

## Hembree Creek Condominium Association: Board of Directors Meeting Minutes – General Session

June 9, 2008

Hembree Park Community Center

6:30 TO 8:15 PM: General Session

8:15 PM Executive Session

**Board Members Present:** Victoria Boodoian, David Wurtenberg, Robbie Hunt, Sherry Regel, Wes Boozer, and Gerri Schwartz (Property Manager).

### **GENERAL SESSION:**

1. **Open Forum** – No homeowners present at meeting
  - **Neighborhood Watch** – No new volunteers have come forward.
2. **Update on sprinkler recall**, there is still no further update from Affordable Fire Protection.
3. **Reviewed and adopted minutes** from the May Board Meeting. To be posted @ mailbox & website.
4. **Letter to included w/July Bills:** The three C's of Condo Living. A separate mailing will go out regarding letter asking for volunteers to help with watering. Both letters written by Victoria on behalf of the Board. Board agreed to have Gerri send to homeowners.
5. **Reviewed revised new homeowner letter.** Victoria revised letter. Board approved changes.
6. **Reviewed letter sent to sellers/real estate agents.** Victoria revised. Board approved changes.
7. **No Need to Update Resident Directory:** There have been no closings yet this year. No new Homeowner's Directory will be included in Board Package.
8. **Discussed any update of the vehicle ID stickers:** No new issues to be presented to the Board.
9. **Remotes for Gate:** No remotes have been sold – per David.
10. **Installed plastic sign holder(s) at mailbox** – Robbie Hunt provided for free & posted at mailbox.
11. **Discuss update on setting up a web site -** Laura Donnelly created website. It is live and updated with latest information given to her. Budget & minutes will be posted soon.
12. **Discuss update on realtor signs at front gate & inside community.** All realtors spoken to and asked to remove signs as discussed at the meeting. Realtors have complied.
13. **Board to finalize the new sign to be placed outside of the gates** “See Sales Listings @ [www.hembreecreek.com](http://www.hembreecreek.com)”, sample was presented. Board had follow-up questions. This will be voted on via email in the next week or so. Cowen Signs will provide sign.
14. **Discuss Fire Marshall Fire Hydrant violation recently received.** Copies were presented at the meeting and conversation with Assistant Chief Paul Piccirilli discussed– Landscaper to remove the shrub blocking the fire hydrant on the island between building 400 & 500.
15. **Insurance Claim filed with CAU for hail damage on roofs.** Kenneth Lock contacted to handle the claim. Hail damage found on building 100 (back side only) and 500 (entire roof), total claim to be approximately \$40,000. Kenneth's price to do the front of the 100 building is \$9,589.50 while they are on the property. The board has unanimously agreed to have Kenneth replace the entire roof on building 100. The reserve study requested roofs for 100 and 200 to be done 2013. This will eliminate the additional expense of doing the front side of building 100 in 4-5 years.
16. **Need to reschedule the property inspection and walk through with Board and Ron.** Robbie & Wes have rescheduled for Saturday, June 14<sup>th</sup>.
17. **Hembree Rd bridge project update.** - none
18. **Review May Action List – completed.**
19. **Landscaping issues:**
  - **Water ban update.** (FYI - We follow Fulton County – not City of Roswell.) See separate Roswell Beacon newspaper clipping.
  - **Update on Phase 1 - planted after May Board Meeting.** All work completed that was previously approved.
  - **Discussed new proposals –** Phase 2 (front sides of buildings 3, 5, and 2 as well as cutting back the wetlands). Phase 3 (Fall 2008/Spring 2009): pool area, uncompleted building fronts, back of bldgs 2, 3, 4 - hide sewers, build arbor over bench at mailbox w/ wisteria. Other possibilities: trellis for retaining wall to encourage wisteria, ivy, and jasmine to grow up the wall - can do this over the summer. Board unanimously voted to have planting done between buildings 300 and 400 (\$995.00 + soil) and to have our landscaper cutback the wetlands (\$850.00).

- **Purchase of new hoses:** Board unanimously approved replacement of busted hose on left side of bldg 2, hose for right side of bldg 2, hose for bldg 3, rolling cart for hoses at pool for both neater storage as well as easier watering of mailbox area & front gate area. FYI – known water spigot locations: bldg 1 – pool side only, bldg 2 – both right & left sides and in back, bldg 3 – left side only, bldg 4 – left side only, bldg 5 – left side, and dumpster area.
- **Other landscape issues:** Board unanimously voted in favor on the need to cut back ivy by the Leelands (p/W. Witherspoon); limb up River Birch on left side of bldg 2 over new pink Dogwood tree; and replace all pavers @ mailbox and re-position them to bench.
- **Reviewed planting replacements requested by Wes and Allison Boozer.** No action to be taken at this time. Front side of Bldg 2 will be addressed in Fall 2008 or Spring 2009 along with the next Phase of landscape improvements. Other areas deemed more pressing at this time.
- **Termites reported at the pool by Marshall.** Allgood responded and treated a small area at the bathrooms, but Wes W. was called to treat “red” mulch to correct the termite problem.
- **Contact Roswell Arborist –** per David Wurtenburg concerns. Wes Witherspoon noticed a tree behind the far end of bldg 400 that didn’t look healthy. Working Solutions to contact City Arborist to inspect problem trees for disease or possible removal, discuss process.

20. **Maintenance issues:** All work orders requested have been set up, completed or being worked on.

- Review action list for updates on issues with Ron and Keith.
- Gutter diverters repaired as requested.
- Reviewed outstanding items to make sure they are addressed.
- Discuss possibility of purchasing additional light covers for future need & storing in shed. Gerri to request Keith to order 10 more covers at \$21.00 and to check on –line at Homedepot.com to see if there is any cost savings for the identical covers.
- Drainage Solutions completed the retaining wall repair at the pool and the cement slab under the storage shed. Gerri to contact Mark.
- Ron installed temporary handicapped sign as requested by owner in #312.
- Gutters were cleaned by Bonnie Weathers as proposed.
- Review quotes again to have all breezeways, sidewalks, mailbox area, pool area, and old trash pads pressure washed. Put on hold pending results of property walk-thru by Wes Boozer & Robbie Hunt.
- Breezeway light fixtures were cleaned by Ron. Will be cleaned bi-monthly thru summer beginning in June.
- **Pool Area:**
  - Start pest control service at pool area (May – Sept). 24/7 has begun treatment of the pool area as required. (termites were found at the pool)
  - Board unanimously approved sign for pool gate (exit side) stating “ Please remove all trash & close umbrellas upon exiting”.
  - Board unanimously approved signs for both bathroom doors – “Help keep bathrooms clean, turn off light, & close door when exiting”.
  - Gerri will call Marshall – Wes Boozer advised pool was cloudy and to make sure the bathrooms are cleaned on the days the pool is cleaned.

21. **Units for Sale at present :**

#101, #102, #212, #218, #224, #305, #306 (?), #318, #326 and #406. All other realtor codes were deleted and new codes assigned. #111 is still not for sale, will keep Board posted. #306 has still not been given a realtor code. #305 owner is in process of moving out and awaiting realtor code to be assigned. He is the one that had the trailer on site.

**Units that can be rented:** #324 has renewed his lease, will expire November 30, 2008.

**New units for sale:** None reported to date. Sales Policy Letter is being sent to owners and gate codes assigned for realtors when reported.

**Contracts:** None have been received.

**Units Sold in 2006 (18):** #113, #114, #122, #124, #201, #206, #214, #226, #302, #312, #315, #317, #322, #327, #406, #412, #423 and #511.

**Units sold in 2007 (14):** #114, #213, #216, #217, #305, #315, #328, #411, #412, #413, #414, #422, #513 and #527.

**Units sold in 2008:** none to date.

**22. Financial Presentation as of June 9, 2008:**

**Operating Account Balance:       \$ 7,942.81**

- Reviewed May 2008 income/expense report. May financial packet give to all Board members.
- Insurance remains current, all flood insurance payments made for 2008.
- Jack Houseal submitted invoice for audit in June, \$1,400.

**Reserve Account Balance:       \$ 124,416.85**

- Reserve transfer has been made through June, 2008. Reserve allocation in 2008 is \$ 2,750. This is the budgeted amount.
- Monthly transfer is \$ 3,222.17. This includes the funds not transferred in 2007.

**Contingency Savings Account:   \$ 9,426.11**

- We will be transferring \$ 416.66 monthly to this fund from the operating budget.
- Funds have been transferred through June, 2008.

**23. Discuss any new business not previously on agenda.**

**General Session adjourned at 8:15pm. Board of Directors commenced Executive Session at 8:15pm.**

**Minutes prepared by Sherry Regel, Secretary, Hembree Creek Board of Directors and edited by Victoria Boodoian, President, Hembree Creek Board of Directors.**