

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – July 9, 2012**

GENERAL SESSION AGENDA 6:35pm - 8:16pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly and Gerri Schwartz of Working Solutions. . Jan Linville was not in attendance due to illness.

1. **Open Forum:** Victoria commenced meeting. 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. Three residents were in attendance and items discussed were as follows:
 - a) Please consider your downstairs neighbors when shaking out rugs or sweeping your porches.
 - b) Use of water hoses for car wash purposes is not allowed on the property. Off-site car washes should be used which are numerous in the area.
 - c) Due to the lack of a hard freeze this past winter, spiders, ants and all kinds of other bugs are out with a vengeance. Per property maintenance recommendations, we will be reserving our funds for cob web removal in October. Residents should feel free to knock down the webs that arise on a daily basis.
 - d) The love grass planted on the slope behind building was done so to manage soil erosion and protect the integrity of the building. Our lawn care contractor will remove weeds but not mow.
 - e) The board bids out projects that cost \$7,500 or more. Board explained to residents in attendance that most often our preferred vendors win the bid. As a community, we tend to receive better pricing & service. We also benefit by incurring no costs when or if unexpected issues arise during a project.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch:** (implemented in April). 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) **Minutes:** May & June Minutes to be approved by email.
 - c) **Resident Directory:** No new closings. No new homeowner’s directory was presented.
 - d) **July 2012 Action List** – Items that needed further discussion are included on agenda.
 - e) **Parking and Vehicle ID stickers:** Discussed getting new parking stickers for the community. After reviewing the number of remaining stickers, Board determined to go out of numerical/alphabetical order and to continue to use the existing stickers and track as we have been. We can order more numbers as necessary. Gerri distributed the updated Vehicle ID listing to Board at the meeting. All units are updated including unit #428. Reviewd compliance regarding building 200 restricted parking policy. Board spoke with Rick Richardt, who was in attendance, about choosing between turning in his restricted parking hang tag since he does not currently use any of the restricted spaces or he may choose to begin parking in one of the restricted spaces. Otherwise, he is effectively tying up two parking spaces with one vehicle. Gerri informed Rick of this on June 27th when he visited Working Solutions to review financial documents. He expressed to Gerri that he understood the issue and asked for time to think it over. He then asked the Board for additional time to think about it and was given 48 hours to notify Gerri of his decision. If Rick chooses to opt out of the restricted parking policy, one reserved space will be eliminated and converted to an open space for anyone to use. Should Rick sell his unit, the new resident will have the option to have a reserved space and the space will be converted back to a restricted status.
 - f) **Remotes for Gate:** Board approved the order of 25 more remotes. David is down to 5. Gerri will confirm the cost is still \$17. David handed Gerri a check for one gate remote sold.
 - g) **Pool Updates:** Pool opened May 12th. 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. Updated list distributed to the board. Pool area is treated by 24 by 7 from May – September. Gerri is going to remind Marshall that the pool hose needs to be locked up so residents do not use it for any purpose.
 - h) **Resident Communications:** Any confidential items were discussed in Executive Session.
 - i) **Message for August bills:** Remind owners that they are responsible for their pet’s waste removal.
 - j) **Newsletter:** The next Newsletter is planned for July. Possible items to be included: reminder of pet waste removal, outdoor outlets can be installed by Randy Johnson (Gerri has contact information), Board decision on outdoor ceiling fans, current status of budget, possibly discuss A/C vendors, subscriber list added, etc....

- k) Architectural Control Inspection:** The inspection was conducted by Victoria and Laura on June 23rd. Victoria compiled the report and submitted to Gerri. Violation warning letters will be sent out this week. A follow-up inspection will be scheduled.
- l) Property Maintenance Inspection:** Kenneth and David completed the Q2 inspection on June 28th. The report was reviewed at the meeting. Gerri will clarify some items on the proposal. Kenneth will be on property this week so we will reduce costs on some of these items since no additional trip charges will be necessary. The board approved costs on the bid.
- i.** Gerri contacted Charter to set up a work order to reinstall the cable box at building 100. It should be completed on 7/10/12. David will follow-up and check that the work is completed. The cover is and on the ground.
 - ii.** Gerri will issue a work order for Kenneth to remove the black drainage pipe that is behind building 100 near fence line.
 - iii.** Need to add pool fence & bldg 500 front walkway railing work to calendar for the Fall after bushes have been pruned for easier accessibility. They both need cleaning and painting as there are rust spots.
- m) Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly's email address. iContact costs approximately \$10-\$11 per month for a subscriber's list. Laura is going to activate the free account (which is good up to 100 users) and monitor as it goes along. We will have the option to move to the next tier of 250 users if necessary.
- 3. Security Incidents:** David reported a person that entered through the exit gate. Pringle Johnson reported some adult strangers hanging around outside the entrance gate. They did not appear to attempt to enter the property.
- 4. Landscaping issues:**
- a)** Board approved \$1,500 via email for Wes to install woodchips behind building 300, 400 and 500. He has already treated and distributed the woodchips behind buildings 300 & 500. He still plans to do the 400 building 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.
 - b)** Additional pruning was requested and Wes has already completed most of the items. Victoria sent Wes an email listing pruning and landscaping issues from the June 23rd inspection. He already had it on his list.
 - c)** Wes was given approval to cutback the wetlands and apply weed control behind buildings 200, 300, & 400 at a cost of \$550. Board approved this work via email on 6/19/12. This has been completed. Unit #322 is very pleased.
 - d)** Picture presented of fence 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, etc.). The board approved the concept. Gerri will get costs from Kenneth and circulate via email for Board approval.
- 5. Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) Building 100 Breezeway Repair:** This work has been scheduled for Wednesday, July 11th, weather permitting. A flyer was prepared and Kenneth plans to distribute it to the building 100 homeowners on 7/10/12.
 - b) Deck Leaks/Membrane Repairs:** The Board approved 10 decks to be repaired via email 6/29/12. It was also determined that an additional layer of clear sealant is not to be installed. David's deck was done as a test and it did not prevent staining. A letter was sent to the 10 owners informing them of this project. They are: 121, 122, 123, 224, 226, 227, 521, 522, 523 and 525. Flyers will also be distributed by Kenneth to give homeowners time to clean off their decks.
 - c) Front Porch electrical Outlet:** Board approved installation of electrical outlet on front porches at last month's Board meeting. Work must be performed by an Association approved contractor and is at homeowner's expense.
 - d) Window frame repairs completed and homeowners billed per previous property inspection.** The units that were billed were 102 & 314 cost is \$50 and 306, 312, and 316, cost is \$75. Victoria received a nice thank you note from Ann House that she read to the Board.
 - e) Dumpster Fence:** Kenneth has the work order to repair the fence & reseal it. Board approved cost of \$75 for the repair and \$350 to re-seal it. Work will be done when they are on site over the next 2 weeks
 - f) Building 100 Roof Repair:** They had to re-attach the ridge vent, not a warranty issue.
 - g) Asphalt Repairs/issues:** Nick with Georgia Paving met with David to review and price the repairs needed. Board approved the quote at \$2,530. Gerri will notify all contractors about the work since they will not be able to easily access the community during the repairs. Nick also suggested that Kenneth do the re-sealing

to cover the handicapped spaces (in front of units 113 & 427) that are bleeding thru as that is a cheaper option. Kenneth can also seal over the restricted space in front of building 200 should Rick decide to opt out of the restricted parking policy.

h) Gutter Issue (Unit 222): Sherry reported (& Victoria witnessed) overflow of gutter at the front corner of sunroom (left side). Kenneth inspected and cleaned out gutter. However, this past weekend's rain storms revealed that the downspout and/or gutter is still blocked. Issue is not yet resolved. New work order given to be re-inspected this week while Kenneth is already on the property.

6. Status of Units: Unit #114 is the only unit reported for sale at present. All gate codes for units sold have been deleted. Units #102, #324 and #405 have Board approval to rent. No units are currently under contract.

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 July 9, 2012:

a) Operating Account Balance: \$ 11,678.54

- i. June Financials were distributed to the Board. Gerri presented the June income and expense report. Flood insurance for all buildings has been paid to date 2012. We are now under budget \$215.25.
- ii. 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
 - June 2012 \$2,245.45 (\$799.24 wtr/\$1,446.21 sewer) 5/02/12- 6/05/12 billing period

b) Reserve Account Balance: \$ 101,873.19

- i. 2012 monthly reserve allocation is \$2,750. Payments have been made through July 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 \$ 450 (Repair cost is \$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: \$ 8,781.92

- i. 2012 allocation is \$ 416.66 per month. We paid this amount through July 2012. \$1,260 was used from this account to pay for the FHA re-certification as approved and re-deposited to the contingency account as requested at the June Meeting.

d) Possible Savings: Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment in 2010 & 2011. Membership did not approve it.

General Session adjourned at 8:10pm. Executive Session commenced at 8:12pm.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Approved by the Board 7/12/12.