

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – June 4, 2014**

GENERAL SESSION AGENDA (6:30 pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Teresa Miller, and Gerri Schwartz of Working Solutions. **Not Present –** Laura Donnelly.

1. **Open Forum:** Board meeting was rescheduled due to scheduling conflicts including a court proceeding that Gerri had to attend on Association's behalf.
 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) **Review & adopt minutes:** May minutes to be circulated via email for review and approval.
 - d) **Update Resident Directory:** We had seven (7) closings in 2014 to date: #525, #312, #122, #102, #201, #401 and #205. New homeowner directory was distributed to Board.
 - e) **Action List –** Reviewed May Action List.
 - **Parking and Vehicle ID stickers:** All new units were sent vehicle registration forms. Unit #401 sent in their information. Still need vehicle information on units 414 & 423. Unit 427 was written a letter.
 - f) **Hembree Village:** Grass was getting high but was recently mowed.
 - g) **Gate Code/Entry Issues:** Victoria was given the new report. The gate has not malfunctioned since the last Board Meeting. No action required at this time. All realtor codes are deleted after the unit sells.
 - h) **Gate Remotes:** (Cost = \$15) Collected funds from any new remotes purchased by residents.
 - i) **Pool Update:** 2014 pool season started on Saturday, May 17th. Homeowners are calling in for the pool code and we will present list in Executive Session. Marshall cleaned the pool furniture. 24 by 7 is treating the pool area on a monthly basis as done in previous years.
 - Small side tables for the pool: Victoria presented 3 options to the Board: \$119 for square slatted polyurethane, \$129 for round fiberglass, or cheap Home Depot plastic tables for \$8 each. Board voted to purchase 3 or 4 cheap plastic tables. Victoria will purchase this week.
 - j) **Architectural Control Inspection:** Victoria and Teresa inspected the property on April 5th. Violations were discussed in Executive Session.
 - k) **Community Correspondence:** Confidential items were discussed in Executive Session. Victoria posted a bulky trash day memo from City of Roswell (Sat 6/7/14) at the mailbox kiosk,
 - l) **Hembree Creek web site:** Homeowners/realtors will be referred to Laura Donnelly to post info on our website. Laura advised Victoria to cancel the iContact account. Victoria canceled the automatic renewal & 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 the Board to review. This will be rescheduled until after completion of the pressure washing & painting project.
 - Building 100 Issues:
 - 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 woodchips with rocks on left side on slope/hill.
4. **Landscaping issues:**
 - **Unit 325 (Jan) – Owner** reported shrubs around A/C unit need to be pruned. Wes trimmed them. Jan requested Board consider removing shrubs near her A/C unit. Board reviewed this on a larger scale and will request Wes to remove several shrubs near A/C units on the entire property.

- Victoria gave update regarding meeting with Valley Crest and the items they discovered onsite. They discovered the Leylands across from building 200 were in distress due to infestation.
- **Mulch:** Gerri presented revised bids from Wes and Valley Crest for the mulch installation. Board reviewed all bids & approved bid from Valley Crest for the mulch installation of \$5,866. We are changing color of mulch from red to black so a thicker coverage will be laid on 6/30/14.
- **Leyland Trees (across from building 200): Reviewed and approved bid from Valley Crest to treat infestation at \$50 per tree (29 trees total).**
- **Outstanding Items:**
 - o Approved or completed items totaling \$1,300: \$700 pine straw (will be installed after painting project), \$500 Summer color installed, \$100 trim Leylands across from bldg 200 (done 5/7/14).
 - o Items Approved for 2014 totaling \$2,350 not yet assigned: \$500 building 500 woodchips; \$550 cutback & spray wetlands; \$250 remove smaller trees behind building 500; \$500 Fall color – will be approved in October; \$550 remove dead plants (talk to Wes to remove for free).
 - o Outstanding issues and new issues: (Victoria updated 6/3/14). Review bid from Wes.
 - o Victoria & Gerri will set up a conference call with Wes to talk about removing dead plant materials for free and the overall condition of the property, etc...
 - Plants to be removed:
 - o (q=5) in mailbox strip area (very little new growth) - may need to be replaced.
 - o Dead wisteria (q=2 vines) at bottom of retaining wall by front entrance.
 - o Dead bush in front of Mary Pelton's unit 513. (new – just discovered)
 - o Dead privets in big island. Possibly replace with 6 Acuba's in a diamond or triangle pattern.
 - o Dead large holly bush in front of building 200/right breezeway entrance. Replace.
 - o Dead junipers on right hand side of building 200 in landscaped area (above shed).
 - o Dead Loropetalum bush in front of building of 200/ left breezeway entrance. Replace.
 - o Shrubs near A/C units: Units 305, 402, & 405.
 - Fill in Liriope where needed in front of building 200.
 - Replace variegated liriop that were removed from left side of building 100 – left side of entrance (unit#113).
 - Add woodchips behind/beside the 200, 300, 400 and 500 buildings.
 - Watch: (q=5) in mailbox strip area (very little new growth) - may need to be replaced.
 - Watch: wisteria at bottom of retaining wall by front entrance – give shot of fertilizer

5. **Tree Removal:**

- a) **A+ Lawn Care (Wes):** Wes submitted quote per Victoria's request for smaller trees that need to be removed in the area behind & on the right side of building 500 and near the streetlight by the dumpster area.
- b) **Chipper Tree Service (John):**
 - Estimate #131 was approved for \$1,950 and has been completed.
 - **Unit 412:** Chipper John was asked for a quote to trim a limb near unit 412's deck. John texted Victoria a quote of \$50 on 6/3/14. He has had a death in the family in Florida and is canceling all jobs this week. It will be re-scheduled upon his return.
 - **Additional Tree Removal:** \$450 was approved by the Board to remove one additional tree behind building 400. City of Roswell arborist approved via email per John's request. John will remove when he returns from Florida.

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

- a) **Building 500 (right side only) sent letters about running water.** Reviewed letter from #517.
- b) **Property Inspection** David and Kenneth's next property inspection will be scheduled for end of June.
- c) **Fire Marshall Inspection completed:** Michael Fink asked us to re-mark the unit numbers on the meters. Kenneth has already completed this work.
- d) **#325 requested putting insulation in their attic:** Board asked Gerri to make sure they use a reputable licensed & bonded contractor for this work. Gerri will remind them of what happened in unit 223 several years ago and all the damaged caused from breaking a sprinkler line. Gerri referred them to Foster's Insulation but owners are free to use anyone they choose.
- e) **Building 400 Common Water Line Repair:** Completed on May 12th.
- f) **Building 200 Water Shut off Valves:** It was confirmed that there are 2 shut off valves but they do not shut off each breezeway as previously thought. It's not divided up that way for each shutoff valve. Going forward, we need to notify the entire building of a shutoff just in case.

- g) **Bldg 200 Breezeway Lights** – Left side breezeway photo sensor is coming on too early in the evening & staying on too late in the morning. Patrick told Victoria that the bushes near the sensor on the side of the building need to be trimmed. We will ask Wes to trim the bushes to see if that helps.
- h) **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.
- i) **Scheduled Pressure Washing:** Kenneth has started the project.
- j) **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.
- k) **Paint White Trim/Railings:** Kenneth has started this part of the project. This includes all of the white trim on the building 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 was mailed and individual notices will be distributed by Kenneth prior to each building being painted. Some units had to be skipped during pressure washing as they did not remove all of their belongings from the decks and they would have been damaged or ruined by the bleach solution. Kenneth's team is going back and redoing them instead of wiping them down prior to painting. After pressure washing, it appears that all the actual wood boards (not hardy plank) just below the deck need to be painted. They do not hold the paint as well as the hardy plank. Victoria & Kenneth discussed this issue. In addition, in some cases (under D'Cristina's unit in bldg 200) this board completely disintegrated when pressure washed & needs to be replaced. This will be reviewed upon completion of the trim being painted. **Railing issues reported:** following units have reported issues: # 222, 223, 416, 417, 422 and 424.
- l) **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele. He has inspected the property. This will be reviewed in September.
- m) **Dumpster:** The replacement fence boards will be stained as soon as the wood cures. Kenneth will look at it when he is working on the property. City fixed dumpster lid and 3 days later it's caved in again. It needs to be replaced. Gerri will contact the City of Roswell sanitation department.
- n) **Repairing asphalt and striping parking lot:** David met with Chris Carter of RP Paving to discuss the asphalt repairs and future projects. Revised asphalt repair is \$4,250 & restriping is \$4,365. To put in a 2" permafex overlay is \$72,000 and includes restriping. Gerri will ask Chris Carter how long the Board can wait to make the repairs and will look into possibly securing a line of credit. Board will review in July.
7. **Status of Units:**
- a) **Units for Sale at present:** Unit #223 and #411. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold. Unit #223 is under contract & due to close 6/30/14. Nancy is considering selling her unit in building 500 for \$70k as-is.
- b) **New units for sale:** no new unit listed for sale
- c) **Current contracts:** #223 may have a contract.
- d) **Updates on foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #324
- f) **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 (7):** 102, 112, 201, 205, 312, 401 and 525.
8. **Financial Presentation as of June 4, 2014:**
- a) **Operating Account Balance: \$ 1,233.49**
- May Financials were distributed (or emailed before the meeting).
 - The conversion with Windstream is complete. They are still working to add the caller ID at the gate to say Hembree Gate.
 - C Lec has paid the \$300 cancellation fee to AT&T.
 - Called Cross of Life Church to cancel the June meeting. They will be sending us a \$25 refund.
 - All flood insurance premiums have been paid in 2014.
 - 2014 Water Usage (monthly budget = \$2,166.67)
 - January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
 - February 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
 - March 2014: \$2,254.81 (wtr \$802.64/sewer \$1,452.17) 02/05/14 – 03/04/14
 - April 2014: \$2,563.46 (wtr \$909.07/sewer \$ 1,654.39) 03/04/14 – 04/01/14
 - May 2014: \$2,883.47 (wtr \$1,039.42/sewer \$1,864.05 04/01/14 – 05/01/14)
- b) **Reserve Account Balance: \$ 81,641.47**

- 2014 monthly reserve allocation was \$2,750.
- We transferred 2014 reserves through May 2014. We will transfer June 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) We paid \$15,725 to date.
 - \$ 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)

c) Asphalt Resurfacing Reserves: \$ 4,626.22

- \$10,000 was allocated as part of the budget.
- \$4,626.22 was part of the #205 lawsuit garnishment received.
- Plan to add \$1,980 to this account once the new settlement from Aba is received.

d) Contingency Savings Account: \$ 7,923.57

- 2014 allocation is \$416.67 and payments have been transferred June 2014. No funds have been used from this fund to date in 2014.

Minutes prepared by Victoria Boodoian due to Laura Donnelly's absence. Reviewed by Board. Approved via email on July 9, 2014.