- Pest Control – scheduled quarterly for buildings; pool area only in summer (April – Sept)
- Open Pool – May 1st /May 15th at the latest
- Spring Planting – generally completed by end of May/early June
- Fall Planting – generally completed by end of Oct/early Nov.
- Wetlands sprayed – as needed to keep weeds at bay.
- Lawn cut – weekly in season
- Replace mulch/pine straw
- Close pool – by Nov 1st.

General Session adjourned at 8pm. Executive Session commenced at 8:10 pm.

Minutes prepared by Sherry Regel, Hembree Creek Board of Directors, Vice-President. Minutes revised by Victoria Boodoian, President.