

Hembree Creek Board of Directors Meeting Minutes – May 11, 2009

GENERAL SESSION – commenced at 6:39pm; concluded at 8:00pm

Present at meeting: Victoria Boodoian, David Wurtenberg, Sherry Regel, Bill Ison, Robbie Hunt and Gerri Schwartz (Property Manager)

Review and adopt minutes: April meeting minutes approved, once changes to the financial numbers were made. Victoria will post at mailbox and email to Laura Donnelly for posting to website.

June Bills: A note will go out to resident with July bills reminding residents to properly close the Pedestrian Gate as there have been some instances where someone is leaving it open.

Ideas for FAQ's on website and/or next newsletter: nothing new to add.

Remotes for Gates: Unit 216 called about wanting a new remote for the gate, but that hasn't been done yet as David hasn't been able to talk to the homeowner.

New Speed Signs: Partial sandblasted and reflective aluminum \$278/each bid from Cowan Signs, with wooden posts, approved and Gerri will order.

Repairs to unit at Hembree Village & landscaping issues: Sherry sent an email to Habitat for Humanity complaining about the lack of landscaping at Hembree Village. We suggest that Gerri give this email address to any homeowners who call Working Solutions to complain about the landscaping. Also, suggest to homeowners to call Roswell Code Enforcement to place a complaint.

Newsletters: Will publish more frequently on 1 pg 8x11 double sided. We called Kinkos for the pricing, the cost is for 11 by 17, no glossy front and back, black and white is \$29.66, color is \$293.30. Copy of 8 ½ by 11, black and white (front and back, no glossy) is \$14.83, color is \$97.22.

Landscaping issues:

- **Update on 2009 work to be approved:** (proposals on hold/2009 landscape improvement budget \$5k): pool area, back of bldgs 2, 3, 4, hide sewers; remove dead junipers behind bldg 2 breezeway entrances; build arbors/ pergolas on trash pads & plants flowering vines; trellis for retaining wall to encourage wisteria; ivy, and jasmine to grow up wall. Other possibilities: bldgs 2, 3, & 4 –Install dogwoods/ bushes or mulch to border wetland area; behind bldgs 3 & 4 – lay down mulch w/ pavers & spot plant a few hostas per Wes Witherspoon.
- **Wes Witherspoon given authority to proceed with approved items from April meeting (\$1,487):** Work in process.
- **Wes Witherspoon removed the ivy from the back of 100 building as requested.**
- **Wes Witherspoon will continue to tack up the wisteria & ivy as requested on the retaining wall.**
- **Review new bids:** (1) Approved \$1243.75 to take out junipers on the left side of building 500, and do additional plantings; (2) Approved \$2570 to install liriopse and lopetalums around building 200. If can get the cost of removing the junipers in building 200 down to \$350, board gave Victoria approval to give Wes approval.

Also approved Sherry and Victoria to spend an additional \$900–1000 is can get pricing down.

Maintenance issues:

- **Walk through work orders are in process of being completed.** There was a delay due to weather, will give update at the meeting. Handicap sign by 300 building needs to be removed and stored in the shed.
- **Painting of deck railings and building railings has been delayed due to rain (\$7580 was proposed, but it was not added correctly, the revised price is \$8350):** We are making a list for door painting. Tata's front deck – 2 posts not painted completely/unfinished. They started on the 200 building and will proceed as the weather permits. To date, we have 10 homeowners requesting their doors to be painted. Ron will be dealing with them to get the work done, we will also assist.
- **Gutters repairs:** Bonnie Weathers did make a proposal for gutter repairs, cost is \$865. Bonnie did check the buildings and he recommends that we hire him to slope the gutters he listed on his bid to get better water flow. Will put this off until fall.
- **Laura Donnelly just reported a possible roof leak in her bedroom:** Have call into Kenneth to check out the problem, since it may be a warranty issue.
- **Pool is open as scheduled May 1st**
 - Pool code changed. Residents calling Working Solutions to get new code. Gerri distributed updated list to Board.
 - 2009 pool rules sent out last month with the bills.
 - Pest Control treatment has started at the pool. Treatments will be done monthly through September.
 - Phone at pool was activated in accordance to City of Roswell regulations.
- **Drainage Solutions has completed the pool repair:** Reviewed additional bid to install rip-rap in areas where there are drainage issues, as well as other repairs. Will revisit this for 2010 repairs.
- **Unit 211 (Tata) deck ceiling repair has been repaired.** With all the heavy rains, Tata has not called Working Solutions to report any further problems. Ron did talk to her and she is no longer experiencing any leaks.
- **Units for Sale at present:** #101, #111, #102, #212, #217, #218, #225, #305 and #406. All other realtor codes were deleted and new codes assigned. #318 is still off the market, will check status of foreclosure for the meeting. There is still no realtor code for #111 as of this date, but we have assigned a realtor code for #225.
- **New units for sale:** None reported to date.
- **Contracts:** None have been received. There has been interest expressed in the purchase of #212 and #101 or #111.

Financial Presentation as of May 11, 2009:

- **Operating Account Balance: \$1,970.96** Reviewed April income and expense report. The April income and expense report indicates that we are now under budget \$4,847, even with the water being over budget and legal (the retainer). Insurance is now in line. April income and expense report indicates that we are under budget thus far this year, even though we are over budget with insurance and legal (the retainer).
- **Reserve Account Balance: \$142,077.80** The Reserve payment of \$ 2,750 is paid through May 2009. We finally got caught up, will try to pay all remaining bills this month. 2009 monthly reserve allocation is \$ 2,333.34. (Board lowered monthly reserve allocation for 2009 in order to absorb costs & not increase monthly dues). 2009 monthly transfer will be \$2,750 (\$2333.34 reserves & \$416.67 loan to cover 2008 variance). \$5k borrowed from Reserves in December 2008 to pay off remaining landscape bills and legal fees. Additional \$416.67 will be allocated monthly to Reserve account to re-pay these funds.

Board agreed to lower landscape improvement line from \$10k to \$5k to cover expense.

- **Contingency Savings Account: \$2,532.04** We will be transferring \$416.66 monthly to this fund from the operating budget. Funds have been transferred through May 2009. No funds used to date in 2009.