

Hembree Creek Condominium Association: Board of Directors Meeting Minutes - March 14, 2011

GENERAL SESSION: 6:35 - 8:10 pm

Board Members Present: Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison, and Gerri Schwartz of Working Solutions. Board Member, Laura Donnelly did not attend.

1. Open Forum – Five Unit owners attended and requested assistance or provided suggestions:

- Unit 312: Provided information about two leak stains in the unit, which appear to originate from the unit above. Gerri will call the unit 322 owner and follow up on this issue.
- Unit 522: Mentioned drainage issues and asked about landscaping plans behind Building 500. This area is scheduled for landscaping this year.
- Unit 215: Asked about a recurring leak between units. Further investigation will be scheduled to identify the source.
- Unit 206: Offered the following suggestions - Add a few stepping stones in front of the resident's Bulletin Board at the right side of the Mailbox Hut and consider removing the postings of outdated information periodically. Also, consider preparing a list of approved contractors and other service providers for the residents. NOTE: This idea had been considered previously, but the Board felt such a list would seem to be recommendations from the Board, which could lead to legal issues if future work performed is less than high quality.

2. Recurring Monthly Business:

- **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D'Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
- **Approve February minutes:** Minutes for February Board Meeting were approved via email.
- **Update Resident Directory:** Total of five (5) closings in 2009. Total of five (5) closing in 2010. There are still no closings in 2011 to date. Sherry was given a telephone directory.
- **Update of vehicle ID stickers:** No new issues were addressed.
- **Hembree Village Update:** Police were observed at 650 Streamside Drive looking for Minka's son for damages done to the Ramada Suites on Mansell February 13th. That townhouse has not foreclosed, but may be in near future. Minka's daughter is living there. Habitat and Roswell Code Enforcement were contacted due to the debris left outside of the townhouse. Gerri will continue to follow up with Habitat to try and resolve these problems.
- **Remotes for Gate:** One Remote was sold in March. David gave payment to Gerri. 25 new remotes have been ordered and Gerri will bring to David at the April Board Meeting.
- **Message for April bills:** No special message was suggested at this time.
- **Update on web site -** Homeowners/realtors will be given Laura Donnelly's email address Laura to report on the subscriber's list at the April meeting.

3. Updated vehicle information and list of residents/occupants in each unit: An updated Vehicle list as of this date was given to the Board. A copy of the responses received to date was given to David for review. The wording was changed on the Resident & Vehicle Registration Form to indicate the three locations where the Vehicle ID Decal may be placed. Also, return envelopes will be included in future mailings by Working Solutions if a response is required from the owners via mail.

4. Resident Communications: Victoria suggested a newsletter be distributed with the monthly bills to communicate important information to residents rather than sending individual letters to home owners throughout the month. This will reduce costs and may have a better chance of being read. Bill offered to draft a newsletter format to begin a periodic distribution of important information to all owners. Several topics were mentioned, including dumpster trash, water shut off considerations for remodeling and repairs, and the White Rodgers thermostat recall.

5. Pool Updates: Replacement of the chairs, lounges, and possibly the umbrellas, is needed at the pool. Gerri recommended Lee Tatum for refurbishing our chairs and lounges rather than spending more money to buy all new equipment. Cost to refurbish is \$60.00 p/chair and \$112.00 to \$120.00 p/lounge. Victoria and Sherry will verify count of chairs and lounges and make color suggestions.

6. Signage: Board voted to install one or two LED solar lights in front of the entrance sign; cost is \$200 to \$250 per light. Gerri recommends these lights and no electrical wiring is necessary.

7. Landscaping issues: Our Landscaper, Wes Witherspoon, will inspect the rear of bldg 500 to determine changes that will address the water drainage and ground appearance issues.

8. **Architecture Control Property Inspection & Landscape Inspection:** Victoria and Sherry will complete this inspection on March 20th.

9. **February Action List:** All items were completed.

10. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.

- Maintenance Property Inspection scheduled for Thursday, March 24th at 4 PM. David and Kenneth to walk the property.
- Kenneth given work order to install a new light fixture at the mailbox. David plans to get with Kenneth to discuss the installation during their property inspection on the 24th.
- Kenneth will charge \$125 per building to clean the spider webs. He will also look at the building with David to determine the best time. He does think April would be good and then look at them again in October. He will also discuss cleaning out the breezeways on the inspection.
- Bonney Weathers cleaned the gutters as requested in January 2011 and charged \$918.
- David reported the gate malfunctioning on Friday, February 4th. Larry from North American came out Saturday, February 5th to find that the pulley on one of the exit gates just needed an adjustment. He checked the other pulleys and they were fine.
- Recycling: Victoria took all phone books from mailbox to Roswell Recycling Center. On-site recycling not feasible for Hembree Creek due to inaccessibility of trucks & cost.
- Victoria will talk with Kenneth about the two continuing deck leaks in the bldg 200 (211 & 215)

11. **Status of Units:**

- Ø **Units for Sale at present:** #101, #102, #306, #322 and #406. Updates on foreclosure status to be given in Exec session. All gate codes for units sold have been deleted. #225 has been deleted from the list.
- Ø **Units that can be rented:** #324, #328 & #405. We have not received a lease for #405 to date.
- Ø **New units for sale:** #306, emailed him the re-sale letter 3/14/11.
- Ø **Current contracts:** none. #101 has not received any contract to date.
- **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: none to date**

12. **Financial Presentation as of March 14, 2011:**

Operating Account Balance: \$ 3,102.77

- Ø February Financials were distributed to the Board at the meeting.
- Ø We paid the flood insurance premiums for buildings 100 and 500 in March.
- Ø January water bill was delayed due to the "snow". Both invoices paid in February. We are still under budget.
- Ø We are current with Wes, but we pay each month for the prior month. We did pay December in December 2010 last year.
- Ø Vic's question: Flood insurance – determine zone per Fema (X, A05 or AE). Is bldg 500 zoned differently than buildings 100-400? Have call into the Insurance Marketing Group, will update.
- Ø Check# 001104 to Jack Houseal dated 12/9/10 for \$1650 was for the audit of the 2009 financials.
- Ø We are under budget through February.

Reserve Account Balance: \$ 147,850.98

- 2011 monthly reserve allocation is \$ 2,750.
- The Reserve payment has been paid through February 2011. We will pay March as soon as cash flow permits. We are usually one month behind in the beginning of the year due to all of the flood insurance payments.

Contingency Savings Account: \$ 5,605.47

- 2011 allocation is \$ 416.66 per month.
- We paid this amount through March 2011.

General Session adjourned at 8:10 pm. Executive Session commenced at 8:15 pm.
Minutes prepared by David Wurtenberg, Revised by Victoria Boodoian.