

Hembree Creek Condominium Association: Board of Directors Meeting Minutes— June 14, 2010

GENERAL SESSION: 6:40-8:25pm

Board Members Present: Victoria Boodoian, David Wurtenberg, Laura Donnelly, Robbie Hunt and Gerri Schwartz of Working Solutions.

1. **Open Forum** –Victoria commenced meeting. Received complaint about a unit in 300 bldg. holding a party on 6/11/10. Advised homeowner to alert Roswell Police immediately and follow-up with Working Solutions so the incident is well documented.
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.
 - ▶ **Review and adopt minutes:** May minutes not presented at the meeting. Minutes just sent to Victoria Sunday, June 13th.
 - ▶ **All violation letters were sent out per the Quarterly Violation Inspections conducted by Robbie and Bill.**
 - ▶ **Update Resident Directory:** Total of five (5) closings in 2009. One (1) closing in 2010 to date (#111), updated new homeowner’s list presented.
 - ▶ **Update of Vehicle ID stickers:** “New Policy Announcement” letter will be sent out with the July billing, along with “pastel green” Guest Passes, four (4) per unit. Effective date is 7/1/10.
 - ▶ **Hembree Village Updates:** Nothing new to report.
 - ▶ **Remotes for Gate:** Dave getting remotes to new owner in #111. Two more remotes sold.
 - ▶ **Update on web site** - Homeowners/realtors will be given Laura’s email address
2. **New welcome letter and re-sale letters. will be used for new homeowners.** Victoria & Gerri still working on revisions to new welcome letter regarding outside modifications.
3. **Subscriber list on Hembree Creek website.** Laura will be looking into self managed list capabilities on the server.
4. **Gate code breach in early May:** Reviewed new codes given to all vendors. Roswell Beacon and UPS are now able to get in.
5. **Discussed wash dryer appliance removal and associated costs.** The cost of \$125 will be reimbursed from the mortgage holder of unit #206.
6. **Discussed mail delivery issue.** Mail Delivery seems to have improved.
7. **There has been no new request to hold an Open House.** Bob Kashey from Harry Norman Realty 404-394-7197, did sell #111 on May 18th from first open house.
8. **Entry Gates:** Gates were remotely opened and closed during the asphalt project.
9. **Pool Update:**
 - ▶ Discussed new pool furniture and what is available with Two Strap, Lee Tatum. Price will be determined by the number of lounges..Board attempting to pressure wash furniture before reviewing quotes to replace or restrap.We have 10 loungers and 8 chairs (we have 1 strap broken).
 - ▶ 24/7 is treating the pool area monthly for the pool season.
10. Received request to install a mirror in the bathrooms. Gerri will get quote.
11. **Signage:**
 - ▶ New community entrance sign update: See new dimensions presented by Randy Cowan. He marked the area where the sign would be installed, we are going to ask that he bring is forward a foot and rotate the left rear forward a bit to reduce risk of erosion and sign sliding off cliff over time. Gerri will talk to Rodney Reese of Brumbelow/Reese & Associates, a local surveyor (770-475-6817) once we are ready to start the project. We will also contact Kenwin Hayes from the City of Roswell (770-594-6437), when we are at the permitting stage. As a reminder, we spoke to Charles Fillis (404-696-5985) who was referred by Neo. He did have someone mark the boundaries.
12. **Landscaping issues:**
 - ▶ Non-drought schedule: (Fulton Co./not City of Roswell.) As of 6/10/09, Mon-Wed-Sat > even or un-numbered addresses; Tues-Thurs-Sat > odd numbered addresses. No specific time of day. Discouraged between 10 am – 4 pm.
 - ▶ Wes given areas where weed problems existed and has corrected the problems.
 - ▶ Victoria scheduled walk through with John (Chipper Tree Service) and Wes in May. Reviewed Victoria’s list vs. report from Chipper Tree Service. Estimated cost is \$400-500 and will include the Alpharetta arborist who also consults independently of the city but will work in tandem with the city of Roswell arborist. Gerri and Victoria to confirm all action items with John. Board voted to classify as a capital project and pay for expense via reserve account.

- ▶ Board reviewed additional landscape items but tabled anything else for the time being as it's not a priority and funds are limited.
- ▶ On May 12th, Victoria called Neo to cut the grass by the guard rail and to remove the stop sign by the guard rail. Grass has been cut & sign removed.

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

See Action List for updates.

- ▶ New breezeway ceiling light fixtures: lights held up well and no bugs accumulated in lights. The project was approved at \$4,750 for the lights to be installed in all breezeways. This is a capital expense and will be paid out of the reserve account.
- ▶ Georgia Paving project completed as a cost of \$3,372. Confirmed that this would be a reserve expense.
- ▶ Gutter cleaning was completed 6/14. The sod behind 200 building to be scheduled for replacement by 7/14/10 then pressure washing will be scheduled.
- ▶ Gerri confirmed pressure washing bid & Board approved. Will schedule after replacment sod is laid behind the 200 building. Board will offer homeowners a price to have their decks pressure washed at the same time vendor is on the property.
- ▶ Dryer vento repairs by Mad Hatte: There were a few issues that needed to be repaired. #425, Levy has been repaired, #527 (Donnelly) needs to be looked at again. Will set up when get into #522(Lutz) and #524(Robinson-Executor). Mad Hatter has scheduled appointments for Saturday, June 19th at 10 AM to inspect and fix the outstanding units.
- ▶ No new malfunctions reported with the entry gates. Still awaiting cost to replace the locks on the gates arms but they are on order.
- ▶ Dirty Works schedule has been changed, it will be \$85 per visit to cut cleaning to bi-weekly. This is effective in June.
- ▶ New work order reported by Victoria to re-attach the cable box on back left corner of building 300.

14. **Status of Units:**

- ▶ **Units for Sale at present :** #101, #102, #217 , #225, #305, #316, #322 and #522. Updates on foreclosure status to be given in Exec session.
- ▶ **Units that can be rented:** #324 & #328.
- ▶ **New units for sale:** none,
- ▶ **Current contracts:** #322 lost their contract.
- ▶ **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (5):**#212, 218, 225, 318 and 511. **Units sold in 2010 (1):** #111

15. **Financial Presentation as of May 10, 2010:**

Operating Account Balance: \$ 4,325.99

- ▶ May Financials delivered at the meeting.
- ▶ Addressed any financial questions presented.
- ▶ We received the refund from the Water Department for \$2,537.15.

Reserve Account Balance: \$ 149,676.28

- ▶ The Reserve payment of \$ 2,750 is paid through March 2010. Gerri will check balances later this month to see if more can be transferred. Will catch up on the reserve payments as soon as cash flow permits.
- ▶ 2010 monthly reserve allocation is \$ 2,750.00.

Contingency Savings Account: \$ 1,848.27

- ▶ Transferring \$ 416.66 p/mos from operating budget. Funds transferred through June 2010.
- ▶ 2010 allocation is \$ 416.66 per month.
- ▶ We paid Wes out of this account as instructed, \$ 4,869. We have not been able to pay anything back to this account to date.