

Hembree Creek Condominium Association: Board of Directors Meeting Minutes 9/14/09

GENERAL SESSION:

Board Members Present: Victoria Boodoian, David Wurtenberg, Sherry Regel, Robbie Hunt, and Gerri Schwartz of Working Solutions. Bill Ison not present.

1. **Open Forum** – No homeowners addressed the board
2. **Recurring Monthly Business:**
 - **Neighborhood Watch** – No new information
 - **Resident Pool Party** – Victoria & Roxanne discussed. Residents can form a committee & work with the Board if interested in coordinating an event.
 - **Review and adopt minutes:** Robbie submitted meeting minutes for July and August. Victoria made significant changes & added considerable content (especially to August) as they were incomplete. July and August minutes approved, Victoria will post at mailbox and email to Laura Donnelly for posting to website. Victoria has emailed finalized minutes to Gerri for May and June for our records. Approved.
 - **Scheduled Quarterly Property Inspections:** 3rd quarter property/maintenance inspection scheduled for first week of October to be performed by David & Kenneth Locke. Robbie will do architectural control violation also the first week of October.
 - **Update Resident Directory:** two (2) closing thus far in 2009. New contract on #212. New directory distributed to Board members at meeting.
 - **Update of vehicle ID stickers:** No new information.
 - **Remotes for Gate:** David turned in money at meeting.
 - **October Bills:** Date of Annual Meeting which is November 9th; pool close on October 5th.
 - **Reviewed August Action List.**
 - **Update on web site** - No new information.
 - **Ideas for FAQ's on website and/or next newsletter.** No new information.
3. **Discuss update on "new" resident letter:** suggested & drafted by Ann House. Victoria will circulate revisions via email once update is complete.
4. **Proposed Amendments:** We have divided the 2 amendments and will be presenting only the audit section this year at Annual Resident Meeting. Gerri worked with Michael to revise/review. Jack Houseal is confirmed to come to the Annual Meeting and he has begun the 2008 audit. He hopes to complete the audit prior to the annual meeting. Determine if the amendment needs to go out with the 2009 Annual Meeting Notice or before. Staggered term amendment may be pursued next year.
5. **Bldg 3 Handicap Parking Space:** Per David, unit 318 needs to utilize the handicap space in front of bldg 3.
6. **Speeding in community:** Ada was nearly hit taking her trash to the dumpster during daylight hours. Cars are driving too fast in straight away in front of bldg 1 & 2 and mailbox area. Need to begin thinking about options and will discuss with the homeowners at the Annual Meeting.
7. **Discuss update on Hembree Village & landscaping issues:** Victoria spoke with Nakia Burns from Hembree Village on 9/13/09 regarding the landscaping. Nakia is the only one cutting the grass. Victoria will ramp up calls to the City Code Enforcement office as needed.
8. **Hembree Rd bridge project update.** City responded to Victoria's request and cleaned up the roadway and added gravel. According to Neo w/City of Roswell DOT & crew chief, project is slated for completion by Nov 1st.
9. **Discuss update on having a community Open House on the weekends** – Realtor has not returned Victoria's call to date. Will wait until bridge completed to revisit this idea with the realtor.
10. **Affordable Fire has conducted their annual inspection:** Gerri brought report to the meeting. Mike Fink did receive the report and did re-inspect the property and all is OK.
11. **Resident Communications:**
 - #416 was called regarding the orange strips on the trees.
 - #114 called to find out where satellite dishes can be installed. Resident was told they are allowed on balcony only.
12. **Signage:**
 - *No Soliciting* Sign has been moved, but is not centered on brick column; will be repositioned.
 - New speed bump/speed limit signs should be installed before the meeting.

- Gerri – FYI - there should be no “reserved parking for mailbox carrier” sign.
- New community entrance sign: Robbie to update on price quote. Board is looking at design options & pricing.

13. **Landscaping issues:**

- Water ban lifted/resumed non-drought schedule: (We follow Fulton County – not City of Roswell.) As of June 10th, Mon-Wed-Sat > even or un-numbered addresses; Tues-Thurs-Sat > odd numbered addresses. No specific time of day. Discouraged between 10am-4pm.
- Roxanne spoke w/Victoria 9/4/09 regarding landscaping in front of her unit. Victoria agreed to have Wes dig small trenches along her sidewalk & front porch area, take the mulch/dirt level down, plant 2 small nandina bushes by her front door, & remove mulch next to bldg along the outside of her unit. Roxanne is aware this action may cause standing water in this area. She has agreed to take that risk vs. having “mud” on her porch & sidewalk as she has previously reported to Sherry & Working Solutions. For the record, Victoria, Sherry, and Wes all think the plant materials look good & are not causing the issue. Roxanne asked the Board if Wes would replace her front porch due to the mud stains. Board denied this request as the mud stains are not that bad & cannot be determined when they appeared. She is not pleased with the dark/mismatched putty holes in the cement on her porch from the termite treatment...or with the care of the rose bushes planted in front of her unit.
- Wes will install 3 lagustrums at pool area at no extra cost. Nursery comp'd Wes & he is passing that savings on to us.
- Wes has removed dead junipers behind bldg 2 rear breezeway entrance. He will transplant some bushes (boxwoods or holly bushes) from another client that no longer wants them.
- Owl junipers along tree line behind bldg 2 – Wes will cut out dead areas & re-stake them. If they do not recover, they will be removed.
- Dead tree in island - Wes does not believe it died as a result of insect or infestation. He checked other trees in the area & they look fine.
- Privets at pool – Victoria & Sherry are looking for ways to create more privacy at the pool. Privets along front fence are shallow/bare at the bottom. Wes suggested they prune them all down low to force energy into the bottom of the plant to encourage more growth. They will be prune/leveled all the way across evenly (rather than the slope/incline near the pool gate entry).

14. **Maintenance issues:** All requested work orders have been set up, completed or in process.

- Pool will close on October 5th.
- Painting of deck railings/building railings: Final payment of \$300 has been made to Ron. Kenneth did re-paint all of the doors and trim pieces that were reported for the same charge as Ron. All doors painted previously have reimbursed the Association for the cost. Paint colors were obtained from Ron and Kenneth now has them.
- Drainage Solutions revised quote: Board approved quote at August meeting. Per Karen, has not yet been scheduled due to large project at another community. Mark did confirm that he will be at Hembree Creek next Tuesday, September 22nd, weather permitting. Need to put notice by mailbox to alert homeowners.
- Paving repairs/potholes: Mark cannot handle this job, it is too big and he would have to sub work. We did get a bid from Georgia Paving instead. Patching would not work, saw cutting would last much longer. Gerri is going to get a revised bid and email to us. Board approved amount if it is not significantly different from the one presented at the meeting. Will try to schedule for around October 1st.
- Light pole near unit 218 at right side of bldg – p/David, photo sensor bad.
- Rust on pole @ gate & mailbox area - removed by Kenneth.
- Mailbox area was cleaned by Kenneth.
- Gutter cleaning completed by Bonnie on 9/4/09.
- Pool fence from vandalism incident has been repaired.
- Chain link fence across from 200 building has been repaired.

15. **Status of Units:**

- **Units for Sale at present :** #101, #111, #102, #212, #217, #225, #305, #316 and #522. All other realtor codes were deleted and new codes assigned. There is still no realtor code for #111 as of this date. #511 is on the market, but has not called for realtor code. Gerri will call owner to set him up and also send him a re-sale letter to make sure he knows no rentals and pet weight limit.
- **Units that can be rented:** #324 has renewed his lease, expires 1/31/2010. Copy received. #212 can rent but the unit is currently for sale and a new contract has been written.
- **New units for sale:** #511 and #522. New Sales Policy Letter being sent to owners and gate codes assigned for realtors when reported. No news on #418 yet. “For Sale” sign in the window of #328.

- **Current contracts:** #212 (closing is scheduled for 9/24/09).
- **Units Sold in 2006 (18); Units sold 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **Units sold in 2008 (1):** 224; **Units sold in 2009 (2):**#218, 318.

16. Financial Presentation as of September 14, 2009:

Operating Account Balance: \$ 2,811.27

- Reviewed August income/expense report and financials.
- August income/expense report indicates under budget \$10,892.81 -even w/water being over budget and legal (the retainer). Insurance is now in line. Monitoring water usage.
- Need to contact Fulton Co. Water Dept: Victoria has made numerous attempts to reach water dept to clarify what rate we are being charged/which tier, etc... Working Solutions will need to follow up. Pricing changed in Jan 2009. Looks like rate increase is cause of variance rather than increased usage.

Reserve Account Balance: \$ 146,003.64

- The Reserve payment of \$2,750 is paid through September 2009. We are now caught up year to date. See ledger.
- We transferred \$10,260.00 for the Railing Project, including the \$600 payment that was paid in \$300 increments.
- 2009 monthly reserve allocation is \$ 2,333.34. (Board lowered monthly reserve allocation for 2009 in order to absorb costs & not increase monthly dues).
- 2009 monthly transfer will be \$2,750 (\$2333.34 reserves & \$416.67 loan to cover 2008 variance). \$5k borrowed from Reserves in December 2008 to pay off remaining landscape bills and legal fees. Additional \$416.67 will be allocated monthly to Reserve account to re-pay these funds. Board agreed to lower landscape improvement line from \$10k to \$5k to cover expense.

Contingency Savings Account: \$ 2,958.74

- Transferring \$ 416.66 p/mos from operating budget. Funds transferred through September 2009.
- \$ 1,243.75 used to date as approved for landscaping improvements at our June Meeting.

General Session adjourned at 8:20. Executive Session commenced at 8:20.

Minutes prepared by Robbie Hunt, Secretary, Hembree Creek Board of Directors. Revised by Victoria Boodoian, President, Hembree Creek Board of Directors.