

Hembree Creek Condominium Association: Board of Directors Meeting Minutes— April 12, 2010

General Session Meeting Minutes

Board Members Present: Victoria Boodoian, David Wurtenberg, Laura Donnelly, Bill Ison, Robbie Hunt and Gerri Schwartz of Working Solutions.

1. **Open Forum** –Victoria commenced meeting at 6:30. (Announcements/Handouts/Residents to address Board). City of Roswell - Crimereports.com.
2. **Recurring Monthly Business:**
 - **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
 - **Review and adopt minutes:** Laura will resend March minutes from Executive session to Victoria. Victoria will write general session minutes for March. Minutes to be emailed for approval. Robbie to resend 2009 annual minutes.
 - **Scheduled first Quarterly Property/Violation Inspections for 2010:** The property inspection was conducted by Kenneth Lock and David Wurtenbur and took place on Tuesday, March 30th. Reviewed and approved minor repairs from property inspection. Testing three areas for new outdoor lights to test wind resistance and bugs. The next property inspection will be scheduled in late June. Robbie and Bill will conduct architectural controls violation inspection prior to the May Board meeting.
 - **Update Resident Directory:** Total of five (5) closings in 2009. No closings in 2010 to date. No new Directory needed at this time.
 - **Update of vehicle ID stickers:** Parking letter finalized with some new items for parking to be introduced. Letter to be sent out in June effective July 1st. Two guest passes will be sent out.
 - **Discuss update on Hembree Village:** New code enforcement officer - Vance McGahee. Victoria and Gerri have his information for any issues that may arise.
 - **Remotes for Gate:** 1 remote sold to new tenant.
 - **Update on website -** Homeowners/realtors will be given Laura’s email address.
3. **New welcome letter approved** and will now to be used for re-sales. This includes all revision made and reviewed at the March Meeting.
4. **Discussed potential buyers (per Bill’s email).** Corporate purchases are against the Association’s governing documents.
5. **Signage:**
 - New community entrance sign design and planning is underway. Board members met with Randy Cowan to discuss location, size, and style of the new sign. Board has chosen two style options. Price quotes are forthcoming. Gerri will talk to Rodney Reese of Brumbelow/Reese & Associates, a local surveyor, once we are ready to start the project. Gerri will also contact the City of Roswell when we are at the permitting stage to submit our request for approval.
6. **Landscaping issues:**
 - Resumed non-drought schedule: (Fulton Co/not City of Roswell.) As of 6/10/09, Mon-Wed-Sat > even or un-numbered addresses; Tues-Thurs-Sat > odd numbered addresses. No specific time of day. Discouraged between 10 am – 4 pm.
 - Wes installed mulch as approved via email.
 - Victoria to schedule property walk thru with Wes for April.
7. **Maintenance issues:** All requested work orders have been scheduled, completed or in process. Christine Turley is our new Maintenance Supervisor. Karen is now the head of our Accounting Department.
 - Repairs to be done by Kenneth Locke based on inspection discussed earlier.
 - Discussed report of fence damage behind the Leylands across from bldg 200. No action required at this time.
 - Mark of Drainage Solutions has been contacted again about the rear of the 500 building. He will repair the area Tuesday, April 13th. Gerri will follow up to confirm the work was done.
 - Gate malfunctioned on 4/8 & 4/9 again. Another control panel was installed at the gate on Thursday, April 8th. Discussed repairs and costs. Cost to re-run the wire under the street for the call box is \$300. We will wait until we have any additional problems before this is done as the current problem is not believed to be related to the wiring. Gerri will follow-up with North American regarding possible new locks with new keys for the motors of the gates.
 - The dryer vents were cleaned out on February 25th. Mad Hatter sent repor. There are 3 areas that need to be investigated. Christine has scheduled Saturday, April 24th.

- Kenneth will re-inspect Melvin Banks issue with water coming onto his rear deck & seal the deck above if necessary. Lights at the 400 building were inspected and repaired. It was only a breaker.
- Reviewed Dirty Works bid to pick up bi-monthly vs. weekly. Cost is \$85 per visit to cut cleaning to bi-monthly vs. current charge of \$65 weekly. Board intends to reduce to bi-monthly service.
- Pool will open May 15th providing we pass inspection.
- Resuming pest control service monthly May – September at the pool.
- Pest Control last service date was 3/24/10. Next treatment date is scheduled for June.
- Gerri will get quote for pressure washing breezeways, sidewalks and pool area to review at May meeting.
- Board is concerned regarding depressed area in pavement near the new entry sign location. Gerri will schedule inspection prior to May meeting.
- Combo lock on hose at dumpster was installed by Wes Witherspoon in an effort to alleviate unauthorized use (washing cars, etc...).
- Mailbox kiosk left open by mailman on Saturday, 3/27/10. Reported to USPS.

8. **Reviewed February Action List** - all items are completed or pending with Board's approval.

9. **Status of Units:**

- **Units for Sale at present :** #101, #102, #111, #217 , #225, #305, #316, #322 and #522. There is still no realtor code for #111 as of this date.
- Discuss email from #522 realtor asking for permission for an open House. Board agreed to try the Open House one Sunday only if the realtor coordinates with all the other realtors in our community for a community wide open house event.
- **New units for sale:** none
- **Current contracts:** #322, #217 was under contract but has not closed
- **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):** #212, 218, 225, 318 and 511. **Units sold in 2010 (0)**

10. **Financial Presentation as of April 12, 2010:**

Operating Account Balance: \$ 7,600.14

- March Financials distributed to all Board members.
- Discussed extra invoices that need to be paid in April and funding. Reviewed landscape invoices for the mulch. Board agreed to pay invoice out of contingency until operating account builds up after all insurance payments have been made.
- Gerri is looking to switch banks in July which will significantly lower the Visa/MC charges of \$100 p/month currently incurred.

Reserve Account Balance: \$ 144,315.35

- The Reserve payment of \$ 2,750 is paid through February 2010. We owe March and April and will check balances later in the month.
- 2010 monthly reserve allocation is \$ 2,750.00.

Contingency Savings Account: \$ 5,882.84

- Transferring \$ 416.66 p/mos from operating budget. Funds transferred through April 2010.
- 2010 allocation is \$ 416.66 per month.

General Session adjourned at 8:15.

Minutes prepared by Laura Donnelly, Secretary, Hembree Creek Board of Directors. Revised by Victoria Boodoian, President, Hembree Creek Board of Directors.