

Hembree Creek Condominium Association: Meeting Minutes
May 12, 2008 Board of Directors Meeting - General Session 6:40 pm – 8:20pm

Board Members Present: Victoria Boodoian, David Wurtenberg, Robbie Hunt, Wes Boozer, and Gerri Schwartz (Property Manager).

GENERAL SESSION:

1. **Open Forum** – Victoria commenced the meeting with an open forum for resident discussion.
 - **Neighborhood Watch** – No new volunteers came forward. Notices went out on the bottom of the bills, as requested.
 - **Residents who wish to address the Board** - No residents addressed the board.
2. **Update on sprinkler recall**, there is still no further update from Affordable Fire Protection.
3. **Review and adopt minutes** - were accepted as presented
4. **June Bills:** A courtesy letter regarding parking, noise, trash, etc. will go out with June bills (Three C's of Condominium Living). Also, another letter regarding the recent decisions on storm doors, light fixtures and pool rules.
5. **Reviewed new welcome letter with new revisions.** Was approved as presented
6. **Hembree Village:** Gerri updated the Board about this situation in Executive Session, with the primary point being that she is no longer working with this property.
7. **Update Resident Directory:** There have been no closings up to this meeting. No new Homeowner's Directory will be included in Board Package.
8. **Discussed any update of the vehicle ID stickers:** All homeowners are handled, no new issues were presented to the Board.
9. **Remotes for Gate:** David has sold one gate remote to Robbie Hunt
10. **Install plastic sign holder(s) at mailbox** – Robbie Hunt will provide us with a sign free of charge using some of the scrap acrylic from the sign shop where she works, and will bring it to the next meeting.
11. **Discussed options for listing unit numbers on the buildings** – Robbie Hunt presented a few options on building signage which would list all the unit numbers of the building. Each of the options seemed difficult or costly to implement, so the idea has been tabled until a later date.
12. **Discussed update on setting up a web site** - Laura Donnelly is working on this for Hembree Creek. She presented the board with more information about how realtors can get information to her so that listings can be put on the site. Victoria will be getting Laura several documents to put on the site, including our budget, pictures, covenants, floor plans and listings.
13. **Discussed realtor signs at front gate & inside community.** Option to have sign at roadside "See Sales Listings @ www.hembreecreek.com" instead of multiple realtor signs. Currently, there are 6 realtor signs outside front gate (located on Hembree Village's property – not ours). There are 8 realtor signs inside the community (Bldg 1 – 2 signs, Bldg 2 – 2 signs, Bldg 3 – 3 signs, Bldg 4- 1 sign). It was decided that the Information Boxes can be close to the units and the actual "For Sale" signs be placed in the windows, which is in accordance with our covenants.
14. **Jack Houseal presented the 2007 audit to the Board during Executive Session.**
15. **Hembree Rd bridge project update.** There is a delay, but we have our money!
16. **April Action List was reviewed.**
17. **Landscaping issues:**
 - **Water ban update.** (FYI - We follow Fulton County – not City of Roswell.)
 - **Discuss new landscape bids for the following areas:** The board approved the following landscape improvements be made: Area 1: River Birch in front of bldg 1 just inside gate; retaining wall, area to the right & behind mailbox under river birch, small section by river birch on left hand side of bldg 2, area by river birch on right side of bldg 2, big island in parking lot across from the dumpster, area around old cement trash pad in rear of complex, plus 2 flower beds (annuals). Includes extending mulch beds, adding river rock, boulders, & more drought tolerant plants. Suggested plant materials include: forsythia, butterfly bushes, pink dogwoods, wisteria @ retaining wall, Japanese maple, blue & green liriopse, vinca minor (periwinkle), variegated hosta, etc... (FYI – ground cover to be planted w/annuals.)
 - **Discussed using weed killer behind bldgs 1-4.** We will get a bid from Wes to do this.
 - **Gutter directors** – Tell Wes W. that 2 gutters behind bldg 200 need to be put back in place.

- **Rain barrels/potted flowers @ pool** – Board tabled this until all other landscaping is done.

18. **Maintenance issues:** All work orders requested have been set up, completed or being worked on.

- Reviewed outstanding items to make sure they are addressed.
- **Breezeway ceilings completed & new lights installed.** Discuss results of final walk-thru (Victoria & Sherry walked bldgs 1, 2, & 5, Robbie did bldg 3, and David did bldg 4). This list was given to Ron and he will report back to Gerri.
 - Bldg 1: lots of bugs in lights – bottom of cover not flush to mount – both upstairs lights, and walk-in level rear light, terrace level light between two bottom units is warped – not flush to mount.
 - Bldg 2 – second breezeway walk-in light - front cover is cracked in left hand corner.
 - Bldg 3 – terrace level between units 305 & 306 – ceiling is bowing.
 - Bldg 5 – walk in front & back light covers warped/gaps at base.
 - Lights were still on at 9:30am on Sunday, May 4th – check timers.
- **Ron fixed gutter at bldg 400 & rear of bldg 200.** See if repair worked after next heavy rain.
- **Discuss/review quotes to have all breezeways, sidewalks, mailbox area, pool area, and old trash pads pressure washed.** – This was tabled until a walk thru has been completed.
- **Discussed update on all work orders given after maintenance walk through in January.**
- **Schedule next quarterly property inspection.** – Robbie and Wes B. to schedule with Ron, possible weekend of 5/24 or 5/31.
- **Reviewed proposal for retaining wall repair at pool. Kelvin Garmon of Ray Engineering inspected area and Mark of Drainage Solutions will bid the repair.** - Decided to add to next year's budget \$870 for a new basin.
- **Cement proposal from Drainage Solutions for pad under storage shed** still authorized, they are a little behind, but should get done next week.
- **Pool is to be opened as planned on May 17th** No problems found.
- **Reviewed pool rules and approve to be sent out.**

19. **Units for Sale at present :**

#101, #102, #212, #224, #306, #318, #326 and #406. All other realtor codes were deleted and new codes assigned. #111 is still not for sale, will keep Board posted.

New units for sale: None reported to date. Sales Policy Letter is being sent to owners and gate codes assigned for realtors when reported.

Contracts: None at this time.

Units Sold in 2006 (18): #113, #114, #122, #124, #201, #206, #214, #226, #302, #312, #315, #317, #322, #327, #406, #412, #423 and #511.

Units sold in 2007 (14): #114, #213, #216, #217, #305, #315, #328, #411, #412, #413, #414, #422, #513 and #527.

Units sold in 2008: none to date.

20. **Financial Presentation as of May 12, 2008:**

Operating Account Balance: \$ 2,389.43

- Reviewed April 2008 income and expense report.
- April Financials distributed to Board members at meeting.

Reserve Account Balance: \$ 120,987.98

- Reserve transfer has been made through May, 2008. Reserve allocation in 2008 is \$ 2,750.
- Monthly transfer is \$ 3,222.17. This includes the funds not transferred in 2007.
- See ledgers for transfers and correct balance, breezeway light project and breezeway repairs.

Contingency Savings Account: \$ 9,005.81

- We will be transferring \$ 416.66 monthly to this fund from the operating budget.
- Funds have been transferred through May, 2008.

21. **Discuss any new business not previously on agenda.** None discussed.

General Session adjourned at 8:20pm. Board of Directors commenced Executive Session at 8:21pm.