

## HEMBREE CREEK CONDOMINIUMS GENERAL SESSION BOARD MEETING

MONDAY, 3/14/16 – 6:30 P.M.

**Board Members Present:** Victoria Boodoian, President; David Wurtenberg, Vice President; Ralph Stinson, Treasurer; Teresa Miller, Member at Large; Jan Linville, Secretary **Others Present:** Elysia Bonner from Working Solutions, Inc.

1. **Open Forum:** Three residents were in attendance. The owner of Unit #122 expressed her concerns about the exorbitant amount for the water shut off fee and limiting the shut off process to only one plumber, Georgia Plumbing. Victoria provided the background on the incident at Building 500 that prompted the implementation of the water shut off policy. As a result, the Board would not be in favor of eliminating the policy. However, she also stated that the Board would investigate the possibility of adding another plumber authorized to perform the shut off process at a future point.

### 2. **Recurring Monthly Business:**

- A. **Security Incident:** Victoria reviewed the details of the security incident at Unit 215. A male dressed in black climbed onto the front porch of the unit via the breezeway. A resident notified the police. There was no actual break in.
- B. **Review and Adopt Minutes:** The minutes from the 2/8/16 meeting were approved.
- C. **Resident Directory:** New list was distributed to Board Members.
- D. **Financials:** Hard copies provided to Victoria and Ralph; copies emailed to other Board members.
- E. **Disaster Recovery Update:** The Board recognizes the need to develop a Disaster Recovery process in the event of a natural or man-made disaster affecting the community. There is still much work to do to complete this process. The Board requested that Elysia update the information from the vehicle ID forms previously submitted. Meetings with Building Captains will be needed. Board members will bring the walkie talkies that were previously distributed to sync them to a particular channel at the April meeting.
- F. **Gate Remotes:** David reported that no remotes have been sold.
- G. **Update Reserve Study:** At Annual Meeting, CPA (Elizabeth) recommended we set aside funds to update the reserve study. Board approved expenditure of \$1,800 for Kelvin at Ray Engineering to update the study since it hasn't been done in 10 years. Funds will be taken from the contingency fund.
- H. **Initiation Fee:** Elysia's research showed that the Hembree Creek documents do not allow for such fees. As a result, no further action will be taken on this.
- I. **Insurance Letter:** Insurance letter was updated and mailed to all owners. A copy will also be posted on the website.
- J. **Blueprints:** Michael Zenner does not have these. He suggested an open records request be placed with Fulton County to obtain them. The Board asked that Elysia submit this request.
- K. **Restricted Parking – Building 100:**
  - i. Unit 113 - Handicapped parking documentation has been verified.
  - ii. Unit 114 – No response has been received for the request of verification documentation for handicap parking space.
  - iii. The Board approved implementing the restricted parking project in front of Building 100. This will be a similar system as the one used for building 200. The first 10 parking spaces from the gate will be resident parking only. This includes 1 handicapped parking space. A letter explaining the policy and hang tags will be distributed to residents of Building 100 after the signs have been

put in place and spaces have been appropriately marked/painted. The Board approved Georgia Paving to paint the spaces at a cost of \$500. The goal is to have this completed by early April.

**L. Pool Issues:**

- i. Pest control service will resume in May prior to the pool reopening.
- ii. There are significant drainage, pool deck, and corresponding landscaping projects slated for completion in spring prior to opening the pool.

**M. Message for April Bills:** A reminder that no leasing/renting of units is allowed.

**3. Maintenance Issues:**

**A. Trees:**

- i. Received request from Unit 411 to look at 2 potential problem trees behind this building. John at Chipper Tree looked at this and discussed with the City of Roswell arborist.
- ii. River Birch tree near Unit 515 is causing sidewalk to buckle. John at Chipper Tree looked at this and discussed with the City of Roswell arborist as well.
- iii. Because the City Arborist will allow the removal of all 3 trees noted above, the Board approved having this work done by Chipper Tree for a total charge of \$1,380.
- iv. Jan reported a potential problem tree that is leaning toward the back of Buildings 200 and 300. Elysia will request that Chipper Tree evaluate the situation.
- v. Two of the residents attending expressed concern about dead pine trees behind Building 500 at the fence line that appear to be in danger of falling into Hembree Creek property. Elysia will attempt to contact the owner to request they be removed to avoid any potential issues.

**B. Property Inspection:**

- i. David and Kenneth conducted inspection on 3/11/16 and the following work orders will be completed for \$500:
  - o Unit 222 – Repaint the left end deck post on the front deck. Part of this post was missed during the last deck painting project. Kenneth advised he would not bill the Association for this repair.
  - o Units 412 & 422 – The rear deck fascia boards need to be replaced.
  - o Unit 423 – The right bottom corner of the gable extension vinyl soffit above this unit is missing and needs to be replaced.
  - o Unit 426 – The short top rail on the rear deck has rotted and needs to be replaced. Need to check the other two top deck rails for similar damage. Also, the gutter soffit above the short rail needs to be repaired.
- ii. Pending Items from 3/11/16 inspection:
  - o Pressure Washing – Pressure washing was not performed last year and should probably be done this spring after the pollen season ends. Elysia will request a bid from Kenneth.
  - o Breezeway Lights – The light lenses are dirty and there are small bugs inside some of them. These lights have not been cleaned since they were installed. Some light tubes are showing signs of burning out in the near future. One tube is currently out between units 425/426. The problem lights should be replaced during the lens cleaning. Elysia will request a bid from Kenneth for this.
  - o Building Paint – Board agreed to delay considering this project until 2017 with buildings 100 and 500 at the top of the list.
  - o Sidewalk and Breezeway Repairs:
    - a. Building 500 – Approximately one third of the sidewalk near Unit 515 toward the rear of the building has buckled due to a River Birch tree. The tree will be removed by Chipper

Tree. However, Elysia will contact both Kenneth and Nick at Georgia Paving to obtain costs for removing and replacing the sidewalk.

- b. Buildings 200 & 300 – There is a raised seam across the breezeway main entry level floor, between the two stairways to the upper level. Elysia will ask Kelvin to look at it and provide suggestions to resolve. She will also ask him to check the seam in Building 200 as well while he is on the property.

**C. Other General Maintenance Issues:**

- i. Pot Holes – Asphalt Enterprises submitted a bid of \$2,150 to repair 8 pot holes. Georgia Paving submitted a bid of \$1,430 to repair the large pot hole by the dumpster. The Board asked Elysia to contact Georgia Paving to resubmit their bid to include repairing all 8 pot holes. This project is on hold until this information is received.
- ii. Mosquito Treatment – Active Pest Control submitted a bid for \$400 to treat the perimeter area surrounding the standing water tributary 7 times per year. The treatment is safe for residents and wild life. The Board approved this.
- iii. Pool Heaters – Marshall indicated that the heaters were never working correctly. Elysia will ask Kenneth if he remembers if the sprinkler line was capped. If not, she will ask him to provide a bid to repair the heaters.
- iv. Gutter Cleaning – Elysia will ask Kenneth to provide a bid to spot clean gutters as needed.
- v. Signs – All the signs on the property have been cleaned. The Board approved replacing the sign on the front gate stating “No Dogs Over 20 Pounds Allowed On The Property” to one reading “No Pets Over 20 Pounds Allowed On The Property” in keeping with the wording in the community documents.
- vi. Street Lights – The light pole #13 in the large parking lot in front of Building 400 was reported to Georgia Power for repair. Elysia received a letter from Georgia Power about a plan to change to LED lighting for all light poles. The Board asked Elysia to contact Georgia Power to obtain more information on this as the letter is not clear on the details and costs.

**4. Pool, Drainage, & Landscape Projects**

- A. **Pool Update** – Kelvin from Ray Engineering provided a scope of work for the pool. He suggested removing the concrete and replacing it with pavers. Marc with Drainage Solutions submitted a bid of \$10,525; Bald Pates of Taino Enterprises submitted a bid of \$9,450. Pool will not be open until these repairs have been completed for the safety of our residents. Board approved Marc’s proposal, if he lowers his bid by \$1,000 to match Taino & in consideration of the other work approved for his company described below.
- B. **Drainage Issues behind Buildings 100, 200 and 500** – Kelvin from Ray Engineering provided a scope of work for these projects. The Board reviewed and discussed details of the proposals from Taino Enterprises and Drainage Solutions. The following actions were approved:
  - i. Building 100 - Accept the approach submitted by Drainage Solutions for \$3,639
  - ii. Building 200 – Accept the approach submitted by Drainage Solutions for \$3,165.
  - iii. Building 500 – Accept the approach submitted by Drainage Solutions for \$1,305. This work must take place after the sidewalk is removed and the river birch tree has been removed. The Board asked Elysia to request Marc to also regrade the area behind Building 500 that his company previously performed, since it was not done properly.
- C. **Landscaping Issues** - The Board reviewed the proposals submitted by Valley Crest and Drainage Solutions and took the following actions:

- i. Pool – No landscaping work will be completed in this area until the concrete repairs are completed.
- ii. Building 100 – The Board is not sure if the best solution is planting Mondo Grass or other plants behind this building. Elysia will ask Kelvin at Ray Engineering to inspect this area and submit his recommendations, considering whether rip rap, rock or something else would prove better to prevent ongoing erosion issues.
- iii. Building 500 – Request Drainage Solutions to recommend whether using Zeon or Emerald Zoysia would be best and to submit a bid on that work.
- iv. Mailbox – Approved \$984 submitted by Valley Crest to remove the privets across from the mailbox and replace them with Lyrioipe.

5. **Status of Units:**

- A. Unit 224 – Financing fell through. Sale of unit did not close.
- B. Unit 305 – Scheduled to close around March 30.

6. **Financial Presentation:**

A. **Operating Account Balance: \$18,972.49**

2016 Water Usage (monthly budget = \$2,333.33)

- o January 2016: \$2,335.55
- o February 2016: \$1,830.11

B. **Reserve Account Balance: \$118,341.04**

2016 reserve allocation is \$2,333.33 per month. Funds have been transferred for January and February.

C. **Asphalt Resurfacing Reserves: \$36,384.00**

\$12,700 is budgeted as part of the budget in 2016, to be allocated at the end of the year.

D. **Contingency Savings Account: \$12,450.19**

2016 allocation is \$208.33 per month. Funds have been transferred for January and February.

**General Session adjourned at 9:05 p.m. Minutes created by Jan Linville, Secretary and revised by Victoria Boodoian, President.**