

**Hembree Creek Condominium Association:
General Session Board of Directors Meeting Minutes – July 11, 2011**

Board Members Present: Victoria Boodoian, Sherry Regel, David Wurtenberg, Laura Donnelly, and Gerri Schwartz of Working Solutions. Bill Ison was unable to attend the meeting due to work schedule. Meeting commenced at 6:30 pm.

1. **Open Forum** – Victoria commenced meeting. The Board is resuming the open session for the first 10 minutes of the meeting only for residents to address the Board.
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.
 - b) **June minutes:** June minutes to be approved by email.
 - c) **Resident Directory:** Gerri distributed updated directories which list any of the additional residents from our vehicle and resident information forms and includes two (2) re-sales listed in June.
 - d) **Parking and Vehicle ID stickers:** Gerri presented a new vehicle list.
 - i. Vehicle ID Stickers: Owners who have not responded to request for vehicle/resident info will be discussed in Exec. Session.
 - ii. Discussed adding resident info to vehicle list for quick and easy access of names/numbers of people in each unit in case of emergency.
 - e) **Hembree Village:** Ada called Code Enforcement on Friday, July 8th. She spoke to the mayors assistant and was told to take pictures and send it in and they will take care of it.
 - f) **Remotes for Gate:** Per David, two (2) remotes sold. (cost is \$17).
 - g) **Newsletter Items:** Possibly include the name and number to contact for Hembree Village issues. Also include article about smoke alarms and to call the fire department if your neighbor is not home and the alarm is sounding incessantly.
 - h) **Update on Hembree Creek web site:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address.
 - ii. Laura will report on the subscriber’s list next meeting.
3. **June Action List** – Distributed to Board at meeting. Items that need further discussion were included on agenda where appropriate.
4. **Gate Entry Issues (Roswell Police not having access):** Gerri was referred to Sgt. Brian Allgood in dispatch this time, 770-640-4210. Access issues appear to be intermittent. Gerri will inquire as to how non-emergency calls are dispatched & resolve access issues.
5. **Police called for #214:** Ada called on behalf of #214 to report intruder knocking on the door at 3:00 AM. 7/7/11. Several neighbors have been experiencing late night knocking or noises. Police patrols requested.
6. **Resident Communications:** All correspondence received discussed in Exec Session.
7. **Pool Updates:**
 - a) New code determined and new list being generated, copy distributed to Board in executive meeting.
 - b) Pool area to be treated monthly by 24 by 7 (confirmed period of May – September)
 - c) Marshall has been watering the “Golden Mops” as requested.
8. **Signage Light:** Roy Steele adjusted the flood light at the sign and secured the fixture. Reflector needs to be installed on the curbside of the light as it shines directly into the eyes of residents exiting the gate. Spoke to Roy Steele and he will add this after turning the light another inch to the left.
9. **2011 Fire Inspection Report from Michael Fink has been completed.** All work orders have been completed and Mike Fink notified. He thanked us and said we will talk in 6 months. The emergency lights stay on for approximately 3 to 6 hours depending on if they totally recharge.
 - a) Gerri confirmed with Mike Fink that unit #226, Danny D’Cristina, can park his bicycle under the street level stairs for the next 6 months due to his physical limitations. Letter written to owner (mother).
10. **Affordable Fire** – Board approved to conduct their annual inspection for \$700.
11. **Drainage Issues/Updates:** Drainage Solutions/Marc is in the process of sending us their final invoice. It will be paid out of reserves as approved once it is received.
12. **Landscaping issues:**
 - a) Reviewed Rick’s latest email listing his landscaping report from several months ago. Explained to Rick that we are fixing drainage first and then some of the issues listed would be addressed. In regards to

the rest of the list we will not be able to do some of the suggestions due to high cost involved. Rick explained how it was more of a conversation and a note for consideration.

- b) Board approved to have trees behind 500 removed due to danger of falling on adjacent community. We are awaiting a final report on the trees behind 500 before we move forward on any of the landscape plans including sod installation. The Board does not want to risk damaging new plant materials or sod once by delaying any necessary tree removal.
- c) Gerri will ask Wes about weed killer behind building 300.
- d) Wes has been informed of all items that were approved and that are to be done immediately.

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

- a) Kenneth will be replacing the front roof of the 200 building as approved for \$20,506.31. The start date is Wed, July 13th (weather permitting). Letter was sent to building 200 residents with schedule.
- b) Discussed update on deck leaking issues in unit #221 & unit 225. Kelvin and Kenneth will get together and schedule this appointment on site. Both Kenneth and Kelvin have been out of town this past month.
- c) Work order for #527 has been completed, Kenneth plans to check repair to confirm it is complete.
- d) New magnet counter installed on exit gate after reported that the exit gate was not closing properly.
- e) Next property maintenance inspection is scheduled for 7/21/11 @ 4 pm with David & Kenneth.

14. Status of Units:

- a) **Units for Sale at present:** #102, #306, #326 and #406. Update on foreclosure status was given in Exec session. All gate codes for units sold have been deleted. Waiting to hear from realtor to give #326 a realtor code. #406 realtor gate code has been deleted as requested due to repeated suspicious activity/use at odd hours per Victoria. No calls have been received from the realtor.
- b) **Units that can be rented:** #324, #328 & #405. #328 plans to move back into his unit August 1st.
- c) **New units for sale:** #326 sent a re-sale letter.
- d) **Current contracts:** no new contracts.
- 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 closed in 2011 (2):** 101 and 322.

15. Financial Presentation as of July 11, 2011:

- a) **Operating Account Balance: \$6,887.32**
 - i. June Financials were distributed to the Board at the meeting. We are \$679.51 over budget.
 - ii. We are still under budget on water. To date, we have paid \$11,348.79 and budgeted \$13,500.
 - iii. Pool furniture has been moved to be a capital improvement in June as instructed.
 - iv. We added a web site account under the General & Administrative Account.
- b) **Reserve Account Balance: \$149,417.89**
 - i. 2011 monthly reserve allocation is \$ 2,750. Reserve payment has been paid through July 2011.
 - ii. We transferred \$10,506.34 as a deposit for the 200 building roof project.
- c) **Contingency Savings Account: \$3,776.14**
 - i. 2011 allocation is \$416.66 per month. We paid this amount through July 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.
 - ii. Reduce expenses by eliminating annual audit requirement of \$1,650. Requires amendment.
- e) **Financial Questions/Issues:** Contacted Jack Houseal to schedule 2010 audit.

General Session adjourned at 7:36. Executive Session commenced at 7:37.

Minutes prepared by Laura Donnelly and revised by Victoria Boodoian.