

**Hembree Creek Condominium Association: Board of Directors Meeting Minutes – September 8, 2014**  
**GENERAL SESSION (6:30 pm)**

**Board Members Present:** Victoria Boodoian, Ralph Stinson, David Wurtenberg, Laura Donnelly and Gerri Schwartz of Working Solutions. **Not Present:** Teresa Miller

1. **Open Forum** – Victoria started the meeting. Owner of unit 318 was only resident present at meeting.
2. **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) **Security Incidents:** None reported.
  - c) **Review & adopt minutes:** All minutes have been approved via email and posted to the website.
  - d) **Resident Directory:** No changes
  - e) **Parking and Vehicle ID stickers:** All new units were sent vehicle registration forms and new list provided to board. Units #413 and #427 information has been updated. New sticker sent to #527.
  - g) **Hembree Village:** Buildings need cleaning & painting. Gerri contacted Roswell Code Enforcement several times to report conditions. After inspecting the property, the City did not find any code violations.
  - h) **Gate Code/Entry Issues:** Victoria was given the new report. The gate was repaired and has not malfunctioned since. They replaced the magnetic count monitor on the slave side (the middle side) of the entrance gate. All realtor codes and previous owners have been deleted.
  - i) **Gate Remotes:** (Cost = \$15) No remotes sold this month.
  - j) **Pool Update:** 2014 pool season started on Saturday, May 17<sup>th</sup> and will close on Wednesday, October 1<sup>st</sup>. Homeowners are calling in for the pool code and list distributed to the Board.24 by 7/Active Pest Solutions is treating the pool area on a monthly basis through September. Pool filter had to be replaced for \$1,545.32. Board approved via email. Women’s bathroom door was repaired by Kenneth.
  - k) **Architectural Control Inspection:** Victoria did inspection on Thursday, August 14<sup>th</sup>. All violation letters sent out as requested.
  - l) **Community Correspondence:** Message for October bills will be to remind owners of the upcoming Annual meeting. Memo regarding types of insurance will be included.
  - m) **Hembree Creek web site:** Homeowners/realtors will be referred to Laura Donnelly.
3. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect buildings 100 & 200. Marc was on the property and has written a proposal for review. Need to schedule an appointment w/Marc for Victoria & David to walk property now that all major projects have been completed.. (Need to Check with Wes & Marc about sea oats as ground cover for building 100 p/Teresa). FYI - John from Valley Crest said they also do this & have worked w/Marc on projects.
  - Building 100 Issues:
    - 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 & trench to divert water away from building on back left side (slope).
    - 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 on left side on slope/hill.
4. **Landscaping issues:**
  - a) **Valley Crest: (total spent to date = \$7,316)**
    - \$1,450 Leylands were treated as proposed (\$50 per tree x 29 trees).
    - \$5,866 black mulch installed as proposed on 6/30-7/1/14 (vs. original bid of \$4,242 because we changed color & added extra coverage).
    - Valley Crest is bidding the removal or treatment of the 3 trees discussed last month.
  - b) **Wes/A+ Lawn Care:**
    - The contract will be due on November 1, 2014. We need to make sure it has a 30 day cancellation clause.

**Completed items:**

  - \$700 pine straw approved & installed after painting project. (Wes did not need to add pine straw by the Stream Side street sign. Valley Crest had enough leftover mulch.)
  - \$500 Summer color - approved & installed

- \$100 trim back the Leylands across from bldg 200 – approved & completed
- \$550 cutback & spray wetlands – approved & completed.
- \$250 remove smaller trees behind building 500- approved & completed
- \$50 - Chinese Elm in back parking lot in small island at end had a dead limb. David requested Wes to cut it out & remove. Approved & completed.
- \$0 remove dead plants (Wes removed at no charge vs. his previous bid of \$550)
- \$50 to remove two small saplings/scrub trees with dead vines all over them behind unit 412
- \$ cost tbd fill in dirt behind back porch by unit #511 to help combat erosion. Work order assigned per Kenneth's recommendation. No quote needed.
- \$cost tbd - spray fire ant hill by unit 417. No quote needed – work order given to Wes per Gerri.

**New Requests – Approved & Assigned to Wes:**

- \$100 – remove Muscadine vines from Magnolia tree in back parking lot. Vines are growing over a large area near the left end of building 500. Board approved & assigned to Wes.
- \$500 building 500 woodchips (approved - waiting on good woodchips possibly this friday)
- \$500 Fall color – will be installed in October
- \$200 to fill in Lyriope where needed in front of building 200
- \$35 to replace dead large round holly bush in front of building 200/right breezeway
- \$35 to replace dead Loropetalums bush in front of building of 200/left breezeway. (cost = \$35)
- \$30 to replace variegated Lyriope that disappeared in front of building 100 (left side/Unit 113)
- \$35 to replace dead bush in front of Linda Pelton's unit 513

**Outstanding issues on Hold:**

- Dead plants (q=5) in mailbox strip area (very little new growth). May need to be replaced.
- Dead wisteria (q=2 vines) at bottom of retaining wall by front entrance.
- Wes removed privets from the big island. Possibly replace with 6 Acuba's in a diamond or triangle pattern vs. a straight row.
- Dead junipers on right hand side of building were removed. Possibly just add mulch.

**c) Tree Removal:** Chipper Tree Service (John) & Valley Crest (Peter) are providing estimates on the treatment or removal of the following trees. Arborist authorized removal.

- Zelkova (previously referred to as a Chinese Elm) in back parking needs to be removed.
- Bradford Pear tree in big island is not dying. It had a leaf disease but it is coming back therefore it will not be removed.
- Dead Sycamore behind building 200 needs to be removed.
- John's bid for \$325 to remove the Zelkova & Sycamore tree was approved. He will also remove the dead branch behind 400 at no cost. (removed from Wes' list)

**5. Maintenance issues:** All requested work orders have been scheduled, completed or in process.

- a) Pedestrian Gate:** No new issues reported.
- b) Property Inspection:** David and Kenneth walked the property on July 3<sup>rd</sup>. Work was authorized for \$1,175 at the August meeting. All work has been completed as proposed and gutters cleaned. Unit #201 was repaired at the home owner's expense. Owner notified and sent \$75 invoice to reimburse the Association.
- c) Dumpster:** No new issues.
- d) Repairing asphalt and striping parking lot:** The Board approved RP Paving to fix the pot holes for \$1,800 and re-stripe for \$1,365. The work is scheduled for Thursday 9/11 for potholes and striping will be scheduled.
- e) Fire alarm issue that took place Saturday, September 6<sup>th</sup>:** SafeCom was out 9/8/14 to replace the batteries to all the buildings, not just the 400 building. There will be no charge for the batteries.
- f) Six (6) inch gutters: Board approved replacing the back of building 500.** \$1,375 for the front only, \$1,350 for the rear only. Kenneth will look to see if front is not a clog issue. If it is not clogged then we will install rear and front. Gutters can be added to the roof line over the breezeways.
- g) Other Issues:** Photocell for mailbox light may be out. Lights stay on constantly. Also check photocell for end of 400 building in #417 breezeway, the lights stay on longer. Gerri added to list.
- h) Items for future consideration:**
  - o **Power Outlets (to run Christmas lights next year):** Gerri contacted Roy Steele. He has inspected the property, see proposal. This will be reviewed in October.
  - o Six inch gutters were installed on all sides of building 100 and the rear of buildings 300 & 400 (the remaining area), and over #223 & #224 in 2013. Six inch gutters were installed in 2012 over #221, #222, #425 and #426. We currently have five (5) inch gutters throughout the remainder of the property.
  - o **#511 porch issue:** Wes added dirt under her back porch as requested by Kenneth.

- o **Deck Leaks/Membrane Repairs** (project tabled until owners report leaks): 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. 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 for 2014. **There have been no new leaking issues reported.**

6. **Status of Units:**

- a) **Units for Sale at present:** #123 & #411. Unit #114- still not on the multiple listings. No realtor code assigned yet. Realtor codes deleted for all units sold. **Status of unit 305:** there is no record to date of a foreclosure or re-sale on the courthouse steps. The lender may have sent an inspector to inspect the unit. Jana also called the Attorney that she sent a warning of lawsuit to previously.
- b) **New units for sale:** #123
- c) **Review sales prices for units that sold in 2014. No new units since the last meeting.**
- d) **Current contracts:** None. We have an interested buyer that wants to buy at Hembree Creek.
- e) **Updates on foreclosure status given in Executive Session.**
- f) **Units with Board approval to rent:** #324
- g) **Units Sold in 2006 (18); 2007 (14):** 114, 213, 216, 217, 305, 315, 328, 411, 412, 413, 414, 422, 513, 527. **2008 (1):** 224; **2009 (5):** 212, 218, 225, 318, 511. **2010 (5):** 111, 206, 217, 316, 522. **2011 (4):** 101, 322, 406, 418. **2012 (4):** 113, 306, 315, 428. **2013 (6):** 327, 406, 414, 423, 511, 522. **2014 (9):** 102, 112, 201, 205, 223, 312, 401, 512 and 525.

7. **Financial Presentation as of September 8, 2014:**

- a) **Operating Account Balance: \$ 4,757.39**
  - August Financials were emailed before the meeting.
  - Review new contract for CAU, new policy to go into effect September 16<sup>th</sup>.
  - \$883.73 was the credit from Fulton County water and it did appear on the last bill.
  - All flood insurance premiums have been paid in 2014.
  - 2014 Water Usage (monthly budget = \$2,166.67)
    - o January 2014: \$2,798.10 (wtr \$989.98/ sewer \$1,808.12) 12/02/13 – 01/02/14
    - o February 2014: \$3,264.44 (wtr \$1,150.79/sewer \$2,112.75) 01/02/14 – 02/05/14
    - o March 2014: \$2,254.81 (wtr \$802.64/sewer \$1,452.17) 02/05/14 – 03/04/14
    - o April 2014: \$2,563.46 (wtr \$909.07/sewer \$1,654.39) 03/04/14 – 04/01/14
    - o May 2014: \$2,883.47 (wtr \$1,039.42/sewer \$1,864.05) 04/01/14 – 05/01/14
    - o June 2014: \$3,221.72 (wtr \$1,135.85/sewer \$2,085.27) 05/01/14 – 06/03/14
    - o July 2014: \$2,084.09 (wtr \$ 743.77/sewer \$1,340.32) 06/03/14 – 07/01/14
    - o August 2014: \$1,513.22 (wtr 851.65/sewer 1,545.39 883.72 credit 07/01–08/01/14
    - o September 2014: TO BE COMPLETED WHEN WE RECEIVE THE BILL.
- b) **Reserve Account Balance: \$ 81,855.83**
  - 2014 monthly reserve allocation was \$2,750. We transferred reserves through September 2014.
  - Per January Board Meeting, Gerri will transfer \$459 per month from Operating into Reserves to catch up from missing November and December 2013 reserve payments due to unexpected legal fees incurred. We have transferred funds through September 2014.
  - **Asphalt Resurfacing Project:** As part of the budget in 2013 and 2014, \$9,000 was allocated to this project. Therefore, we will have \$22,626.22 allocated the Asphalt Project by the end of 2014. This does not include the monies we hope to collect from outstanding legal issues. We applied \$4,626.22 to this project which was part of the lawsuit garnishment received. We plan to add \$1,800 to this account once the new settlement funds are received.
  - Following items are for consideration in 2014:
 

\$ 28,125	Painting project (white trim, railings, & shutters). Project is complete.
\$ 15,822	Replace front side of roof on 300 building. Project is complete.
\$ 2,725	6" Gutters for building 500 (\$1,375 front only, \$1,350 rear only)
\$ 3,165	Asphalt repairs and re-striping
- d) **Contingency Savings Account: \$ 4,775.19**

- 2014 allocation is \$416.67 and has been allocated through September 2014. We borrowed \$5,866 to pay the mulch in August. We will be transferring \$1,466.50 each month beginning in September to reimburse this account.

**General Session adjourned at 7:34 pm. Executive Session commenced at 7:35 pm.  
Minutes created by Laura Donnelly and edited by Victoria Boodoian.**