

**Hembree Creek Condominium Association:
Board of Directors General Session Meeting Minutes – October 14, 2013**

General Session Commenced at 6:30pm. 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.
 - i. Ali's father witnessed an African American male crawling under front gate on 2 different occasions. Board will investigate possibility & pricing of extending gate at the bottom so it's not possible to crawl underneath. Board would also like a better description of the male & approximate dates & times, this occurred and if anyone anyone else witnessed anyone crawling under the gate recently.
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. Tim Miller signed up for a "good citizen" class.
 - b) **Review & adopt minutes:** August minutes were approved. September minutes to be approved by email.
 - c) **Action List –** Reviewed the September Action List. Items are either in progress or completed.
 - d) **Parking and Vehicle ID stickers:** Vehicle ID Stickers should be updated for all units except for #402. Letter was written to the owner as requested. Next steps discussed in executive session. Unit #202 has sold his Mercury Sable and is now using the Saturn.
 - e) **Hembree Village:** Lawn maintenance & tree obstruction at entrance has been addressed.
 - f) **Gate Code/Entry Issues:** Victoria given the new report. Not aware of any major problems.
 - g) **Gate Remotes:** (Cost of remotes is \$15) David was given 25 new remotes in September. Collected funds for one remote that was purchased by a resident.
 - h) **Pool Update:** Pool closed on October 7, 2013. 24 by 7 will no longer be treating the pool area. Unit 416 complained about the pool being dirty this year. This has been discussed with Marshall.
 - i) **Community Correspondence:** (Confidential items discussed in Executive Session):
 - i. **Message for October bills:** Annual meeting reminder notice.
 - ii. **Newsletter:** Last issue published March 2013. Potential items to be included in a future publication: pathways created by Fulton Co, coyotes & snakes seen in wooded areas, 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, etc...
 - j) **Architectural Control Inspection:** Next inspection will be scheduled in Q1 of 2014.
 - k) **Hembree Creek website:** Homeowners/realtors will be given Laura Donnelly's email address. Laura to report on the subscriber's list (Software costs \$100, \$3-5 for email). iContact costs approximately \$10-11 per month, but they had a free install. *Victoria attempted to send a test message from iContact but encountered 2 errors – couldn't validate from email address & too many users on account (there are only 4 or 5). Victoria included this information on the newsletter. It needs to be removed if we can't get iContact working.*
3. **Security Incidents:** None reported this past month.
4. **Drainage Issues:** Victoria asked to meet Marc on the property to inspect the rear of the 100 building. Still in process of scheduling.
 - > 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 & 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.
5. **Landscaping issues:** Wes and John completed or in process of the following:
 - a) John with Chipper Tree Service was given approval to prune the Leylands between the 300 and 400 buildings and to prune the pine tree by building 500. Will check on the status for the meeting.
 - b) Wes has completed the items approved on the action list. Report to be sent by Gerri via email.
 - c) Need work order to request low lying tree branches outside pedestrian gate be trimmed back. They are obstructing entry via the pedestrian gate.

- d) Reviewed Landscape Inspection conducted by Wes & Victoria on July 2nd again to see if anything new needs to be discussed & approved.
 - e) Ada would like to donate her fig tree to be planted in the common area. Board respectfully declined as to not attract other animals (bears, etc...since it's a fruit bearing tree) and to prevent additional landscape costs for replanting at this time.
6. **Maintenance issues:** All requested work orders have been scheduled, completed or in process.
- a) **Six (6) inch gutters:** The installation of 6 inch gutters at #223 & #224 for \$576 is complete. 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 remainder of the property.
 - b) **Building 200 Outdoor Handrail** – metal handrail to outdoor steps completely broken off at bottom by the 1st breezeway (outside Tony White's unit). Needs to be replaced or repaired ASAP. Metal appears to have rotted. Gerri is going to get a quote on this railing and an inspection on all of them.
 - c) **Building 300 roof shingles:** Roof shingles need to be checked above 325 & 326.
 - d) **Property Inspection:** Next inspection with David and Kenneth is scheduled for October 28th.
 - e) **Dryer Vents:** Kevin with Mad Hatter was contacted to repair the 2 units for \$390 as stated on his proposal. He is in the process of identifying the units to schedule the work.
 - f) **Water Pipe Covers:** Kenneth will get this done late fall. Leaving this on the agenda to make sure this done & does not get over looked.
 - g) **Additional Gutter Cleaning:** Kenneth cleaned the gutters discussed in August. Next schedule is November and again in December.
 - h) **Schedule Pressure Washing:** Need to schedule to pressure wash buildings & sidewalk mid-November.
 - i) **Emergency Lights:** Bids being obtained to replace the batteries in all 15 of the emergency lights. It was discussed that some of the fixtures may need to be replaced during this work, will get a per fixture price. We should budget for this at least every 2 years.
 - j) **Building Shutters:** Kenneth is to paint the shutters on the 500 building for now. Other buildings next year. Shutters on 500 are vinyl and can be painted.
 - k) **Painting Railings:** David to discuss deck railing painting with Kenneth.
 - l) **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 for 2013.
7. **Status of Units:**
- a) **Units for Sale at present:** Unit #102, #201, #312, #406, #414, #522 and #525. Unit #122 was not on the market, but has a short sale pending. Unit #114 is still not on the multiple listings and no realtor code assigned yet. No gate code assigned for #522 yet. All gate codes for units sold have been deleted.
 - b) **New units for sale:** Not aware of any new units for sale.
 - c) **Current Contracts:** Unit 122 has a contract, closing date not scheduled yet. Unit 406 is no longer under contract. We had two closings since last month, #327 and #423.
 - d) **Updates on foreclosure status discussed in Executive Session.**
 - e) **Units with Board approval to rent:** #102 (this unit is now for sale), #324 and #401. #405 no longer a rental.
 - 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 sold in 2011 (4):** #101, #322, #406 and #418. **Unit sold in 2012 (4):** #113, #306, #315 and #428. **Units closed in 2013 (3):** #327, #423 and #511.
8. **Financial Presentation as of October 14, 2013:**
- a) **Operating Account Balance:** \$ 4,716.36

- i. September Financials were distributed to the Board either via hardcopy or email. Gerri presented the August income and expense report.
- ii. Insurance with CAU to re-new September 16, 2013. Increase is estimated at \$5,346. This was factored in the 2014 budget.
- iii. Will need to schedule the sprinkler inspection with FLSA before the end of the year.
- iv. Gerri will contact the Church to schedule the monthly Board meetings & Annual Meeting for 2014.
- v. Gerri will continue to monitor legal expenses.
- vi. 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 \$2,046.67(\$730.87 wtr/\$1,315.80 sewer) 08/02/13 – 09/03/13 billing period
 - Oct 2013 \$1,834.31(\$657.64 wtr/ \$1,176.67 sewer) 09/03/13 – 10/01/13 billing period

b) Reserve Account Balance: \$ 92,896.45

- i. 2013 monthly reserve allocation is \$2,750 (same as 2012). Payments now made through June 2013. We are behind in reserves mainly due to the legal expenses incurred. The amount owed to reserves through October is \$11,000.
- ii. Created a line in reserve account for repaving all asphalt surfaces.
- iii. 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.
 - 19,021 Replace front side of roof in building 400 was completed in March.
 - 4,356 Install 6" gutters around entire roof line of building 100 (\$1950 deduct 10% if done @ same time)
 - Install 6" gutters behind bldg 300 (\$1275 deduct 10% if done @ same time)
 - Install 6" gutters behind bldg 400 (\$975 deduct 10% if done @ same time)
 - Need to determine if gutters are to be replaced on the 500 building, \$2,675 for total building, \$1,350 for front and \$1,325 for the rear. This has been tabled for now. Also #223/224 were completed for \$576.**
 - 2,850 500 building back flow needed to be replaced
 - 3,750 Paint pool fence & stairway railings in need.
 - 33,351 - 43,051 estimated potential reserve expenses
- iv. 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

- i. \$10,000 was allocated as part of the budget. \$4,626.22 was part of the #205 lawsuit garnishment received.

d) Contingency Savings Account: \$ 15,167.44

- i. 2013 allocation is \$416.67. We paid this amount through October 2013.
- ii. \$3,780 for 6 inch gutters replaced in February/March was paid out of this account.
- iii. \$2,850 for 500 building back flow regulator was paid from this account as approved.

9. Annual Meeting Planning: Board spent majority of time planning the 2013 Annual Meeting and finalizing 2014 budget during the Executive portion of the Board meeting.

General Session adjourned at 7:15. Executive Session commenced at 7:20. Minutes prepared by Laura Donnelly and edited by Victoria Boodoian. Board of Director adopted minutes on January 9, 2014