

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – April 8, 2013**

GENERAL SESSION (6:35 pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** Victoria started the meeting announcing that the March minutes are posted. A question came up about the water shut off for buildings. The Community plumbers will know how to shut off the water in a building. John McDaniel will show David Wurtenberg how to shut off the water in each building.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented April 2012):** Sherry Regel is the community coordinator. Captains: 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 Rosenberry & Bonnie Decker.
 - b) **Meeting Minutes:** March minutes were approved via email & posted to the website.
 - c) **Resident Directory:** No new closings to date. Updated directory with a few new numbers was distributed to the Board at the meeting.
 - d) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units updated. Gerri distributed listing to Board at the meeting.
 - ii. #202 was sent a new form, but we have not received it back yet. Victoria printed out the parking sticker/resident form and left on his car. Resident confirmed that he did receive it.
 - iii. New registration form approved and will be sent to new owners in the welcome packet.
 - e) **Hembree Village Update:** No new issues at this time.
 - f) **Gate Code/Entry Issues:** Victoria given the new report. Victoria questioned a few codes being used. Liz deleted those codes. A new cell phone number was put in for unit #226 last week. Laura requested an old roommate be removed from the call list at the gate.
 - g) **Gate Remotes:** (\$15 each. David was given 25 remotes in Aug 2012.) Funds were given to Gerri for 2 remotes that were purchased by residents.
 - h) **Pool Update:** Pool to open on or before May 15th. Marshall will prepare pool, 24 by 7 will begin pest control, and pool phone will be re-activated in April 2013. Memo and pool rules will be sent w/May bills.
 - i) **Victoria requested signs at both entrances of the paths to the sewers:** Consulting with Michael in regards to using the path when it is not maintained by the Association but rather by Fulton Co. Sending letter to membership explaining what happened and for the safety of residents and pets.
 - j) **Resident Communications:**
 - i. **Message for April bills:** Pool opening date
 - ii. **Newsletter:** Victoria completed the newsletter and it was sent out with the April bills. Possible topics for next publication: photo-electric smoke detector recommendation from David. Separate letter may be generated to all owners regarding hot water heaters, sewer lines (no grease in drains) & pets over 20lbs, possibly raising fees if pooper scooper is hired again, new pathway explanation, car radio courtesy etc.
 - k) **Architectural Control Inspection:** Jan and Victoria walked the property April 6th. Results reviewed in executive session.
 - l) **Hembree Creek Website:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address if they wish to post sale units.
 - ii. Subscriber’s List (iContact): Victoria to send the newsletter to Laura to try and convert to a usable format for the list.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:**
 - i. Wes was given approval to install wood chips behind buildings 300, 400 & 500 for \$500 per building for the installation. Wood chips are free of charge from John with Chipper Tree service.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Six (6) inch gutters:** Six (6) gutters were installed on all sides of building 100 and the rear of the 300 building and the rear of the 400 building (the remaining area). The cost was \$3,780 (not \$3,850). This was determined to be a capital expense and funds will be transferred from reserves. The six (6) inch gutters installed in 2012 were over #221, #222, 425 and #426 as a test.
 - i. Gerri brought a bid for the installation of the 500 building six inch gutters requested in March. The front is \$1350 and the rear is \$1325 (\$2675 for the entire building). Gerri is going to get Kenneth’s recommendation on the 500 building to help us to decide on how to move forward.

- b) **Replaced roof on building 400 (front only):** This was completed 3/18-3/20/13 for a cost of \$18,021. There was a savings of \$821.
- c) **Building 300 photocells:** Kenneth could not repair, Liz set up a work order with Red Fox Electricians. They are scheduled to be out April 9.
- d) **Water Shutoff Valves:** David will get with Gerri to help schedule a meeting with John McDaniel to locate shutoff valves.
- e) **Property Maintenance Inspection:** Work orders were authorized per the inspection report from March 1st. Work has been completed.
 - i. The railings and the pool fence painting will be done post pollen season. Kenneth will inspect the 200 and 500 building railings to see if they need to be painted before he starts painting.
- f) **Painting of the buildings per the reserve study:** Gerri will bring painting bids to the May meeting to be reviewed. The last reserve study was completed in 2005, Gerri distributed copies.
- g) **Dryer Vents:** Gerri will get a bid from Mad Hatter. Last done on 2/11/10 (3 years ago).
- h) **Deck Leaks/Membrane Repairs:** Repairs completed on 14 exposed upper decks in buildings 100, 200, & 500 (Q=10 in 2012: Units 121, 122, 123, 224, 226, 227, 523, 521, 522, 525 / paid \$18.5k) & (Q=4 in 2011: Units 221, 222, 225, 426 were completed as initial test to ensure sealant worked). Additional repairs needed to boards as discovered & repaired in the process of this project.
 - i. **Determine schedule for additional decks in 2013:** Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year. This project may be approved to move forward once the weather permits (warm temps, no pollen or leaves falling) & budget permitting. This project is on hold until the weather gets warmer.

6. Status of Units:

- a) **Units for Sale at present:** Unit #102, # 201, #327, #406, #414 and #423. Unit #114- but still not on the multiple listings. No realtor code assigned yet. All gate codes for units sold have been deleted.
- b) **New units for sale:** #327
- c) **Current contracts:** possibly #511
- d) **Updates on foreclosure status given in Executive Session.**
- e) **Units with Board approval to rent:** #102 (this unit is now for sale), #324, #401 and #405
- f) **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 (4):** #113, #306, #315 and #428. **Units closed in 2013:** none to date.

7. Financial Presentation as of April 8, 2013:

- a) **Operating Account Balance: \$ 4,470.50**
 - i. March Financials were distributed to the Board. Gerri presented the income and expense report.
 - ii. Flood insurance: All buildings are now paid for 2013. All certificates are now available.
 - iii. 2013 Water Usage (monthly budget = \$2,166.67)
 - January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
 - March 2013 \$ 2,069.38 (\$738.70 wtr/\$1,330.68 sewer) 02/01/13 – 03/01/13
 - April 2013 \$ BILL NOT RECEIVED TO DATE
- b) **Reserve Account Balance: \$ 80,467.34**
 - i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through January 2013. Will continue to catch up as cash flow permits.
 - ii. 2013 estimated/potential reserve expenses known to date:
 - 7.8-17.5k Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year.
 - 18,021 Replace front side of roof in building 400 was completed in March. This was \$821 less than his proposal.
 - 3,780 Install 6" gutters around entire roof line of building 100 (\$1950 deduct 10% if done @ same time)
Install 6" gutters behind bldg 300 (\$1275 deduct 10% if done @ same time)
Install 6" gutters behind bldg 400 (\$975 deduct 10% if done @ same time)
 - 3,750 - Paint pool fence & stairway railings in building 300. Check other railings if needed.

time)

33,351 - 43,051 estimated potential reserve expenses

iii. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962

c) Contingency Savings Account: \$ 15,510.66

i. 2013 allocation is \$416.67. Payments made through April 2013.

General Session adjourned at 7:35pm. Executive Session commenced at 7:45.

Minutes prepared by Laura Donnelly and revised by Victoria Boodoian