

Hembree Creek Condominium Association
Board of Directors Meeting Minutes – August 12, 2013
GENERAL SESSION (6:30pm)

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly, Jan Linville, and Gerri Schwartz of Working Solutions.

1. **Open Forum:** Meeting opened with homeowners discussing issue with a unit in building 500. Discussed city of Roswell involvement, code violation, the steps the board is taking and how to proceed if issues arise again.
2. **GA Power Outages:** Power outage from approximately 5:30 – 9:45pm on Sunday, August 11th. A lot of power glitches occurred daily the week of Aug 5-9th. Residents are encouraged to contact GA Power directly to file a complaint about numerous interruptions in service. Emergency Breezeway Lights – Gerri to confirm battery life as they stayed on for only 2 hours. Victoria called GA Power. Confirmed with management that outage on 8/11/13 was due to an equipment failure. At one point in time, over 3,000 people were affected. They had to get bucket trucks out to check breakers/transformers on poles in the area. Spoke to Betsy at GA Power & she confirmed that the equipment has been replaced. She also stated the intermittent power outages last week could have likely been a result of the faulty equipment going bad. In the future, residents should report continual intermittent outages as they could be a precursor to this kind of outage.
3. **Public Meeting planned:** City of Roswell is holding a public meeting on September 3rd at Hembree Park (5:30)
4. **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) **June and July minutes:** June executive session meeting minutes and July minutes need to be approved.
 - c) **Update Resident Directory:** No new closings since the last meeting.
 - d) **Action List –** Reviewed the July Action List.
 - e) **Parking and Vehicle ID stickers:** Vehicle ID Stickers - All units should be updated except for #402. Letter sent as requested for vehicle updates. No response to date. Gerri will follow up. Unit #405 requested a new sticker and registered a new vehicle.
 - f) **Hembree Village:** Victoria contacted the City of Roswell & they have trimmed back the trees/bushes as much as they can at the entrance to Streamside Drive.
 - g) **Gate Code/Entry Issues:** Victoria given the new report.
 - h) **Gate Remotes:** (\$15 each) David received new remotes that were ordered. The cost is now \$13.99 per remote. Collected funds from new remotes purchased by residents. David is going to determine if the price is still \$15 or \$14 once you add in shipping cost & taxes.
 - i) **Pool Update:** Pool opened 5/11/13. 24 by 7 is treating the pool area monthly thru September.
 - a. Marshall installed a new lifeguard sign and removed the broken chair behind the pool.
 - b. Victoria will look for two small tables for the pool area.
 - c. The pool will be closing Saturday Oct. 5th.
 - j) **Community Correspondence:** (Confidential items discussed in Executive Session):
 - i. **Water Shutoff Notice:** Notices were mailed & posted at the mailbox regarding the community water shut off on July 24th so backflow regulator could be installed at building 500. Received one call from a homeowner.
 - ii. **UDC Zoning Code:** Victoria contacted the City of Roswell regarding the error in the new UDC assigned to Hembree Creek. City responded on 7/23/13 that the UDC has been changed from RS-9 to RM-2 (residential multi-family). Residents can bring any concerns or questions to the Wed, August 21st meeting at Hembree Park at 7pm. No further action is required.
 - iii. **Message for September bills:** Send out notice that UDC issue has been resolved. Recommend cleaning of dryer vents.
 - 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.
 - k) **Architectural Control Inspection:** Determine next inspection date. Previously planned to complete in July but unit 513 issues arose so this will take place in August.
 - l) **Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly's email address
5. **Security Incidents:** None reported this past month.
6. **Drainage Issues:** Victoria asked to meet Marc for a property inspection. Gerri and Victoria will schedule a date.

- 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.
7. **Landscaping issues:** Wes completed or in process of the following:
- a) John with Chipper Tree Service given approval to trim the River Birches on the property and to cut back the poplar tree behind the 400 building for \$1,490. Work postponed due to weather.
 - b) John worked with Gerri to get the compromised/damaged tree from the adjacent property (Bruce Foster's yard) cut down. This was done and paid for by Mr. Foster after he received our letter.
 - c) Reviewed Landscape Inspection conducted by Wes & Victoria on July 2nd. Board approved installing pinestraw at entrance & removing Crepe Myrtles at handicap entrances to building 200.
8. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Six (6) inch gutters:** Proposal to install 6 inch gutters at #223/#224 for \$576 was previously approved. Delay due to weather. Work should be completed next week weather permitting. 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. We currently have five (5) inch gutters throughout the property.
 - b) **Property Inspection:** Conducted by David Wurtenberg & Kenneth Lock on 6/28/12. Proposal to complete the work was approved for \$550. Work completed last Friday.
 - c) **Dryer Vents:** Completed in June by Mad Hatter. Compared proposals from Mad Hatter & Kenneth Lock. Gerri found that we cannot separate the vents due to breaching the roof warranty.
 - d) **Roswell Fire Department Annual Inspection:** Michael Fink completed on 6/24/13. All work was completed as requested.
 - e) **Back Flow Regulator (building 500):** Dan Strickland installed the back flow regulator on July 24th with minimal issues. Notice was sent out a little late & posted at the mailbox. Received one call.
 - f) **Water Pipe Covers:** Kenneth will purchase & install new covers in late fall.
 - g) **Additional Gutter Cleaning:** This was discussed on property inspection and proposal was approved. Kenneth completed the work.
 - h) **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.
9. **Status of Units:**
- a) **Units for Sale at present:** Unit #102, # 201, #327, #406, #414, #423 and #525. 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:** #525
 - c) **Current contracts:** #406 has still not closed.
 - d) **Updates on foreclosure status to be given in Executive Session.**
 - e) **Units with Board approval to rent:** #102 (this unit is 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.
10. **Financial Presentation as of August 12, 2013:**
- a) **Operating Account Balance: \$ 1,653.16**
 - i. July Financials distributed to the Board. Gerri presented the July income and expense report.

- ii. Insurance with CAU to re-new September 16, 2013. Increase is estimated at \$5,346.
- iii. We are over budget in legal expenses largely due to current litigation issue.
- iv. 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 \$2,039.94 (\$728.55 wtr/\$1,311.39 sewer) 06/04/13 - 07/02/13 billing period
 - August 2013 Bill not received yet, will update next month.

b) Reserve Account Balance: \$ 95,131.23

- i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through May 2013. Will continue to catch up as cash flow permits due to insurance premium payouts.
- ii. Created a line in reserve account for repaving all asphalt surfaces.
- 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. This was \$821 less than his 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 (\$975 deduct 10% if done @ same time)
Quote for Building 500: \$2,675 for total building, \$1,350 for front and \$1,325 for the rear. This has been tabled for now. Also #223/224 for \$576.
 - 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 (garnishment received from litigation of 205)

d) Contingency Savings Account: \$ 17,181.40

- i. 2013 allocation is \$416.67. Paid through July 2013.
- ii. Dan Strickland installed building 500 backflow regulator for \$2,850.

General Session adjourned at 7:58. Executive Session commenced at 8:30.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors adopted minutes on October 24th, 2013.