

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – May 14, 2012**

GENERAL SESSION AGENDA 6:29pm - 7:50pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions. Meeting held at Cross of Life Lutheran church, 1000 Hembree Road, Roswell GA 30076.

1. **Open Forum:** Victoria commenced meeting.

2. **Recurring Monthly Business:**

- a) **Neighborhood Watch:** Lawanda Kornegay of the Neighborhood Watch Program attended the April meeting and the program has been implemented. Sign has been installed on the front gate. Sherry Regel is the community coordinator. She is going to distribute an action list to the building captains for welcoming new homeowners. Building Captains are as follows: Bldg 100 – Pringle Johnson; Bldg 200 - Ada D’Aniello, Tom Bryant, & Diana Billups; Bldg 300 - Lea Trevino; Bldg 400 - Tim Miller & David Wurtenberg; Bldg 500 - Roxanne Rosenberry & Bonnie Decker.
- b) **April minutes:** April Minutes will be approved by email.
- c) **Resident Directory:** No new homeowner listing was distributed. No new closings.
- d) **April 2012 Action List** – Items that needed further discussion were included on agenda.
- e) **Parking and Vehicle ID stickers:** Two of the owners in building 200 with restricted parking hang tags are not currently using a restricted parking space and are essentially taking up two parking spaces for one vehicle. Gerri will call and ask that they either park in one of the restricted resident spaces or give up the hang tag so the community can reclaim the space for others to use. All vehicle ID stickers should be updated for all units except for owner of #402. Gerri will follow-up.
- f) **Hembree Village:** Lawn looks better but it appears they are waiting until it gets hotter to cut it down. We have to keep calling code enforcement to manage the lawn.
- g) **Gate Code/Entry Issues:** No new issues have been reported.
- h) **Remotes for Gate:** Two units purchased remotes. Money turned over to Gerri (Cost is now \$17).
- i) **Pool Updates:** Pool opened May 12th. Pool rules went out with the bills. The new code has been updated at the pool gate. Working Solutions has created a new list of home owners who have called to receive the code. Pool area will be treated by 24 by 7 from May – September.
- j) **Resident Communications:** All confidential items were discussed in Executive Session. Board reviewed resident’s request to install electrical outlet on covered front porch. Back porch is exposed and resident would like to be able to use electric grill on front porch. Gerri is going to email Kenneth to find out if there are any safety issues.
- k) **Newsletter:** April newsletter was created by Victoria, approved by the Board, and mailed with the May bills. Next newsletter will be sent in July.
- l) **Architectural Control Inspection:** Victoria & Jan completed inspection on March 17th. Victoria completed follow-up inspection on April 15th. All violations and fine letters were sent as instructed. Next inspection to occur at the end of June.
- m) **Property Maintenance Inspection:** David & Kenneth completed their property inspection on March 29th. Gerri is going to call the homeowners with rotting window frames, since that is homeowner responsibility, and advise them of the cost. Kenneth will complete the work but the cost will be charged back to the homeowner. Costs for the other items found in the inspection is \$1250. Next inspection will be in late June or early July.
- n) **Monthly bills:** ACH debit homeowners will only be sent the bill if there is a flyer being sent, but no envelope will be sent to those units.
- o) **Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly’s email address to post property to website. Board approved adding a subscribers list to the website as an additional communication tool for the Association. The lists would be opt-in/opt-out. Cost is approximately \$125 for the year. Board approved. Laura will get the account setup and an opt-in form on the website. We will also promote the list in the upcoming mailings.

3. **Security Incidents:** No new issues have been reported.

4. Landscaping issues:

- a) Wes has installed the mulch & pine straw on the entire property. His bid was \$9,090 but the invoice is for \$9,190. The extra \$100 is for cleaning out the brush behind the Leyland trees which was not on this quote. That work was performed via a work order that Gerri put in (a woman complained from the adjacent community about limbs over the fence that separates our two properties). A portion of the bill will be taken out of the contingency fund.
- b) Board approved \$1,500 via email for Wes to install woodchips behind building 300, 400 and 500. He has already treated and distributed the woodchips behind building 500. He will do the 300 and 400 buildings once John (Chipper Environmental Group) gets more wood chips. He supplies them at no cost. Wes will treat them for termites before distributing on the property.
- c) Per Wes, the grass behind building 200, as well as the section of grass from the dumpster over to Roxanne's unit in building 500, has been aerated and lime has been applied.
- d) Wes had Kevin inspect the Zoysia grass behind building 500 and they will apply a fungicide on Wed or Thurs of this week. There has been an issue with Zoysia grass due to the mild winter. The temperatures were not cold enough this past winter to kill off most fungus, insects, etc...
- e) Flower beds have been changed out with summer plant materials. Per Wes, a few more plants will be installed in the flower bed across from the dumpster this week. He ran out and will get some more to finish.
- f) Gerri presented bid from Kenneth to build a small fence between the 200 and 300 buildings to prevent trucks driving on the grass to get to the back of the buildings (when homeowners are moving in). There seems to have been a miscommunication about what we were looking to do. Gerri will reconnect with Kenneth.
- g) Reviewed revised bid from Chipper Tree Service with a \$50 permit fee. We only paid the approved \$2,100 to date. Board approved the \$50 permit charge that is now being assessed by the City of Roswell. Funds were transferred from reserve account.
- h) Sherry reported that an end-cap is missing from the end of the dumpster fence. We will look into what is missing and also determine if the fence needs to be re-sealed.

5. Erosion Control/Drainage Issues (building 100): Marc with Drainage Solutions has completed the work behind building 100. The work was inspected by Kelvin Garmon of Ray Engineering and the invoice has been paid. Funds were transferred from the reserve account.

6. Drainage Work to be added to the rear of the 500 building: The additional work behind building 500 has been completed. Mark added river rock to the 3" gap between the sod & dry creek bed to control mud from clogging the drainage area. Kelvin inspected it and payment of \$480 was approved and paid. Funds were transferred from reserve account.

7. Maintenance issues: All requested work orders have been scheduled, completed or in process.

- a) **Building 100 Breezeway Repair:** Kelvin Garmon reviewed the proposal from Kenneth to repair the breezeway & approved his bid as did the Board. Gerri will notify homeowners when the work is to be begin.
- b) **Deck Leaks/Membrane Repairs:** Kenneth is ready to schedule the decks.. Kenneth ordered the material for the decks and he has received it. He is also looking into a clear sealant to put on the decks to help alleviate the staining issue. He plans to schedule a test deck first with David's unit. Victoria suggested and the Board approved the following open/exposed decks for 2012: Building 100 (1 front & 2 rear units); building 200 (2 front units and unit 226); building 500 (2 rear units & 1 front unit). We will schedule the rest of the units after the test is successful.
- c) **Flood Lights:** Per Kenneth's recommendation, it is not cost effective to run electricity to the back of buildings 100, 300, & 400 in order to install flood lights. As an alternative solution, Kenneth recommended that either the Association or concerned home owners on the lower level could install motion lights on their back porches and always leave them in the "on" position. The Board determined that concerned home owners would need to pay the cost to install motion lights as it would be unfair for the Association to cover only the cost of bottom level units, etc... Note: Ceiling mounted front porch lights should be white only, flush mount, and no larger than 12x12 in size. For back porch lights, base could be black or white but only a white globe is permissible. Kenneth will charge \$50 per install, unless there is a group of homeowners that come forward. Motion detection is permissible on either the front or back porch.
- d) **Ceiling fans on porches:** A couple of home owners have approached Victoria to ask if it is permissible to have a ceiling fan installed on the porch. The Board is reluctant to allow outdoor ceiling fans due to improper support in porch ceilings to hold the weight and no existing wiring on the back porches.
- e) **Handicap Parking Spaces:** There is a decommissioned handicap spot (from 4 years ago) in front of 400 where the old blue paint is bleeding through. Looking at possibly blacking out the paint pending what we do

with the resident spots in front of 200. Also reviewing the bid for patching some of the parking-lot areas that are in desperate need.

- 8. Status of Units:** Units for Sale at present are #114 and #428 (sold May 11th, awaiting paperwork). #114 is still not on the multiple listings. Updates on foreclosure status to be given in Executive Session. All gate codes for units sold have been deleted. Still waiting to hear from realtor to give #114 a realtor code. Units with Board approval to rent are #102, #324 and #405. There are currently no new units for sale. Unit #428 is currently under contract and due to close on Friday, May 11th. **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 (4):** #101, #322, #406 and #418. **Unit sold in 2012 (2):** #306 and #315 (#428 will be added as soon as the sale is confirmed).

9. Financial Presentation as of May 14, 2012:

a) Operating Account Balance: \$ 11,517.42

- i. April Financials distributed to the Board. Gerri presented the April income and expense report.
- ii. Management fees were posted in April for April and May, but only April has been paid.
- iii. The insurance is higher, since we increased the Fidelity Bond coverage for FHA re-certification.
- iv. Flood insurance for all buildings has been paid to date.
- v. We remain under budget in April.
- vi. 2012 Water Usage (monthly budget = \$2,250)

Jan 2012	\$2,327.78	(\$827.62 wtr/\$1,500.16 sewer)	12/2/11-1/5/12 billing period
Feb 2012	\$1,899.43	(\$679.95 wtr/\$1,219.48 sewer)	1/5/12 - 2/01/12 billing period
Mar 2012	\$1,852.56	(\$633.79 wtr/\$1,188.77 sewer)	2/01/12 - 3/02/12 billing period
April 2012	\$2,066.00	(\$723.58 wtr/\$1,302.42 sewer)	3/02/12 - 4/04/12 billing period

b) Reserve Account Balance: \$ 96,347.73

- i. 2012 monthly reserve allocation is \$ 2,750. Payments have been made through May 2012.
- ii. 2012 estimated/actual reserve expenses known to date:

▪ Sewer drain fix - bldg 100	\$ 9,270	(project completed, this is actual cost paid)
▪ Erosion control issue – bldg 100	\$11,220	(revised bid with Kelvin's new specs paid)
▪ Erosion control/drainage – bldg 500	\$ 480	(this has been paid)
▪ Breezeway repair – bldg 100	\$ 1,200	(no payments made to date)
▪ Deck membrane/repairs (8)	\$15,000-\$16,000	(pd \$7.8k to Kenneth for materials)
- iii. 2011 reserve expenses were \$60,216.69:

○ Deck membrane repairs:	\$ 9,150.00
○ Pool furniture:	\$ 1,932.66
○ Tree Removals:	\$ 7,000.00
○ Landscaping Improvements:	\$ 9,052.72
○ Drainage work:	\$12,575.00
○ Roofing 200 building(front):	\$20,506.31

c) Contingency Savings Account: \$ 7,947.73

2012 allocation is \$416.66 per month. We paid this amount through May 2012. Borrowing \$5,000 from contingency fund to pay for the Mulch, \$9,090. Board approved paying FHA re-certification cost of \$1,260 from this account in June.

- d) Financial Questions/Issues:** To reduce costs and confusion, ACH Debit homeowners will only be sent the monthly bill if there is a flyer being sent, but no envelope will be sent to those units.

- e) Possible Savings:** Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park. See ledger. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment in 2010 & 2011 but membership did not approve.

General Session adjourned at 7:50pm. Executive Session commenced at 7:51pm.

Minutes compiled by Laura Donnelly. Edited by Jan Linville & Victoria Boodoian.

Approved by Board on 7/12/12.