

Hembree Creek Condominium Association: Board of Directors Meeting Minutes— October 11, 2010

GENERAL SESSION: 6:35pm - 7:36 pm

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

1. **Open Forum** –Victoria commenced meeting.
2. **Recurring Monthly Business:**
 - **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1st breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1st breezeway; Roxanne Rosenberry – bldg 500. No new information to date.
 - **Meeting Minutes:** All 2010 minutes were approved via email and have been loaded on website.
 - **Resident Directory:** Total of five (5) closings in 2009. Five (5) closing in 2010 to date. New homeowners list distributed to board members.
 - **Vehicle ID stickers:** One car with expired tag was removed from the property by the owner.
 - **Hembree Village:** No new updates
 - **Remotes for Gate:** David Wurtenbert turned in funds for one remote purchased by Rick Richardt.
 - **Message for November bills:** Date of the Annual Meeting, November 8th, will be noted.
 - **Update on web site** - . Homeowners/realtors will be given Laura Donnelly’s email address. Laura researching subscriber list options.
3. **New welcome letter and re-sale letters completed and the new versions are being used.**
4. **Gate code issues.** No new assignments.
5. **Hydrant & sprinkler reports:** Michael Fink, Roswell Fire Marshall, was sent both reports. Reports were presented to the Board. Work was completed per Mike Fink’s initial report. Affordable fire is making recommendations for a few repairs and Gerri will forward to the Board for approval.
6. **Maintenance Property Inspection:** Conducted by David and Kenneth Lock on September 21st. Copy of the report provided to the board members. Approved repairs for \$875 cable box plus \$25 per cover. A letter will be sent out to units that need to repair or correct issues per the inspection that are home owner’s responsibility.
7. **Send “trash” letter to residents:** Sending out letter to home owners as a reminder during the holiday season (December) not to leave trash outside the dumpster. Letter will go with December HOA bills.
8. **Pool Updates:**
 - Pool closed on October 4th as instructed and furniture has been stored.
 - Discussed the purchase of pool furniture when preparing the 2011 budget. Two Strap could get us a deal if we purchased refurbished furniture, probably \$1,500 for 10 to 15 lounges. New lounges run at least \$120 to \$140 per lounge.
9. **Signage:**
 - New community entrance sign update: The sign project has begun. The brick mason will go first and then the metal railing and sign will be added. There was no need to obtain a permit which saved us \$800. Weather permitting the new sign will be up by end of October.
10. **Landscaping issues:**
 - Wes has pruned the shrubbery on the property this past month as part of his contract. He was asked to check the 500 building, especially in front of the railings.
 - Wes put mulch in an area in front of building 100’s breezeway entry.
 - Pansies will be planted in both flower beds.
 - During the October 3rd property inspection, landscaping issues were listed. Wes has been given this list and he provided quotes. Need to replace flowering trees near pool as it is straining the pool drain. We will be adding additional issues to the 2011 budget.
11. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - Some porch lights are rusted (noted on David’s inspection) & will need to be replaced at cost to the homeowners. Gerri will ask Kenneth for a quote to install each porch light at homeowner’s request. Board will ask homeowner’s at Annual Meeting if they would like to set up a schedule for Kenneth to do the installation at homeowner’s expense. Board reviewed light regulations (12 x 12 maximum size, white, and flush mount. No ceiling fans).
 - Mailbox Lights need to be replaced. Requested all 4 lights be replaced but only 2 completed. Kenneth will fix the far left and far right lights when he comes out for other work to save on trip charges.
 - Gerri will ask Kenneth to remove cobwebs on outside of buildings. Routinely found behind buildings 100, 200,300,& 400.

- Dirty Works services have been eliminated. (Annual Savings = \$2,210 26 weeks x \$85 per visit)
- Scheduling gutter cleaning for second week in November and again the second week in December.
- Discussed rotting window frames discovered during David's inspection. Board voted to give residents 60 days to make the appropriate repairs. Gerri will send letters to affected residents as this is a homeowner expense.

12. Status of Units:

- **Units for Sale at present:** #101, #102, #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 7/31/2011 (signed on 8/1/10). Copy of lease received. #328 has new tenant, lease period is 11/1/10 – 10/31/11.
- **New units for sale:** none.
- **Current contracts:** #206 sold on October 4th.
- **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.

13. Financial Presentation as of October 11, 2010:

Operating Account Balance: \$ 5,276.45

- September Financials distributed to the Board.
- Jack Houseal contacted to attend the annual meeting as requested.
- We are now under budget.

Reserve Account Balance: \$ 139,865.28

- The Reserve payment of \$ 2,750 is paid through October 2010! We are now current.
- Paid Cowan Signs a deposit of \$2,185 to begin the entry sign project, even though the full price is reflected on the income and expense statement.
- 2010 monthly reserve allocation is \$ 2,750.00.

Contingency Savings Account: \$ 3,516.50

- Transferring \$416.66 p/mos from operating budget. Funds transferred through October 2010.
- 2010 allocation is \$416.66 per month.
- Board voted to waive \$4,869 taken from contingency line. Funds used to pay landscaping charges.

14. Reviewed any business not previously on agenda. - Removed cleaning of breezeway lights from the maintenance schedule since we replaced all lights.

General Session adjourned at 7:36. Executive Session commenced at 7:40.