

Hembree Creek Condominium Association - Board of Directors Meeting Minutes – April 9, 2012

NEIGHBORHOOD WATCH SESSION: 6:30 - 7:40 pm GENERAL SESSION: 7:40-8:45 pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions. 2012 Monthly Board Meetings held at Cross of Life Lutheran church, 1000 Hembree Road, Roswell GA 30076, in the Multi Age Room. This meeting took place in the Fellowship Hall.

Lawanda Kornegay with the City of Roswell Police Department was present to provide information about the Neighborhood Watch program.

1. **Open Forum:** Victoria opened the meeting by introducing Lawanda Kornegay from the Roswell Police Department. Quite a few residents were in attendance.
2. **Neighborhood Watch Community Meeting:**
 - a. Lawanda Kornegay presented the Neighborhood Watch Program information to the residents in attendance.
 - b. In 2011, there were 18 calls to Hembree Creek for a variety of reasons including vandalism, domestic disputes, noise/dogs barking. In 2012, there have been only 3 calls to date. Lawanda will forward the statistics to Gerri for the Board to review.
 - c. Due to the economic climate, crime across the board is on the rise so it will rise here too.
 - d. Lawanda warned that vehicle break-ins are the most popular. It is not safe to leave cars unlocked as the population has grown even though the city is one of the safest cities to live in (usually top ten in the country). Lock all vehicles **all** the time. Keep all valuables hidden from sight. Break-ins occur when the thieves know there is something in the car worth stealing. Just because we are in a gated community does not mean we are immune to theft.
 - e. Proven fact from FBI studies that neighborhoods with an active neighborhood watch program are active deterrents from robbing an area.
 - f. Operation ID is a program where you can borrow an engraver from the police department to mark your valuable/high risk items (electronics, etc...). Having your valuables marked is another deterrent to let criminals know that your property can be tracked.
 - g. Lawanda went over the duties for a neighborhood block/building captain.
 - h. Once the community coordinator and building captains have been identified & officially communicated, Gerri will contact Lawanda to have our sign made and installed.
 - i. The following residents were elected as community volunteers for the Hembree Creek Neighborhood Watch Committee:
 - i. Community Coordinator: Sherry Regel
 - ii. Building Captains are as follows: 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 Roseberry & Bonnie Decker.
3. **Recurring Monthly Business:**
 - a. **Review and adopt minutes:** March Minutes to be approved by email.
 - b. **Resident Directory:** No new list published. No new closings since #306 and #315.
 - c. **March 2012 Action List** –All items completed or were reviewed for further clarification.
 - d. **Parking and Vehicle ID stickers:** Outstanding issues/violations were discussed in Executive Session. All units are updated, except for new owner of unit #315.
 - e. **Hembree Village:** Lawn was recently mowed but weeds still remain.

- f. **Gate Code/Entry Issues:** No new issues have been reported to the Working Solutions.
 - g. **Remotes for Gate:** (Cost is \$17). David sold one gate remote.
 - h. **Pool Updates:** Pool opens 5/12/2012 pending official inspection. The phone has been turned back on for emergency calls only. Reviewed and confirmed the 2012 pool rules. They will be mailed out with the bills. Pool area is treated by 24 by 7 from May - September for the pool season.
 - i. **Resident Communications:** David received complaints from residents in building 200 & 500 regarding parking in front of building & children playing on grass behind building 200. As long as they are not being destructive to property, we cannot stop the children from playing. All other correspondence received was discussed in Executive Session.
 - j. **Message for May bills:** Pool rules will be sent out with May bills.
 - k. **Newsletter:** The next newsletter will be mailed in April. Items to include: neighborhood watch info, update community regarding issues with building 100 (sewer line repair, breezeway repair, erosion issue/retaining wall), pool opening date, items discussed at Security meeting, motion lights, etc....
 - l. **Architectural Control Inspection:** Victoria and Jan completed their inspection on March 17th. Violation warning letters were mailed 3/23/12. Follow up walk thru to occur on 4/14. Discussed outstanding issues in Executive Session.
 - m. **Property Maintenance Inspection:** David and Kenneth completed their property inspection on Thursday, March 29th. Kenneth will give us a quote for the necessary repairs.
 - n. **Mailings of monthly bills:** Beginning with the May bills, homeowners that are set up for ACH debit will not get a bill. If there is a mailing, they will get just the mailing and no bill or envelope.
 - o. **Subscriber list for homeowners:** Laura will review information for iContact and setting up a subscriber's list for the newsletter.
 - p. **Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly's email address.
4. **Recent unit or car break-ins:** No new issues have been reported. Owners advised to lock cars.
5. **Landscaping:**
- a. Reviewed Wes's bid to install mulch on the property. Most likely will be installed the end of April. Board approved cost as it was within budget. Borrowing from contingent fund for cash flow purposes due to timing. Contingency fund will be paid back by year-end.
 - b. Victoria suggested either to install a small railing/fence or install plants between the 200 and 300 building by the curb to prevent trucks from driving on the grass to get to the back of the buildings when homeowners are moving in, etc...Gerri will get quote from Kenneth.
 - c. Reviewed bid from Chipper Environmental Group for hazardous tree removal. Received a bid for trees on that have been on our "watch list". There are a couple trees near the pool and the mailbox kiosk that we need to consider removing. Victoria is asking further clarification from Wes and John and will circulate an update and bid for Board to review/approve via email.
6. **Erosion Control/Drainage (building 100):** Marc with Drainage Solutions was given approval to schedule the work behind building 100. The work started on March 26th. They planted love grass via a seed net to stabilize the slope and prevent erosion. They will install plant materials on the top of the burm and walkways to hold the ground stable. Pavers and mulch will be installed. Additional plant materials may be installed at a later date.
7. **Drainage Work – Back of Building 500:** Board approved Drainage Solutions bid to extend the dry creek bed behind building 500 for \$480. This was done to prevent mud from clogging up the creek bed during heavy rains. Work was completed on 4/9/12.

- 8. Maintenance:** All requested work orders have been scheduled, completed or in process.
- a. **Building 100 Breezeway Repair:** Kelvin Garmon reviewed the proposal from Kenneth to repair the breezeway & approved his bid. This work will be scheduled in April or May due to temperatures.
 - b. **Cob Web Cleaning:** Kenneth was to check the area around #325 to make sure it was clean during his property inspection with David. Jan said the recent heavy rains took care of it.
 - c. **Drain Spout gushing (near deck of # 325):** Kenneth will inspect if it is clogged or needs sealed.
 - d. **Deck Leaks/Membrane Repairs:** Kenneth is ready to schedule the decks for late April or May. We need to wait until the pollen season is over. He ordered the material for the decks to make sure he had it in time. Victoria suggests the follow open/exposed decks be considered for 2012: Building 100 (1 front & 2 rear units); building 200 (2 front units and unit 226); building 500 (2 rear units & 1 front unit). The Board approved that these decks be done. Victoria, David, and Sherry's decks stain very easily (leaves, pollen, deck chairs, planters, etc...). Board opted to test a second coat of sealer on David's deck to see if it helps to resist staining, etc... Kenneth will pressure wash it first.
 - e. **Flood Lights:** David & Kenneth looked at the buildings during their property inspection. The cost for all breezeways being done at the same time is \$225 each, using a standard flood. Four (4) or less will cost \$250 each. Kenneth noted that the biggest obstacle is that we would have run a cable from the power box to go in the back and wiring would be expensive. There is currently no way to power the flood lights otherwise. Kenneth recommended the lower level back floor units equip their porches with motion lights.
 - f. **Motion Detector Lights:** Previous Board determined that all ceiling mounted front porch lights should be white only, flush mount, and no larger than 12x12 in size. Board determined that for back porch lights, base could be black or white but only a white globe is permissible. Kenneth will charge \$50 per install, unless there is a group of homeowners that come forward.

9. Status of Units:

- a. Units for Sale at present: #114 and #428. #114 is still not on the multiple listings. #102 is not for sale at this time.
- b. Updates on foreclosure status were given in Executive Session.
- c. All gate codes for units sold have been deleted. Still waiting to hear from realtor to give #114 a realtor code.
- d. Units with Board approval to rent: #102, #324 and #405.
- e. New units for sale: none.
- f. Current contracts: none.
- g. 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 (4): #101, #322, #406 and #418. Unit sold in 2012 (2): #306 and #315.

10. Financial Presentation as of April 9, 2012:

- a. **Operating Account Balance: \$ 13,505.03**
 - i. March Financials were distributed to the Board. Gerri presented the March income and expense report.
 - ii. Flood insurance paid to date: All buildings have been paid for 2012.
 - iii. We are now under budget in March.
 - iv. 2012 Water Usage (monthly budget = \$2,250). History is as follows:
 - Jan 2012 \$2,327.78 (827.62 wtr/1,500.16 sewer) 12/2/11-1/5/12 billing prd
 - Feb 2012 \$1,899.43 (\$679.95 wtr/1,219.48 sewer) 1/5/12- 2/01/12 billing prd
 - Mar 2012 \$1,852.56 (\$633.79 wtr/1,188.77 sewer) 2/01/12 - 3/02/12 billing prd

- b. Reserve Account Balance: \$ 107,379.69**
- i. 2012 monthly reserve allocation is \$ 2,750. Payments made through April.
 - ii. We paid Kenneth \$7,800 to purchase the deck materials in March.
 - iii. 2012 estimated reserve expenses known to date
 - Sewer drain fix - bldg 100 \$9,270 (project completed/actual cost)
 - Erosion control issue – bldg 100 \$10,620 (rebid to Kelvin’s new specs)
 - Erosion control/drainage – bldg 500 \$ 480 (project complete/actual cost)
 - Breezeway repair – bldg 100 \$ 1,200
 - Deck membrane/repairs (8) \$15,000 - \$16,000
 - iv. 2011 reserve expenses were \$60,216.69:
 - Deck membrane repairs \$ 9,150.00
 - Pool furniture \$ 1,932.66
 - Tree Removals \$ 7,000.00
 - Landscaping Improvements \$ 9,052.72
 - Drainage work \$12,575.00
 - Roofing 200 building (front) \$20,506.31
- c. Contingency Savings Account: \$ 7,530.10**
- i. 2012 allocation is \$ 416.66 per month. We paid this amount through April 2012.
 - ii. Consider “borrowing” funds from here for the mulch.
 - iii. We will pay for the FHA re-certification from this account when billed.
- d. Financial Questions/Issues:**
- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park. See ledger.
 - ii. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment but membership did not approve it.

General Session adjourned at 8:44 pm. Executive Session commenced at 8:45 pm.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors reviewed and adopted minutes on June 11, 2012.