

## Hembree Creek Condominium Association: Board of Directors Meeting Minutes— May 10, 2010

### **GENERAL SESSION - 6:30 - 8:15**

**Board Members Present:** Victoria Boodoian, David Wurtenberg, Laura Donnelly, Bill Ison and Gerri Schwartz of Working Solutions.

1. **Open Forum** –Victoria commenced meeting. No Issues brought up by residents.
2. **Recurring Monthly Business:**
  - ▶ **Neighborhood Watch:** Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1<sup>st</sup> breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1<sup>st</sup> breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
  - ▶ **Reviewed and adopted minutes:** April and 2009 Annual Meeting minutes approved.
  - ▶ **Resident Directory:** Total of five (5) closings in 2009. No closings in 2010 to date.
  - ▶ **Vehicle ID stickers:** New Policy Announcement will be sent out with July bills effective 7/1/10.
  - ▶ **Hembree Village News:** Victoria in communication with the City of Roswell regarding lawn care.
  - ▶ **Remotes for Gate:** Nothing reported.
  - ▶ **Message for June bills:** No mailing or message is to go with the June bills.
  - ▶ **Website Updates:** Homeowners/realtors will be given Laura Donnelly’s email address.
2. **Revised welcome letter for new homeowners** Adding statement regarding no alterations/changes to outside of bldgs are allowed, or in entry way, porches, etc... Also adding to the “For Sale” letter.
3. **Discussed Mail Delivery issues reported and steps taken** (5/3/10 mail sorted incorrectly by mail carrier. Contact for issue is Lisa Allen, delivery supervisor for 30076 (770-641-0372). Al & Ada, Sherry, and Victoria all called postal office to report issues...including leaving the back of the mail kiosk open/unlocked.
4. **Open House was held on Sunday, May 2<sup>nd</sup>** Realtor stated that he does have an interested party for #111. Referred him to the website for minutes and financials.
5. **Entry Gates:** Gates were pre-programmed to open from 1-5 on May 2<sup>nd</sup> only for the Open House. They were open again on Sunday, May 9<sup>th</sup> also. Gerri will follow-up w/North American and remove programming.
6. **Pool Update:**
  - ▶ Pool passed inspection and will open May 15<sup>th</sup> as scheduled.
  - ▶ New pool code to be programmed. New list of residents who have received the code will be distributed to the Board at each meeting.
  - ▶ 24/7 will be treating the pool area monthly for the pool season.
  - ▶ Discussed refurbishing any lounge chairs that are in bad shape. Gerri will get quote to present to the Board at the next meeting.
7. **Signage:**
  - ▶ New community entrance sign update: Board reviewed quotes. Board met with Randy Cowan to discuss location, size and style of the new sign. Gerri will talk to Rodney Reese of Brumbelow/ Reese & Associates, a local surveyor (770-475-6817) once we are ready to start the project. We will also contact Kenwin Hayes from the City of Roswell (770-594-6437), when we are at the permitting stage. As a reminder, we spoke to Charles Fillis (404-696-5985) who was referred by Neo. He did have someone mark the boundaries. Board approved the design .. we are awaiting the dimensions to proceed.
8. **Landscaping issues:**
  - ▶ Non-drought schedule: (Fulton Co./not City of Roswell.) As of 6/10/09, Mon-Wed-Sat > even or un-numbered addresses; Tues-Thurs-Sat > odd numbered addresses. No specific time of day. Discouraged between 10 am – 4 pm.
  - ▶ Emergency Tree Removal: Four (4) large poplar trees measuring approximately 120 ft high had to be removed on Saturday, May 8<sup>th</sup>. Victoria noticed 2 trees that had fallen over and were being held up by a 3<sup>rd</sup> tree just to the left of bldg 200 in the storm drain/flood plane area between the mailbox and bldg 200. Wes Witherspoon recommended Chipper Tree Service. They completed the work within 3 hours at an approximate cost of \$3,200.
  - ▶ Tree inspection: Victoria spoke to owner of Chipper Tree Service regarding the need for a tree inspection of the entire property to ascertain any other potential threats to public safety and to prevent property damage to buildings and parking lots. Estimated cost is \$400-500 and will include the Alpharetta arborist who also consults independently of the city but will work in tandem with the city of Roswell arborist. Inspection approved.
  - ▶ Schedule property walk thru: Victoria will schedule w/ Wes. Due to inclement weather & schedule conflicts, this has been postponed and it will be rescheduled.

9. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- ▶ Kenneth has handled all work orders from the property inspection with David.
  - ▶ Mark of Drainage Solutions has corrected the rear of the 500 building as promised. The Board will monitor to make sure no additional modifications are needed.
  - ▶ Dead sod behind bldg 200 & 500: Drainage Solutions replaced the sod behind 200 when they tore up the grass to put in the drains. Victoria spoke to Mark and expressed concerns that the sod looked dead when installed. He said it was dormant and would come back in the spring or he would replace. Sod did not recover in the Spring and will be replaced by Drainage Solutions.
  - ▶ Entry gate control board replacement (covered under warranty): There have been no new gate malfunctions reported after the new control board was installed. Reminder: cost to re-run the wire under the street for the call box is \$300 if needed in the future. Electing not to get maintenance contract with North American since the issues incurred do not warrant the cost. Gerri to get cost to replace locks on gate arms since no one has the correct key.
  - ▶ Mad Hatter did come out to the property Saturday, April 24<sup>th</sup> to get into several units. They will re-schedule appointments to get into the remaining units (2).
  - ▶ New breezeway ceiling lights: Installed by Kenneth near units 525, 222, 221, 426 and 425 so Board members could not monitor bugs and durability of light covers with wind, etc...Board will wait to vote on installing at all buildings after monitoring for a month or two.
  - ▶ We are changing Dirty Works to pick up bi-monthly. It will be \$85 per visit to cut cleaning to bi-monthly. We are currently paying \$65 every week.
  - ▶ Pressure Washing: Reviewed bid from A 2 Z to pressure wash breezeways, sidewalks, pool area, etc. Will add mailbox area, pool furniture, and entry brick to the job. Gerri was asked to get a revised bid to cover the additional items.
  - ▶ Discussed paving issue on Streamside Drive outside entry gates. Nick from Georgia Paving has been out to inspect. He will have to repair before we proceed with new entry sign.
  - ▶ Gutter cleaning will be scheduled prior to replacing sod and pressure washing.
  - ▶ Caulked Banks' unit for small porch leak.

**10. Reviewed April Action List**

**11. Status of Units:**

- ▶ **Units for Sale at present :** #101, #102, #111, #217 , #225, #305, #316, #322 and #522. There is now a realtor for #111 and a code has been assigned.
- ▶ **New units for sale:** none
- ▶ **Current contracts:** #322, but has not closed, #217 was under contract but the sale was cancelled. #111 has an interested party, but not under contract yet.
- ▶ **Units that can be rented:** #324 & 328
- ▶ **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):**#212, 218, 225, 318 and 511. **Units sold in 2010 (0)**

**12. Financial Presentation as of May 10, 2010:**

**Operating Account Balance:       \$ 5,103.09**

- ▶ Financials delivered to the meeting.
- ▶ Addressed any financial questions presented.
- ▶ Flood insurance policies were updated. Increased coverage – premium increase totals \$263.
- ▶ Water Department is sending a refund check of \$2,537.15. It should be received this week.

**Reserve Account Balance:       \$ 146,847.90**

- ▶ The Reserve payment of \$ 2,750 is paid through March 2010. Gerri will check balances later to see if more can be transferred to cover April & May payments.
- ▶ 2010 monthly reserve allocation is \$ 2,750.00.

**Contingency Savings Account:   \$ 1,431.31**

- ▶ Transferring \$ 416.66 p/mos from operating budget. Funds transferred through May 2010.
- ▶ 2010 allocation is \$ 416.66 per month.
- ▶ We was paid Wes out of this account as instructed, \$ 4,869.