

Hembree Creek Condominium Association: Board of Directors Meeting Minutes - May 9, 2011

GENERAL SESSION MEETING MINUTES

Board Members Present: Victoria Boodoian, Sherry Regel, David Wurtenberg, Laura Donnelly, Bill Ison, and Gerri Schwartz of Working Solutions. Meeting commenced at 6:30pm.

1. Open Forum:

- Victoria commenced the meeting with announcements to home owners that per legal advice, the Board is resuming the open session for the first 10 minutes of the meeting for residents to address the Board. Once the general session has commenced, residents can only participate in the discussion with permission from the Board.
- Wes Witherspoon attended the meeting to address grass issues behind bldg 200. He will begin to cut that grass higher. He is going to work behind all the buildings this week and spray the areas. No residents had any issues to report to Wes.

2. Recurring Monthly Business:

- **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
- **Reviewed and adopt minutes:** April Board Meeting Minutes presented and will be approved via email.
- **Resident Directory:** No new sales reported so no updates required to directory.
- **Vehicle ID stickers:** Gerri presented a new vehicle list. Current issues were discussed in Executive Session.
- **Hembree Village:** For resident information: Resident Tyler Grogan (believed to be Minca’s son) was arrested on 5/3/11 for breaking & entering, aggravated assault, false imprisonment (hostages)...he fired shots at police, etc...during a home invasion at Aspen Pointe Apartments on Gran Cirque Drive off Holcomb Bridge Road. SWAT teams were involved. See web for info: <http://roswell.11alive.com/news/news/roswell-hours-long-standoff-ends-peacefully/60555> or http://www.myfoxatlanta.com/dpp/news/local_news/SWAT-Teams-Surround-Roswell-Apartment-20110503-am-sd
- **Remotes for Gate:** Remotes will now cost \$17 vs. \$15 to cover shipping costs.
- **Message for June bills:** Newsletter to be included.
- **Update on Hembree Creek web site:**
 - Homeowners/realtors will be given Laura Donnelly’s email address for listings.
 - Liz called GoDaddy.com and could not get the information.
 - Victoria will be reimbursed for \$159.43 for website renewal. Victoria’s personal credit card was used online for the initial 3-yr subscription fee. It’s an automatic renewal every 3 years. She will try to get account information and send to Laura.

3. Gate code issues: No new issues.

4. Resident Communications/Issues:

- All correspondence regarding violations or delinquencies was discussed in Exec Session.
- Follow-up letters were written to membership requesting updated vehicle information and listing who resides in each unit that did not respond to the first notice. Final notice was sent out to 23 homeowners that did not respond. Board authorized a \$50 fine if information is not received.
- Leandra (unit #326), reported a “It’s Magic” truck being parked in front of building 300 for a few days. This is roommate’s father’s truck from unit #315. Borrowing for 2 more days, her car is in the shop.
- Newsletter will be sent with June bills with the following information:
 - Per Victoria: Include pool area opening & new furniture/re-strapped, close umbrellas, call for pool code/keep confidential to help alleviate vandalism, removed trees at pool, no parties or unaccompanied guests; bldg 500 landscape/drainage; mailbox strip landscaping; pest control quarterly around buildings; thermostat recall info; Nixel – City of Roswell emergency warning system; A/C tubing issues for bldg 500.

5. Pool Updates:

- Pool will open on Saturday, May 14th. The pool passed inspection for 2011.
- New pool furniture delivered. Victoria & Sherry changed colors and split color scheme in half.
- New code determined and new list being generated.
- Pool area to be treated monthly by 24 by 7 for the period of May – September

- Emergency phone service re-connected for pool phone.
- 6. **Signage:** Solar light for front entry sign was approved at the April meeting. Roy is contacting the manufacturer to make sure that the light is going to work properly for us. Gerri will also look into an estimate to run power to the entry sign if an electrical power light is a better option than solar.
- 7. **Parking Issues:** No new parking issues.
- 8. **Parking Stickers:** All issues discussed in Executive Session.
- 9. **Landscaping issues:**
 - Landscaping improvements completed.
 - Right side of bldg 200 – mulch installed for erosion control purposes per Mark's suggestion (Drainage Solutions). Dead plants replaced as result of gas leak.
 - Stepping stones have been installed by mail box as approved.
 - Working with Wes to get additional pricing for mailbox strip landscaping.
 - Discussed grass behind bldg 200 and mower issues. Wes will cut grass higher.
 - Landscaping behind bldg 500 is a priority due to erosion control issues. Wes will test a palette of Zoysia grass and we will re-evaluate in 30 days. Other plant materials being researched to plant on slope/hill to aid in erosion control.
 - Pine trees at the end of bldg 400 on the right side will be cut down per David Wurtenberg's conversation with Wes.
- 10. **April Action List:** Reviewed. All items were completed.
- 11. **Drainage Issues:**
 - Drainage Solutions quote approved at April meeting. Marc is giving a \$520 credit for doing all the work at the same time. He planned to start the work the first week of May, but he was delayed. He will be on site May 9th to start work.
- 12. **Architecture Control Property Inspection:**
 - Completed by Sherry and Victoria on March 20th.
 - Violation notices sent out on April 1st. Follow-up walk thru will be completed in the next 2 weeks.
 - Next inspection will be scheduled in June for mid-July.
- 13. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - Maintenance orders from David and Kenneth's property inspection on March 24th have been completed.
 - On April 24th David Wurtenburg requested via email that the mailbox hut repair be added to the current list of property inspection repairs for Kenneth. Board approved. Repair has been made.
 - Maintenance repair bill of \$3,450 will be paid from contingency. Expense covers detailed repairs totaling \$625, estimated fascia boards \$2,850 minimum (\$75 p/board x 19 units) plus corner caps and any additional boards needed.
 - Next property inspection scheduled with David & Kenneth for July 21st at 4pm.
 - Kenneth will continue to look at the roofs after storms to see if we incur any hail damage. Victoria spoke to him on Sunday, May 8th and asked him to check the roofs again when cleaning the gutters on Monday, May 9th and to let us know if it's time to make repairs to the front roof sections of buildings 200, 300, & 400 rather than wait for possible storm damage claims. Kenneth noted that the 200 building seems to be the worst. If we do all 3 roofs (200, 300, 400 fronts) at the same time the cost would be \$ 51,381.30. If we do separately, it will cost \$ 5,000 more, \$56,519.43. He can bid them separately if needed. Since there haven't been any reported leaks or issues, it was advised that we hold off on this large of an expenditure at this time.
 - Kenneth cleaned the gutters & downspouts:
 - Kenneth was to complete first week of May but was called out to tornado stricken region for emergency relief. Work was completed on Monday, May 9th.
 - Any underground gutter extenders/tubing has to be snaked and that is a separate charge. Kenneth said typically the downspouts are clogged further up.
 - Vic looked up last invoice from Bonnie in January and the bill was \$918 vs \$981. Kenneth will charge \$900.
 - Gutter Size: verified with Kenneth that we have 5" gutters. If we have issues we could install 6" gutters but 5" gutters are typical for our size buildings. Kenneth verified 4" downspouts which is normal with a 5" gutter per industry standard.
 - Unit 522 A/C issue (1/4" vs. 3/8" copper tubing):
 - At time of construction, 1/4" copper tubing was legal and was used for bldg 500. 3/8" tubing is installed in bldg 400 and most likely in buildings 100, 200 & 300 as well. Per new regulations, a new cooling agent is used (not Freon) and now requires 3/8" tubing. Replacing/upgrading the tubing is a homeowner expense.
 - Board approved via email on 4/27/11 for 3/8" tubing to be installed for unit 522 so long as vendor (RS Andrews – Tim Brennan) adequately conceals tubing with a covering

and paints to blend into the building. Gerri spoke to Tim at length about the issue as well as with the homeowner. Work has not been completed, there is a delay since parts needed to be ordered. Homeowner will keep us informed. Awaiting information from Tim of R S Andrews as to what he plans to do and where.

- No new issues with the sprinkler systems reported.
- Discussed deck leaking issues at unit #221 and unit #225. Kenneth is working with Kelvin to come up with a resolution. Order requested week of March 21st-25th 2011. Kenneth plans to meet on site with Kelvin from Ray Engineering, they have not been able to meet to date, with Kenneth out of town and Kelvin out of town. They will be meeting the week of May 9th.
- Discussed options for bug problem at mailbox as a result of new light fixture. Neither David nor Kenneth can find any bug lights in that size/dimension.

14. Status of Units:

- **Units for Sale at present:** #101, #102, #306, #322 and #406. Updates on foreclosure status given in Exec session. All gate codes for units sold have been deleted.
- **Units that can be rented:** #324, #328 & #405.
- **New units for sale:** No new re-sale information received this past month.
- **Current contracts:** none. #101 has not received any contract to date.
- **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, and 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):** #212, 218, 225, 318 and 511. **Units sold in 2010 (5):** #111, #206, #217, #316 and #522. **Units closed in 2011: none to date**

15. Financial Presentation as of May 9, 2011:

Operating Account Balance: \$ 4,544.16

- April Financials distributed to the Board at the meeting and addressed any financial questions presented.
- We are over budget mainly due to insurance payouts for all buildings that occur in the first several months of the year as well as the termite bond. Budget should stabilize in the upcoming months. We are under budget in water to date.

Reserve Account Balance: \$ 156,243.11

- 2011 monthly reserve allocation is \$ 2,750. The Reserve payment has been paid through May 2011. We are now current with the reserve transfers.

Contingency Savings Account: \$ 6,441.41

- 2011 allocation is \$ 416.66 per month. We paid this amount through May 2011.

Possible Savings:

- Reduce expenses by eliminating monthly meeting at Hembree Park. Could save \$1000 annually by having meeting at restaurant, etc... Or have one meeting quarterly at Park, etc.
 - Ask Gerri to find out rental prices for one meeting quarterly and also if we hold just the Annual Meeting in November. It should be \$100 per use, we did not get a break when we reserved for 11 months.
- Reduce expenses by eliminating annual audit requirement of \$1,650.

Financial Questions/Issues:

- Contacted Jack Houseal to schedule 2010 audit. He plans to come in later this month to get the financial information.

General Session adjourned at 8:09. Executive Session commenced at 8:13. Minutes prepared by Laura Donnelly and edited by Victoria Boodoian.