

HEMBREE CREEK CONDOMINIUMS GENERAL SESSION BOARD MEETING
MONDAY, 4/11/16 – 6:30 P.M.

Board Members Present: Victoria Boodoian, President; David Wurtenberg, Vice President; Ralph Stinson, Treasurer; Teresa Miller, Member at Large; Jan Linville, Secretary.

Others Present: Elysia Bonner from Working Solutions, Inc.

1. **Open Forum:** No residents were in attendance.

2. **Recurring Monthly Business:**

- A. **Security Incident:** Chemical spill in creek/tributary attributed to residue from processed beets at the old Whole Foods building on Upper Hembree Road was handled quickly and efficiently.
- B. **Review and Adopt Minutes:** The minutes from the 3/14/16 meeting were approved.
- C. **Resident Directory:** New list was distributed to Board Members.
- D. **Financials:** Hard copies provided to Victoria and Ralph; copies emailed to other Board members.
- E. **Second Authorized Plumber:** Board members discussed pros and cons of adding a second authorized plumber for the community. Currently, Georgia Plumbing is the only authorized plumber to handle the turn off/turn on of water to an entire building. This plan was put in place to protect the integrity of the water line systems in each building after some inexperienced plumbers caused damage to such systems in the past. However, residents have voiced a preference for having more than one plumber to handle this. The Board requested that Elysia discuss instituting a flat fee of \$150 for building water turn off/turn by Georgia Plumbing. The Board also asked Elysia to begin vetting a second possible plumber from her contacts and report back with that information at the next meeting.
- F. **Disaster Recovery Update:** Board members brought their walkie talkies that were previously distributed and synced them to a particular channel for use in case of an emergency. Elysia will begin using the updated comprehensive form to send to new homeowners to register their cars, get an appropriate decal for the cars, as well as provide occupant and emergency information.
- G. **Gate Remotes:** David reported that two (2) remotes have been sold.
- H. **Update Reserve Study:** Kelvin at Ray Engineering was notified that the Board approved his updating this study for a charge of \$1,800. Funds will be taken from the contingency fund.
- I. **Resident Letter:** The Board reviewed the letter drafted by Victoria summarizing several key community issues (such as no leasing/renting of units, mosquito control, trash/maintenance, pet waste, pool and other pending projects). After a few more revisions are made, the letter will be mailed out.
- J. **Blueprints:** Elysia updated the Board that she is still working on submitting an open records request with Fulton County to obtain the blueprints. It appears this will take some time to accomplish.
- K. **Restricted Parking – Building 100:**
 - i. The Board approved implementing the restricted parking project in front of Building 100. This will be a similar system as the one used at the front of Building 200. The first 10 parking spaces from the gate will be resident parking only. This includes 1 handicapped parking space. The markings of the spaces have been completed by Georgia Paving. A letter explaining the policy and hang tags will be distributed to residents of Building 100 within the next few days, for implementation as of 4/18/16.
- L. **Pool Issues:**
 - i. Pest control service will resume in May prior to the pool reopening.

- ii. There are significant drainage, pool deck, and corresponding landscaping projects slated for completion in spring prior to opening the pool. Plans for any BBQ/party will be postponed as a result.

3. **Maintenance Issues:**

A. **Trees:**

- i. Received request from Unit 411 to look at 2 potential problem trees behind this building. John at Chipper Tree looked at this and discussed with the City of Roswell arborist. Trees are approved for removal.
- ii. River Birch tree near Unit 515 is causing sidewalk to buckle. John at Chipper Tree looked at this and discussed with the City of Roswell arborist as well. Board approved removal of this tree. Plans will also be made to repair/replace the sidewalk after the tree is removed.
- iii. John at Chipper Tree is scheduled to evaluate the leaning tree toward the back of Buildings 200 and 300 that had been reported by Jan this coming week.
- iv. Two residents had previously expressed concern about dead pine trees behind Building 500 at the fence line that appear to be in danger of falling into Hembree Creek property. John at Chipper Tree looked at them and stated that they may be Hembree Creek trees since they could be within 25 feet from the fence. Cindy at Working Solutions is attempting to get a plat of the property from the City of Roswell to help in determining this.

B. **Property Inspection:**

- i. David and Kenneth conducted inspection on 3/11/16 and the following work orders were completed:
 - Unit 222 – Repaint the left end deck post on the front deck. Part of this post was missed during the last deck painting project. Kenneth advised he would not bill the Association for this repair.
 - Units 412 & 422 – The rear deck fascia boards need to be replaced.
 - Unit 423 – The right bottom corner of the gable extension vinyl soffit above this unit is missing and needs to be replaced.
 - Unit 426 – The short top rail on the rear deck has rotted and needs to be replaced. Check the other two top deck rails for similar damage. Also, the gutter soffit above the short rail needs to be repaired/reset.
- ii. Pending Items from 3/11/16 inspection:
 - Pressure Washing – The Board approved Kenneth’s bid for \$1,650.00 to pressure wash the breezeways, walkways and mailbox areas; pressure wash all 5 buildings for an additional \$1,900.00; pressure wash front brick pillars for an additional \$100.00 and pressure wash individual decks/porches for those interested homeowners for an additional \$50.00 each. These are the same amounts Kenneth charged for this work in 2014. Letters will go out to homeowners about their option to pay the \$50 fee for individual decks/porches, with the charges to be added to their monthly bill. This work will be scheduled in early May 2016 after the pollen season ends.
 - Breezeway Lights – The light lenses are dirty and there are small bugs inside some of them. These lights have not been cleaned since they were installed. Some light tubes are showing signs of burning out in the near future. The Board approved Kenneth’s bid to clean the light lenses at \$10.00 each, and to replace the bulbs as needed at \$15.00 per fixture.

- Building Paint – The paint fading was more noticeable during this inspection. The Board agreed to hold off considering this painting project until 2017, with the 100 and 500 buildings at the top of the list.
- Sidewalk and Breezeway Repairs:
 - a. Building 500 – Approximately one third of the sidewalk near Unit 515 toward the rear of the building has buckled due to a River Birch tree. The tree will be removed by Chipper Tree. To avoid wasting material, the Board asked that Elysia request Marc at Drainage Solutions to bid doing the cement work for this sidewalk once the tree is removed, as well as at the pool site.
 - b. Concrete Seams at Building 200 & Building 300 – There is a raised seam across the breezeway main entry level floor, between the two stairways to the upper level for both Buildings 200 and Building 300. Elysia will ask both Kelvin and Kenneth to look at them to provide suggestions for the best approach to resolve the issues. Once that is determined, it will be necessary to obtain 3 bids since the cost will likely exceed \$7,500.

C. Other General Maintenance Issues:

- i. Pot Holes – Georgia Paving repaired the large pothole by the dumpster. Nick of Georgia Paving submitted a 3-year plan to redo the asphalt on the property, instead of continuing to repair existing potholes (which is only a temporary solution to a larger problem). The information in his bid prompted several questions from Board members. Dave will meet with Nick on the property to try to clarify Nick’s approach and costs. This project is on hold until this information is received.
- ii. Mosquito Treatment – Active Pest Control performed the first of the 7 monthly applications. The treatment is safe for residents and wild life.
- iii. Pool Room Heaters – Going forward, Kenneth will be responsible for maintaining all the pool room heaters.
- iv. Gutter Cleaning – The building gutters were cleaned (as needed) in late March 2016.
- v. Signs – The Board approved replacing the current signs on the front gate for No Pets Over 20 Pounds, No Soliciting, and Towing Unauthorized Vehicles to ones that have a dark green background with white letters. The Neighborhood Watch sign will not be changed.
- vi. Street Lights – Light pole #13 in the large parking lot in front of Building 400 has been repaired by Georgia Power. Elysia contacted Georgia Power to obtain more information about their program of switching the street lights to LED technology. It provides better uniformity at lower wattages and lesser lumen output. The new LED lights have also have a more consistent and uniform lighting distribution throughout the coverage area. There are no installation costs for the upgrade and the monthly cost remains the same. The Board approved requesting Georgia Power to proceed with these upgrades for our community street lights.

4. Pool, Drainage, & Landscape Projects

- A. **Pool Update** – Marc from Draining Solutions found out that the City of Roswell is requiring a permit for the concrete repair work needed in the pool area. The cost will be \$220 and will involve a site inspection. The City also requires that the concrete be replaced with a concrete base. Marc indicates that this obviously changes our original plan, but it will be less expensive to use concrete. He recommends a more decorative pattern, perhaps with a tan colored concrete. Marc will coordinate with the City of Roswell and will submit a revised bid using a tan colored concrete decorative approach.

- B. **Drainage Issues behind Buildings 100, 200 and 500** –Kelvin from Ray Engineering provided a scope of work for these projects. The Board reviewed and discussed all details of the proposals from Taino Enterprises and Drainage Solutions. The following actions were approved:
- i. Building 100 - Accept the approach submitted by Drainage Solutions for \$3,639
 - ii. Building 200 – Accept the approach submitted by Drainage Solutions for \$3,165.
 - iii. Building 500 – Accept the approach submitted by Drainage Solutions for \$1,305. This work must take place after the sidewalk is removed and the river birch tree has been removed. The Board asked Elysia to request Marc to also regrade the area behind Building 500 that his company previously performed, since it was not done properly.
- C. **Landscaping Issues** - The Board reviewed the proposals submitted by Valley Crest and Drainage Solutions and took the following actions:
- i. Pool – No landscaping work will be completed in this area until the concrete repairs are completed.
 - ii. Building 100 – The Board is not sure if the best solution is planting Mondo Grass or other plants behind this building. Elysia will ask Kelvin at Ray Engineering to inspect this area and submit his recommendations, considering whether rip rap, rock or something else would prove better to prevent ongoing erosion issues.
 - iii. Building 500 – Request Drainage Solutions to recommend whether using Zeon or Emerald Zoysia would be best and to submit a bid on that work.
 - iv. Mailbox –Valley Crest removed the privets across from the mailbox area and replaced them with Lyriope.
 - v. Several residents noticed the lack of attention from our new landscape company, Valley Crest. The Board has also been dissatisfied with the service being provided. Elysia will discuss our concerns with A Plus Landscaping to see if they can be remedied.

5. **Status of Units:**

- A. Unit 224 – Scheduled to close in early May.
- B. Unit 305 – Close on March 30.

6. **Financial Presentation:**

A. **Operating Account Balance: \$20,474.20**

2016 Water Usage (monthly budget = \$2,333.33)

- o January 2016: \$2,335.55
- o February 2016: \$1,830.11
- o March 2016: \$1,913.37

B. **Reserve Account Balance: \$123,032.10**

2016 reserve allocation is \$2,333.33 per month. Funds have been transferred for January, February and March.

C. **Asphalt Resurfacing Reserves: \$37,442.33**

\$12,700 is budgeted as part of the budget in 2016, to be allocated to asphalt at the end of the year.

D. **Contingency Savings Account: \$12,868.88**

2016 allocation is \$208.33 per month. Funds have been transferred for January, February and March.

General Session adjourned at 8:45 p.m. Minutes created by Jan Linville, Secretary and revised by Victoria Boodoian, President.