

Hembree Creek Condominium Association
Board of Directors Meeting Minutes – August 11, 2014
GENERAL SESSION AGENDA - 6:30 pm

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

1. **Open Forum** – Residents in attendance were given 10 minutes to present any unscheduled business or questions to the Board. Owner in building 200 is sweeping cat hair and feces onto neighbor's porch below. Gerri will call owner to discuss. Owner in 200 requested approval to install a new combination key lock/keypad on breezeway entry door. Board will discuss the request and notify homeowner of decision. Owner in building 200 asked about painting the buildings and made a suggestion regarding repair of potholes and repaving parking lot.
2. **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) **Security Incidents:** None reported.
 - c) **Previous Minutes:** Laura will post June minutes to the website. July minutes were completed by Teresa Miller and will be circulated for approval via email after corrections have been made.
 - d) **Update Resident Directory:** There have been nine (9) closings in 2014 to date: #525, #312, #122, #102, #201, #401, #205, #223 and #512. The incorrect resident for #423 was removed. No new homeowner's list is included this month.
 - e) **Action List:** Reviewed the July Action List. Items were also included as line items on the agenda.
 - f) **Parking and Vehicle ID stickers:** All new information is included and updated. Copies distributed to Board. David to check #427 for the sticker. All other issues discussed in Executive Session.
 - g) **Hembree Village:** Grass was getting high, but has now been cut. Buildings need cleaning & painting. Gerri called Angie at Roswell Code Enforcement and she said she will get someone out to inspect the issue and issue a citation if needed.
 - h) **Gate Code/Entry Issues:** Victoria given the new report.
 - a. The gate was reported opening on it's own again twice in the last month. Larry switched the control boards to see if the exit gate will now open for no reason. All has worked to date. This is a process of elimination.
 - b. All realtor codes have been deleted after the unit sells.
 - i) **Gate Remotes:** (Cost = \$15) Collected funds for one remote from David.
 - j) **Pool Update:** (2014 pool season started on Saturday, May 17th)
 - Homeowners are calling in for the pool code and list presented in Executive Session.
 - 24 by 7/Active Pest Solutions is treating the pool area on a monthly basis.
 - Women's bathroom door not closing properly. This is included in Kenneth's bid with other list of repairs.
 - Tentative closing date October 1st.
 - l) **Architectural Control Inspection:** Victoria and Ralph were to inspect the property on July 26th. This had to be rescheduled.
 - m) **Community Correspondence:** Message for September bills - New CAU insurance deductibles.
 - n) **Hembree Creek website:** Homeowners/realtors will be referred to Laura Donnelly.
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 review. Need to schedule an

appointment w/Marc to walk property upon completion of other projects (pressure washing, painting, & mulch).

- 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 & trench to divert water away from building on back left side (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.
 - Dead tree behind building 200 needs to be put on list for review by Arborist.
- Building 500:
 - There are some gutters having flow issues. Going to consult with Marc and consider replacing the one area where there are issues. Gerri to validate that the old quote is still good and if the areas above the breezeways should be included as they are not currently.

4. **Landscaping issues:** (Landscaping Improvement budget is \$9,000.)

- **Valley Crest: (total spent to date = \$7,316)**
 - \$1,450 Leylands were treated as proposed (\$50 per tree x 29 trees).
 - \$5,866 black mulch installed as proposed on 6/30-7/1/14 (vs. original bid of \$4,242 because we changed color & added extra coverage).
 - No new work authorized or assigned to Valley Crest.
- **Wes/A+ Lawn Care:**
 - Contract is due on November 1, 2014. Need to make sure it has a 30 days cancellation clause.
 - \$700 pine straw approved & installed after painting project. (Wes did not need to add pine straw by the Stream Side street sign. Valley Crest had enough leftover mulch.)
 - \$550 cutback & spray wetlands – approved & completed.
 - *\$500 building 500 woodchips (approved - Wes waiting on good woodchips)*
 - \$250 remove smaller trees behind building 500- approved & completed
 - \$50 - back parking lot: small island at end – Chinese Elm had a dead limb. David requested Wes to cut it out & remove. Completed.

New Requests (approved & assigned to Wes):

- \$ cost ? – need quote: pull dead tree limb down behind building 400 – per David's request
- \$ cost ? –per Kenneth- need to add fill dirt by unit #511 by back porch to help combat erosion. (no quote needed – work order given to Wes).
- \$ cost ? –spray fire ant hill by unit 417. No quote needed – work order given to Wes.
- \$100 to remove Muscadine vines from Magnolia Tree. Vines are growing over a large area in back parking lot including into the Magnolia Tree (left end of building 500). Board approved & assigned to Wes.
- \$50 to remove 2 small trees with dead vines all over them behind unit 412 (p/ David's request) Board approved & assigned to Wes.
- \$500 Fall color– Board approved & assigned to Wes. Will be installed in October.
- Fill in Liriope where needed in front of building 200 (cost = \$200)
- Dead large round holly bush in front of building 200/right breezeway. (cost = \$35)

- Dead Loropetalum bush in front of building of 200/left breezeway. (cost = \$35)
- Replace variegated Liriope that were removed from front of building 100 (left side/ Unit 113). (per Wes cost = \$30)
- Dead bush in front of Linda Pelton's unit 513 needs replaced. Need quote from Wes. As long as it's approximately \$35, Board approves.
- Outstanding issues not yet assigned:
 - Dead plants (q=5) in mailbox strip area (very little new growth). May need to be replaced. Need quote.
 - Dead wisteria (q=2 vines) at bottom of retaining wall by front entrance. Going to leave it to see if it will come back.
 - Wes removed privets from the big island. Possibly replace with 6 Acuba's in a diamond or triangle pattern vs. a straight row.
 - Dead junipers on right hand side of building 200 in landscaped area – Wes removed them & they will need to be replaced with something shade tolerant. Asking Wes for recommendations. Maybe just add mulch for now.

5. Tree Removal:

a) A+ Lawn Care (Wes):

- Wes submitted quote for \$250 p/Victoria's request for additional smaller trees that need to be removed in the area behind & on the right side of building 500 & near streetlight by dumpster. Cost accounted for as noted above under A+ Lawn Care section. Board approved & Wes completed.

b) Chipper Tree Service (John) New Requests:

- \$ cost? need to have Chinese Elm in back parking lot looked at & possibly treated for black ants per Wes. (same tree we had dead limb cut out of). Assigned to John to come out & assess. He will provide quote to remove if needed.
- \$ cost? – need to get an arborist to look at the Bradford Pear tree in big island. It looks like it's dying. Per Wes, he asked a tree guy & he said it could be Ambrosia beetles or something. Assigned to John to come out & assess. He will provide quote to remove if needed.
- \$ cost? Remove dead tree behind building 200 – 2nd breezeway. Asked John to provide quote to remove.

6. Maintenance issues: All requested work orders have been scheduled, completed or in process.

a) **Roof replacements:** dates now listed in the historical data section of agenda.

b) **Painting of buildings:** Gerri will look up dates & list in historical data section of agenda.

c) **Pedestrian Gate:** Repaired again as requested.

d) **Building 400 vent covers replaced:** David requested a work order to replace vent covers by units 422 and 425. Repair is complete.

e) **Units 123, 221 & 225 –** Owners reported their deck sealants were bubbling up. Going to keep an eye for leaks. The product does not appear to be failing. Kenneth spoke to the manufacturer and there are no known issues with the product.

f) **Property Inspection:** David and Kenneth walked the property on July 3rd. Reviewed Kenneth's estimate and the board authorized work. (\$1,175 with \$75 charged back to one owner)

g) **Dumpster:** The painting of the replacement fence boards is now completed.

h) **Repairing asphalt and striping parking lot:** David met with Chris Carter of RP Paving to discuss the asphalt repairs and future projects. \$3,165 is the current bid (\$1800 for repairs & \$1365 for striping). We also discussed the Cold Patch possible solution but both vendors suggested that the solution was not viable beyond an emergency temporary situation. Board approved the repair of the asphalt and striping at the same time since we will be waiting to resurface the entire property for a few years.

i) **Gutters:** They need to be cleaned behind 200 and 400.

j) **Items for future consideration:**

- o **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele. He has inspected the property, see proposal. This will be reviewed in September.
- o **Six (6) inch gutters: Determine if gutters will be replaced on building 500 (\$2,675 for total building, \$1,350 front only, \$1,325 rear only).** Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property.
- o **New: Per Tanna in unit 511 (?)** – water pours over gutters by her back deck. It runs off the back porch of the unit above her & soaks her porch when it rains. This may be attributing to the erosion in this same area. David also spoke to Tanna about this issue. Need a work order for Kenneth to look at gutters (possibly adding 6” ones in this location) & any other possible causes of erosion. Kenneth recommends trying 6 inch gutters in that area and landscapers can add dirt under the slab. Kenneth will need to rebid the six inch gutters. He recommends the total building is getting this done.
- o **Deck Leaks/Membrane Repairs - Project** has been tabled until owners report leaks. There have been no new leaking issues reported.

7. **Status of Units:**

- a) **Units for Sale at present:** #123, #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) **Current contracts:** none
- d) **Updates on foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #324
- f) **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 August 11, 2014:**

- a) **Operating Account Balance: \$ 3,867.09**
 - July Financials were distributed to the Board.
 - 24 by 7 has merged with Active Pest Solutions. The service will remain the same.
 - Received a \$25 refund for canceling the month of June with Cross of Life Church.
 - Still working to get the Windstream bill lower. Gerri is trying to get taxes and charges figured out.
 - New contract for CAU to go into effect September 16th. Board reviewed in executive session. Major increase effective in September.
 - Gerri contacted Fulton County. We will receive a credit of \$883.73 on next bill.
 - All flood insurance premiums have been paid in 2014.
 - 2014 Water Usage (monthly budget = \$2,166.67)
 - o Jan. 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
 - o Feb. 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
 - o Mar. 2014: \$2,254.81 (wtr \$802.64/sewer \$1,452.17) 02/05/14 – 03/04/14
 - o Apr. 2014: \$2,563.46 (wtr \$909.07/sewer \$ 1,654.39) 03/04/14 – 04/01/14
 - o May 2014: \$2,883.47 (wtr \$1,039.42/sewer \$1,864.05 04/01/14 – 05/01/14
 - o June 2014: \$3,221.72 (wtr \$1,135.85/sewer \$2,085.27 05/01/14 – 06/03/14
 - o July 2014: \$2,084.09 (wtr \$ 743.77/sewer \$1,340.32 06/03/14 – 07/01/14
 - o Aug. 2014: **TO BE COMPLETED WHEN BILL IS RECEIVED.**
- b) **Reserve Account Balance: \$ 78,646.83**
 - 2014 monthly reserve allocation is \$2,750.
 - We transferred 2014 reserves through August 2014. We are now current.
 - 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 August 2014.

- Tree work moved to reserve as requested.
- Following items are for consideration in 2014:
 - \$ 28,125 for painting project (white trim and railings) and painting of the shutter. The project is now complete.
 - \$ 15,822 replace front side of roof for building 300. This project has been completed.
 - \$ 2,675 6" Gutters for building 500 (\$1,350 front only, \$1,325 rear only)
 - \$ 4,250 Asphalt repairs and re-striping

c) Asphalt Resurfacing Reserves: \$ 4,626.22

- \$9,000 was allocated as part of the budget in 2013 and 2014. Therefore we will have \$22,626.22 allocated to the Asphalt Project at the end of 2014. This does not include the monies we hope to collect from pending lawsuit with unit owner.
- \$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 awaiting response from the attorney!
- Determine if any new funds need to be allocated here.

d) Contingency Savings Account: \$ 2,892.02

- 2014 allocation is \$416.67. We paid this amount through August 2014.
- We borrowed \$5,866 to pay the mulch in August. We will transfer 1,466.50 p/month for the next 4 months to reimburse this account.

General Session adjourned at 8:15 pm. Executive Session commenced at 8:21 pm. Meeting minutes created by Laura Donnelly and edited by Victoria Boodoian. Board approved minutes on September 6, 2014