

**Hembree Creek Condominium Association
Board of Directors Meeting Minutes – October 8, 2012**

GENERAL SESSION AGENDA (6:34 pm – 7:06 pm)

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

1. **Open Forum:** Victoria commenced meeting with announcement that per legal advice, the Board is resuming the open session for the first 10 minutes of the meeting only for residents to address the Board. Attending residents showed appreciation for the new dumpster (which was requested by 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.
 - b) **Review and adopt minutes:** September minutes were distributed at the meeting and will be approved via email.
 - c) **Resident Directory:** No new closings. No new homeowner’s directory was distributed.
 - d) **September 2012 Action List –** Items that need further discussion were included on the 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. Kenneth has removed the reserved parking space for unit #206 as instructed.
 - iii. Residents must park vehicles in a manner that only utilizes one space per vehicle.
 - f) **Hembree Village:** No new issues at this time.
 - g) **Gate Code/Entry Issues:** No new issues reported.
 - h) **Remotes for Gate:** Cost is now \$15. We delivered 25 more remotes to David in August. None sold.
 - i) **Pool Updates:** Pool closed on October 1st.. Pool area is no longer being treated by 24 by 7. The pool phone will be turned off this month and turned back on next April for the 2013 pool season.
 - j) **Resident Communications:**
 - i. Confidential items were discussed in Executive Session.
 - ii. Unit #213 wants to install a screen door on his back patio. Tony White approached Victoria in parking lot on Friday, Oct 5th . She told him he can get a screen door for either porch and that it had to be white, etc... and to check our website for other stipulations. He also asked about Victoria’s door specifically which is a Phantom screen door from Lowe’s. Sherry Regel has since installed one on her front porch as well. Gerri will follow up with Tony.
 - iii. **Message for November bills:** Annual Meeting notice (November 12th).
 - k) **Newsletter:** The Newsletter was finalized and mailed out on August 31, 2012. Next issue will most likely be published following the Annual Meeting in November or early December.
 - l) **Architectural Control Inspection:** To be conducted by Victoria and Jan on October 13th.
 - m) **Update on Hembree Creek web site from Laura:**
 - i. Homeowners/realtors will be given Laura Donnelly’s email address.
 - ii. Subscriber’s list (on iContact) is currently no cost as long as we remain under 75 subscribers. Will re-evaluate costs once this happens.
 - iii. Laura to provide Victoria verbiage on how people can subscribe. We can put it on the bills or do a flyer with the bills. Vic’s Note: Prefer NOT to post a notice at the mailbox.
 - iv. Laura needs to show other board members how to log in and view lists.
3. **Security Incidents:** No new issues have been reported.
4. **Landscaping issues:**
 - a) Wes will submit a proposal for the winter color to be approved by email.
5. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
 - a) **Asphalt repairs completed and payment was approved.** Nick did not charge any extra for the additional area David asked him to add.
 - b) **Kenneth re-sealed over the handicapped spaces in front of #113 and #427 as instructed.**
 - c) **Breezeway Lights:** Kenneth was asked to inspect the breezeway lights quarterly. The next inspection will be October 25th. David will also check them at night to report any problems.
 - d) **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.

- e) **Six (6) inch gutters have been replaced as discussed.** It was reported during the previous heavy rain that the larger gutters were working. They are holding the water and preventing overflow. Board asked David & Kenneth to survey what other areas will require the 6" gutters to help prevent overflow which will aid in maintaining integrity of the roofs and building foundations. Gerri will get a work order to Kenneth.
- f) **Pressure reducing valve for building 400 was replaced as previously approved.**
- g) **City of Roswell Sanitation Department:** Dumpster was replaced this past week at the Board's request. There was no charge for the new dumpster.
- h) **Property Maintenance Inspection** (Inspection October 25th by David & Kenneth):
 - i. Need to add pool fence & bldg 500 front walkway railing work to calendar for the Fall after bushes have been pruned for easier accessibility. Needs cleaning and painting due to rust spots.
 - ii. Gutters are to be cleaned the first week of December by Kenneth. Kenneth will also check them prior to December to see if they need to be cleaned. Kenneth was asked to make sure his crew uses the blower to remove debris off top open/exposed decks.

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: #401 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 October 8, 2012:

- a) **Operating Account Balance: \$ 5,307.35**
 - i. September Financials were distributed to the Board. Gerri presented the September income and expense report.
 - ii. CAU Insurance has been renewed for one (1) year as approved for 9/16/12 for \$20,959.
 - iii. Flood insurance for all buildings has been paid to date 2012.
 - iv. We are under budget in September.
 - v. 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
October 2012	\$2,034.32	(\$726.45 wtr/\$1,307.87 sewer)	9/04/12 - 10/02/12 billing period
- b) **Reserve Account Balance: \$ 99,463.64**
 - i. 2012 monthly reserve allocation is \$ 2,750. Payments have been made through October 2012.
 - ii. Paid Georgia Paving \$2,530 in September. They were paid out of Contingency in September.
 - iii. 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
 - Asphalt Repairs \$ 2,530
 - iv. 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: \$ 7,504.07

- i. 2012 allocation is \$416.66 per month. We paid this amount through October 2012.
- ii. This figure includes paying Georgia Paving out of this account (\$2,530).

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.. Looking to renew for next year.
- 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.

General Session adjourned at 7:06. Executive Session commenced at 7:08 pm. Minutes prepared by Laura Donnelly and revised by Victoria Boodoian. Board approved minutes on October 31st, 2013.