

**Hembree Creek Condominium Association  
Board of Directors Meeting Minutes – June 11, 2012**

**GENERAL SESSION (6:40 pm - 7:40 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 with announcement 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.
  - a) **Rick:** brought up suggestions to use twitter and youtube for Association communications and to save on printed records. The Boards took these items under consideration via his previous emails.
  - b) **Sherry:** Thanked the board for resolving spout issue quickly.
2. **Recurring Monthly Business:**
  - a) **Neighborhood Watch:** Neighborhood Watch Program was implemented at the April meeting. Sign has been installed. Building Captains are as follows: 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. Sherry Regel is the community coordinator.
  - b) **Review and adopt minutes:** April Minutes were approved at the meeting. May minutes will be approved via email.
  - c) **Updated Resident Directory:** New homeowner’s directory distributed to the Board. Unit #428 closed.
  - d) **Parking and Vehicle ID stickers:** Discussed getting new parking stickers. Gerri is going to bring in the remaining decals to the next Board meeting for further discussion. Cost is minimal should we need more.
  - e) **Vehicle ID Stickers:** Distributed new report to the Board. All units should be updated except for new owner of #428. Awaiting their information to update report.
  - f) **Hembree Village:** No new issues. We continue to report landscaping issues to the City of Roswell.
  - g) **Gate Code/Entry Issues:** Discussed how the gate functions during a power outage (exit gate automatically opens & a bar needs to be manually unlocked to open the entry gate.) This is customary for cost purposes.
  - h) **Remotes for Gate:** One new remote issued. (Cost is \$17).
  - i) **Pool Updates:** Pool opened May 12<sup>th</sup>. Pool rules were distributed with the bills. The new code has been updated at the pool gate. Working Solutions has created a new list of home owners who have called to receive the code. Pool area is treated by 24 by 7 from May – September.
  - j) **Resident Communications:** Confidential items to be discussed in Executive Session. Kenneth has no problem installing a new electrical outlet on any resident’s front porch, he can meet with them directly. Outlet installation requires the use of an Association approved contractor.
  - k) **Message for July bills:** Gerri will include the new emergency/answering service number which is 404.509.4147. She will also add notice about pet waste pickup.
  - l) **Newsletter:** The next Newsletter is planned for July. Items that may be included: outdoor outlets, Board decision on outdoor ceiling fans, current status of budget, update on neighborhood watch program. Pick up after your own dogs, reminder of amendment.
  - m) **Architectural Control Inspection:** Next inspection is scheduled for June 30th at 9am with Victoria & Laura.
  - n) **Property Maintenance Inspection:** Next inspection is scheduled for late June with David and Kenneth.
  - o) **Hembree Creek web site from Laura:** Homeowners/realtors will be given Laura Donnelly’s email address if they wish to list on the community website. Laura will confirm monthly cost for subscriber’s list. (iContact costs approximately \$10-11 per month). Board voted to test the subscriber list for one year.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:**
  - a) Wes has been paid \$9,090 for the mulch and pine straw. Project is complete.
  - b) Board approved \$1,500 via email for Wes to install wood chips behind building 300, 400 and 500. He has already treated and distributed the wood chips behind building 500. He still plans to do the 300 and 400 buildings once John (Chipper Environmental Group) gets more wood chips. He supplies them at no cost. Wes will treat them for termites, etc... before distributing on the property.
  - c) All the flower beds have been changed out with summer plant materials.

- d) Reviewed bid from Kenneth to build a small railing between the 200 and 300 buildings to prevent trucks driving on the grass to get to the back of the buildings (when homeowners are moving in). Gerri is going to provide better instruction on what we need as there is some miscommunication. Board is seeking to install a small post type fence at curb.
  - e) Confirmed the \$50 permit fee was paid to Chipper as previously approved.
  - f) Additional landscaping issues reported by homeowners were addressed by Wes. Most of the concerns were in the back of the 300 building.
  - g) Rear deck of 513 and 418 have shrubs that are higher than the rail. Gerri will have Wes take a look.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Building 100 Breezeway Repair:** This work has been approved and Kenneth will schedule this project within the next several weeks. Working Solutions will notify home owners prior to start of work.
  - b) **Deck Leaks/Membrane Repairs:** Kenneth ordered the material for the decks and he has received it. He has found a clear sealant and has completed David's deck. David reported that they put a tarp to keep items from falling on it. David says the work looks good. Leaking issue is fixed. Once that work is approved, he will start the work on the other decks previously approved for 2012: Building 100 (1 front & 2 rear units); building 200 (2 front units and unit 226); building 500 (2 rear units & 1 front unit).
  - c) **Ceiling fans on porches:** A couple of home owners have approached Victoria to ask if it's permissible to install ceiling fans. In the past, the Board has been reluctant to allow outdoor ceiling fans due to improper support in porch ceilings to hold the weight, concern of an electrical fire, etc... Kenneth did inspect the decks and to properly support a fan would be expensive, approximately \$400 plus the cost of the fan. Board is not approving the fans on the porches at this time.
  - d) **Property Inspection Work Orders:** Kenneth completed the work items on the most recent property inspection proposal. Verified amount charged matches quote as well amount to be back charged to home owner for window frame repairs. Verified units in need of work: #102 & #314 were \$50... #306, #312, and #316, cost is \$75. We are in the process of writing letters to the owners and then will add fees to their accounts.
  - e) **Dumpster Fence Repair:** Kenneth has the work order. This will be completed shortly. Cost will be \$75.
  - f) **Dumpster Fence Resealing:** Fence will be pressure washed and stained, the cost will be \$350.
  - g) **Asphalt Repairs/issues:** Nick with Georgia Paving is willing to meet on site. Gerri will work with David & Nick to schedule a time for inspection. David reported 4-6 bad spots that need to be patched. They will discuss repainting over the handicapped space in front of building 400. David will check to see if building handicap space is bleeding back through.
  - h) **Fire Inspection Report:** Conducted in May. All work completed per Mike Fink's report.
  - i) **Gutter Issue – Building 200 (Unit 222):** Sherry reported (& Victoria witnessed) overflow of gutter at the front corner of sunroom (left side). Sherry also reported that the flashing is missing. Gerri put in a work order & Kenneth checked gutters.
  - j) **Possible Roof Leak - 100 Building** resident called about a possible roof leak. A work order has been generated. Kenneth will follow up.
6. **Status of Units:**
- a) **Units for Sale at present:** Possibly unit #114, but still not on the multiple listings. No realtor code assigned as of yet. Updates on foreclosure status to be given in Executive Session. All gate codes for units sold have been deleted.
  - b) **Units with Board approval to rent:** #102, #324 and #405.
  - c) **Units for sale:** none.
  - d) **Current contracts:** none.
- a) **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 (3):** #306, #315 and #428.
7. **Financial Presentation as of June 11, 2012:**
- a) **Operating Account Balance:** \$ 11,907.05
    - i. May Financials were distributed to the Board. Gerri presented the May income and expense report.
    - ii. Flood insurance for all buildings has been paid to date.
    - iii. Paid landscaping bill out of operating after the \$1,260 was transferred from Contingency for the FHA Certification. Board agreed to pay this back to contingency now.

- iv. We remained under budget \$994.87 in May.
- v. 2012 Water Usage (monthly budget = \$2,250)
 

Jan 2012	\$2,327.78	(\$827.62 wtr/\$1,500.16 sewer)	12/2/11 - 1/5/12 billing period
Feb 2012	\$1,899.43	(\$679.95 wtr/\$1,219.48 sewer)	1/5/12 - 2/01/12 billing period
Mar 2012	\$1,852.56	(\$633.79 wtr/\$1,188.77 sewer)	2/01/12 - 3/02/12 billing period
April 2012	\$2,026.00	(\$723.58 wtr/\$1,302.42 sewer)	3/02/12 - 4/04/12 billing period
May 2012	\$1,771.96	(\$636.00 wtr/\$1,135.96 sewer)	4/04/12 - 5/02/12 billing period

**b) Reserve Account Balance: \$ 99111.49**

- i. 2012 monthly reserve allocation is \$2,750. Payments have been made through June 2012.
- ii. 2012 estimated/actual reserve expenses known to date:
  - Sewer drain fix - bldg 100 \$9,270 (project completed, this is actual cost paid)
  - Erosion control issue – bldg 100 \$12,975 (was \$11,220-revised with Kelvin’s new specs & engineering fees paid)
  - Erosion control/drainage – bldg 500 \$480 (this has been paid)
  - Breezeway repair – bldg 100 \$1,200 (no payments made to date)
  - Deck membrane/repairs (8) \$15,000-\$16,000 (pd \$7.8k to Kenneth for materials)
  - Tree Removal/Work \$2,150
- iii. 2011 reserve expenses were \$60,216.69:
  - Deck membrane repairs: \$ 9,150.00
  - Pool furniture: \$ 1,932.66
  - Tree Removals: \$ 7,000.00
  - Landscaping Improvements: \$ 9,052.72
  - Drainage work: \$12,575.00
  - Roofing 200 building(front): \$20,506.31

**c) Contingency Savings Account: \$ 7,104.49**

- i. 2012 allocation is \$ 416.66 per month. Transferred this amount through June 2012.
- ii. \$1,260 was used from this account to pay for the FHA re-certification as approved. Gerri will transfer these funds back to contingency account.

**d) Possible Savings:**

- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park. See ledger.
- ii. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment in 2010 & 2011 but membership did not approve.

**General Session adjourned at 7:40. Executive Session commenced at 7:45.**

**Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board approved minutes on 7/12/12.**