

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes– May 13, 2013
GENERAL SESSION AGENDA (6:43 pm)**

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** Victoria commenced meeting
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented April 2012):** Sherry Regel is the community coordinator. Captains: 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) **Previous Minutes:** April minutes need to be reviewed and approved by email.
 - c) **Resident Directory:** New homeowner has moved into #511. Paperwork just received on Friday. Her Son, Shannon Dale, plans to live with her. Updated directory to be emailed to the board.
 - d) **Action List –** reviewed the April Action List. Items are included on the agenda.
 - e) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units have been updated, including #324 and #202. Gerri distributed listing to the Board at the meeting. Sticker given to Victoria to give to unit to #202 and mail #511.
 - ii. New registration form approved and will be sent to new owners in the welcome packet.
 - f) **Hembree Village:** Discussed issue with tree with down limb. May die but not Hembree property.
 - g) **Gate Code/Entry Issues:** Victoria given the new report.
 - h) **Gate Remotes:** (\$15 each. David was given 25 remotes in Aug 2012). No new remotes ordered.
 - i) **Pool Update:** Pool opened 5/11/13. New Pool Rules were mailed with the monthly bills and new code has been assigned. Gerri will bring list of homeowners who have called to get the new code. 24 by 7 is treating the pool area monthly now thru September. Gerri spoke to Marshall and the pool was not officially open on May 12th. Pool inspection is scheduled for May 14th. The pool will officially open on Wednesday, May 15th.
 - j) **Signs for new path cleared by Fulton Co to access sewers:** Victoria previously asked the Board to consider installing signs at both entrances. There is concern regarding snakes & coyotes seen in this area. Board asked for legal clarification on language that should be used on signs since Fulton Co cleared the pathways in order to access sewers without the Association’s knowledge or approval. Gerri spoke to Michael and he recommends “RESTRICTED AREA, DO NOT ENTER”. Gerri will get quote from Cowan for Board’s approval.
 - k) **Resident Communications:** (Confidential discussed in Executive Session):
 - i. **Message for June bills:** Neighborhood watch is working!
 - ii. **Reviewed David’s notice regarding smoke detectors:** Send to membership with monthly bills.
 - iii. **Newsletter:** Last issue published March 2013. Possible topics for next publication: pathways created by Fulton Co, coyotes & snakes seen in wooded areas, pictures of porches w/plants, security incidents, soliciting, sewer lines/no grease, pets over 20 lbs, car radio noise in community, possible fee increase if pooper scooper needs to be rehired, preferred plumbers, water shutoffs, dryer vent cleaning etc...
 - l) **Architectural Control Inspection:** Jan and Victoria walked the property April 6th. Notices sent and given at April Board Meeting. No residents called Working Solutions. Victoria will follow-up.
 - m) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura’s email address.
 - ii. Laura to assist Victoria on converting newsletter so it can be distributed via iContact.
3. **Security Incidents:** Issue reported on Thursday, May 9th. A young man was knocking on doors stating he was selling magazines to raise money for college. As a building captain, this concerned Ada so she called the police immediately. The young man was arrested on the property. Upon a follow-up call to the police, we later learned he had been arrested previously for the same type of activity in another state. It is not known if this young man was attempting to scout out which units are occupied during the day, etc.
4. **Landscaping issues:** Wes completed the following:
 - i. Completed installation of the woodchips as previously approved.
 - ii. Completed clearing the wetland area behind buildings 200-400. This work was approved via email.
 - iii. Completed work order to blow off #305’s patios per results from Architectural Control Inspection.
 - iv. Completed work order from #412 to check the trees behind the 400 building. Owner is concerned about the trees damaging his unit. Gerri will have John come look at the tree.
 - v. Rick requested looking into ivy on trees. Wes stated that ivy does not hurt trees, kudzu does so all is good.

- vi. Reviewed Wes's email which outlines issues resolved and in process.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Six (6) inch gutters:** Six (6) gutters were installed on all sides of building 100 and the rear of the 300 building and the rear of the 400 building (the remaining area) in 2013. The six (6) inch gutters installed in 2012 were over #221, #222, 425 and #426 as a test.
- i. Gerri brought the bid for the installation of the 500 building six inch gutters again (\$2675). Kenneth recommends replacing them only if they are experiencing over flow, if not, he does not think they need to be replaced.
 - ii. Victoria spoke with Patrick & crew regarding gutters in general & specifically over unit #223. Apparently some units are more susceptible to clogging due to positioning of trees. Gerri is going to get a quote for doing the corner near Ada's unit.
- b) **Shutoff valves.** Discussed David's email he sent to the board in regards to instructions.
- c) **Painting of the pool fence and railings:** The pool fence painting has been completed. (Buildings 200, 300 & 500) The railings on the 300 building should be done this week and they will check on the 500 and 200 buildings before they are completed, but Kenneth and David determined that the 500 building railings did not need to be done.
- d) **Next property inspection date for David and Kenneth.** Late June timeframe.
- e) **Dryer Vents:** Last completed on 2/11/10 by Mad Hatter. New proposal (\$1925). Board approved Association funds to pay for this expense in the interest of everyone's safety as it's a potential fire hazard.
- f) **Light pole malfunctioning:** The street light behind the first breezeway of building 200 (between Victoria & Sherry's units) is malfunctioning. Gerri will report to GA Power. Pole says #14.
- g) **Additional gutter cleaning done as requested:** Victoria called in a work order to have all gutters spot checked as the left end of building 200 were clogged. Kenneth cleaned any clogged gutters as instructed.
- h) **Deck Leaks/Membrane Repairs:** Repairs completed on 14 exposed upper decks in buildings 100, 200, & 500 (Q=10 in 2012: Units 121, 122, 123, 224, 226, 227, 523, 521, 522, 525 / paid \$18.5k) & (Q=4 in 2011: Units 221, 222, 225, 426 were completed as initial test to ensure sealant worked). Additional repairs needed to boards as discovered & repaired in the process of this project.
- i. **Schedule for additional decks in 2013:** Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year. This project may be approved to move forward once the weather permits (warm temps, no pollen or leaves falling) & budget permitting. This project is still on hold until the weather gets warmer.
6. **Status of Units:**
- a) **Units for Sale at present:** Unit #102, # 201, #327, #406, #414 and #423. Unit #114- but still not on the multiple listings. No realtor code assigned yet. All gate codes for units sold have been deleted.
- b) **New units for sale:** none. We have still not gotten confirmation from #525.
- c) **Current contracts:** #511 sold and new owner is to move in.
- d) **Foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #102 (this unit is now for sale), #324, #401 and #405
- f) **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 (4):** #113, #306, #315 and #428. **Units closed in 2013 (1):** #511.
7. **Financial Presentation as of May 13, 2013:**
- a) **Operating Account Balance: \$ 4,868.31**
- i. April Financials distributed to the Board. Gerri presented the April income and expense report.
 - ii. The telephone bill charges have been lowered.
 - iii. 2013 Water Usage (monthly budget = \$2,166.67)
 - January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
 - March 2013 \$2,069.38 (\$738.70 wtr/\$1,330.68 sewer) 02/01/13 – 03/01/13 billing period
 - April 2013 \$2,230.84 (\$794.37 wtr/ \$1,436.47 sewer) 03/01/13 – 04/02/13 billing period
 - May 2013 \$2,024.38 (\$723.18 wtr/ \$1,301.20 sewer) 04/02/13 – 05/01/13 billing period
- b) **Reserve Account Balance: \$ 86,859.38**
- i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through February 2013. Will continue to catch up as cash flow permits.

ii. Creating a line in reserve account for repaving all asphalt surfaces. Posting \$10k toward this project now. New line in reserve budget should be ready by June.

iii. 2013 estimated/potential reserve expenses known to date:

7.8-17.5k Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year.

18,021 Replace front side of roof in building 400 was completed in March. This was \$821 less than his proposal.

3,780 Install 6" gutters around entire roof line of building 100 (\$1950 deduct 10% if done @ same time)
Install 6" gutters behind bldg 300 (\$1275 deduct 10% if done @ same time)
Install 6" gutters behind bldg 400 (\$975425 & 426 already done/deduct 10% if done @ same

time)

TBD timing: gutters on the 500 building, \$2,675 for total building, \$1,350 for front and \$1,325 for the rear.

3,750 Paint pool fence & stairway railings in building 300. Check other railings if needed.

33,351 - 43,051 estimated potential reserve expenses

iv. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962

c) **Contingency Savings Account: \$ 15,928.68**

i. 2013 allocation is \$416.67. Payments made through May 2013.

General Session adjourned at 8:00. Executive Session commenced at 8:01.

Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes via email on _____.