

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – March 12, 2012**

GENERAL SESSION: 6:40pm - 7:36pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions. 2012 Monthly Board Meetings to be held at Cross of Life Lutheran church, 1000 Hembree Road, Roswell GA 30076, in the Multi Age Room.

1. **Open Forum:** 0 Attendees

2. **Recurring Monthly Business:**

a) **Neighborhood Watch:**

- i. Following several reported security incidents, the Board asked Working Solutions to contact the Roswell Police regarding the implementation of the Neighborhood Watch and the possibility of sending an officer to share home and personal security information. Lawanda will attend the open session of the April 9th Board Meeting to present program information and safety tips to any residents who wish to attend. The community will be invited via a letter sent to all residents and note posted at the mailbox. David reserved the Fellowship Hall for the meeting in order to accommodate more people.
- ii. Previously identified Building Captains will need to attend: Bldg 200-Ada D’Aniello;; Bldg 300-Lea Trevino; Bldg 400-Tim Miller & David Wurtenberg; Bldg 500-Roxanne Rosenberry & Ralph Stinson; Bldg 100-yet to be identified. Once all building captains have been identified, the Neighborhood Coordinator can schedule a Building Captain Meeting to launch the program. The City of Roswell will pay for the sign.

b) **Review and adopt minutes:** February Minutes were approved via email.

c) **Resident Directory:** New homeowner listing distributed at the meeting. It has been updated with another new owner (unit # 315 closed in February).

d) **February 2012 Action List:** Items that required further discussion were included on the agenda.

e) **Parking and Vehicle ID stickers:**

- i. Outstanding issues discussed in Executive Session.
- ii. Vehicle ID Stickers: All units should be updated, except for new owner of unit #315. Working Solutions just sent out the welcome letter. Gerri distributed updated list to Board.

f) **Update on Hembree Village:** No new issues at this time.

g) **Gate Code/Entry Issues:** No new issues have been reported to Working Solutions.

h) **Remotes for Gate:** No new remote sales. (Cost is now \$17).

i) **Other Updates:** Pool closed 10/14/11. Pool area is treated for pest control from May – September.

j) **Resident Communications:** All correspondence received will be discussed in Exec Session.

k) **Message for March bills:** Will include a note about April meeting with the Neighborhood Watch. A separate letter from CAU regarding hot water heaters will also be included.

l) **Newsletter:** The next newsletter is tentatively scheduled for March. Possible items to include: Kenneth’s charges for replacing lights, update community regarding issues with building 100 (sewer line repair, breezeway repair, erosion issue/retaining wall), and budget status.

m) **Architectural Control Inspection:** Victoria & Jan agreed to perform the next inspection on 3/17/12.

n) **Property Maintenance Inspection:** Dave & Kenneth agreed to perform the next inspection on 3/29/12.

o) **Mailings of monthly bills:** Starting in April, ACH Debit users will not be sent bills unless there are important announcements to be included in an effort to reduce postage.

p) **Update on Hembree Creek web site from Laura:**

- i. Homeowners/realtors will be given Laura Donnelly’s email address to post sale information.
- ii. Laura to report on the subscriber’s list (Software costs \$100, \$3-5 for email.) She is looking to see if GoDaddy.com has something that is easy to implement.

3. **Recent unit or car break-ins:** No new issues have been reported.

4. Landscaping issues:

- a) Board plans to freshen up mulched areas in 2012. No major landscape projects are being considered.
- b) A+ Lawncare is looking for a good price to purchase mulch and will complete in the Spring.
- c) It was reported that a new owner in bldg 300 drove a truck around to the back of the building to unload on 2/25/12. Because the grass was still wet, track marks were left behind bldg 200. Board plans to plant bushes or put up posts by curb area where truck gained entry to prevent anyone else from driving their vehicles behind buildings 200-400.
- d) The Arborist report was not given to the homeowner that called the vendor directly. The Arborist emailed the owner to deny the request per advice of his attorney.

5. Erosion Control/Drainage Issues (building 100): Marc with Drainage Solutions was given approval to schedule the work behind the 100 building. There is a concern on the plant materials to be used and a few other questions. Victoria and David wish to meet with Marc to review the scope of the work and address any concerns prior to beginning the project. Meeting has been set up for 3/20/2012 at 5:30pm.

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

- a) **Building 100 Breezeway Repair:** Kelvin Garmon reviewed & approved the proposal from Kenneth to repair the breezeway. This work will be scheduled once the erosion control has been completed and the weather is warm on a consistent basis.
- b) **Cob Web Cleaning:** Kenneth re-inspected the buildings and cleaned the cob webs in the areas that were missed previously where we received resident complaints
- c) **Deck Leaks/Membrane Repairs:** Kenneth is ready to schedule the work. We are waiting for the trees to stop blooming and the pollen to clear. Most likely will be scheduled for May. He needs to order the material and it will take up to 6 weeks to receive it. Victoria suggests the following open/exposed decks be considered for 2012: Building 100 (1 front & 2 rear units); building 200 (2 front units and unit 226); building 500 (2 rear units & 1 front unit). The Board approved these decks to be addressed in 2012.
- d) **Flood Lights:** David and Kenneth will consider possible options when they perform their property inspection on March 29th. Kenneth can put floods at the end of each breezeway, middle floor in the rear of the buildings. They can come on when the breezeway lights come on or they can have a motion sensor installed which may prove to be an issue considering the height that the lights will be installed. The cost for all breezeways being done at the same time is \$225 each using a standard flood; four or less will cost \$250 each. Light shining in resident's windows will also need to be considered.
- e) **Motion Detector Lights:** Previous Board determined that all ceiling mounted front porch lights should be white only, flush mount, and no larger than 12x12 in size. Current Board has determined that for back porch lights, base could be black or white but only a white globe is permissible. Kenneth will charge \$50 per install, unless there is a group of homeowners that come forward in which case a discount may be possible.

7. Status of Units:

- a) **Units for Sale at present:** #114 and #428. All gate codes for units sold have been deleted.
- b) Updates on foreclosure status to be given in Executive Session.
- c) **Units with Board approval to rent:** #102, #324 and #405.
- d) **New units for sale:** none.
- e) **Current contracts:** none.
- f) **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 (2):** #306 and #315.

8. Financial Presentation as of March 12, 2012:

- a) **Operating Account Balance: \$ 8,117.34**
 - i. February Financials were distributed to the Board. Gerri presented the February income and expense report.
 - ii. Engineering bill to fix the 100 breezeway was paid in January. We started a 9900 account for this project in February.
 - iii. Flood insurance paid to date: 200, 300 and 400 buildings. 100 and 500 buildings due March 17th. They were paid on March 9th. All buildings have been paid for 2012.
 - iv. We were under budget as of February.

- v. Southeastern Wiring continues to bill us. We just send the bill back with the cancellation notice.
- vi. The 2011 taxes have been filed.
- vii. 2012 Water Usage (monthly budget = \$2,250)
Jan 2012 - \$2,327.78 (\$827.62 wtr/\$1,500.16 sewer) 12/2/11-1/5/12 billing period

b) Reserve Account Balance: \$ 112,441.52

- i. 2012 monthly reserve allocation is \$ 2,750. Payments have been allocated through March 2012.
- ii. 2012 estimated reserve expenses known to date (Vic's notes):
 - Sewer drain fix - bldg 100 \$9,270 (project completed, this is actual cost)
 - Erosion control – bldg 100 \$10,620 (this was rebid to Kelvin's new specs)
 - Breezeway repair – bldg 100 \$1,200
 - Deck membrane/repairs (8) \$15,000 - \$16,000
- iii. 2011 reserve expenses were \$60,216.69:
 - Deck membrane repairs: \$ 9,150.00
 - Pool furniture: \$ 1,932.66
 - Tree Removals: \$ 7,000.00
 - Landscaping Improvements: \$ 9,052.72
 - Drainage work: \$12,575.00
 - Roofing 200 building(front): \$20,506.31

c) Contingency Savings Account: \$ 7,112.86

- i. 2012 allocation is \$ 416.66 per month. This amount has been allocated through March 2012.

d) Financial Questions/Issues:

- a. We have closed 2011.
- b. Ray Engineering invoices @ \$450 each were paid from Reserve account (bldg 100 breezeway & bldg 100 erosion repair).
- c. Total cost of sewer drain fix in bldg 100 (\$9,270). Cost to snake sewer line was \$305 and was to be credited toward cost of project reducing the bill by this amount. Reviewed copy of the invoice from Georgia Plumbing.

e) Possible Savings:

- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park.
- ii. Expenses could be reduced further by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment but membership did not approve it.

General Session adjourned at 7:36pm. Executive Session commenced at 7:37pm.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors reviewed and adopted minutes on April 17, 2012.