

Hembree Creek Condominium Association: Board of Directors September 10, 2012 Meeting Minutes

GENERAL SESSION - 6:30 pm

Board Members Present: Victoria Boodoian, Ralph Stinson, David Wurtenberg, and Gerri Schwartz of Working Solutions. Laura Donnelly and Jan Linville were not present. We will meet in the MAR Room through October.

1. **Open Forum:** Victoria began the meeting with announcement that, per legal advice, the Board is resuming the open session for the first 10 mins of the meeting only for residents to address the Board.
2. **Recurring Monthly Business:**
 - a) **Neighborhood Watch Program (implemented in April 2012):** Building Captains are as follows: 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. Sherry Regel is the community coordinator. Ada reported an incident to Victoria that someone has been knocking on the wall outside of their unit and ringing their door bell, but when they look, no one is there. This took place last Wednesday, Thursday and Sunday nights at 10:45 PM. They also did this to #214. Victoria encouraged Ada to call the police to make a report and she did today. The police will try to inspect the property each day around 10:45 PM.
 - b) **Review and adopt minutes:** August Minutes were approved via email, see copy.
 - c) **Update Resident Directory:** No new closings. No new homeowner's directory was distributed.
 - d) **August 2012 Action List –** Items that needed further discussion were included on agenda.
 - e) **Parking and Vehicle ID stickers:**
 - i. Vehicle ID Stickers: All units should be updated. Gerri distributed listing to Board at the meeting.
 - ii. No known new vehicles on the property that need to be added.
 - iii. Unit #206 (R. Richardt) has relinquished his parking space in front of building 200. Kenneth has removed the "reserved parking" sign at the end of the 200 building. This will give one (1) more undesignated parking space in front of building 200. The "resident parking space will be made available again if/when a new owner takes ownership of unit #206 or if any extenuating circumstances should arise.
 - iv. Unit #102 has leased their unit. We have updated the vehicle log, see copy.
 - v. Residents must park vehicles in manner that only utilizes one space per vehicle.
 - f) **Hembree Village:** No new issues at this time. Lawn care appears to be under control.
 - g) **Gate Code/Entry Issues:** No new issues reported.
 - h) **Remotes for Gate:** Cost is still \$17 for five remaining remotes from last order. A new order of 25 remotes received in August cost less and those will be sold at \$15 each. Mr. Panter, Unit 324, paid Working Solutions \$34 for two remotes, which Gerri will mail to him. David gave Gerri \$34.00 cash for two remotes sold to Unit 102.
 - i) **Pool Updates:** Pool opened May 12 and will be closed for the season on October 1.
 - i. Gerri distributed the updated list of residents who requested the pool code to the Board.
 - ii. Pool area is treated by 24 by 7 from May – September.
 - j) **Resident Communications:**
 - i. Confidential items were discussed in Executive Session.
 - ii. Letter was sent to building 200 about tossing cigarettes onto the common areas, see copy. This is a serious issue as it is a fire hazard especially due to lack of rain lately.
 - a. **Message for October bills:** Pool will be closing October 1st.
 - k) **Newsletter:** The Newsletter was finalized and mailed out on August 31, 2012. The goal is to send the next Newsletter after the Annual Meeting; possibly late November.
 - l) **Architectural Control Inspection:** This is to be conducted by Victoria and Jan at the end of September or first of October. They will make sure all previous violations were corrected at that time.
 - m) **Update on Hembree Creek web site from Laura as soon as possible:**
 - i. Homeowners/realtors will be given Laura Donnelly's email address donnelly527@charter.net.
 - ii. Laura to report on the subscriber's list (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install, confirm all is in place. Please update.
3. **Security Incidents:** Several owners in the first 200 building breezeway have reported loud knocks on their doors late at night, but no one was there when they went to the door. If this continues to happen and/or if anyone has any information about this, please contact Gerri at Working Solutions.
4. **Landscaping issues:**

- a) Board approved \$ 250 Grub/Army Worm treatment for the sodded area, especially behind the 500 building via email.
- b) Kenneth installed the small railing between the 200 and 300 buildings at a cost of \$275.
- c) **5. Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Asphalt repairs scheduled for Wednesday, September 13th with Georgia Paving.** Letter was sent out on August 31st to all units and notice was placed at the mailbox kiosk.
 - b) **Breezeway Lights:** Kenneth was asked to inspect the breezeway lights quarterly. The next inspection will be in late October. David will also check them at night to report any problems.
 - c) **Deck Leaks/Membrane Repairs:** The Board approved 10 decks to be repaired via email 6/29/12. The additional decks lowered the per deck cost from \$1,950 to \$1,800. They are: #121, 122, 123, 224, 226, 227, 521, 522, 523 and 525. The deck repairs are completed and final payment has been made. The total paid is \$18,500. Items were stored on the side of the 200 building from #226's deck. They have been removed.
 - d) **Six (6) inch gutters have been replaced as discussed.** They were installed at the rear of the building 200 above #221 and #222 and building 400 above #425 and 426 as proposed. We need to monitor them during the next heavy rains to see if they still over flow.
 - e) **Pressure reducing valves needed for the buildings.** John with Georgia Plumbing's proposal to replace the PRV for building 400 was approved. The pressure is too high and it could cause water breaks and the loud noise again reported by home owners. Building 200 has been put on hold for now.
 - f) **Shut off pricing for individual units:** John with Georgia Plumbing advised that the cost and difficulty to install water shut offs for bathtubs was too great and is not advised for our property.
 - g) **"Resident" Parking Sign removed from building 200:** The sign has been removed since #206 has relinquished his space. This added one more undesignated/guest space to be available.
 - h) **Front Porch electrical Outlet:** Board approved installation of electrical outlet on front porches at last month's meeting. Work must be performed by an Association approved electrician and is at homeowner's expense. Victoria had front porch outdoor outlet installed on 8/3/12 by Randy Johnson (678-591-7457).
 - i) **Property Maintenance Inspection** (last inspection conducted 6/28/12 by David & Kenneth):
 - i. All quotes submitted from the property inspection were completed as proposed.
 - ii. Need to add pool fence & bldg 500 front walkway railing work to calendar for the Fall after bushes have been pruned for easier accessibility. Need cleaning and painting due to rust spots.
 - b) **Dumpster Fence Repair & Resealing:** Work orders were given to Kenneth. Repair has been completed at cost of \$75. Resealing of the fence was completed before the meeting at a cost of \$350.
 - c) **Asphalt Repairs/issues:**
 - i. Nick with Georgia Paving was given approval to complete the asphalt repairs approved at the July meeting. Nick has scheduled this work for mid September at the approved price of \$2,530.
 - ii. Kenneth is re-sealing the parking lot to cover the handicapped spaces (in front of units 113 & 417) that are bleeding thru as that is a cheaper option. This work was done Friday, August 10th.
 - d) **Gutter Cleaning:** The next gutter cleaning should be scheduled for the first week of December. A second cleaning may be needed in January. Gerri will ask Kenneth to make sure his crew uses the blower to remove debris off top open decks.
 - e) **Annual Sprinkler & Hydrant Inspection:** Per Liz's email 8/13/12, Dean & Brian of Fire Safety America were onsite 8/13/12 to complete the annual inspection of sprinklers in the common areas & hydrants
- 6. Status of Units:**
 - a) **Units for Sale at present:** unit 201 & 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:** none **Current contracts:** none.
 - c) **Updates on foreclosure status to be given in Executive Session.**
 - d) **Units with Board approval to rent:** #102, #324 and #405.
 - e) **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 (3):** #306, #315 and #428
- 7. Financial Presentation as of August 10, 2012:**
 - a) **Operating Account Balance:** \$ 8,407.95
 - vi. August Financials were distributed to the Board. Gerri presented the August income and expense report.
 - vii. CAU comes up for renewal on September 16, 2012. The payment options are: Three (3) year quote for \$22,959 each year or one (1) year quote for \$ 20,959. The Board approved the one year option.
 - viii. Flood insurance for all buildings has been paid to date 2012.

- ix. We are over budget in August due to legal and landscaping improvements but this should stabilize by year end.
- x. 2012 Water Usage (monthly budget = \$2,250)

Jan 2012	\$2,327.78	(\$827.62 wtr/\$1,500.16 sewer)	12/02/11-1/05/12 billing period
Feb 2012	\$1,899.43	(\$679.95 wtr/\$1,219.48 sewer)	1/05/12- 2/01/12 billing period
Mar 2012	\$1,852.56	(\$633.79 wtr/\$1,188.77 sewer)	2/01/12 - 3/02/12 billing period
April 2012	\$2,026.00	(\$723.58 wtr/\$1,302.42 sewer)	3/02/12 - 4/04/12 billing period
May 2012	\$1,771.96	(\$636.00 wtr/\$1,135.96 sewer)	4/04/12-5/02/12 billing period
June 2012	\$2,245.45	(\$799.24 wtr/\$1,446.21 sewer)	5/02/12- 6/05/12 billing period
July 2012	\$1,993.59	(\$712.41 wtr/\$ 1,281.18 sewer)	6/05/12 - 7/03/12 billing period
August 2012	\$1,990.52	(\$711.35 wtr/\$1,279.17 sewer)	7/03/12 - 8/01/12 billing period
September 2012	\$2,391.30	(\$849.52 wtr/\$1,541.78 sewer)	8/01/12 -9/04/12 billing period

b) Reserve Account Balance: \$ 96,702.83

- i. 2012 monthly reserve allocation is \$ 2,750. Payments have been made through August 2012.
- ii. 2012 estimated/actual reserve expenses known to date:

§ Sewer drain fix - bldg 100	\$ 9,270	(project completed, this is actual cost paid)
§ Erosion control issue – bldg 100	\$ 12,975	(was \$11,220-revised with Kelvin’s new specs & engineering fees paid)
§ Erosion control/drainage – bldg 500	\$ 480	(this has been paid)
§ Breezeway repair – bldg 100	\$ 1,650	
§ Deck membrane/repairs (10)	\$ 18,500	
§ Tree Removal/Work	\$ 2,150	
- iii. 2011 reserve expenses were \$60,216.69:
 - Deck membrane repairs: \$ 9,150.00
 - Pool furniture: \$ 1,932.66
 - Tree Removals: \$ 7,000.00
 - Landscaping Improvements: \$ 9,052.72
 - Drainage work: \$12,575.00
 - Roofing 200 building(front): \$20,506.31

c) Contingency Savings Account: \$ 9,616.77

- i. 2012 allocation is \$ 416.66 per month. We paid this amount through September 2012.

d) Possible Savings:

- i. Expenses were reduced by meeting at the Cross of Life Lutheran Church. The cost is \$275 annually vs. \$1,100 at Hembree Park. See ledger.
- ii. Expenses could be reduced by eliminating the annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment in 2010 & 2011. Membership did not approve it.

8. There was no new business deemed appropriate for General Session.

Meeting minutes prepared by David Wurtenberg and edited by Victoria Boodoian. Board approved minutes on October 26, 2012.