

**Hembree Creek Condominium Association: Board of Directors Meeting Minutes – July 8, 2013**  
**GENERAL SESSION (6:34 pm - 8:05)**

**Board Members Present:** Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, 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 minutes of the meeting only for residents to address the Board. Tanna (building 500) resident discussed water shut off issue. Discussed repaving plans per questions from Rick (bldg 200) and discussed possibility of painting shutters.
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) **Meeting Minutes:** April & May meeting minutes were approved via email on 6/6/13. June (Executive only) minutes will be sent to board soon for approval via email.
  - c) **Resident Directory:** No new closings since the last meeting, Unit #406 has not closed yet.
  - d) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All units updated.
  - e) **Hembree Village:** Victoria Boodoian sent emails to the City of Roswell, Mayor and DOT regarding trimming back bushes at entrance. They are causing a visual obstruction.
  - f) **Gate Code/Entry Issues:** Victoria was given the new report.
  - g) **Gate Remotes:** (\$15 each. David was given 25 remotes in Aug 2012. New remotes on order.) David turned in money for two remotes purchased (306 & 312).
  - h) **Pool Update:** Pool opened 5/11/13. Gerri distributed list of homeowners who have called to get the new code. 24 by 7 is treating the pool area monthly now thru September.
    - a. *Lifeguard Warning* sign is rusted and needs to be replaced. Gerri will work with Marshall.
    - b. Broken chair is sitting behind pool house. Needs to be removed.
    - c. Going to try to find 2 or 3 small tables to go beside loungers.
  - i) **Signs (Fulton Co to access sewers) installed:** They state: "RESTRICTED AREA, DO NOT ENTER".
  - j) **Resident Communications:** (Confidential items to be discussed in Executive Session):
    - i. **Water Shut-Off Policy:** Notice was sent to owners in July.
    - ii. **City of Roswell (UDC Letter):** Letter sent to all owners of Hembree Creek from the City of Roswell. UDC is changing. They re-zoned Hembree Creek incorrectly. Board will follow-up.
    - iii. **Message for August bills:** Building 500 – someone is disposing of paint down storm drain directly behind building 500 (center grate). Grate & rock/brick is now stained white in places because of it. Not environmentally friendly way of disposing of paint. Determine proper disposal method & notify residents on the bills or via newsletter.
    - iv. **Newsletter:** Last issue published March 2013. Potential items to be included: pathways created by Fulton Co, coyotes & snakes seen in wooded areas, pictures of porches w/plants, security incidents, soliciting, sewer lines/no grease, pets over 20 lbs, car radio noise in community, possible fee increase if pooper scooper needs to be rehired, preferred plumbers, water shutoffs, furniture by dumpster etc.
  - k) **Architectural Control Inspection:** Last performed by Jan & Victoria on 4/6/13. Laura & Victoria will do the next inspection in July. Any remaining violations to be discussed in Executive Session.
  - l) **Hembree Creek website:**
    - i. Homeowners/realtors will be given Laura Donnelly's email address
    - ii. Laura to report on the subscriber's list (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install.
    - iii. Laura to review how many registrars we have and test newsletter sending.
3. **Security Incidents:** None reported this past month.
4. **Drainage Issues:** per Victoria Boodoian & Wes Witherspoon's landscape inspection conducted on 7/2/13:
  - **Building 100:** 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; 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.
5. **Landscaping issues:** Wes completed or is in process of the following:
    - a) Completed most of the pruning on the property. Several owners called Working Solutions and Wes was notified of the concerns. Wes prunes every other month. Next scheduled time is early August. Due to excessive rain, Wes will come back out and prune again at no additional charge as a favor to us.
    - b) All ivy reported by #206 was removed at no extra charge.
    - c) Landscape Inspection was conducted by Wes & Victoria on July 2<sup>nd</sup>. Board reviewed needs.
    - d) Reviewed Chipper Tree Service proposal (\$1490). It should include limbing up trees & trees behind building 400 that concern George Lemmond & Debbie Griffin. The poplar tree is not recommended to come down but the birches and poplar are to be trimmed.
    - e) Letter just sent to Bruce Foster, who lives in adjacent community, regarding the large damaged tree on his property. To date, tree has not been removed as the owner does not see the lightning damage on his side of the tree. John recommends sending a certified letter to property owner & file that letter with our insurance carrier to protect ourselves. Victoria to take picture from our side to send along.
  6. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
    - a) **Six (6) inch gutters:** Bid to install 6 inch gutters over #223 & #224 will be reviewed and approved via email as it was not available in time for the Board meeting. This was part of the property inspection. Six (6) gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area) in 2013. The six (6) inch gutters installed in 2012 were over #221, #222, #425 and #426.
    - b) **Property Inspection:** Conducted by David Wurtenberg & Kenneth Lock on 6/28/12. Reviewed report. Gerri will email Kenneth's quote for the Board to review and/or approve via email this week.
    - c) **Dryer Vents:** Completed in June. Gerri presented Mad Hatter's additional recommendations and proposal to the Board. Kevin reduced prices to help lower costs. 11 caps need to be replaced due to weather and 24 caps need to be redone due to not being up to code. Gerri will ask Kenneth to bid on this project & present quote at the next meeting or via email.
    - d) **Roswell Fire Department Annual Inspection:** Michael Fink completed on 6/24/13. Work orders given to Kenneth Lock and Red Fox Electric to complete the items noted. One emergency light to be fixed by Randy and the unit numbers on the electric and gas meters need to be put back on by Kenneth.
    - e) **Back Flow Regulator (building 500):** Dan Strickland given approval to install the back flow regulator. Per Gerri, there are backflow regulators installed on each building as required during construction. We have had to replace at least one in the past. Dan Strickland inspects them each year in October for a cost of \$1,000. The Board previously approved Dan Strickland's quote for \$2,850 via email. John McDaniel's quote was \$3,200. Outstanding issues are as follows: the replacement will take 5 hours and we will try to schedule mid week between the hours of 10 and 3. Notice will be sent out to all residents as soon as the work is scheduled.
    - f) **Water Pipe Covers:** Building 400 covers to water pipes were found on the ground during last architectural control inspection. There was one seen on Patricia's porch in building 500 as well. Gerri will have Kenneth review to see if there is a better resolution.
    - g) **June power outage:** Red Fox Electric was contacted after power outage in June. He inspected and repaired all the emergency lights in the breezeways.
    - h) **Dumpster:** A resident took the patio furniture left by the dumpster and moved it to the old trash pad. Saved the Association \$75 junk removal charge.
    - i) **Pet Waste Removal:** Per AI & Ada, there is less pet waste on the property lately. Area between building 500 & dumpster has improved greatly.
    - j) **Deck Leaks/Membrane Repairs:** Repairs completed on 14 exposed upper decks in buildings 100, 200, & 500 (Q=10 in 2012: Units 121, 122, 123, 224, 226, 227, 523, 521, 522, 525 / paid \$18.5k) & (Q=4 in 2011: Units 221, 222, 225, 426 were completed as initial test to ensure sealant worked). Additional repairs needed to boards as discovered & repaired in the process of this project.
      - i. **Determine schedule for additional decks in 2013:** Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year. This project may be approved to move forward once the weather permits (warm temps, no pollen or leaves falling) & budget permitting. This project is still on hold until the weather gets warmer.

**7. Status of Units:**

- a) **Units for Sale at present:** Unit #102, # 201, #327, #406, #414 and #423. Unit #114 - but still not on the multiple listings. No realtor code assigned yet. All gate codes for units sold have been deleted.
- b) **New units for sale:** None. We have still not gotten confirmation from #525.
- c) **Current contracts:** #406 has still not closed, but is under contract.
- d) **Updates on foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #102 (now for sale), #324, #401 and #405
- f) **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 (4):** #113, #306, #315 and #428. **Units closed in 2013 (1):** #511.

**8. Financial Presentation as of July 8, 2013:**

**a) Operating Account Balance: \$ 7,403.40**

- i. June Financials distributed to the Board. Only 1 copy distributed at the meeting to Victoria. Remaining Board members receive via email. Gerri presented the June income and expense report.
- ii. The telephone bill is correct, it is the lowest we can get (\$200 more a month since January). Gerri to call Charter to inquire about their services.
- iii. 2013 Water Usage (monthly budget = \$2,166.67)
  - January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
  - February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
  - March 2013 \$2,069.38 (\$738.70 wtr/\$1,330.68 sewer) 02/01/13 – 03/01/13 billing period
  - April 2013 \$2,230.84 (\$794.37 wtr/ \$1,436.47 sewer) 03/01/13 – 04/02/13 billing period
  - May 2013 \$2,024.38 (\$723.18 wtr/ \$1,301.20 sewer) 04/02/13 – 05/01/13 billing period
  - June 2013 \$2,417.55 (\$858.76 wtr/\$1,558.79 sewer) 05/01/13 – 06/04/13 billing period
  - July 2013 NOT RECEIVED YET, WILL UPDATE NEXT MONTH.

**b) Reserve Account Balance: \$ 92,373.01**

- i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through April 2013. Will continue to catch up as cash flow permits due to insurance payouts.
- ii. Created a line in reserve account for repaving all asphalt surfaces. See below.

**iii. 2013 estimated/potential reserve expenses known to date:**

- 7.8-17.5k Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year.
- 18,021 Replace front side of roof in building 400 was completed in March. \$821 less than proposal.
- 3,780 Install 6" gutters around entire roof line of building 100 (\$1950 deduct 10% if done @ same time)
  - Install 6" gutters behind bldg 300 (\$1275 deduct 10% if done @ same time)
  - Install 6" gutters behind bldg 400 (\$975425 & 426 already done/deduct 10% if done @ same

time)

**Determine if gutters are to be replaced on the 500 building, \$2,675 for total building, \$1,350 for front and \$1,325 for the rear. This has been tabled for now.**

3,750 Paint pool fence & stairway railings in need.

33,351 - 43,051 estimated potential reserve expenses

- iv. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962

**c) Asphalt Resurfacing Reserves: \$ 4,626.22**

**d) Contingency Savings Account: \$ 16,763.24**

- i. 2013 allocation is \$416.67. We paid this amount through July 2013.

**General Session adjourned at 8:05pm. Executive Session commenced at 8:10pm. Minutes created by Laura Donnelly. Edited by Victoria Boodoian. Approved on 8/12/13 at Board meeting.**