

Hembree Creek Condominium Association: Board of Directors Meeting Minutes - August 11, 2008

6:30- 8:30 pm: General Session / 8:30 - 9:00 pm: Executive Session

Board Members Present: Victoria Boodoian, David Wurtenberg, Sherry Regel, and Gerri Schwartz (Property Manager). Robbie Hunt & Wes Boozer were absent.

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/Handouts – none
 - Discussed suggestion to have Resident gathering @ pool again. No volunteers came forward.
 - Neighborhood Watch – No new volunteers have come forward. Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500
 - Residents who wish to address the Board - none
2. **Update on sprinkler recall**, there is still no further update from Affordable Fire Protection. We continue to follow up with them.
3. **Review and adopt minutes** from July Board Meeting. Approved via email for quicker posting on website and mailbox.
4. **September Bills:** Nothing to be included.
5. **Previous communications:** - None.
6. **Update Resident Directory:** no closings yet this year; no new Homeowner Directory included.
7. **Revise letter sent to homeowners when selling their unit.** Gerri will add statement regarding pet’s waste to letter.
8. **Discuss update of vehicle ID stickers:** Letters sent to homeowners reported by David. Policy was set to allow for 2 stickers per unit. The policy for a 3rd sticker or more is that we charge \$5 and get approval via email.
9. **Remotes for Gate:** Several owners requested new remotes this month. Working Solutions will inquire if the owner is purchasing another vehicle so that a vehicle sticker can be sent to homeowner.
10. **Mailbox memo holder is missing after storm week of 7/23/08. Needs to be replaced.**
11. **Discuss any update on setting up a 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.
12. **No Soliciting sign moved as requested. (moved closer to entry gate to avoid any confusion).**
13. **Discuss increasing flood insurance building values.** Reviewed insurance quote for bldg 2 and reasons for increase. Considering this for 2009 budget. Gerri will get quotes for all buildings/
14. **Fire Marshall: Sent second notice for Fire Hydrant violation-** called & it was re-inspected, determined to be an error - Completed
15. **Michael Fink/Assistant Fire Marshall re-inspected property and found everything to be fine.** Affordable Fire did their Annual Inspection. Items were found to repair. Cost was reduced to \$995. Board reviewed paperwork. -Completed
16. **Roofs completed, awaiting hold back check for \$5,920.28. Insurance Company will send check in the next few weeks and we will then make final payment to Kenneth.** \$2,500 deductible was transferred from the Contingency Fund Account and \$9,589.50 was transferred from the reserves to pay for the front side of building 100 (not included in insurance claim as previously approved).
17. **Results of the property inspection performed on June 14th by Wes Boozer & Robbie Hunt.** No notes or paper work from walk-thru was received. Ron Lockwood does not charge to meet with the Board for these inspections...he walks the property on his own time. David to schedule time with Ron to walk the property in September. Both violations and maintenance issues will be documented and addressed at the October board meeting.
18. **Hembree Rd bridge project update, if any.** None at this time.
19. **Reviewed July Action List. All items completed or in process.**
20. **Landscaping issues:**
 - **Water ban update.** (FYI - We follow Fulton County – not City of Roswell.)
 - **Discuss update on rain barrel workshop that Victoria and Sherry were to attend.** None scheduled this year that Victoria and Sherry can attend.

➤ **Update on work approved:**

- Wetlands area has been cutback & weed killer has been applied. There are warning signs placed in the area for pet owners. They also removed all the debris.
- Additional mulch installed from mailbox to fire hydrant near bldg 2.
- Sunken area between bldgs 200 & 300 – trip hazard. Wes filled this in with mulch
- Checked crepe myrtle tree (right hand side of 1st breezeway/bldg 2 – Al & Ada's unit) for black bugs. Same bugs as before. Treated w/insecticide by Wes Witherspoon rather than cutting it back.
- Wes Witherspoon removed weeds out of bushes behind bldg 2 near wetland area.
- Inquired into who planted bushes outside of unit 417, what type of plant & growing requirements, what kind of health are they in, etc... Victoria spoke to Tim Miller & she has no information. Wes Witherspoon checked on this, he does not know who planted them but they are mandina(?). They require full sun and water. Wes recommends 2 to 3 more for \$50 to \$60. Approved.
- Contacted City of Roswell – follow-up on request to cut back tree limbs outside our entrance (on Hembree Rd between our entrance & the bridge over Killer Creek). The branches make it difficult to see traffic coming down the hill – becoming dangerous. Working Solutions called the City of Roswell and will follow up. City told us that there was a work order in place.

➤ **Wes Witherspoon still doing additional watering @ \$75 per visit due to lack of resident volunteers.** General schedule is Tues, Thurs, & Sat based on need/lack of rain.

➤ **Discussed methods of attaching ivy to the retaining wall & pergolas for old trash pads.** Wes Witherspoon to investigate this.

➤ **Proposals still on hold –** (Fall 2008 or Spring 2009): pool area, front/entry ways of bldgs 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 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 inspected the trees and only approved one (1) tree by bldg 100 to be removed. Bid from Lee Friends was approved. They will cut down tree behind bldg 100 for \$500. Unknown vines on trees behind bldg 400 per David Wurtenberg. They were sprayed by Wes Witherspoon. Once they die, he will remove.

21. **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.**

➤ **Discuss condition of deck entry on Bldg 3 – left hand side.** Kenneth inspected the area and made recommendation. Ron bid on the job and the Board approved it. Ron will schedule repair.

➤ **Scheduled breezeway ceiling light cleaning** for every other month thru the summer months. Ron was out Saturday (August 9th) and cleaned them.

➤ **Discussed possible gutter cleaning again based on Kenneth's recommendations..** Gerri to contact Bonney to check gutters and clean only those that need it at this time.

➤ **Discussed update on pressure washing needs after Ron inspected the property.**

Approved Ron to power wash the rear posts of 300 and 400 for \$300 and asked him to check the rear of the 200 building as the light pool is full of mold.

➤ **Touch up painting in breezeways above new ceilings installed is completed.**

22. **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. #306 has still not been given a realtor code.

Units legally allowed to rent (grand-fathered in) #324 has renewed his lease, expires 11-30-08.

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.

23. Financial Presentation as of August 11, 2008:

Operating Account Balance: \$ 6,160.55

- Reviewed July 2008 income and expense report.
- July Financials distributed at the meeting.
- Awaiting \$5,920.28 from CAU, this is the hold back amount. Once received, it will be paid to Kenneth Locke.
- Dirty Works a little over budget, will continue to monitor.
- Addressed any financial questions presented.

Reserve Account Balance: \$ 121,697.92

- Reserve transfer has been made through August, 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 transferred the \$9,589.50 to pay Kenneth for the front side of 100 building.

Contingency Savings Account: \$ 7,767.28

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

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

Minutes prepared by Sherry Regel, Secretary, Hembree Creek Board of Directors. Revised by Victoria Boodoian, President, Hembree Creek Board of Directors.