

Hembree Creek Condominium Association: Board of Directors Meeting Minutes - April 11, 2011

GENERAL SESSION MEETING MINUTES

Board Members Present: Victoria Boodoian, David Wurtenberg, Laura Donnelly, Bill Ison, and Gerri Schwartz of Working Solutions. Sherry Regal absent. Meeting commenced at 6:30 pm.

1. **Open Forum** –Victoria commenced meeting. No residents present. (Announcements/Handouts/Residents to address Board).
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.
 - **Reviewed and adopted minutes:** Minutes for March Board Meeting were approved via email and uploaded to the website.
 - **Resident Directory:** Total of five (5) closings in 2009. Total of five (5) closing in 2010. There are still no closings in 2011 to date.
 - **Vehicle ID stickers:** Discussed in Executive Session.
 - **Hembree Village:** Gerri has contacted Betty @ Habitat several times with no return call. Trash has been removed from outside Minca’s unit.
 - **Remotes for Gate:** Kenneth gave David 25 gate remotes at the time of the property inspection. Remotes for the gates actually cost us \$17. Raising the cost from \$15 to \$17 or homeowners.
 - **Website** -. Homeowners/realtors will be given Laura Donnelly’s email address for listings on the website. Working to retrieve isp login information from GoDaddy.com.
3. **Parking issues in front of buildings, especially buildings 100 and 200 :** No new issues or concerns.
4. **Gate code issues:** Gate control board was replaced. Gate report given to Victoria.
5. **Follow up letters written to membership requesting updated vehicle information and listing who resides in each unit that did not respond to the first notice.** Updated Vehicle list was distributed at the meeting. Another letter will be sent to the units that had not responded. Gerri calling Michael to determine next steps/possible fine if data is not submitted. Info is needed for emergency purposes in case of a catastrophic weather incident, fire, etc....
6. **Resident Communications/Issues:**
 - Bill & Victoria completed newsletter and it was sent to residents with the April bills.
7. **Pool Updates:**
 - Victoria and Sherry picked colors for re-strapping the pool chairs and lounges.
 - Pool open date pending return of pool furniture and pool inspection. Goal is to open 5/14/11.
8. **Entry Signage:** Roy Steele recommends solar lights for entry sign. We do not need any electrical wiring. Solar lights have 54 LED/9 hour burn time. Cost approved by the board at \$325.
9. **Landscaping issues:**
 - Reviewed Landscape Inspection results and Wes’s responses.
 - Gas leak at right side of bldg 200 found on landscape inspection per Victoria during walk thru with Sherry and Wes. Victoria called ATL Gas Co and they made repairs to the gas line. Landscaping was disturbed but gas company put everything back just as they found it. Asked Wes to inspect for any damages. Gas Leak may explain why vegetation in that area isn’t doing well currently. Going to replace the plant materials that were destroyed from the leak.
 - Crepe Myrtles cut down from around the pool since the flowers clogged the pool pump.
 - Drainage issues: Marc & Victoria walked property to inspect. Board reviewed Victoria’s spreadsheet and Drainage Solutions proposal. Work was approved for \$13,095.
 - Emergency tree removal outside of bldg 100 and near pool previously reported by Victoria has been completed by Chipper Tree Service.
 - Liriope already pruned and Wes is weeding the property.
 - Landscaping behind bldg 500: Board agreed we need to wait for the drains to be fixed/installed. There is an erosion issue so we are going to lower the drains, put a creek bed (with river rock), slope the area gently to get the water to drain in the creek bed. To prevent further soil erosion on the hill, Board has asked Wes to come up with a plan for ground coverage such as junipers, liriope, etc.... In addition, asking Wes if perhaps Zoija grass would work in the lawn area since it’s suppose to tolerate some shade.
 - Board approved \$2,628 for landscaping needs (excludes pool area, mailbox area and behind building 500 which is awaiting drainage repairs).
10. **Reviewed March Action List:** All items have been completed or are in process.

- 11. Architecture Control Property Inspection:** Completed by Sherry and Victoria on March 20th. Property inspection and violations discussed in Executive Session. Victoria drafted a violation letter/checklist and changed the number of days to correct violation from 14 days to 21 days. Each violation is \$50.
- 12. Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- Maintenance Property Inspection completed on Thursday, March 24th at 4pm. David and Kenneth walked the property. Gerri getting quotes for repairs.
 - Kenneth installed new light fixture at the mailbox. Old fixtures have been removed and placed in the storage shed.
 - Status of roof replacement on the 200, 300 and 400 buildings: Kenneth recommends waiting through the spring storms to see if we can get hail damage on the remaining roofs. The remaining roofs are showing age, but we are not experiencing excessive roof leaks so there is no urgency at this time.
 - David has been organizing, monitoring and cleaning up the bulletin board.
 - The gate was repaired and the new control panel was installed.
 - The alarm system in the 100 building sprinkler closet has been repaired, it was a phone issue. Victoria, Sherry, and Wes discovered the alarm during their property inspection. We now know which lines go with which panel.
 - Kenneth recommends consulting with an Engineer to resolve water leak issues on upper decks (specifically units 221 & 225).
 - Reviewed unit 312 ceiling leak issue. Unit 312 was inspected and no leaks were found at that time and no further leaks reported by homeowner.
- 13. Status of Units:**
- **Units for Sale at present:** #101, #102, #306, #322 and #406.
 - **Units that can be rented:** #324, #328 & #405.
 - **New units for sale:** #306, emailed owner the re-sale letter 3/14/11. No new re-sale information.
 - **Current contracts:** none.
 - **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: none to date**
- 14. Financial Presentation as of April 11, 2011:**
- **Operating Account Balance: \$ 8,023.19**
 - March Financials distributed to the Board at the meeting.
 - All flood insurance premiums for 2011 have been paid..
 - Response to Victoria's flood insurance question: All buildings are rated by FEMA as AO5 confirmation from Insurance Marketing Group.
 - We are beginning the year under budget.
 - **Reserve Account Balance: \$ 153,438.83**
 - 2011 monthly reserve allocation is \$ 2,750 and we are current thru April 2011.
 - **Contingency Savings Account: \$ 6,023.56**
 - 2011 allocation is \$ 416.66 per month and we are current thru April 2011.
 - **Possible Savings:**
 - Reduce expenses by eliminating monthly meeting at Hembree Park. Could save \$1,000 annually by having meeting at restaurant, etc. or have one meeting quarterly at Park, etc.
 - Reduce expenses by eliminating annual audit requirement of \$1,650 which requires a quorum of homeowners to change the bylaws.
 - **Contacted Jack Houseal to schedule 2010 audit.**

General Session adjourned at 8:20 pm. Minutes prepared by Laura Donnelly and edited by Victoria Boodoian.