

**Hembree Creek Condominium Association  
Board of Directors Meeting Minutes – October 10, 2011**

**GENERAL SESSION: 6:40pm - 7:25pm**

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

**1. Open Forum:**

a) Victoria commenced meeting at 6:40 pm.

**2. Recurring Monthly Business:**

a) **Neighborhood Watch** – Presented in 2008. No new volunteers have come forward. Current volunteers: Ada D’Aniello – bldg 200/1<sup>st</sup> breezeway; Lea Trevino – bldg 300; Janet Decker - bldg 400/1<sup>st</sup> breezeway; Roxanne Rosenberry – bldg 500. No new information to date.

b) **September Minutes:** September minutes will be approved via email.

c) **Resident Directory:** New closings took place. Gerri distributed an updated Homeowner’s Directory.

**d) Parking and Vehicle ID stickers:**

- o No new parking issues. Need to get information from new owner in unit #406.
- o Vehicle ID Stickers: All units should be updated, except for #328 (owner moved back in) and #406 (new owner). Unit #226 has a roommate, but he does not have a vehicle.
- o Gerri emailed new vehicle/resident registration listing to Victoria. This lists all of the information (occupant info & vehicle info) on one report. This is in electronic format so it can be manipulated and sorted easier for quick access in the event of an emergency.

e) **Hembree Village:** Victoria last spoke to Code Enforcement in Aug 2011 and he dispatched a crew to cut the grass at Hembree Village. Officer told Victoria we have to contact the DOT about the grass/weeds near the sidewalk and road front areas. Home owners have complained about not being able to see well to turn left due to bushes/growth. Victoria has left messages with the DOT.

f) **Remotes for Gate:** 2 remotes sold. (Cost per remote is now \$17).

g) **Message for October bills:** Lock your doors and do not leave valuables in car.

h) **Newsletter:** Next newsletter will be sent out in November following the Annual Meeting.

- o Must use a licensed plumber to turn off water to buildings & must arrange in advance via Working Solutions – notify all homeowners in advance of building water shut-offs. Include info regarding \$50 fine for not using an Association approved plumber for building shut-offs.
- o HVAC service twice per year – maintenance contracts with reputable companies, etc.
- o Call the Police when anything suspicious is noted including car break ins and then contact Working Solutions.
- o Include results from election for 2011-2012 Board of Directors and the Annual Meeting Minutes.

**i) Hembree Creek web site:**

- o Homeowners/realtors will be given Laura Donnelly’s email address
- o Laura will try to implement the electronic newsletter/subscriber list option before end of year.

**3. October Action List** – Items were included in the appropriate areas of the agenda and reviewed.

**4. Gate Code/Entry Issues:** Gerri contacted Roswell Police and gate code is properly listed. No new issues.

**5. Recent car break-ins:** Working Solutions contacted Roswell police, Spoke to Vicki Skinner, the Assistant to the chief. Heard back from Lt. Jeff Abbott and he assured there will be extra coverage in our neighborhood.

**6. Water Meter Issue:** City of Roswell contacted Working Solutions about error with water meters. We get our water from Fulton County not City of Roswell.

**7. Resident Communications:** All correspondence received will be discussed in Exec Session.

**8. Pool Updates:**

- a) No new pool code list generated since pool is closing October 14<sup>th</sup>.
- b) Pool area no longer being treated by 24 by 7 (ended in September)
- c) Board approved for Marshall to install a non-breakable mirror in the women’s bathroom
- d) Marshall is watering the “Golden Mops” at the pool when he is on site.

**9. 2011 Annual Fire Inspection Report:** Report has been finalized and no action required at this time.

**10. Architectural Control Inspection:** Bill and Laura inspected the property on Sunday, September 25<sup>th</sup>. All violations warning letters were sent on October 6<sup>th</sup>. Laura will walk the property again in two weeks (~October 21<sup>st</sup>) to check on the violations.

**11. Drainage Issues/Updates:** All work has been completed. No new issues reported.

**12. Landscaping issues:**

- a) Wes was given all work orders from the September Board Meeting. All items have been completed.
- b) Discussed update for approved landscaping improvements:
  - o Bldg 500: Additional Zoysia sod was installed behind bldg 500 (included grading/sloping, top soil and installation). Water hose with timer has been set up to water the area. Area was roped off in the hopes it will keep residents from walking their dogs in this area. We need to let the grass take root and become established before people and dogs start using the area. All previously agreed upon plant materials were planted on hill. Items were voted on via email dated 9/21/11. Area is now complete.
  - o Mailbox area: All previously agreed upon plant materials, stones, and mulch were installed in this area and it is now complete. Sprinkler hoses with timers have been installed. Items were voted on via email dated 9/21/11.
  - o Total cost of landscaping projects is \$21,557.72 (\$12,500 Reserves & \$9,057.72 Operating) as approved by the board.

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

- a) Kenneth is in the process of scheduling the deck repairs that were approved at the September Board meeting for units #221, #222, #225 and #426. The product has just come in and the work can begin. They plan to pressure wash the decks first. The price for each deck is \$1,950. The price per deck is cheaper the more we do at a time. Kenneth is to do unit #225 first followed by #426, then #221 & #222.
- b) Kenneth found a 3 foot by 3 foot hole in the fence behind the 500 building and they repaired it on Friday, October 7<sup>th</sup>. The adjacent community often creates holes in the fence as a short cut to their community.
- c) Kenneth inspected the 100 building breezeway. This area was repaired before and he recommends Kelvin inspecting it. Board approved to have Kelvin inspect the breezeway and submit proposal.
- d) Units #114 and #511 have been billed the \$75 for the window repairs completed by Kenneth.
- e) Kenneth will charge \$75 per breezeway to clean them since it has not been done this year, it will take extra time. Board approved the expense and the work will be completed before the Holidays.
- f) Kenneth will charge \$100 per building to clean out all the cob webs in the back of the buildings and in difficult places to reach. He will check if all buildings need it. Per David, buildings 200 and 400 need it. Board approved expensed and Gerri will schedule the work with Kenneth.
- g) Board approved gutter cleaning to be performed by mid-December by Kenneth at a cost of \$981. All quotes we received were the same cost.
- h) Georgia Power has been contacted to repair the light by the pool twice.
- i) Board agreed that a \$50 fine will be assessed if Working Solutions is not notified of a water shut-off to the building. In addition, a \$50 fine will be assessed if an Association approved, licensed plumber is not used when turning off water to a building. Fines will be described in the next newsletter.

**14. Status of Units:**

- a) **Units for Sale at present:** #102, #306 and #326.
  - o Updates on foreclosure status to be given in Executive Session.
  - o All gate codes for units sold have been deleted. Still waiting to hear from realtor to give unit #326 a realtor code.
- b) **Units with Board approval to rent:** #324 and #405. Unit #328 no longer approved for rental – owner has moved back into the unit.
- c) **New units for sale:** No new units have been reported.
- d) **Current contracts:** None at this time.
- 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.

**15. Financial Presentation as of October 10, 2011:**

- a) **Operating Account Balance: \$ 18,214.70**
  - o September Financials were distributed to the Board at the meeting.
  - o City of Roswell has added a new utility charge (storm drainage charge) as of July 1, 2011 to the sanitation bill. The increase is \$130.01 per month. The current bill only has one month assessed, the next bill will have \$260.02 added.

- Reviewed bill for work done on building 200 and estimate from South Eastern Wiring. They need to replace the control panel in the 200 building. Board approved for Gerri to get estimates from SafeCom so we can try to use a company with better billing practices.
- We are under budget in water to date. To date, we have paid \$16,006.29 and budgeted \$20,250.00 through September.

**b) Reserve Account Balance:                   \$ 124,299.40**

- 2011 monthly reserve allocation is \$2,750. Reserve payment has been paid through October.
- Reminder: We transferred \$10,506.34 as a deposit and the remaining \$10,000 for the 200 building roof project in July.
- Reminder: We transferred \$12,575 for the Drainage Project that was completed in July.
- We transferred \$1,550 to pay Wes and \$850 to pay Chipper Tree Service. We also paid \$3,900 to Kenneth for the deposit on the deck leaking repairs in September so he could purchase the necessary materials.

**c) Contingency Savings Account:       \$ 5,027.18**

- 2011 allocation is \$416.66 per month. We paid this amount through October 2011.

**d) Possible Savings:**

- Expenses could be reduced by eliminating monthly meeting at Hembree Park Potential savings of \$1,000 annually by having meeting at restaurant, etc.. Cost of meeting room is \$100 per use, there was no price break when we paid for 11 months consecutively.
- We could reduce expenses by eliminating annual audit requirement of \$1,650. Requires amendment. Board attempted to pass amendment but membership did not approve it.

**e) Financial Questions/Issues:**

- Jack Houseal is confirmed to attend the 2011 Annual Meeting.

General Session adjourned at 7:25 pm. Executive Session commenced at 7:26 pm to plan for Annual Meeting and set 2012 budget.

Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board of Directors reviewed and adopted minutes on October 28, 2011.