

Hembree Creek Condominium Association: Board of Directors Meeting Minutes – April 14, 2014

GENERAL SESSION MINUTES (Commenced at 6:35 pm)

Board Members Present: David Wurtenberg, Ralph Stinson, Laura Donnelly, Teresa Miller, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** No neighbors attended
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) **Security Incidents:** None reported.
 - c) **Review & adopt minutes:** February and March minutes were distributed to Board for review and will be approved via email.
 - d) **Update Resident Directory:** We had five (5) closings in 2014 to date: #525, #312, #122, #102 and #205. New homeowner directory was distributed to Board.
 - e) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All new units were sent vehicle registration forms. David has listed again current vehicles for #402. They will be added to the list. We still need vehicle information on 102, 112, 414 and 423. We will continue to follow up. Gerri will do an assessment of the stickers for the next meeting.
 - g) **Hembree Village:** No updates
 - h) **Gate Code/Entry Issues:** Victoria to be given the new report. Not aware of any problems.
 - i) **Gate Remotes:** (Cost = \$15) No remotes sold this past month.
 - j) **Pool Update:**
 - Shooting to open pool May 1st but pending inspection.
 - New pool and walk-in gate codes captured in executive minutes.
 - 24 by 7 will start treating the pool area in May on a monthly basis as done in previous years. Victoria plans to try to find a couple of small side tables for pool season.
 - Pool phone was turned on again on April 1, 2014.
 - Reviewed the pool rules and sending out with May bills.
 - k) **Architectural Control Inspection:** Victoria and Teresa inspected the property on April 5th. Results discussed in Executive Session.
 - l) **Community Correspondence:** (Confidential items discussed in Executive Session):
 - **Message for May bills:** We are still requesting railings to be reported, Add pool open date to bill & send with pool rules. Send note with bills notifying home owners of upcoming pressure washing, painting of railings & trim, etc...and that they will need to remove breakables from their decks, etc.
 - **Separate letter sent on April 7th regarding large dogs:** Letter sent to all homeowners about the large dog(s) seen on the property from building 100. Will report if we receive any calls.
 - m) **Hembree Creek website:**
 - Laura to report on the subscriber's list (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install. Victoria attempted to send a test message from iContact but encountered 2 errors – couldn't validate from email address & too many users on account (there are only 4 or 5). Victoria included this information on the newsletter. It needs to be removed if we can't get iContact working.
 - Laura to talk to Victoria about continuing with iContact or not.
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect buildings 100 & 200. Marc was on the property and has written a proposal for Victoria to review. Copy included. Victoria wasn't able to meet with him before the meeting due to bad weather & scheduling conflicts. Board reviewed his proposal so we are all on the same page. Check with Wes & Marc about sea oats as ground cover for building 100 (p/ Teresa)
 - **Building 100 Issues:**
 - Unclog drainage grates behind building 100 – may need to consider converting to domes vs. current drainage grate so they will not clog so easily.
 - Consider using rocks & a trench to divert water away from building on back left side on slope.
 - Dome grate (last one on far left side in front) is not working properly. Always clogged.

- Building 200:
 - A couple of grates are clogged by mulch etc.
 - Consider domes for this area as well. Eventually need to consider replacing woodchips with rocks on left side on slope/hill.
4. **Landscaping issues:**
- **A+ Lawn Care (Wes):** Review attached quote totaling \$10,260 for mulch & pine straw for entire property. Needs to be scheduled AFTER pressure washing of buildings.
 - Board approved quote for pine straw in the back of the units. Still need quote for replacement of dead plant materials. Quote for mulch will be reviewed at the May Board meeting.
 - **Outstanding issues and new issues** (Wes has list & will send quotes. Board to approve via email.)
 - Fill in Liriope where needed in front of building 200.
 - Pull out privets from the big island. They are dead. Possibly replace with 6 Acuba's in a diamond or triangle pattern vs. a straight row in the middle like the privets are currently.
 - Trim back Leylands across from building 200 (*Wes already knows about this*).
 - Dead large round holly bush in front of building 200 – right breezeway entrance.
 - Dead junipers on right hand side of building 200 in landscaped area (above shed).
 - Dead lorepetalum bush in front of building of 200 – left breezeway entrance.
 - Replace plants that were removed from left side of building 100 – left side of entrance (unit#113)
 - Spring plant materials for beds.
 - Spray/cutback wetland area during growing season (has to be done periodically depending on rainfall).
5. **Tree Removal:**
- a) **A+ Lawn Care (Wes):**
- Quote totaling \$500 to remove 11 smaller trees, dead Leyland that fell during ice store behind building 300 & 400 on back side of retaining wall, and clear out overgrowth near mailbox area was approved via email in March. Work has been completed per Victoria.
 - Wes will submit another quote for some additional smaller trees that need to be removed in the area behind & on the right side of building 500 and near the streetlight by the dumpster area. That quote will most likely need to be approved via email.
- b) **Chipper Tree Service (John):**
- **Estimate #130** - Quote to remove 3 trees was approved in March via email for \$1,100. Invoice #73 was paid on March 24th totaling \$1,100. Work has been completed per Victoria.
 - **Estimate #131 for \$5,750:** Quote needs to reviewed & approved by the Board. The trees are either comprised due to bugs, root issues, are dead, or are pine trees that are too close to the buildings. Due to the usually violent spring storms & associated wind, we need to be proactive about removing trees that have been deemed compromised or dead.
 - The quote includes the removal of 7 pine trees behind building 400. When Teresa & Victoria walked the property on April 5th, we only counted 6 pine trees. John was onsite on Thursday and showed me all 7 pine trees & they are tagged appropriately.
 - A home owner contacted the City of Roswell arborist directly (Andy Pitner) to report that trees were tagged at Hembree Creek & the owner wanted to know if the Board or Association had obtained the proper permits. Arborist called Gerri to find out what was going on. Gerri explained that the trees have only been tagged with ribbon to make it easy for the Board to identify & that we haven't even voted on this work yet, etc... John also called the Arborist directly to make sure he understands the marked trees have not been approved to be removed by the Board yet.
 - John will obtain the proper permits after the Board approves the work.
 - Board discussed the budget & approved the removal of the dead Leyland across from building 200 and the dead Sweetgum tree behind building 400. Requesting Arborist give us a second opinion on the pine trees.
6. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Units 123, 221 & 225** – Owners reported their deck sealants were bubbling up. Kenneth will look at these decks when the weather gets warmer and we will report back to the Board.
- b) **Property Fence:** Kenneth inspected the fence with David and also spoke to Victoria. The fence may actually be owned by park. Kenneth said the tree that fell on the fence is a good way back behind building

400. You can't even see it & we didn't want to walk out in the woods that far. He thinks the fence could be owned the neighborhood behind us. We do not believe it is Hembree Creek's fence..

- c) **Property Inspection:** Date of next inspection for David and Kenneth will be late June.
- d) **Freeze Warning Signs:** They have been removed and placed in the shed.
- e) **Schedule Pressure Washing:** Board approved Kenneth's bid of \$1,650 to include buildings, breezeways, sidewalks, pool area, mailbox area & front sign. He will also include the callbox column at the front gate and the gates themselves too. He was asked about the gates needing to be painted if they are pressure washed. He will look at them to make sure before they are done.
 - Will be scheduled late spring after the pollen season. Need to notify homeowners.
- f) **Property Painting:**
 - **Shutters:** Painting of shutters will be done after buildings have been pressure washed in Spring. Shutters will be painted and replaced as needed. If replacement is needed, the cost p/pair is \$130.
 - o Will be scheduled late spring after the pollen season. Need to notify homeowners.
 - **Paint White Trim/Railings:** Review cost of latest bid from Kenneth and hope to bring additional proposal to the meeting. We have reached out to several contractors to bid on this project. This includes all of the white trim on the building except for trim around the doors and the windows. It does include the archways on the buildings and the back railings since they are white. It also includes the 2X6 trim pieces next to the back railings. The last time we did the railings was 2009, but all of this was not part of that project.
 - o Received a second bid that was slightly higher than Kenneth's. Board approved Kenneth for the contract.
 - o Will be scheduled late Spring after the pollen season. Need to notify homeowners.
- h) **Railing issues reported:** following units have reported issues: 222, 223, 416, 417, 422 and 424.
- i) **Roof (Building 300):** Kenneth has completed the replacement of the front roof of building 300 for \$15,822.
- j) **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele and he bid the job out. Deferring the decision for a couple of months from now.
- k) **Call Box:** North American has replaced the plexi-glass cover and added LED lights as proposed.
- l) **Dumpster fence:** Gerri will put the work order in to treat the repaired section.
- m) **Re-stripping parking lot:** Since it will be some time down the road before we are able to resurface the parking lot, we are considering re-stripping parking space lines, hash marks/no parking areas, & handicap symbols. Gerri to get a quote to see if it's advantageous and will also get a quote to patch major potholes. It would add curb appeal for sure. All lines are getting faded.
- n) **Move ice melt & snow shovels to Sprinkler closets:** Work order was issued to Kenneth.
- o) **Six (6) inch gutters: Determine if gutters will be replaced on building 500 (\$2,675 for total building, \$1,350 front only, \$1,325 rear only).** Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property. We will continue to monitor the gutters on building 500.
- p) **Deck Leaks/Membrane Repairs** (project tabled until owners report leaks): 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 2014:** 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 still on hold for 2014. There have been no new leaking issues reported.

7. Status of Units:

- a) **Units for Sale at present:** Unit #201, #401 and #411. Unit #122 is no longer in short sale. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold. #401 was never assigned a realtor code either.
- b) **New units for sale:** none this past month.
- c) **Current contracts:** #201 and #401 are under contract.
- d) **Updates on foreclosure status given in Executive Session.**
- e) **Units with Board approval to rent:** #324

- f) **Units Sold in 2006 (18); 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **2008 (1):** 224; **2009 (5):** 212, 218, 225, 318, 511. **2010 (5):** 111, 206, 217, 316, 522. **2011 (4):** 101,322, 406,418. **2012 (4):** 113, 306, 315, 428. **2013 (6):** 327, 406, 414, 423, 511, 522. **2014 (5):** 102, 112, 205, 312 and 525.

8. Financial Presentation as of April 14, 2014:

- a) **Operating Account Balance: \$ 2,384.88**
- March Financials emailed before the meeting. A copy of the February financials given to Victoria.
 - Windstream came out and did an assessment and quoted \$507.89 to handle all lines with a fixed fee per month for the next 3 years as opposed to AT&T charging over \$800 and varying in cost from month to month. Board approved to switch phone providers.
 - We are still trying to get additional credits for the pool phone from AT&T.
 - Water usage has gone down in March, see chart below.
 - Settlement coming in will go in operating account to offset legal fees.
 - 2014 Water Usage (monthly budget = \$2,166.67)
 - o January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
 - o February 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
 - o March 2014: \$2,254.81 (wtr \$802.64/sewer \$1,452.17) 02/05/14 – 03/04/14
- b) **Reserve Account Balance: \$ 90,933.69**
- 2014 monthly reserve allocation was \$2,750. We transferred 2014 reserves through January. We will transfer February and March as cash flow permits.
 - Per January Board Meeting, Gerri transferred \$459 per month from Operating into Reserves to catch up from missing November and December 2013 reserve payments due to unexpected legal fees incurred. We have transferred funds through April 2014.
 - Following items are for consideration in 2014:
 - \$ 18,200 for painting project (white trim and railings)
 - \$ 5,650 painting shutters
 - \$ 15,822 replace front side of roof for building 300
 - \$ 2,675 6" Gutters for building 500 (\$1,350 front only, \$1,325 rear only)
 - Paint White Trim (including all exposed deck railings)
 - Paint Shutters (& replace as necessary)
 - Deck Membranes for exposed upper level (as needed)
- c) **Asphalt Resurfacing Reserves: \$ 4,626.22**
- \$10,000 was allocated as part of the budget.
 - \$4,626.22 was part of the #205 lawsuit garnishment received.
- d) **Contingency Savings Account: \$ 7,088.85**
- 2014 allocation is \$416.67. We paid this amount through April 2014.
 - No funds have been used from this fund to date in 2014.
- e) **Financial Questions/Issues:** None presented.

General Session adjourned at 7:59pm. Executive Session commenced at 8:00pm.

Minutes created by Laura Donnelly and revised by Victoria Boodoian and David Wurtenberg. Board approved minutes on April 16, 2014.