

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – July 7, 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 held on July 7th due to scheduling conflicts. The board will return to holding meetings on the second Monday of the month in August. Rick Richardt was present for the General Session. He was there to request putting up vertical blinds and was told as long as white backed it did not matter whether horizontal or vertical. He presented several other concerns with the landscaping and future painting of buildings.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented April 2012):** Sherry Regel is the community coordinator. Captains: Bldg 100- Pringle Johnson; Bldg 200- 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:** June minutes were circulated via email for review and approved.
 - d) **Update Resident Directory:** We had nine (9) closings in 2014 to date: #525, #312, #122, #102, #201, #401 and #205, #223 and #512. Gerri is sending a welcome package to #512 via email since Betty Lovejoy has not moved in yet. New homeowner directory was distributed to Board.
 - e) **Action List –** Reviewed June’s Action List.
 - f) **Parking and Vehicle ID stickers:** Gerri following up with Unit #401. Still need vehicle information on units 414 & 423. Unit 427 was written a letter. Victoria gave new owners (Brandon and Morgan Alexander) of unit #223 hang tag # HC123. All new units were sent vehicle registration forms.
 - g) **Hembree Village:** Grass was getting high but was recently mowed. Gerri is going to call Roswell Code Enforcement (Angie) to see if there is something they can do to get them to paint or do something to spruce up the exteriors of their units. Gerri will also contact Clark Howard (www.clarkhoward.com) to see if he has any influence on old Habitat projects since he is such a big donor to them. The residents or Habitat will not address the issues.
 - h) **Gate Code/Entry Issues:** The gate malfunctioned again from 9:30 PM on 6/26-6/27 at approximately 4:30. Gerri is going to see what the cost would be for North American to come out and due a full analysis on the gate functions. If North American cannot recreate the “ghost” opening they may not be able to offer any solutions. Gerri is going to reconfirm that all realtor codes have been deleted and check to see what it would cost to have the gate inspected.
 - i) **Gate Remotes:** (Cost = \$15). David turned in the money for 7 remotes purchased by owners.
 - **Pool Update:** 2014 pool season started on Saturday, May 17th.
 - Homeowners are calling in for the pool code and list was distributed in Executive Session. Marshall cleaned the pool furniture.
 - 24 by 7 is treating the pool area on a monthly basis.
 - Victoria purchased small tables for the pool from Home Depot and has been reimbursed.
 - Bathroom door lock on woman’s bathroom needs to be checked. Not working properly.
 - j) **Architectural Control Inspection:** Victoria and Ralph are scheduled to inspect the property on July 26th.
 - k) **Community Correspondence:** Confidential items were discussed in Executive Session.
 - l) **Hembree Creek web site:** Homeowners/realtors will be referred to Laura Donnelly to post info on our website. Al and Ada’s daughter, Antoinette, used the site to post the sale of their unit and it sold quickly.
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 projects.
 - **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: (Total spent to date=\$7316)**
- Victoria will get with Wes to go over the landscaping things approved and any outstanding issues. She will itemize the costs for the work to be done. Make sure he checks behind building 400 to address David's concerns. She will also check with Wes to make sure the Ivy on the trees is not destroying them.
 - **Mulch:** Black mulch installed on 6/30-7/1/14. \$5,866 vs original bid of \$4,242 because of color change and added extra coverage. There were issues with the delivery truck because it was so big, and David had to wake up residents to move their cars so the truck had room to turn around. Gerri spoke to Jon and this will not happen again. They brought a smaller truck on July 1st.
 - **Leyland Trees (across from building 200):** Were treated as proposed, 29 trees at \$50.00 @.
 - **Outstanding Items:**
 - o Approved or completed items totaling \$1,300: \$700 pine straw (will be installed after painting project). Not as much will be needed as we covered some areas with mulch. \$500 summer color installed, \$100 trim Leylands across from bldg 200 (done 5/7/14).
 - o Items Approved for 2014 totaling \$1,850 not yet assigned: \$500 woodchips behind building 500; \$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). Reviewed 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 liriope 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 \$250 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. Work was completed on 6/18/14.
 - **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. Work was completed on 6/18/14
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.** Unit #517 got a new AC unit and hot water heater on 7/2/14. This may help with the running water issue.
 - b) **Property Inspection** David and Kenneth inspected the property on July 3rd.
 - c) **Building 400 Common Water Line Repair:** Completed on June 19th. Water for the entire property had to be shut down.

- d) **Bldg 200 Breezeway Lights** – Left side breezeway photo sensor is coming on too early in the evening & staying on too late in the morning. Roy Steele fixed the problem with a new photo cell. Plants were not blocking the photo cell as originally thought.
- e) **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. This is still a pending item to be addressed at the next meeting.
- f) **Scheduled Pressure Washing:** Project completed in June.
- g) **Shutters:** Painting of building shutters was completed in June.
- h) **Paint White Trim/Railings:** Project completed in June.
New item: After pressure washing, it appears that all the actual wood boards (not hardy plank) just below the decks need to be painted. They do not hold the paint as well as the hardy plank. Victoria & Kenneth discussed. In addition some boards had to be replaced after the pressure washing as they totally disintegrated.
- i) **Railing issues reported:** all units reporting with problems have been addressed. #325 had face board replaced.
- j) **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele. He has inspected the property. This will be reviewed in September.
- k) **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. The lid on the dumpster has been replaced.
- l) **Repairing asphalt and striping parking lot:** Gerri is going to call Chris Carter about the asphalt repairs. She is going to find out if they can just fill in the holes and confirm the striping cost of \$1,365. If it cost just as much to fill in the holes we will look at patching all 20 areas marked. To completely resurface, total project cost is \$72,265.
- m) **Handicap Parking Spaces:** Two spaces were removed from building 200 as they were no longer needed.
- n) **Items for future consideration:** six (6) inch gutters for building 500, deck leaks/membrane repairs as owners report leaks. There have been no new leaking issues reported.
7. **Status of Units:**
- a) **Units for Sale at present:** #411. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold.
- b) **New units for sale:** no new unit listed for sale
- c) **Reviewed sales prices for units that sold in 2014.**
- d) **Current contracts:** none
- e) **Updates on foreclosure status to be given in Executive Session.**
- f) **Units with Board approval to rent:** #324
- g) **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 (9):** 102, 112, 201, 205,223,312,401,512 and 525.
8. **Financial Presentation as of July 7, 2014:**
- a) **Operating Account Balance: \$ 3223.92**
- June financials were distributed (or emailed before the meeting).
 - The conversion with Windstream is complete. The caller ID was reported as finally working by David.
 - 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
 - Jun 2014: \$3,221.72 (wtr \$1,135.85/sewer \$2,085.27 05/01/14- 06/03/14
 - Jul 2014 **TO BE COMPLETED WHEN BILL IS RECEIVED**
- b) **Reserve Account Balance: \$ 72,681.81**
- 2014 monthly reserve allocation was \$2,750.
 - We transferred 2014 reserves through June 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 Jul 2014.
- Following items are for consideration in 2014:
 - \$ 28,125 for painting project (white trim and railings)
 - \$ 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. Still waiting for response from Attorney
 - Determine if any new funds need to be added here.
- d) **Contingency Savings Account: \$ 8,340.60 (borrow out of here for landscaping)**
 - 2014 allocation is \$416.67 and payments have been transferred Jul 2014.No funds have been used from this fund to date in 2014.

Minutes prepared by Teresa Miller and edited by Victoria Boodoian & David Wurtenberg. Approved by board via email on 9/6/2014