

Hembree Creek Condominium Association: Board of Directors Meeting Agenda – September 8, 2008

General Session: 6:30-7:50pm Executive Session: 7:50-8:35pm

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

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 - Wes Boozer voluntarily resigned 8/11/08 @ 7:27 via email
 - Neighborhood Watch – No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500
 - No residents addressed the Board
2. **Update on sprinkler recall**, there is still no further update from Affordable Fire Protection. We continue to follow up with them.
3. **Reviewed and adopted minutes** from August Board Meeting. Victoria will email to Laura Donnelly for posting to website. Sherry Regel will post at mailbox.
4. **October Bills:** Notice to homeowners will include the following: vehicle ID policy (sticker always be displayed and the replacement policy (p/David Wurtenberg); pool Closing to be October 13th; reminder for homeowners to send amendment signatures to Working Solutions.
5. **Previous communications:** Amendment information was sent out as approved. October maintenance bill will include a reminder to homeowners to vote on the amendment and return to Working Solutions.
6. **Update Resident Directory:** Still no closings this year; no new Homeowner Directory included.
7. **Revised letter sent to homeowners when selling their unit.** Added statement regarding pet’s waste.
8. **Discuss update of vehicle ID stickers:** Reviewed spreadsheet Victoria created containing all of David’s findings with updates included. Additional ID stickers were given to # 328, #412 and #422. They were all given their second sticker at no charge. #527 was called to let resident know that her sticker should be placed in the same place. Board discussed how to address vehicles on the property with no sticker displayed and decided a notice will be placed on the windshield of those vehicles requesting them to contact Working Solutions after the vehicle has been seen on the property for a period of time. Gerri provided a current list of vehicles with sticker information and distributed to all Board members.
9. **Remotes for Gate:** No new requests for remotes
10. **Mailbox memo holder is missing after storm week of 7/23/08.** Robbie will gather the supplies to replace the sign & install.
11. **Discuss update on web site -** Laura Donnelly’s email is donnely527@charter.net. Homeowners and realtors will be given this email address to communicate with her regarding posting units for sale.
12. **Discuss increasing flood insurance building values.** Reviewed insurance quote and reasons for increase.. Unit #202 mortgage holder required an increase in insurance purchased for bldg 200. Reviewed for all buildings & will be used for 2009 budget planning purposes.
13. **Affordable Fire on the property Wednesday, September 3rd to complete all of the required and authorized work.** Working with Southeastern Wiring to determine problem with the trouble signal going off in the 200 building.
14. **Hold back check for \$5,920.28.** Check was received on September 8th and Kenneth Locke has been paid for the roofing job. The reserve account will now be reimbursed.
15. **Confirmed property inspection date, Ron Lockwood and David Wurtenberg to meet.** Inspection is set for Thursday, September 18th at 4pm.
16. **Discussed pool closing date.** Victoria suggested Monday, October 13th and the Board approved.
17. **Hembree Rd bridge project update.** We were told the project is to begin shortly and the trees that Victoria reported that are obstructing the view for drivers leaving Hembree Creek will be addressed at that time.
18. **Reviewed August Action List - see attached.**
19. **Landscaping issues:** (landscaper, Wes Witherspoon, A+ Lawn Care, Inc.)
 - **Water ban update.** (FYI - We follow Fulton County – not City of Roswell.)

- **Update on work approved:**
 - Landscaper in the process of training the ivy up the wall and will stake the other plant material to grow up the wall. He has no problem getting this done as part of his contract.
 - Landscaper added sod to the area between the 200 and 300 buildings that was discussed last month.
 - Landscaper also removed weeds behind the 200 building.
 - Landscaper not billing for watering to date but he is still waters areas that need it on Tuesday, Thursdays and Saturdays if there is no rain. Gerri will request bills for this ASAP.
 - Sandra Witt, the City of Roswell Arborist, 770-594-6178, was told we will cut down the tree she authorized. She informed us if we wanted other trees listed on the original list to be removed, a permit must be obtained. Wes Witherspoon and Lee Friends will work together to determine if there are other trees that need to be removed. Lee Friends will then request permits.
 - Lee Friends given work order to remove the tree behind bldg 100. Will be taken down the week of September 8th.
- **Discussed new information on building pergolas for old trash pads:** due to quote from Chris, project has been tabled. Victoria will check around for other contractors to bid on project. Might get lower bid in winter months when contract work is slower.
- **Discussed new sod place by mailbox –** part of it is dying. Wes W. & Victoria discussed – Wes said it might come back so perhaps to give it a little more time.
- **Proposals still on hold –** (Fall 2008 or Spring 2009): pool area, front/entry ways of buildings 2 & 5, back of bldgs 2, 3, 4, hide sewers, build arbors on old trash pads & plants 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.

20. **Maintenance issues:** All work orders requested have been set up, completed or being worked on.

- **Reviewed outstanding items to make sure they are addressed.**
- **#312/Wood walkway: Gerri called on August 13th and left detailed message about repairs being done.** Ron was given work order to reroute the gutter as previously discussed. Work has been completed. New wood will be stained to match more closely the weathered deck boards.
- **Breezeway Lights were checked and were cleaned as reported on August 9th.** Ron will clean light fixture outside unit 223 (missed on last cleaning).
- **Bonnie is to check the gutters reported by Kenneth, due to recent storms, he is behind.**
- **Ron to pressure wash as previously approved.** More areas may be determined following 9/18/08 scheduled walk-thru.
- **Keith will bring light fixtures to the property.**

21. **Units for Sale at present :**

#101, #102, #212, #218, #224, #305, #318 and #406. All other realtor codes were deleted and new codes assigned. #111 is still not for sale, will keep Board posted. #306 is not for sale!

Units that can be rented: #324 has renewed his lease, will expire November 30, 2008.

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.

22. **Financial Presentation as of September 8, 2008:**

Operating Account Balance: \$ 6,160.55

- Reviewed August 2008 income and expense report.
- August Financials distributed to all Board members at the meeting.

- Check from CAU for \$5,920.28 received. This was the hold back amount. Kenneth was paid from reserves, and funds to be reimbursed to reserve account with this check.
- Address any financial questions presented. Victoria questioned why we needed a new 911 phone at the pool (see Marshall's invoice# 1794 dated 6/30/08). Phone was not working & had to be replaced.

Reserve Account Balance: \$ 121,697.92

- Reserve transfer has been made through, 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.

Contingency Savings Account: \$ 7,767.28

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

23. Discuss any new business not previously on agenda. October meeting will be largely dedicated to preparing the 2009 budget.

General Session adjourned at 7:50pm.

Minutes prepared by Sherry Regel, Secretary, Hembree Creek Condo Association. Minutes revised by Victoria Boodoian, President, Hembree Creek Condo Association.