

Hembree Creek Condominium Association Board of Directors Meeting Minutes – May 12, 2014

GENERAL SESSION (6:45 pm)

Board Members Present: David Wurtenberg, Ralph Stinson, Laura Donnelly, Teresa Miller, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** No residents present
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) **Security Incidents:** None reported.
 - c) **Minutes Adoption:** February, March and April were approved via email. April minutes circulated to the Board & approved on April 25th. Feb, March & April have been posted to the website.
 - d) **Resident Directory:** We had six (6) closings in 2014 to date: #525, #312, #122, #102, #201 and #205. New homeowner directory distributed to Board.
 - e) **Action List –** Items were included and reviewed on the agenda.
 - f) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All new units were sent vehicle registration forms,
 - We still need vehicle information on #112, #414 and #423. Fine for no response will be \$50 after multiple requests.
 - We still have an adequate supply of parking hangers for building 200.
 - We still have an adequate supply of parking stickers as well.
 - Unit 427: Letter was sent and we are waiting for a response. Cindy did speak to the owner and confirmed it's a silver acura.
 - g) **Hembree Village:** Grass is getting high now. It needs to be mowed. Gerri will contact Code Enforcement.
 - h) **Gate Code/Entry Issues:** Victoria will be given the new report.
 - a. The gate has been found open on several occasions in the evening but it's closed the next morning. Larry with North American did inspect the gates in April, but he could not find a problem.
 - b. Realtor code 7201 was being used a lot at very late times of night. Now that the unit has sold, we deleted the realtor code.
 - c. Pedestrian Gate not closing correctly. Gerri will give Kenneth a work order.
 - i) **Gate Remotes:** (Cost = \$15) Collected funds for 3 new remotes purchased by residents.
 - j) **Pool Update:**
 - The pool passed inspection. 2014 pool season will start on Saturday, May 17th.
 - The pool rules were sent out with April bills.
 - Homeowners are calling in for the pool code and list is being tracked. List was presented in Executive Session.
 - Marshall will be cleaning the pool furniture on Wednesday, May 14th before the pool is opened.
 - Pool pump was repaired last week at a cost of \$650.
 - 24 by 7 will start treating the pool area in May on a monthly basis as done in previous years.
 - Victoria is searching for a couple of small side tables for the pool season.
 - k) **Architectural Control Inspection:** Victoria and Teresa inspected the property on April 5th. Results were discussed in Executive Session.
 - l) **Community Correspondence** (Confidential items to be discussed in Executive Session):
 - **Message for May bills:** We are still requesting any railing repairs to be reported.
 - m) **Hembree Creek website:**
 - Homeowners/realtors will be given Laura's email address.
 - Laura advised Victoria to cancel the iContact account. Victoria canceled the automatic renewal and requested a credit to her personal credit card.
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect buildings 100 & 200. Marc was on the property and has written a proposal for Victoria to review. Copy included.
 - Building 100:
 - Unclog drainage grates behind building 100 – may need to consider converting to domes vs. current drainage grate so they will not clog so easily.
 - Consider using rocks & a trench to divert water away from building on back left side on slope.
 - Dome grate (last one on far left side in front) is not working properly. Always clogged.
 - Building 200:

- A couple of grates are clogged by mulch etc. Consider domes for this area as well.
- Eventually need to consider replacing wood chips with rocks on left side on slope/hill.

4. **Landscaping issues:**

- A+ Lawn Care (Wes): Wes has submitted his proposals for the various items per Victoria's list and a revised quote for the mulch in bulk vs. bags. Wes will hold off on installing the approved pine straw until after the buildings are pressure washed and railings/trim painted. Gerri is going to speak with Wes about removing the dead plant materials that didn't survive the harsh winter. She will ask his opinion on whether we should be planting anything at this time.
- Valley Crest - Gerri presented a quote from Valley Crest to have the mulch blown in via a truck. The cost will be substantially less than using bagged mulch or Wes' new quote of bulk mulch. Board asked to have the Valley Crest come out and measure for an exact quote.
- Unit 412: Owner reported the tree directly behind his unit & would like it removed or the branches cut back. He has routinely asked for this because it blocks the sun and/or his view. Victoria & David discussed this via phone. David inspected the tree & did not feel as though it was that close to the building. The arborist was out here less than two weeks ago and did not permit this tree to be removed so we cannot take it down. At best, we can cut back the branches. Wes will take a look.
- Outstanding issues and new issues:
 - Dead plants (q=5) in mailbox strip area (very little new growth). May need to be replaced.
 - Dead wisteria (q=2 vines) at bottom of retaining wall by front entrance.
 - Fill in Liriope where needed in front of building 200.
 - Pull out privets from the big island. They are dead. Possibly replace with 6 Acuba's in a diamond or triangle pattern vs. a straight row in the middle like the privets are currently.
 - Trim back Leylands across from building 200 - completed Wed May 7th
 - Dead large round holly bush in front of building 200 – right breezeway entrance. Needs replaced.
 - Dead junipers on right hand side of building 200 in landscaped area (above shed).
 - Dead Loropetalums bush in front of building of 200 – left breezeway entrance. Needs replaced.
 - Replace plants that were removed from left side of building 100 – left side of entrance (unit#113)
 - Spring plant materials for beds.
 - Spray/cutback wetland area during growing season (has to be done periodically depending on rainfall).

5. **Tree Removal:**

a) **A+ Lawn Care (Wes):**

- Wes submitted another quote at Victoria's request for some additional smaller trees that need to be removed in the area behind and on the right side of building 500 and near the streetlight by the dumpster area. That quote will most likely need to be discussed via email or at next meeting.

b) **Chipper Tree Service (John):**

- Estimate #131 was approved for \$1,950 via email.
- The City of Roswell Arborist, Andy Pitner did come to the property and make his recommendations. The Board was emailed and the approval was given. John with Chipper Tree Service was notified, awaiting response on his schedule. Gerri has asked him about the two Leylands by building 400. These need to come down prior to the pressure washing. He has requested a permit today, May 12th and should be able to cut them down on Thursday.

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

- Units 325 (Jan):** Owner reported gushing water at a joint in the downspout by her unit. Work order scheduled and completed. The downspout was clogged.
- Unit 202 (Rico)** – Owner reported a clogged downspout next to his porch. Water was gushing on his deck and he was concerned it would get under his door and cause damage to his floors. Work order scheduled and completed. It was a clogged downspout.
- Building 300** – New resident stopped Victoria to report there is still a bag of ice melt on the far left hand side of building 300 near the outside entry area by unit 312 that needs to be stored in the Sprinkler closet. We will set up another work order to get this done the next time Kenneth is on the property.
- Running toilet water** - Laura reported hearing water running at all hours of the night intermittently. Gerri contacted Roxie to see if her toilet might be broken or "running". Roxi had a new toilet installed about 3 or 4 weeks ago and it's not leaking. Gerri will send a letter to adjacent home owners to check for leaks.
- Property Inspection:** Next inspection for David and Kenneth will be scheduled for the end of June.
- Units 123, 221 & 225** – Owners reported their deck sealants were bubbling up. Kenneth will look at these decks when he is on the property doing the pressure washing and painting.

- g) **Schedule Pressure Washing:** Kenneth would like to start the pressure washing on Monday, May 19th, weather permitting. Notices will be sent. Board approved Kenneth's bid of \$1,650 to include buildings, breezeways, sidewalks, pool area, mailbox area & front sign. He will also include the callbox column at the front gate and the gates themselves too. He was asked about the gates needing to be painted if they are pressure washed. He will look at them to make sure before they are done.
- h) **Shutters:** Painting of building shutters will be done after buildings have been pressure washed. Shutters will be painted and replaced as needed. The cost per pair is \$130. This price was confirmed.
- i) **Paint White Trim/Railings:** We reached out to several contractors to bid on this project. Kenneth was awarded this project and he will start painting after the pressure washing is done. This includes all of the white trim on the buildings except for trim around the doors and the windows. It does include the archways on the buildings and the back railings since they are white. It also includes the 2X6 trim pieces next to the back railings. The last time we did the railings was 2009, but all of this was not part of that project. The notice will include this information on pressure washing and painting.
- j) **Railing issues reported:** following units have reported issues: #222, #223, #416, #417, #422 and #424. We have not received anything new to date.
- k) **Building 400 common water line repair required:** Unit #402 reported water in his closet ceiling. It was determined that a main water line was leaking. John with Georgia Plumbing completed the repair Friday, May 9th. Main water line was shut off & notices were distributed on each unit door. An appointment is currently scheduled for Tuesday, May 13th at 8:00 am to repair the sheet rock cut and incidental damages.
- l) **Building 200 Water shutoff valves –** Gerri was to discuss issue with John to confirm if there are indeed two separate water shut off valves for building 200. This is a follow up to the confusion with unit 205 where the entire building water was shut off and Victoria's breezeway was not notified.
- m) **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele and he bid the job. He has inspected the property. This has been tabled for a future meeting.
- n) **Dumpster fence:** The painting of the replacement boards will be stained as soon as the wood cures. Kenneth will look at it when he is working on the property.
- o) **Dumpster Lid repaired:** Victoria reported that the dumpster lid was broken and it was repaired by Roswell sanitation.
- p) **Re-stripping parking lot:** Bids obtained for this as requested, including re-stripping parking space lines, hash marks/no parking areas, & handicap symbols. Got quotes for the potholes to be repaired. We need to ask for new bids to stripe the parking lot. David will walk and review the blue lines.
- q) **Six (6) inch gutters: Determine if gutters will be replaced on building 500 (\$2,675 for total building, \$1,350 front only, \$1,325 rear only).** Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property.
- r) **Deck Leaks/Membrane Repairs** (project tabled until owners report leaks): 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. **Determine schedule for additional decks in 2014:** 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 for 2014. **There have been no new leaking issues reported.**

7. Status of Units:

- a) **Units for Sale at present:** Unit #223, #401 and #411. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold.
- b) **New units for sale:** #223
- c) **Person interested in first floor unit:** Gerri will let realtor know if one pops up.
- d) **Reviewed sales prices for units that sold in 2014.**
- e) **Current contracts:** #401 has a contract.
- f) **Updates on foreclosure status given in Executive Session.**
- g) **Units with Board approval to rent:** #324

- h) **Units Sold in 2006 (18); 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **2008 (1):** 224; **2009 (5):** 212, 218, 225, 318, 511. **2010 (5):** 111, 206, 217, 316, 522. **2011 (4):** 101,322, 406,418. **2012 (4):** 113, 306, 315, 428. **2013 (6):** 327, 406, 414, 423, 511, 522. **2014 (6):** 102,112, 201, 205, 312 and 525.

8. Financial Presentation as of May 12, 2014:

a) Operating Account Balance: \$ 8,410.14

- April Financials will be emailed before the meeting. A hard copy will be given to Victoria.
- The conversion with WindStream is complete. Caller ID at the gate to say Hembree Gate.
- We have not paid the full AT&T phone bills. Gerri will reconcile.
- All flood insurance premiums have been paid in 2014.
- The \$1,500 was received for legal fees and has been posted accordingly.
- Balance sheet is off \$288.32. This is an old invoice from 2011 that is being corrected.
- 2014 Water Usage (monthly budget = \$2,166.67)
 - o January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
 - o February 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
 - o March 2014: \$2,254.81 (wtr \$802.64/sewer \$1,452.17) 02/05/14 – 03/04/14
 - o April 2014: \$2,563.46 (wtr \$909.07/sewer \$ 1,654.39) 03/04/14 – 04/01/14
 - o May 2014: \$2,883.47 (wtr \$1,039.42/sewer \$1,864.05 04/01/14 – 05/01/14

b) Reserve Account Balance: \$ 94,149.97

- 2014 monthly reserve allocation was \$2,750.
- We transferred 2014 reserves through April 2014. We will transfer May as cash flow permits.
- Per January Board Meeting, Gerri will transfer \$459 per month from Operating into Reserves to catch up from missing November and December 2013 reserve payments due to unexpected legal fees incurred. We have transferred funds through May 2014.
- Following items are for consideration in 2014:
 - \$ 18,200 for painting project (white trim and railings)
 - \$ 5,650 painting shutters
 - \$ 15,822 replace front side of roof for building 300
 - \$ 2,675 6" Gutters for building 500 (\$1,350 front only, \$1,325 rear only)
 - Paint White Trim (including all exposed deck railings)
 - Paint Shutters (& replace as necessary)
 - Deck Membranes for exposed upper level (as needed)

c) Asphalt Resurfacing Reserves: \$ 4,626.22

- \$10,000 was allocated as part of the budget.
- \$4,626.22 was part of the lawsuit garnishment received.
- Determine if any new funds need to be allocated here.

d) Contingency Savings Account: \$ 7,506.90

- 2014 allocation is \$416.67. We paid this amount through May 2014.
- No funds have been used from this fund to date in 2014.

e) Financial Questions/Issues: Address any additional financial questions presented at the meeting.

General Session adjourned at 8:11. Executive Session commenced at 8:12.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian & Dave Wurtenberg. Minutes approved June 10, 2014 via email.