

**Hembree Creek Condominium Association:
Board of Directors Meeting Minutes – September 9, 2013
GENERAL SESSION (6:37pm)**

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

1. **Open Forum:** Discussed window replacement, door replacement, & vertical blinds with residents. Discussed issue with unit in building 500 with affected residents.
2. **New Maintenance Supervisor:** Cindy Adams has taken over the maintenance department at Working Solutions.
3. **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) **August minutes:** August and September minutes to be approved via email.
 - c) **Update Resident Directory:** No new closings since the last meeting.
 - d) **Action List –** Reviewed the August Action List.
 - e) **Parking and Vehicle ID stickers:** All units should be updated except for #402. Gerri spoke to owner.
 - f) **Hembree Village:** Discussed lawn maintenance and tree obstruction at entrance. Victoria called City of Roswell Code Enforcement previously.
 - g) **Gate Code/Entry Issues:** Victoria given the new report. There was one gate issue and it was repaired.
 - h) **Gate Remotes:** (\$15 each) David given 25 new remotes in August. David turned in money for 1 remote.
 - i) **Pool Update:** Pool to be closed on October 7, 2013. 24 by 7 is treating the pool area monthly through the end of September
 - j) **Community Correspondence:** (Confidential items discussed in Executive Session):
 - i. **Newsletter:** Last issue published March 2013. Potential items to be included: pathways created by Fulton Co, coyotes & snakes seen in wooded areas, pictures of porches w/plants, security incidents, soliciting, sewer lines/no grease, pets over 20 lbs, car radio noise in community, possible fee increase if pooper scooper needs to be rehired, preferred plumbers, water shutoffs, speeding.
 - k) **Architectural Control Inspection:** Inspection was completed on Saturday, September 7th by Victoria and Laura. No violations were found.
 - l) **Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly's email address
4. **Security Incidents:** None reported.
5. **Drainage Issues:** Victoria asked to meet Marc for a property inspection. Date to be scheduled.
 - Building 100:
 - 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 & a trench to divert water away from building on back left side
 - 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.
6. **Landscaping issues:** Wes and John completed or in process of the following:
 - a) John with Chipper Tree Service has completed the proposal to trim the River Birches on the property and to cut back the poplar tree behind the 400 building for \$1,490.
 - b) John's cost to trim the Leylands between 300 and 400 buildings to the meeting as well as other items on the property is \$420. Board approved the cost.
 - c) Wes was given approval to put down pinestraw at the entrance and to remove the Crepe Myrtles at the 200 building as proposed. Work was completed as of September 6th.
 - d) Discussed removing more crepe myrtles that pose issues for buildings at a cost of \$225 each tree with stump removal. Board approved the removal of 2 crepe myrtles in front of building 100.
 - e) Wes to take out pompous grass which grows unruly and replace with something less maintenance. He is going to get a quote to us.
 - f) Wes taking care of overgrown items behind building 500.
7. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Six (6) inch gutters:** Proposal to install 6 inch gutters at #223/#224 for \$576 was approved and installed. Six (6) gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining

area) in 2013. The six (6) inch gutters installed in 2012 were over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the property.

- b) **Property Inspection:** David to schedule the next inspection with David and Kenneth for end of October.
- c) **Dryer Vents:** There are no code violations in regards to the dryer vents. Kenneth will coordinate the new dryer vents with other work to be done on the property.
- d) **Water Pipe Covers:** Kenneth will purchase new water pipe covers & replace in late fall.
- e) **Additional Gutter Cleaning:** Kenneth did complete the gutter cleaning.
- f) **Emergency Lights:** Gerri going to get two quotes for replacing batteries.
- g) **Building Shutters & Railings:** Shutters on building 500 need to be addressed asap. Gerri to get a quote on painting vs replacing shutters to discuss next month. Also getting a quote on painting railings for the top uncovered porches (23 of them).
- h) **Deck Leaks/Membrane Repairs:** Repairs completed on 14 exposed upper decks in buildings 100, 200, & 500 (Q=10 in 2012: Units 121, 122, 123, 224, 226, 227, 523, 521, 522, 525 / paid \$18.5k) & (Q=4 in 2011: Units 221, 222, 225, 426 were completed as initial test to ensure sealant worked). Additional repairs needed to boards as discovered & repaired in the process of this project.
 - i. **Determine schedule for additional decks in 2013:** Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is at \$1,950 per deck. Pricing is as follows: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year. This project may be approved to move forward once the weather permits (warm temps, no pollen or leaves falling) & budget permitting. This project is still on hold until the weather gets warmer.

8. Status of Units:

- a) **Units for Sale at present:** Unit #102, #201, #327, #406, #414, #423 and #525. 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:** #312
- c) **Current contracts:** #327 and #414 has contracts and are planned to close in September. #406 has still not closed.
- d) **Updates on foreclosure status to be given in Executive Session.**
- e) **Units with Board approval to rent:** #102, #324, #401.
- f) **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 (4):** #113, #306, #315 and #428. **Units closed in 2013 (1):** #511.

9. Financial Presentation as of September 9, 2013:

- a) **Operating Account Balance: \$ 3,339.04**
 - i. August Financials were distributed to the Board. Gerri presented the August income and expense report.
 - ii. Insurance with CAU to re-new September 16, 2013. Increase is estimated at \$5,346.
 - iii. Legal expenses over budget largely due to litigation with one home owner.
 - iv. 2013 Water Usage (monthly budget = \$2,166.67)
 - January 2013 \$2,077.68 (\$741.40 wtr/\$1,336.28 sewer) 12/01/12 – 01/02/13 billing period
 - February 2013 \$2,092.58 (\$746.54 wtr/\$1,346.04 sewer) 01/02/13 – 02/01/13 billing period
 - March 2013 \$2,069.38 (\$738.70 wtr/\$1,330.68 sewer) 02/01/13 – 03/01/13 billing period
 - April 2013 \$2,230.84 (\$794.37 wtr/ \$1,436.47 sewer) 03/01/13 – 04/02/13 billing period
 - May 2013 \$2,024.38 (\$723.18 wtr/ \$1,301.20 sewer) 04/02/13 – 05/01/13 billing period
 - June 2013 \$2,417.55 (\$858.76 wtr/\$1,558.79 sewer) 05/01/13 – 06/04/13 billing period
 - July 2013 \$2,039.94 (\$728.55 wtr/\$1,311.39 sewer) 06/04/13 - 07/02/13 billing period
 - August 2013 \$2,031.53 (\$725.65 wtr/\$1,305.88 sewer) 07/02/13 – 08/02/13 billing period
 - Sept 2013 September water bill has not been received yet.
- b) **Reserve Account Balance: \$ 97,313.98**
 - i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments made through June 2013. Will continue to catch up as cash flow permits.
 - ii. 2013 estimated/potential reserve expenses known to date:
 - 7.8-17.5k *Remaining 9 exposed upper decks in buildings 300 & 400 (Units 322, 325, 326, 328, 421, 422, 424, 425, 427). Amount estimated in budget is @ \$1,950 per deck. Pricing: 1-3 decks; \$2,500; 4-9 decks \$1,950; 10+ decks \$1,800. May do half in 2013 & half in 2014 depending on any future unforeseen expenses that may arise throughout the course of the year.*

- 18,021 Replaced front side of roof in building 400 was completed in March. This was \$821 less than his proposal.
- 3,780 Installed 6" gutters around entire roof of building 100 (\$1950/ less 10% if done at the same time)
Installed 6" gutters behind bldg 300 (\$1275)
Installed 6" gutters behind bldg 400 (\$975 425 & 426 already done)
- 576 Installed 6" gutters over units 223 & 224. Completed Q3 2013.
*Gutters for building 500: \$2,675 for total building, \$1,350 for front and \$1,325 for the rear.
This has been tabled for now.*
- 3,750 Paint pool fence & stairway railings
- 33,351 - 43,051 estimated potential reserve expenses
- iii. Following items are for consideration in 2014: Replace front side of roof in building 300 for \$13,962
- c) **Asphalt Resurfacing Reserves: \$ 4,626.22** (part of the #205 garnishment received)
- d) **Contingency Savings Account: \$ 14,749.47**
 - i. 2013 allocation is \$416.67. Paid through September 2013.
 - ii. \$2,850 for 500 building back flow regulator was paid from this account as approved.

General Session adjourned at 8:10. Executive Session commenced at 8:14.

Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Directors adopted minutes on October 24th, 2013.