

Hembree Creek Condominium Association: Board of Directors Meeting Minutes— September 13, 2010

GENERAL SESSION: 6:45pm-7:50pm

Board Members Present: Victoria Boodoian, David Wurtenberg, Laura Donnelly, Bill Ison, Robbie Hunt and Gerri Schwartz of Working Solutions.

1. **Open Forum:** David brought in Zillow.com for info on condos.
2. **Recurring Monthly Business:**
 - **Neighborhood Watch:** No new information to date.
 - **Minutes:** May, June, July and August minutes presented for approval. March minutes are in the process of being completed.
 - **Resident Directory:** Total of five (5) closings in 2009. Four (4) closing in 2010 to date.
 - **Vehicle ID stickers:** #522 did not receive parking stickers. #217 needs new stickers.
 - **Hembree Village:** No new information.
 - **Remotes for Gate:** (6) remotes sold; David gave checks to Gerri at meeting.
 - **Message for October bills:** Pool Closing Date and Annual Meeting Date
 - **Website:** Homeowners/realtors will be given Laura's email address. Need to call GoDaddy.
3. **New welcome letter and re-sale letters for new homeowners.** All information is updated with outside modification statement included.
4. **Building 100 Parking Issues:** Board has received a few complaints regarding parking. Resident has multiple guests regulary. Need to send letter to remind all residents of guest parking policy, etc.... Board may consider instituting parking restrictions currently in place of front of bldg 2. Boar will review status Toyota MR2 parking at mailbox and report to Gerri to contact owner regarding expired tags.
5. **Gate code issues.** No new information reported.
6. **Entry Gates:** No new issues have been reported.
7. **Michael Fink, Fire Marshal for the City of Roswell has sent his report.** Need to have sprinkler inspection completed for 2010 by Affordable Fire Protection. This is a budgeted expense. Fire hydrants also need to be inspected. AmFlow will handle the hydrant as they are at a reduced cost. Affordable Fire will conduct their inspection on Tuesday, September 14th. Kenneth re-doing gas markings, and two exit lights to be fixed. Wes moved bushes near hydrants per inspection report.
8. **Property Inspections for September:** Gerri will schedule property maintenance inspection for David & Kenneth per their availability. Robbie and Victoria scheduled the Architectural Control Inspection for Sunday, September 26th at 12pm weather permitting.
9. **Resident Communications/Issues:** All correspondence received will be discussed in Exec Session.
10. **Pool Updates:**

Report of people that do not live at Hembree Creek have jumped the fence and were seen at the pool approximately 2 weeks ago. Resident instructed to call the police if seen again.
Discussed possibility of replacing pool furniture for next year. Considering for 2011 budget.
Closing Pool October 4th. Furniture will be stored for the winter on October 10th.
11. **Signage:**
 - New community entrance sign update: The sign location has been remarked. Permit process is underway. Deposit has been sent to Cowan as authorized. Gerri is talking to Rodney Reese of Brumbelow/Reese & Associates, a local surveyor (770-475-6817) to get the survey completed and to determine the cost. Cowan will then contact Kenwin Hayes from the City of Roswell (770-594-6437), to get the permit. As a reminder, we spoke to Charles Fillis (404-696-5985) who was referred by Neo. The revised cost for the permit is \$800. There is a chance that we will not need a permit since the sign may not be visible from the street. Will know this week. Looking to get sign done by the Annual Resident Meeting.
12. **Landscaping issues:**
 - Wes Witherspoon treated the wood chips for termites and will re-treat it again within the next 2 weeks. Next year he will treat again at no charge.
 - Wes has pruned the shrubbery on the property this past month as part of his contract.
13. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - Kenneth checked and could not find a rebate for the new lights.
 - Pressure washing issues were addressed.
 - Kenneth was asked to check the ceiling on unit #527.
 - Keys and locks for the gates were located. No new incidents have been reported.
14. **Dirty Works schedule** Currently bi-monthly. Possibly eliminate in 2011 per budget concerns.
15. **Status of Units:**

- **Units for Sale at present:** #101, #102, #206, #225, #305 and #322. Updates on foreclosure status to be given in Exec session. All gate codes for units sold have been deleted.
- **Units that can be rented:** #324 has renewed his lease, expires 1/31/2011. Copy to be received. #328 has been given a hardship rental approval and has rented the unit.
- **New units for sale:** #206 is now on the market.
- **Current contracts:** none.
- **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 (4):** #111, #217, #316 and #522.

16. Financial Presentation as of September 13, 2010:

Operating Account Balance: \$5,020.09

- August Financials delivered to the meeting.
- Jack Houseal contacted that 2009 audit has been approved. Will be completed for the Annual Meeting. Gerri will ask Jack to attend the annual meeting.
- We are over budget \$5,630.80, mainly due to insurance which should stabilize and landscape improvements through September. Some of this will stabilize, but with cash flow being affected by the foreclosures, we have not been able to catch up with reserve payments yet. Will continue to try.

Reserve Account Balance: \$131,540.86

- The Reserve payment of \$2,750 is paid through July 2010, which was 2 months of reserve payments this month. We will catch up on the reserve payments as soon as cash flow permits.
- Wes has been paid \$3,000 for the wood chips as approved from our reserve account as part of the tree removal project.
- We paid Cowan Signs the deposit of \$2,185 to begin the entry wall project, even though the full price is reflected on the income and expense statement.
- We transferred \$500 from Kada for tree inspection from reserves as approved.
- 2010 monthly reserve allocation is \$ 2,750.00.

Contingency Savings Account: \$3,099.90

- Transferring \$416.66 p/mos from operating budget. Funds transferred through Sept. 2010.
- 2010 allocation is \$416.66 per month.
- We paid Wes out of this account as instructed, \$4,869. We have not been able to pay anything back to this account to date.

General Session adjourned at 7:50. Executive Session commenced at 7:52.