

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – March 10, 2014**

GENERAL SESSION (6:45 pm)

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

1. **Open Forum - first 10 minutes:** Residents informed Board of feathers on bushes at the bottom of Bldg 200
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) **Security Incidents:** None reported.
 - c) **Review & adopt minutes:** January minutes were approved via email. February minutes will be distributed via email for approval.
 - d) **Update Resident Directory:** We had four (4) closings in 2014: #312, #122, #102 and #205. New homeowner directory distributed to Board.
 - e) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All new units were sent vehicle registration forms. New vehicle list was distributed to Board which included current vehicles for #402. We still need vehicle information on #102, 112, 414 and 423.
 - f) **Hembree Village:** No new updates.
 - g) **Gate Code/Entry Issues:** Victoria given the new report. Not aware of any major problems.
 - h) **Gate Remotes:** (Cost = \$15) Collected funds for two new remotes purchased by residents. David mailed last month's check with March fees.
 - i) **Pool Update:** Pool closed on October 7, 2013. 24 by 7 will no longer be treating the pool area until spring. Consider purchasing a couple of small side tables for the pool season. Will discuss next month new code for the 2014 pool season and pool opening date. The phone will be turned on again on April 1, 2014. Target opening the pool May 15th.
 - j) **Community Correspondence:** (Confidential items to be discussed in Executive Session):
 - i. **Message for April bills:** We are still requesting railings to be reported. A note will be sent with the bills to remind residents of the 20 lb pet weight limit as well as no bird feeders allowed other than hummingbird feeders.
 - k) **Architectural Control Inspection:** Next inspection is schedule for April 5th with Victoria & Teresa.
 - l) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura Donnelly's email address.
 - ii. Laura to report on the subscriber's list (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install. *Victoria attempted to send a test message from iContact but encountered 2 errors – couldn't validate from email address & too many users on account (there are only 4or 5). Victoria included this information on the newsletter. It needs to be removed if we can't get iContact working.*
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect buildings 100 & 200 areas. Due to scheduling conflicts & weather, this meeting has been delayed. Need to schedule a date to discuss the following. Gerri will call Marc & follow up since the weather is now better.
 - Building 100 Issues:
 - Unclog drainage grates behind building 100 – may need to consider converting to domes vs. current drainage grate so they will not clog so easily.
 - Consider using rocks & a trench to divert water away from building on back left side
 - Dome grate (last one on far left side in front) is not working properly. Always clogged.
 - Building 200:
 - A couple of grates are clogged by mulch etc. Consider domes for this area as well.
 - Eventually need to consider replacing woodchips with rocks.
4. **Landscaping issues:**
 - a) Talked to unit #113 to check on plant material. The landscaping was sparse when she moved in, but now it is really bad. She would love something added to make it look better.
 - b) Removal of 3 trees was approved via email and Chipper Tree Service was given approval.
 - c) Removal of smaller trees was approved via email and Wes has completed this work.
 - d) Need quote from Wes for mulch, pine straw, wood chips (as appropriate) for entire property.

- e) Victoria looking further into the Chipper Tree Service quote for tree maintenance.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Units 123 & 225 & 221** – deck sealants are bubbling up. Kenneth will look at these decks when the weather gets warmer and we will report back to the Board.
 - b) **#425 was written a letter approving her windows.** Low E windows have a slight green tint which is on all new windows.
 - c) **Property Fence:** Kenneth inspected the fence and there was no damage to the fence behind the 500 building. Kenneth and David found issues with the perimeter fence behind the 400 building during their property inspection but the fence belongs to neighbors. Gerri will find out if the tree that fell on the fence is ours.
 - d) **Property Inspection:** David and Kenneth met on February 28th, report in Board package. No repairs required at this time.
 - e) **Freeze Warning Signs placed on the property as requested.**
 - f) **Schedule Pressure Washing:** Board approved Kenneth's bid of \$1,650 to include buildings, breezeways, sidewalks, pool area, mailbox area & front sign. He will also include the call box column and the actual gates. He is concerned about the gates needing to be painted if they are pressure washed. He will look at them to make sure before they are done. Will be scheduled late spring after the pollen season.
 - g) **Shutters:** Painting of building 500 shutters will be done after buildings have been pressure washed in Spring. Shutters will be painted and replaced as needed. The cost per pair for replacement if needed is \$130. This price was confirmed.
 - g) **Paint White Trim/Railings:** Gerri received an updated bid from Kenneth on repainting all of the white trim. This includes all of the white trim on the building excluding trim around the doors and the windows. It does include the archways on the buildings and the back railings since they are white. It also includes the 2x6 trim pieces next to the back railings. The last time we did the railings was 2009, but all of this was not part of that project. The enhanced bid was \$18,700. Our next move is to get a second quote.
 - h) **Railing issues reported:** the following units that reported issues: 222, 223, 417, 422, 423 (breezeway railing) and 424.
 - i) **Roof (Building 300):** Kenneth submitted a new bid to confirm price for 2014. The new quote is \$15,822. Board approved, weather permitting in April.
 - j) **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele and he will bid the job. He is still behind but he will inspect the property later in the year. He hopes to get out to the property by next week.
 - k) **Call Box:** North American was contacted to hold on the new call box and just add LED lights and replace the plexi-glass cover. The materials have been ordered and will be installed as soon as they are received.
 - l) **Six (6) inch gutters: Holding on building 500 (\$2,675 for total building, \$1,350 front only, \$1,325 rear only).** Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property.
 - m) **Deck Leaks/Membrane Repairs** (project tabled until owners report leaks): 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. **Determine schedule for additional decks in 2014:** 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. May do half in 2013 & half in 2014 depending on 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. This project is still on hold for 2014.
6. **Status of Units:**
- a) **Units for Sale at present:** Unit # 201, #401, #411 and #525. Unit #122 is no longer in short sale. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold.
 - b) **New units for sale:** #401 (still have not received information for her realtor, Gerri emailed the realtor the re-sale letter), #411
 - c) **Current contracts:** #525 has a contract.
 - d) **Updates on foreclosure status given in Executive Session.**
 - e) **Units with Board approval to rent:** #324

- f) **Units Sold in 2006 (18); 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **2008 (1):** 224; **2009 (5):** 212, 218, 225, 318, 511. **2010 (5):** 111, 206, 217, 316, 522. **2011 (4):** 101,322, 406,418. **2012 (4):** 113, 306, 315, 428. **2013 (6):** 327, 406, 414, 423, 511, 522. **2014 (4):** 102, 112, 205 and 312.

7. Financial Presentation as of March 10, 2014:

- a) **Operating Account Balance: \$ 3,401.43**
- i. February Financials were emailed.
 - ii. Trying to get more credit from AT&T, Gerri still working with them.
 - iii. Gerri checking with Windstream to see if they can handle phone lines (monitoring, etc...) They are looking into this for us.
 - iv. Water usage was higher on February's bill, probably due to the cold freeze. Will check with the current bill to see if there is a reduction.
 - v. 2014 Water Usage (monthly budget = \$2,166.67)
 - January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
 - February 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
 - March 2014: We have not received this bill yet.
- b) **Reserve Account Balance: \$ 105,266.76**
- i. 2014 monthly reserve allocation was \$2,750.
 - ii. We transferred 2014 reserves through January 2014. We will transfer February and March as cash flow permits.
 - iii. Per January Board Meeting, Gerri will transfer \$459 per month from Operating into Reserves to catch up from missing November and December 2013 reserve payments due to unexpected legal fees incurred. We have transferred funds through March 2014.
 - iv. Following items are for consideration in 2014:

\$ 15,822	replace front side of roof for building 300
\$ 2,675	6" Gutters for building 500 (\$1,350 front only, \$1,325 rear only)
\$ 18,700	Paint White Trim (including all exposed deck railings)
\$ 5,650	Paint Shutters (& replace as necessary)
	Deck Membranes for exposed upper level (as needed)
- c) **Asphalt Resurfacing Reserves: \$ 4,626.22**
- i. \$10,000 was allocated as part of the budget.
 - ii. \$4,626.22 was part of the #205 lawsuit garnishment received.
- d) **Contingency Savings Account: \$ 6,671.19**
- i. 2014 allocation is \$416.67. We paid this amount through March 2014.
 - ii. No funds have been used from this fund to date in 2014.

Financial Questions/Issues: None.

General Session adjourned at 8:08. Executive Session commenced at 8:15.

Minutes created by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes on April 16, 2014.