

Hembree Creek Condominium Association: Board of Directors Meeting Minutes – June 13, 2011

GENERAL SESSION: 6:30-8:11 p (approx. time)

Board Members Present: Victoria Boodoian, Sherry Regel, David Wurtenberg, Laura Donnelly, Bill Ison, and Gerri Schwartz of Working Solutions.

1. **Open Forum** –

- a) Victoria commenced meeting with announcement to home owners that per legal advice, the Board is resuming the open session for the first 10 mins of the meeting only for residents to address the Board. Once the General session has commenced, residents can only speak with permission from the Board.
- b) Residents present advised that financials can be retrieved from Working Solutions by picking up from their office.

2. **Recurring Monthly Business:**

- a) **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.
- b) **Reviewed and adopted minutes:** April & May Meeting Minutes were approved via email and uploaded to the website.
- c) **Resident Directory:** Gerri distributed updated directories which lists any of the additional residents listed from our vehicle and resident information forms
- d) **Parking and Vehicle ID stickers:** An inspection of all vehicles for stickers will be conducted when the weather is cooler.
- e) **Hembree Village:** Messages have been left with Code Enforcement about the grass/weeds. The number is posted at the mailboxes for residents to use.
- f) **Remotes for Gate:** David turned in money for two gate remotes (remotes cost \$17).
- g) **Message for May bills:** None determined.
- h) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address.
 - ii. Laura to report on the subscriber’s list next meeting.
 - iii. Victoria received reimbursement for \$159.43 for website renewal(3-year renewal for the hosting subscription fee and the business registration renewal).Victoria also reimbursed \$61.83 for the 3-year renewal of our actual domain name (HembreeCreek.com) at \$34.86 and the private registration services at \$26.97. When Laura set up website, Victoria’s personal credit card was used on-line for the initial 3-yr subscription fee. It’s an automatic renewal every 3 months. GoDaddy 480-505-8855.

3. **Gate Entry Issues (Roswell Police not having access):** Gerri called police to find out why they could not get into the gate. They confirmed that they have the correct gate codes on file.

4. **Resident Communications:** All correspondence discussed in Executive Session.

5. **Pool Updates:**

- a) New code determined and new list generated and distributed.
- b) Pool area to be treated monthly by 24 by 7 (confirmed period of May – September)
- c) Water regulator installed to keep the water at a good level automatically. Cost \$180.

6. **Signage:** Roy Steele installed an electrical flood light at the sign for the same price we approved for the solar light. Confirmed that it lights up the sign as promised.

7. **Received 2011 Fire Inspection Report from Michael Fink:** All work orders given and will be completed as required. Per inspection, unit #402 called to remove the exercise bike and told to not store items in the breezeways due to fire code issues.

8. **New Flood Insurance issue for maximum coverage.** CAU does 100% replacement but does not put a specific value on a unit. A couple of underwriters are giving the owners a hard time.The issue needs to be known that an owner may be required to purchase additional coverage but the board is not able to take action on this as the property is insured properly.

9. **Drainage Issues/Updates:**

- a) Drainage Solutions/Marc is giving a \$520 credit for doing all the work at the same time. Victoria, Sherry, & Mark conducted a walk-thru on 6/8/11 and discovered a few small items that need to be completed. Two drains were converted to a domes in front of bldg 100 for small additional cost. Victoria confirmed Sat, 6/11/11 that all remaining items have been completed.

10. Landscaping issues:

- a) Reviewed lawn treatment / chemical applications with Wes. Soil should be limed 2X /year, pre-emergent applied, and fertilized in the Fall. Wes does 6x times per year.
- b) Discuss plan for landscaping improvements. Victoria put the preliminary information below together and needs to review with Wes for timing on plantings, etc... Wes or Mark made most of the plant material suggestions.
- c) In front of 418 the grass is browning. Will ask Wes to take a look. May be due to lack of rain.
- d) Back of 400 at the end, the trees that they removed were left up against the creek area in the gully that needs to be kept clear. Wes needs to move it.

Pool Area - NOW:

- 1) Board Approved - Wes to Install 3 Golden Mops (@ \$75.00 each) at pool area where Crepe Myrtles were removed. Gerri will ask Marshall to help water them once per week when he is on property.

Bldg 100 – NOW (getting quote from Wes):

- 1) Need to add a small section of mulch to front left side of bldg 100 where the grass has died and left a dry/muddy section. Otherwise, mud will accumulate and clog drainage area. Going to get a quote from Wes.

Bldg 500 - NOW (getting quote from Wes):

- 1) Mark suggested we remove the smaller pine trees behind bldg 500 on the slope before they get any larger and we can't cut them down and before we plant that area.
- 2) Mark said we need to grade the area slightly from the porches to the dry creek bed so it slopes toward the creek bed and away from the buildings. That way when it rains, the water will flow down to the creek bed and drain properly.
- 3) After grading, bring in top soil, etc... Wes will install and patch test Zoysia grass
- 4) There is one **small** area that Mark thinks maybe too shady even for Zoysia grass and recommends mulch or pinestraw. That area needs to be covered for erosion control or the clay/mud will end up filling up the creek bed.
- 5) Add a border of liriopoe on either side of dry creek bed.

Bldg 500 - FALL Oct/Nov (getting quote from Wes):

- 1) Mark recommends we plant Blue Pacific Juniper on the hill behind bldg 500. It's low height/spreader (height about 6-8"). It will hold the soil down and is fairly drought tolerant. Recommends we wait until the Fall to plant.
- 2) Mark also recommended Dwarf Crepe Myrtles (3-4 ft in height) to break up the juniper. Recommends we wait until the Fall to plant.
- 3) Kaleidoscope Abelia - low/compact shrub 2-2 ½ feet tall, 3-3 ½ ft wide, low water requirement once established, full sun to light shade, cold hardiness zone 6 (-10F), year round foliage, color show best when grown in full sun.
- 4) Harbor Belle Heavenly Bamboo (Nandina domestica/Gulf Stream Nandina) - Low height 18-24", compact shrub, sun to partial shade, white blooms late spring/early summer, provides winter interest, cold hardiness 6a-9b, moderate growth rate, year round foliage, colors vary from green to bronze to orange tints. Older leaves from blue-green to gold and red.
- 5) Miscanthus Adagio Grass – ornamental grass, full to partial sun, planting zones 5-9, dry, moist, well drained soil conditions, 3-4 ft in height, blooms in Fall, Summer w/white flowers, fast growth rate
- 6) Euonymus "Burning Bush" – hardy in zones 5-9, sun to part-sun, 4-6 ft tall, spreads 3-4 ft, easy to grow, brilliant fire ball red color in Fall.

Mailbox Strip – NOW (getting quote from Wes):

- 1) Mark suggested Install a 2-row staggered border of river rock 6-8" or 8-10" at backside of strip to prevent mulch from flowing into storm drain area. Add a few larger mossy rocks/boulders in between to break it up.
- 2) Add two groupings of hostas: one Sum & Substance Hosta (\$10.50 each) and 2 or 3 smaller variegated Hostas in groupings/puddles in between current trees. (Hostas aren't available in the Fall)
- 3) Add two groupings of perennials. Wes will bring Rebecca to see areas and make recommendations.
- 4) Add a border of liriopoe (green) as a border where the grass used to meet the mulch.

- 5) Mulch the entire rest of the area.

Mailbox Strip – FALL 2011 (considering adding the following over time):

- 1) Kaleidoscope Abelia - low/compact shrub 2-2 ½ feet tall, 3-3 ½ ft wide, low water requirement once established, full sun to light shade, cold hardiness zone 6 (-10F), year round foliage, color show best when grown in full sun
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Mailbox Strip – FALL 2011 and/or SPRING 2012:

- 1) Look at adding other ground cover in Spring 2012 (vinca minor/periwinkle, etc...) in some areas to break up the mulch.

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

- a) Gerri presented proposal to replace the roof for the 200 building. Kenneth does recommend that this portion of the roof be the first one to be replaced. Board Approved to replace front roof of 200.
- b) Kenneth confirmed that gutters were cleaned as requested (including bldgs 200 & 400).
- c) Gutter replacement is not listed in the reserve study. We have aluminum gutters and they usually have a 30 year life span. Five inch gutters w/4" downspouts are standard for the Hembree Creek buildings. Kelvin does not recommend larger gutters. We will not replace the gutters.
- d) Unit 522 A/C issue was resolved. His air-conditioner was replaced and the copper tubing DID NOT need to be replaced. Therefore, no modification made to the exterior of the building.
- e) Discussed report on deck leaking issues at unit (#221) and unit (#225). Kelvin was on the property with Kenneth and a flashing issue is causing the problems. They are going to explore the issue (remove siding etc) to see if there is structural damage and come up with a plan.
- f) Work order for #527 was issued and should be completed Tuesday (deck ceiling falling down).
- g) Next property maintenance inspection is scheduled for 7/21/11 @ 4pm with David & Kenneth.

12. Status of Units:

- a) **Units for Sale at present:** #101, #102, #306 and #406. Updates on foreclosure status given in Executive Session. All gate codes for units sold have been deleted.
- b) **Units that can be rented:** #324, #328 & #405.
- c) **New units for sale:** No new re-sale information received this past month.
- d) **Current contracts:** #101 to close June 16th and #322 closed on June 6th, awaiting paperwork.
- e) **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 sold in 2011: none to date** (will update as soon as closing papers are received)

13. Financial Presentation as of June 13, 2011:

- a) **Operating Account Balance: \$ 7,389.86**
 - i. May Financials were distributed to the Board at the meeting. We are beginning the year over budget mainly due to insurance and termite bond. Budget should stabilize.
 - ii. We are under budget in water to date. 3/2-4/5/11 water bill totaled \$2,040.46
- b) **Reserve Account Balance: \$ 157,121.67**
 - i. 2011 monthly reserve allocation is \$ 2,750 and has been paid through June.
- c) **Contingency Savings Account: \$ 3,359.14**
 - i. 2011 allocation is \$ 416.66 per month and has been paid through June 2011.
- d) **Possible Savings:**
 - i. Expenses could be reduced by eliminating monthly meeting at Hembree Park. Could save \$1,000 annually by having meeting at restaurant, etc. Or have one meeting p/quarter. Cost of meeting room is \$100 per use, We did not get a break when we paid 11 months consecutively. Leaving this decision to the incoming board.
 - ii. Reduce expenses by eliminating annual audit requirement of \$1,650. Requires amendment.
- e) **Financial Questions/Issues:**
 - i. Contacted Jack Houseal to schedule 2010 audit. He will pick up financials later this month.

General Session adjourned at 8:11. Executive Session commenced at 8:15.