

**Hembree Creek Board of Directors Meeting Minutes - April 13, 2009**  
**GENERAL SESSION – commenced at 6:30pm**

**Present at meeting:** Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison, Robbie Hunt, and Gerri Schwartz (Property Manager)

**Update on sprinkler recall installation:** Received form letter from Central Sprinkler Company confirming completion of sprinkler installation with labels to post. When do the inspection this year Affordable Fire will post them.

**Review and adopt minutes:** Jan & Feb meeting minutes were approved via email. Victoria emailed to Laura Donnelly for posting to website & posted at mailbox. Approved unanimously, Robbie abstained since she wasn't at the meeting.

**May bills:** The following to be in the May bills: (1) Pool to open May 1<sup>st</sup> and the pool rules, and (2) Keep dogs out of the new landscape area.

**Unstickered cars in parking lot:** Our covenants state that car parked more than 21 days and not moved is considered abandoned.

**Remotes for Gate:** Another gate remote given to unit #517 at the homeowners expense of \$15.

**Update on web site:** Will get a list of "Frequently Asked Questions" to add to the website.

**Gas leak in Building Two:** If a resident calls Working Solutions about a gas leak, we need Working Solutions to also notify the board so as not to be surprised when residents bring it up.

**Association Insurance:** Reviewed the letter sent to homeowners in March

**Newsletters:** Would like to do an 8.5 x 11, double-sided newsletter instead of the 11 x 17. Gerri to check pricing with Kinko's to see if it is within our budget.

**Landscaping issues:**

- **Review bid from A+ Lawn Care dated 4/12/09:**
  - Victoria & Sherry completed landscape walkthrough with Wes Witherspoon on 3/24/09.
  - Board Approved \$1,487 in improvements, primarily landscaping that will be in front of and around building 500; and one mature bush installed inside the pool area.
  - Wetlands were sprayed in March
  - Wes will tack up the wisteria & ivy as requested.
  - Water ban still in effect. (We follow Fulton County – not City of Roswell.)

**Maintenance issues:**

- All work orders requested have been set up, completed or being worked on.
- The speed limit sign is gone, so will replace it with a sandblasted sign that matches the "Homes For Sale" sign outside the gate. Gerri to handle.
- Reviewed walk through results from 3/24/09 performed by David & Ron.
  - Rusted door frames & doors: many of them are rusting so association will fix these. However, doors are the homeowners' responsibility, so Gerri to get with Ron and see what he will charge to take care of repairing and/or replacing the doors, and then we will bill the homeowner.
  - Deck railings: Approved \$7,580 for painting of all decks, entrance ways rails, and breezeway rails. Money to come out of capital.
  - Approved other maintenance items documented on the walk through list.

- Gutters: Bonnie Weathers did come back and clean David's gutter at no charge. He inspected the gutters and will give us a bid to re-pitch those gutters that need to be fixed. Gerri to get information on this.
- Georgia Power finally repaired the poles behind building 200.
- Pool: Opening May 1<sup>st</sup>. Pool drain covers have been installed as required and pool phone to be activated.
  - Pool code will be changed. Residents will be required to call to obtain code.
  - Pest Control treatment is confirmed monthly and during summer months/pool opened.

**Units for Sale:**

- **Units Listed:** #101, #111, #102, #212, #217, #218, #225, #305 and #406. Boozer Realty now representing #217. All other realtor codes were deleted and new codes assigned. There is no realtor code for #111, checking to see who the realtor is for this unit.
- **New units for sale:** None reported to date. New Sales Policy Letter being sent to owners and gate codes assigned for realtors when reported.
- **Contracts:** None have been received.

**Financial Presentation as of April 13, 2009:**

**Operating Account Balance: \$ 2,853.88**

- Reviewed March income and expense report. March financials distributed to Board.
- Addressed financial questions presented.
- March income and expense report indicates that we are under budget thus far this year, even though we are over budget with insurance and legal (the retainer).

**Reserve Account Balance: \$138,912.19**

- The Reserve payment of \$ 2,750 is paid through March 2009. We should catch up with April as soon as the insurance payments are completed.
- 2009 monthly reserve allocation is \$ 2,333.34. (Board lowered monthly reserve allocation for 2009 in order to absorb costs & not increase monthly dues).
- 2009 monthly transfer will be \$2,750 (\$2333.34 reserves & \$416.67 loan to cover 2008 variance). \$5k borrowed from Reserves in December 2008 to pay off remaining landscape bills and legal fees. Additional \$416.67 will be allocated monthly to Reserve account to re-pay these funds. Board agreed to lower landscape improvement line from \$10k to \$5k to cover expense.

**Contingency Savings Account: \$ 2,104.57**

- Transferring \$ 416.66 monthly to this fund from the operating budget.
- Funds have been transferred through March 2009.
- No funds used to date in 2009.

*Meeting ended at 8:16pm. Minutes prepared by Robbie Hunt, Hembree Creek Board of Directors, Secretary.*

**Hembree Creek Board of Directors Meeting Minutes - April 13, 2009**  
**EXECUTIVE SESSION - commenced at 8:17pm**

**Present at meeting:** Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison, Robbie Hunt and Gerri Schwartz (Property Manager)

**Update Board on Alison Boozer's re-submitted hardship request:** We have not received any response, either from Alison or her attorney.

**Update Board on the #512 issues, condition of her unit:** Letter sent as requested, she did call. Gerri spoke to her at great length; she agreed to clean out her unit. She received a call April 8<sup>th</sup>, she did hire 1-800-Got-Junk, see email. We need to inspect unit to verify in compliance.

**Property walk thru /violation recorded by Sherry and Victoria 4/5/09:** Warning letters will be sent to all homeowners with reported violations.

**Unit #217 was notified that window replacement is home owners expense.**

**Parking issues in front of 100 and 200 buildings:** this is temporarily tabled until Victoria and Sherry have completed the landscaping projects.

**Letter written to #524 as instructed to determine number of residents in unit.** Discuss response and additional issues with the unit. The problem should be resolved in May. The Homeowner's son and his four children are living in the unit, in addition to the homeowner. The son lost his job and the homeowner is helping him out until he finds a new job.

**Update on Heidi Hancock insurance claim:** Jim Leshner of CAU handled. No new correspondence received.

**Unit #114 sent final violation notice regarding carpet on the balcony as instructed.**

**Pedestrian gate code list and pool gate code list will be updated and given to the Board at the meeting.** No new homeowners are on the list, but will restart pool code list next month. Pool code changing to 8-3-2-7. Pedestrian gate code remains the same at 3-1-5-2.

**Code was assigned to combination lock on the storage shed:** the code will be changed back to 3-0-7-6 as of Thursday, April 9<sup>th</sup>.

**Delinquencies as of April 13, 2009: Total is \$ 3,644.00**

- #317 has not made a payment since December 9, 2008.
- #206 – Attorney letter. Now owes March & April.
- #318 is being turned over for foreclosure and daughter will no longer pay the fees, since the unit did not sell. The unit is no longer on the market. Will be moving ahead to put a lien on the property.
- #406 is trying to catch up. Will continue to monitor. She sent in a March payment on March 9<sup>th</sup> for \$200.
- #425 is now paid in full through March, we received payment on March 2<sup>nd</sup> for \$462.
- #512 is still working with Jo. She is almost current, only owes \$190 after March payment made on March 4<sup>th</sup>. Balance is \$240, which includes the \$50 sprinkler charge.
- #514 sent check to be deposited February 11<sup>th</sup>.
- We still have ten (6) homeowners that did not pay their April fees.

**Units that are reported to be empty:** 102, 111, 212, 305 (moving out, unit is empty) and 318.

*Meeting ended at 8:50pm. Minutes prepared by Robbie Hunt, Hembree Creek Board of Directors, Secretary.*