

Hembree Creek Condominium Association: Board of Directors Meeting Minutes
July 14, 2008 **6:30- 8:30 pm: General Session / 8:30- 9:00 pm: Executive Session**

Board Members Present: Victoria Boodoian, David Wurtenberg, Robbie Hunt, Sherry Regel, and Gerri Schwartz (Property Manager). Wes Boozer was not present.

GENERAL SESSION:

1. **Open Forum** – Victoria commenced meeting with statement explaining object of open forum and need for respectful dialogue between residents & Board members.
 - Announcements - Lee Trevino volunteered for Bldg 300 Captain for Neighborhood Watch.
 - Residents who wish to address the Board – discussions posted in Executive Session
2. **Update on sprinkler recall**, there is still no further update from Affordable Fire Protection.
3. **Reviewed and adopted minutes** from June Board Meeting. Sent via email for quicker approval & posting on website. All Board members replied & approved minutes except Wes. Request for board members to review and approve minutes via email so that approved minutes can be posted on the website in a more timely manner.
4. **August Bills: Board requested a note** to go on the August invoice asking if there is any resident who wishes to volunteer to coordinate an end of summer pool get-together for the Association.
5. **Previous communications:** Three C's of Condo Living & Volunteer request letters sent out w/July bills.
6. **Revised letters now being used: welcome letter & letter to sellers/real estate agents.**
7. **Update Resident Directory:** no closings yet this year; no new Homeowner Directory included.
8. **Discussed update of vehicle ID stickers:** No new issues to be presented.
9. **Remotes for Gate:** David handed several envelopes to Gerri with funds from selling remotes.
10. Decision was made not to have an additional plastic sign holder at mailbox.
11. **Discussed update on setting up web site** - Laura Donnelly is contact person for sales listings (thru Working Solutions). All items given to her have been posted on website. Pictures will eventually be posted. Copy of old letter sent out to residents several years ago regarding contact for window pane insert on patio door should be sent to Laura so it can be posted on the website.
12. **All realtor signs at front gate & inside community removed** except for information boxes and one sign in each unit window. New resale letter being used, but no new units for sale.
13. **Board finalized the new sign to be placed outside of the gates:** "See Sales Listings @ www.hembreecreek.com sign". Victoria worked w/Jason on July 10th to have sign installed.
14. **Discussed standardizing other signage on property.** Need to move *No Soliciting* sign closer to our gate so as not to confuse the issue with Hembree Village. Other signage will be standardized after we install our new entry sign upon completion of the bridge project.
15. **Fire Marshall: Fire Hydrant violation-** corrected by Wes Witherspoon at no charge.
16. **Michael Fink/Assistant Fire Marshal inspection report received.** Ron has marked the unit numbers as requested. We set up Affordable Fire to do their Annual Inspection which will be done July 15th. The fire alarm will be put on test from 8 AM to 5 PM. At that time, extra sprinkler heads will be checked. Called Michael and he is fine with this, we just need to call when everything is completed.
17. **Insurance Claim check received for hail damage on roofs.** Kenneth Lock given a deposit, work to begin July 21st, weather permitting. Kenneth will also replace the front part of the bldg 100 for \$9,589.50 based on previous Board approval. Once roofs are completed & re-inspected, depreciation will be paid. Sign has been posted at mailbox to notify residents. Kenneth is confirmed, weather permitting.
18. **Discussed the results of the property inspection performed on June 14th.** Ron Lockwood did join Wes Boozer and Robbie Hunt. Results were not made available to the Board at the time of the meeting. They will work to provide them via email by July 20th.
19. **Hembree Rd bridge project update.** Victoria spoke to D.O.T. worker on 7/3/08. Utilities will take 3-4 months to move before any work will begin on bridge. We will be given at least a 2-week notice.
20. **Review June Action List – ALL completed.**
21. **Landscaping issues:**
 - **Water ban update.** (FYI - We follow Fulton County – not City of Roswell.)
 - **Discuss rain barrel workshop:** sponsored by City of Alpharetta on 8/12/08 from 6:30-7:30pm. Held @ Starbucks-Haynes Bridge Rd. Cost \$25.00 & includes cost of materials for rain barrel. Class is full, looking for alternate dates.
 - **Update on work approved –** Wetlands have been cut back; new hoses purchased; ivy cut back by Lelands; new landscape area by bldgs 3 & 4 have been installed.

- **Discussed trellis for retaining wall and arbors for old trash pads** : Victoria presented different suggestions for arbors over the old trash pads. Gerri to get quote from Chris D'Jonis Construction.
- **Wes Witherspoon hired to do additional watering @ \$75 per visit due to lack of resident volunteers**. General schedule is Tues, Thurs, & Sat based on need/lack of rain.
- **Other landscape issues**: Adding "light" mulch from mailbox to left side of bldg 2 to blend the two new areas. David Wurtenberg requested mowing every other week behind bldgs 3 & 4 due to poor growth of grass, due to shade/lack of sun. Mowing blows up dust. Request Wes W to check area that has sunk again between 200 & 300 (Robbie to stake) and to check what type of vine is growing up the trees behind building 400 (David's unit).
- **Proposals on hold** – (Fall 2008 or Spring 2009): pool area, front/entry ways of buildings 2 & 5, back of bldgs 2, 3, 4, hide sewers, build arbors on old trash pads & plant flowering vines, trellis for retaining wall to encourage wisteria, ivy, and jasmine to grow up the wall. Other possibilities: bldgs 2, 3, & 4 -Install dogwoods/bushes or mulch to border wetland area; behind bldgs 3 & 4 – lay down mulch w/pavers & spot plant a few hostas per Wes Witherspoon.
- **Contacted Roswell Arborist, Sandra DeWitt, 770-594-6178**. She will inspect trees marked by Wes Witherspoon and let us know her recommendations.

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

- **Reviewed action list for updates on issues with Ron and Keith**.
- **Reviewed outstanding items to make sure they are addressed**.
- **Discussed condition of deck entry on Bldg 3 – left hand side** – Gerri to send work order to have deck boards replaced as this is a danger area for the homeowner. Permanent solution is still under investigation.
- **Keith Smith located extra light covers**. Ron has 2 fixtures and will bring them to the storage shed. Keith has ordered the light covers and will pick them up shortly. He will store them in the storage shed as well once received.
- **Ron will clean breezeway light fixtures every other month for \$350**. They were cleaned in June and they will be cleaned in August.
- **Discussed pressure washing needs determined after the property inspection from June 14th**: Wes B. and Robbie to give update – board waiting for report. They will send results via email by July 20th.
- **Discussed touch up painting needed in breezeways above new ceilings installed**: Cost will be \$450 to \$650, Board approved.
- **Drainage Solutions moved back the shed and removed the forms** and Wes W. put all items back into the shed.
- **Pool Area**: New signs posted as authorized; Marshall cleans the bathrooms twice a month currently for \$40 per month – cleaning day was changed to Fridays vs. Mondays; 24/7 treating monthly as required. Pool passed inspection for 2008.

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

#101, #102, #212, #218, #224, #305, ~~#306~~, #318, and #406. All other realtor codes were deleted and new codes assigned. #111 is still not for sale, will keep Board posted. Unit 306 no longer for sale, Gerri will delete realtor code. Gerri to check to see if #218 has contacted Working Solutions for realtor code.

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

New units for sale: None reported to date. New Sales Policy Letter 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.

24. **Financial Presentation as of July 14, 2008**:

Operating Account Balance: \$ 17,476.91

- Reviewed June 2008 income and expense report. June Financials distributed to all Board members.
- North American invoice for new call box never paid, this was verified and paid in June under a

Reserve Account Balance: \$ 127,849.83

- Reserve transfer has been made through July, 2008. We remain current.
- 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.
- We will transfer the funds for the roof on the front side of bldg 100 after it is completed.

Contingency Savings Account: \$ 9,846.72

- We will be transferring \$ 416.66 monthly to this fund from the operating budget.
- Funds have been transferred through July, 2008.
- This fund may be used to pay the \$2,500 insurance deductible for the roof project.

25. Discussed any new business not previously on agenda.

General Session adjourned at 8:30pm. Board of Directors commenced Executive Session at 8:35pm.

**Proposed minutes prepared 7/20/08 by Sherry Regel, Secretary, Hembree Creek Board of Directors.
Revised on 7/21/08 by Victoria Boodoian, President, Hembree Creek Board of Directors.**