

**Hembree Creek Condominium Association  
Board of Directors Meeting Minutes – August 8, 2011  
General Session: 6:34pm - 7:53pm**

**Board Members Present:** Victoria Boodoian, Sherry Regel, David Wurtenberg, Laura Donnelly, Bill Ison, and Gerri Schwartz of Working Solutions.

1. **Open Forum** – Victoria commenced the meeting at 6:34. Floor open to the three (3) residents present. Actionable items are as follows:
  - Sidewalk on the left end of building 3 has overgrown Junipers that need to be trimmed Gerri will submit work order to Wes.
  - Resident reported water seeping in thru cracks in cement in bldg 100 breezeway. Gerri will submit work order to Kenneth.
  - Resident reported issues with ground cover behind unit 322. Gerri will submit work order to Wes.
2. **Recurring Monthly Business:**
  - a) **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1<sup>st</sup> breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1<sup>st</sup> breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
  - b) **Meeting Minutes:** June and July minutes were previously approved via email and posted to website.
  - c) **Resident Directory:** No new closings so no updates to homeowner’s directory needed.
  - d) **Parking and Vehicle ID stickers:** Gerri presented a new vehicle list which has 100% participation.
    - i. No new parking issues reported.
    - ii. Vehicle ID Stickers: Gerri contacted the remaining unit that did not respond. Update given in Executive Session.
    - iii. Unit 527: Received information on roommate and vehicle list was updated accordingly.
    - iv. Gerri is still working on creating a new list with all of the information (occupant info & vehicle info) listed on one report.
  - e) **Updates on Hembree Village:** Sherry and Ada contacted the Mayor’s office. Victoria spoke to Code Enforcement Officer and he dispatched a crew to cut the grass at Hembree Village. Each unit was charged for the service. Since then the homeowners have mowed twice. Officer told Victoria we have to contact the DOT about the grass/weeds near the sidewalk and road front areas.
  - f) **Remotes for Gate:** No new remotes distributed. (Cost is \$17).
  - g) **Newsletter:** Discussed next newsletter and contents to be included. Victoria suggested the following topics and Board agreed: updates on landscaping/drainage solutions; alarms going off (sprinkler closet, fire alarm in unit, etc ); ask residents to report suspicious behavior to police first, then Working Solutions; do not pour grease in sink.
  - h) **Update on Hembree Creek web site:**
    - i. Homeowners/realtors will be given Laura’s email address.
    - ii. Laura checked into a Subscriber’s list: We would need to add an email address to the account which costs an additional \$3-\$5 on the hosting account and also recommends using a list managing software which can cost \$100. Looking into whether the program will create a printable copy for mailing as well.
3. **July Action List:** All Items were included in the agenda.
4. **Gate Code/Entry Issues:** (Roswell Police not having access): Gerri called and spoke to the Chief of Police’s Assistant again. They finally determined that they were not all using the “#” sign when punching in the code. Emergency and non-emergency dispatch are treated the same.
5. **Resident Communications:** All correspondence received was discussed in Executive session.
6. **Pool Updates:**
  - a) New code determined and new list generated, copy distributed to Board at meeting.
  - b) Pool area treated monthly by 24 by 7 (May – September).
  - c) Marshall will water the “Golden Mops” once they are planted.
  - d) Pool almost overflowed mid July. Marshall has water valve dripping to compensate for evaporation. It was open a little too far. He will be more careful in the future.
  - e) Board approved Friday, October 14<sup>th</sup> as the pool closing date.
7. **Signage Light:** Roy Steele added the deflector. Issue has been resolved.
8. **2011 Annual Fire Inspection:** Completed by Affordable Fire on Tuesday, August 2<sup>nd</sup>. Awaiting the report.

9. **Unit #226** – Working Solutions has not heard back from Danny or his Mother regarding the parking of his bicycle in the breezeway. Everything is working well for him in this instance.
10. **Architectural Control Inspection:** Laura and Bill will walk the property at 9:00am on August 19th.
11. **Drainage Update:** Invoice paid for \$12,575 via capital reserve account as this was a capital improvement.
12. **Landscaping issues:**
  - a) Wes will check the ground cover behind the 300 building by unit #322 to see if there is something that can be done.
  - b) Update on approved landscaping improvements – Building 500: Zoysia test patch area was installed behind bldg 500 the first week of August at a cost of \$800. This includes grading/sloping, top soil, and installation. Water hose with timer has been set up to water the area (Wes will be looking into a more efficient timer). Hose was originally set up on the right side of building but moved to the left side of building on Sunday, August 7<sup>th</sup> due to someone continuously removing hose. The area was roped off in the hopes it will keep residents from walking their dogs in this area. We need to let the grass take root and become established before people and dogs start using the area. Gerri sent a letter to all building 500 residents on Friday, August 5<sup>th</sup> asking for their cooperation. If this test patch is successful (after 30 days or so of monitoring) we will move forward with installing one or two more similar size areas at an approximate price of \$800 each.
  - c) Discussed remaining/unapproved landscape plans. Board approved quotes for some items on the landscape design plans. Wes has submitted partial proposal, design has been submitted but no quotes. Wes & Victoria met right after July Board meeting and Wes provided quotes on river rock & mulch. Board will need to scale back plans submitted by Wes' nursery contact for cost reductions. Victoria distributed copies of nursery's plans which will need to be reworked by nursery contact. Gerri to find out if we have soil liming in our contract.
  - d) Tree Removal: Discussed all of the tree work that was approved and completed by Chipper Tree Service (bldgs 200 and 500). Payment is to be made from reserves.
13. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
  - a) Kenneth has replaced the front roof section of building 200 as previously approved for \$20,506.31. Work was completed on time and has been paid from the capital reserve account.
  - b) Kenneth and Kelvin met on site to inspect deck issues with unit 221 and unit above, 225. They only inspected 225, since it was the same issue. Awaiting Kelvin's recommendations. He is trying to come up with a cost effective solution and Kenneth will price the work once the report is finalized. Putting a sealant on the decks as part of the repair is being discussed. Gerri will email the quote following the meeting.
  - c) Resident reported a crack in the breezeway of building 100. Water is seeping in during rainstorms. Gerri will submit work order to Kenneth.
  - d) Another new magnet counter needed to be replaced on the gates. Last month, a magnet counter was installed on the EXITgate. On July 30<sup>th</sup>, David reported issues with the ENTRY gate not closing. This magnet counter will be for the ENTRY gate. The new part has just arrived and will be installed this week. There are 4 magnet counters on the gates and we have now replaced 2 of them. They are the original parts.
  - e) Property Maintenance Inspection was completed on Thursday, August 4<sup>th</sup> @ 4:00pm with David and Kenneth. Gerri distributed copies. David reported on action items. Kenneth will get pricing for all repairs.
14. **Status of Units:**
  - a) **Units for Sale at present:** 102, 306, 315, 326 and 406
  - b) Updates on foreclosure status given in Executive Session.
  - c) **Gate Codes:** All gate codes for units sold have been deleted. Still waiting to hear from realtor to give unit 326 a realtor code. Unit 406 realtor gate code has been deleted as requested due to repeated suspicious activity/use at odd hours per Victoria. We still have not received any calls from their realtor.
  - d) **Units with Board approval to rent:** 324, 328 & 405.
  - e) **New units for sale:** Unit 326 was issued a re-sale letter. No realtor information has been received to date; therefore, no realtor gate code set up.
  - f) **Current contracts:** Unit 418. Gerri received a request for the closing letter on August 8th. Closing is set for August 17<sup>th</sup>. Per David, unit sold at \$64.8k.
  - g) **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 August 8, 2011**
  - a) **Operating Account Balance:** \$ 6,395.83

- i. July Financials were distributed to the Board at the meeting. We are \$132.18 over budget.
- ii. To date, we have paid \$13,809.29 and budgeted \$15,750 for water usage.
- b) Reserve Account Balance: \$ 129,636.51**
  - i. 2011 monthly allocation is \$2,750 and payments have been made through August.
  - ii. We transferred \$10,506.34 as a deposit and the remaining \$10,000 for the bldg 200 roof project.
  - iii. We transferred \$12,575 for the Drainage Project.
- c) Contingency Savings Account: \$ 4,193.10**
  - i. 2011 monthly allocation is \$ 416.66 per month and payments have been paid thru August.
- d) Possible Savings:**
  - i. Expenses could be reduced by eliminating monthly meeting at Hembree Park Potential savings of \$1,000 annually by having meeting at restaurant, etc. Another option is to hold one meeting p/quarter. Cost of meeting room is \$100 per use, there was no price break when we paid for 11 months consecutively.
  - ii. Reduce expenses by eliminating annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment in 2010 but membership did not approve it.
- e) Financial Questions/Issues:**
  - i. The 2010 Audit has been completed and Gerri distributed copies at the Board meeting. Jack is available to attend a meeting to discuss his findings to the Board.
  - ii. Jack informed Gerri that we never paid for the 2008 audit that was done in 2009. He will be sending an invoice to Gerri for payment this year.

**General Session adjourned at 7:53. Executive Session commenced at 7:58.**