

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – August 13, 2012**

GENERAL SESSION MEETING: 6:35pm - 7:44pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions. We are in the MAR Room through October.

1. **10 Minutes Open Forum:** Victoria commenced meeting.
 - a) Sherry Regel suggested that residents should contact Working Solutions to notify them when contractors will be onsite as a component of the neighborhood watch program.
 - b) Discussed FHA re-certification. Hembree Creek has been in the renewal process for over three months.
 - c) Rick Richardt from building 200 mentioned that he may need to have the water shut off in near future for a repair in his unit. He will work with Gerri on date and time so residents can be notified in advance.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented in April 2012):** 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) **Last Meeting Minutes:** July Minutes were adopted by email and posted online.
 - c) **Resident Directory:** No new closings. No new homeowner’s directory was distributed.
 - d) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units updated. No new vehicles.
 - ii. Unit #206 has agreed to relinquish parking space in front of building 200 as owner was effectively taking up two parking spaces unnecessarily. Kenneth was given a work order to remove “resident” from the last marked parking space at the right end of building 200. This will add one additional available parking space in front of building 200 for guests, etc... The parking space will be made available again if/when a new owner takes ownership of unit #206 or if any extenuating circumstances should arise.
 - iii. Residents must park vehicles in manner that only utilizes one space per vehicle.
 - e) **Hembree Village:** No new issues reported at this time.
 - f) **Gate Code/Entry Issues:** No new issues reported.
 - g) **Remotes for Gate:** Gerri delivered 25 new remotes to David at the meeting. No new sales.
 - h) **Pool Updates:** Pool opened May 12th.
 - i. Working Solutions maintains a list of home owners who have called to receive the pool gate code. An updated list was distributed at the Board meeting.
 - ii. Pool area is treated by 24 by 7 from May – September.
 - iii. Gerri spoke to Marshall about storing hose in pump room. Gerri wrote a letter to all building 100 residents regarding washing cars on the property which is a violation. City of Roswell requires a designated area with proper drainage, etc...for a car wash area in a multi-resident community.
 - i) **Resident Communications:**
 - i. David updated the vendor list and Victoria edited it & posted at the mailbox. A letter was sent to all owners with the August bills about servicing and replacing air conditioners.
 - ii. We will add the new emergency number to the bottom of the September bills (770-579-4147).
 - j) **Newsletter:** Items to be included in next edition: outdoor outlets on front porch, no outdoor ceiling fans, current status of budget, pet waste pick up & leash law, window frame maintenance/replacement owner’s responsibility, car wash not allowed on site, do not remove hoses/not for personal use, residents to notify Working Solutions when they have a contractor onsite as component of the Neighborhood Watch, new emergency number, must park cars so they only utilize one space per vehicle.
 - k) **Architectural Control Inspection:** Last inspection was conducted by Victoria and Laura on 6/23/12. Violation warning letters were sent out 7/16/12. Next inspection will be in September with Victoria & Jan.
 - l) **Hembree Creek website:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address
 - ii. Subscriber list form has been placed on the website through iContact. Cost is free for now.
 - iii. Laura to check into the form thank you page and will get instructions to Victoria for the newsletter.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:**

- a) Board approved \$1,500 via email for Wes to install woodchips behind building 300, 400 and 500. Work has been completed and he has sent his final bill for building 400 totaling \$500. Wood chips are free thru John at Chipper Tree Service. Wes treats the wood chips for termites before distributing them on the property.
 - b) Wes has removed the weeds behind building 100 per previous home owner complaint.
 - c) Kenneth was given the approval to build the small railed fence between buildings 200 and 300 at a cost of \$275. Fence will act as a barrier to keep vehicles from driving behind buildings 200, 300, or 400 when new residents move in or have large items delivered. Work will be scheduled week of 8/13/12 weather permitting.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Building 100 Breezeway Repair:** Repair is complete.
 - b) **Breezeway Lights:** Per David's 7/14/12 email to Liz, lights were out between unit 415 & 416 as well as between 425 & 426. Work order was set up and completed on July 16th. Kenneth replaced a total of 30 bulbs and 1 ballast. David will check the breezeway lights again during the next property inspection scheduled for October.
 - c) **Deck Leaks/Membrane Repairs:** The Board approved a total of 10 decks to be repaired via email 6/29/12. The additional decks lowered the per deck cost from \$1,950 to \$1,800. It was also determined that an additional clear sealant is not to be installed. David's deck was done as a test and it did not prevent any staining. A letter was sent to the 10 owners informing them of this project. They were: #121, 122, 123, 224, 226, 227, 521, 522, 523 and 525. Flyers were distributed by Kenneth to give homeowners time to clean off their decks. A check was issued to Kenneth for \$ 8,900 for the remaining balance on the initial 8 decks for \$6,600 plus \$1,800 for the deposit on the two additional decks added, plus \$500 for the wood work needed on building 500. The project will be completed the week of August 13th, weather permitting.
 - d) **Front Porch electrical Outlet:** Board approved the installation of one electrical outlet on front porches. Work must be performed by an Association approved electrician and is at homeowner's expense. Victoria had front porch outdoor outlet installed on 8/3/12 by Randy Johnson (678-591-7457). The installation took less than hour and they did an excellent job with no clean up required.
 - e) **Dumpster Fence Repair & Resealing:** Work orders were given to Kenneth. Repair has been completed at cost of \$75. Resealing has been completed at a cost of \$350.
 - f) **Property Maintenance Inspection** (last inspection conducted 6/28/12 by David & Kenneth):
 - i. Kenneth completed all approved items from the most recent inspection.
 - ii. Charter was called and the cable box by building 100 was repaired. David confirmed.
 - 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. Need cleaning and painting due to rust spots.
 - iv. New inspections schedule: February, June and October.
 - g) **Asphalt Repairs/issues:**
 - i. Nick with Georgia Paving was been given approval to complete the asphalt repairs approved at the July meeting. Once Kenneth completes the resealing of the H/C spaces & removes 10th parking space on right end of building 200, Nick will schedule this work. The approved price is \$2,530. It will most likely be scheduled the 4th week of August, weather permitting.
 - ii. Kenneth re-sealed the handicapped spaces (in front of units 113 & 427) that are bleeding thru. Work was completed on Friday, August 10th. He still needs to seal over the 10th "resident" space in front of building 200 (right hand side of the building).
 - h) **Gutter Cleaning:** Kenneth was given work order to clean out all gutters/downspouts per email from Victoria on 7/13/12. Per Liz, Kenneth completed the work on July 18th at the same standard price. Gerri will ask Kenneth to remind his crew to use the blower to remove debris off top open decks.
 - i) **Gutter Issues –Building 200 (Unit 222):** Sherry Regel reported (& Victoria witnessed) overflow of gutter at the front corner of sunroom (left side) again. Kenneth inspected this again to make sure the gutter and downspouts were not clogged. Victoria spoke to Kenneth again on Aug 1st or 2nd and he checked the pitch of the gutters and determined that is not the issue. The gutters do not overflow over Victoria or Mel's gutters like it does on Sherry's gutters. Gerri will ask Kenneth if testing the 6" gutters over Sherry's unit would be a feasible solution.
 - j) **Installing 6" gutters as test:** Kenneth quoted \$475 to install 6 inch over units 425 & 426 in the back of the building to see if that will alleviate the gutters getting clogged. The trees are so close to that end of building 400 that there is usually a large amount of storm debris that clogs the gutters and cause water to overflow. Gerri will ask Kenneth about installing 6" gutters over Sherry Regel's unit (#222) and what range they can do for the test. Might not be able to run the larger gutters over just one unit located in the middle of the building. May have to run 6" gutters over units 221-222. The issue seems to be the large amount of water during heavy rains. The gutters and downspouts have been cleared and that has not corrected the issue.
 - k) **Check Roof/Shingles over unit #326:** Shingles were damaged by recent storms and have been replaced.

l) **Annual Sprinkler & Hydrant Inspection:** Per Liz's email 8/13/12, Dean & Brian of Fire Safety America were onsite 8/13/12 to complete the annual inspection of sprinklers in the common areas & hydrants.

6. Status of Units:

a) **Units for Sale at present:** 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:** #201 **Current contracts:** none.

c) **Foreclosure status given in Executive Session.**

d) **Units with Board approval to rent:** #102, #324 and #405.

e) **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: \$ 5,078.48**

i. July Financials distributed to the Board.

ii. Flood insurance for all buildings has been paid to date for 2012.

iii. We are a little over budget in July due to legal and landscaping improvements but this should stabilize by year end.

iv. 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
July 2012	\$1,993.59	(\$712.41 wtr/\$1,281.18 sewer)	6/05/12 – 7/03/12 billing period
August 2012	\$1,990.52	(\$711.35 wtr/\$1,279.17 sewer)	7/03/12 – 8/01/12 billing period

b) **Reserve Account Balance: \$95,739.39** (allocation is \$ 2,750. Payments transferred thru August)

i. 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)
▪ Deck membrane/repairs (10)	\$ 16,700	paid to date, balance to be paid is \$1,800
▪ Tree Removal/Work	\$ 2,150	

ii. 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 Acct: \$9,199.34** (allocation is \$ 416.66 p/mos. Payments transferred thru August)

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 costing approximately \$1,650. Board attempted to pass amendment in 2010 & 2011. Membership did not approve it.

General Session commenced at 6:35 pm. Executive Session adjourned at 7:44 pm.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Approved by the Board 8/29/12.