

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – March 11, 2013**

GENERAL SESSION (6:40 pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** Victoria commenced meeting. Per legal advice, the Board is resuming the open session for the first 10 minutes only for residents to address the Board. Discussed the cutting of trees & building pathway that was done by Fulton County Water Department on March 11, 2013. There are several paths – one behind the mailbox, another behind building 100 and one to building 200. We assume this was done for access to the sewers but Gerri will attempt to contact them to verify. No advance notice was giving to Working Solutions or the Board.
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) **Review & adopt minutes:** January & February minutes were adopted via email on March 10, 2013.
 - c) **Resident Directory:** No new closings in 2013 to date so new listing distributed.
 - d) **Action List –** All items were reviewed.
 - e) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units updated. Gerri distributed listing to Board at the meeting.
 - ii. Victoria hand delivered hang tag to unit 212 & it’s now on the car.
 - iii. Consolidate/revise policies & registration form: Victoria completed & emailed Board to approve. The entire document will go out in the welcome package to new home owners going forward.
 - f) **Hembree Village:** No new issues at this time.
 - g) **Gate Code/Entry Issues:** Victoria given the new report. Victoria reported the gate malfunction on Tuesday, March 5th and it has been repaired. Victoria reported some suspicious gate code activity from January & February reports. Gerri will follow-up.
 - h) **Gate Remotes:** (\$15 each. David was given 25 remotes in 8/2012.). David turned in money for 4 remotes.
 - i) **Pool Update:** Pool closed on October 1st 2012. Pool area is no longer being treated by 24 by 7, will restart in April 2013. The pool phone was deactivated in October & will be re-activated in April 2013. Kenneth will remove rust and paint the pool fence around May 1st. Looking to open pool by May 15th pending completion of painting fence & passing inspection.
 - j) **Resident Communications:**
 - i. **Message for April bills:** Checkout the newsletter and subscriber list.
 - ii. **Newsletter:** Victoria completed March edition of the newsletter & the Board approved. It will be distributed with the bills that are sent out later this month.
 - k) **Architectural Control Inspection:** Victoria and Jan will complete April 6th at 10am.
 - l) **Update on Hembree Creek web site from Laura:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address
 - ii. Victoria paid for iContact for a year with her personal credit card. Gerri will issue her a reimbursement from Association funds.
 - iii. Victoria included signup information on the newsletter.
 - iv. Laura to assist in the online newsletter conversion.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:**
 - i. Discussed clearing of drains: Gerri spoke to Wes to check them while it is raining every week.
 - ii. Install new woodchips behind buildings 300 and 400: Board approved new wood chips at \$500 per building. Victoria will check behind building 500 to see if it needs it as well and report back to Board via email. Wes will complete the work when he gets an acceptable load from John. Wood chips are free but we pay labor for Wes’s crew to distribute them.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Pressure washing:** This was completed at a total Cost of \$3,350.
 - b) **Six (6) inch gutters have been replaced:** Six (6) inch gutters were installed on all sides of building 100, the rear of the building 300, and rear of building 400. The cost was \$3,780. This was determined to be a capital expense and funds will be transferred from reserves. The six (6) inch gutters installed in 2012 were over #221, #222, 425 and #426 as a test. David to follow up with a building 500 resident to determine if they are having the same issues and require the same treatment.

- c) **Replace roof on building 400 (front only):** Cost of the shingles has increased due to demand in Northeast from Hurricane Sandy. Gerri submitted new proposal to the board and it was approved at a cost of \$18,842 (which does not include any additional work/labor like loose boards, etc...).
- d) **Property Maintenance Inspection:** David and Kenneth inspected the property on March 1st. Board reviewed David's report. Gerri presented quote from Kenneth and the Board approved all items.
 - i. Metal railings on left side of building 300 will be painted when Kenneth does the pool fence. Kenneth & David will check railings in front of buildings 200 & 500 as well. If deemed necessary, they will be included. Getting bids on painting the buildings so we can budget for it in the upcoming years.
- e) **Sprinkler Closet Heaters:** Kenneth turned on at no charge.
- f) **Breezeway Lights:** Lights upstairs of the 300 building did not turn on. Gerri will talk with Kenneth.
- g) **Deck Leaks/Membrane Repairs:** 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. **Schedule for additional decks in 2013:** 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. Board has decided to hold off on scheduling this work pending 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.

6. Status of Units:

- a) **Units for Sale at present:** Unit #102, # 201, #406, #414 and #423. Unit #114- but still not on the multiple listings. No realtor code assigned yet. All gate codes for units sold have been deleted.
- b) **New units for sale:** none reported.
- c) **Current contracts:** none
- d) **Updates on foreclosure were given in Executive Session.**
- e) **Units with Board approval to rent:** #102 (this unit is now for sale), #324, #401 and #405
- 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 (4):** #113, #306, #315 and #428. **Units closed in 2013:** none to date.

7. Financial Presentation as of March 11, 2013:

- a) **Operating Account Balance: \$ 1,746.81**
 - i. February Financials distributed to the Board.
 - ii. Flood insurance: Buildings 200 & 400 paid in January and Building 300 paid in February. 100 and 500 buildings were paid in March.
 - iii. 2013 Water Usage (monthly budget = \$2,166.67)
 - January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
 - March 2013 \$ bill not yet received at time of meeting
- b) **Reserve Account Balance: \$ 92,990.53**
 - i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through November 2012. Owe reserves December, January, February and March. Will catch up as soon as all the flood insurance is paid.
 - ii. 2013 estimated/potential reserve expenses known to date:
 - 7.8-17.5k Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 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.
 - 18,842 Replace front side of roof in building 400 (revised bid due to price increase for shingles)
 - 1,850 Installed 6" gutters around entire roof line of building 100 (deduct 10% if done @ same time)
 - 1,175 Installed 6" gutters behind bldg 300 (deduct 10% if done @ same time)
 - 975 Installed 6" gutters behind bldg 400 (425 & 426 done 2012/deduct 10% if done @ same time)
 - 3,750 Paint pool fence & stairway railings in building 300. Check other railings if needed.
 - iii. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962
- c) **Contingency Savings Account: \$ 15,092.84**
 - i. 2013 allocation is \$416.67. We paid this amount through March 2013.

General Session adjourned at 7:42.

Executive Session commenced at 8:00. Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes via email March 31, 2013.