

**Hembree Creek Condominium Association: Board of Directors Meeting Minutes**  
**General Session: January 11, 2017**

**Board Members Present:** Victoria Boodoian, Ralph Stinson, David Wurtenberg, Teresa Miller, Marie Snow and Elysia Bonner of CMA. **Home Owners Present:** Rick Richardt, Patricia Singer, Betty Bean, Tanna Gebert, Wenefer White, Sherry Regal and Bill Saracco.

1. **Open Forum:** The first 10 minutes were allotted for home owners in attendance to address any concerns.
  
2. **Minutes:** Victoria is checking if any colleagues at her office can teach her how to post to our website. Once she has set-up and implemented the new communication technologies, she will have the time to focus on this.
  
3. **Security:** The following security issues were reviewed:
  - a) car theft / car break-ins - occurred 12/29/17. Tanna thinks it happened after 8 AM that morning.
  - b) drug arrest occurred 12/29/17 around 5:15 PM. Someone called police for “suspicious activity” related to strange car. They were apprehended in front of bldg. 200 on their way out of the community. Three teenagers were taken into custody, a stolen gun & illegal drugs were seized from the vehicle.
    - Reviewed safety measures such as motion detector lights on porches; lock car doors & leave nothing inside; hyper vigilant awareness & call RPD immediately to report odd vehicles/behavior; don’t allow someone to tailgate in behind you & don’t buzz someone in ahead of you if you don’t know who they are; make sure the pedestrian gate closes behind you as it often doesn’t spring back hard enough to shut behind you automatically; retrieve gate remotes from people who no longer need them (ex boyfriend or girlfriend, cleaning service, etc...).
    - Surveillance Cameras: Elysia reported that she had talked to a couple of companies and had received a quote from InSight. \$6500 install and \$110.00 month to monitor. Elysia will get a couple more quotes for us to review at our next meeting. May require some onsite visits to determine number of cameras and ideal location for lighting.
    - Additional Street Lights: Elysia will check with GA Power on cost to install additional streetlights or flood lights that can be attached to roofs and if they can be tied into our breezeway lights & timers.
    - Ring.com doorbell – All Board members approved for Victoria to install and report back to board if this would be something that home owners could install for extra security.
  
4. **Community Communications:**
  - a. **Next Door App:** Timm and Victoria are our neighborhood leads. Note: you can adjust privacy settings to remove your unit number from view. Victoria submitted a request to reset our neighborhood boundaries to remove Hembree Forest Circle & Hembree Village. Currently, there are residents of Hembree Forest Circle in our neighborhood.
  - b. **Robo Call Service:** This is an automated text & voice messaging system that will allow us send urgent or critical information to our residents quickly. The flat monthly rate is \$35 for 100 phone numbers or \$15 for 50 numbers. Or we can pay as you go at .09 cents per number per text or call. Could send 4-5 texts per month to 77 numbers before we break even on the flat fee of \$35 per month.
  - c. Constant Contact or MailChimp – Would allow us to get an email out to our residents. Both systems have similar pricing structure starting at \$20-25 per month and up depending on subscriber level and services we want. Non-profit pricing will be slightly cheaper. Victoria is trying to get someone to answer inquiries about their pricing structure and security (open vs. closed signup). Mail Chimp doesn’t have a phone number available to accept calls so all communication is via email which makes Constant Contact more appealing as their customer service response is much better.
  
5. **Recurring Monthly Business:**
  - a) **Review & adopt minutes:** None since the Board does not meet in December.
  - b) **Update Resident Directory:** New directory was distributed at the meeting. Directory is now by unit number.
  - c) **Action List:** none due to Annual Meeting.

- d) **Financials:** November Hard copy was distributed to Victoria & Ralph. December will be ready in another week due to end of year & Elysia will bring to the February meeting. Board Members have access online to view. User name and password was on welcome letter.
- e) **Disaster Recovery Update:** It will be sent to all new homeowners after they move in. This form will be one comprehensive form to register their cars (& get appropriate decal) as well as provide occupant & emergency info. May need to add info about signing up for Robocall System and/or email service.
- f) **Parking and Vehicle ID stickers:** All new owners were sent vehicle registration forms.
- g) **Vehicle listing:** Tabled for now. We will discuss more at our next meeting.
- h) **Drop Box Account:** Victoria suggested we opening an account to store & access documents such as vehicle listing in the drop box account. Tabled for now.
- i) **Gate Remotes:** Seven (7) gate remotes have been sold.
- j) **Gate Code/Entry Issues:** Report was distributed at the meeting. Realtor codes & previous owners have been deleted. Our gate clock was off by a day and two hrs. Elysia will call and have this fixed right away.
- k) **Pool:** Marshall will acid wash the pool to remove stains in Spring 2017 for \$1,850. Active Pest Control is no longer treating the pool area & will resume in April.
- l) **Architectural Control Inspection:** Inspection was completed on 1-11-17. Rusty light fixtures and light fixtures with no globes were noted. Follow up inspection will take place in February.
- m) **Property Inspection:** David & Kenneth will conduct inspection in February.
- n) **Bills:** Victoria asked Elysia to send out communication memo that Victoria drafted with the bills.

## 6. New Business

- a) **Flood Insurance:** Elysia reported that having the units re-appraised will cost \$1500.
- b) **Blueprints:** Michael provided the documents that he had. Copy was included in meeting packet.
- c) **Charter:** They emailed Elysia asking the Association to sign a new Right of Entry agreement. It does not cost the Association anything & allows Charter access to maintain its equipment within our community and to serve our residents. Old contract was from 2007. All Board members voted to proceed.
- d) **Restricted Parking Policy (Bldg 100):**
  - Unit 113 (Eleanor Theison): We received appropriate documentation & she is now displaying the proper handicap hangtag on her vehicle.
  - Additional hangtags were ordered & have arrived. We currently have enough numbers for the hangtags.

## 7. Projects

- a) **Building Paint Status:** The paint fading was more noticeable during this inspection and Kenneth suggests that we should consider starting with buildings 100 & 500 this year. Elysia will get quote from Kenneth. We have to wait until warmer weather & after pollen season.

## 8. Landscaping:

- a) **Greenwood:** Greenwood is on the property every Thursday.
  - Mulch: Installed on entire property in late Fall of 2016.
  - Landscape Improvements: Discussion tabled until Feb or Mar meeting.
  - Retaining wall: Discussion tabled until Feb or Mar meeting.
  - Building 500: Bill Saracco asked Board to look at area in front of their unit (513). There is a small area in front of his unit that he thinks either needs grass or mulch to keep it from washing out. Tanna Gebert will send Elysia & Victoria a picture of the area.
- b) **Tree Removal:** John with Chipper Tree Service has completed the following:
  - **Dumpster Area:** John removed a very tall dead pine tree.
  - **Trim Tops of Holly Trees:** John trimmed the tops off the holly trees along the strip from the mailbox to building 200. There are a couple of holly trees located on the right side of building 200. John may have missed a couple. Landscapers can't reach the tops with their tools. They don't have long enough shears. We really need Greenwood to arm themselves with appropriate tools to do this for us.
  - Building 500: There is one tree remaining in the woods on left end of building 500 that was reported by Tanna & Betty. Tanna previously sent us the address to the adjacent property next door (270 Hembree Forest Circle). Letter was sent to owner of 270 Hembree Forest Circle and they called saying it would be removed this week.

## 9. Maintenance Issues

- a) **Pot holes:** Bill Saracco reported one in front of Building 500. Elysia will ask Kenneth to repair.
- b) **Gutters:** Gutters were cleaned in December 2016. Need spot checked again now & Board would like them to use a blower if possible. They aren't that expensive to buy. Home owners who live in top level units end up with debris all over their porches & furniture.
  - **6" Gutters:** To remove 5" gutters & install 6" gutters on the remainder of buildings 200, 300 & 400 will cost \$4,875 according to Kenneth's quote.

- **Unit #412 (George):** Kenneth installed gutters around the porch above George to reduce rain water from pouring in on his deck & flooding inside his unit. George said he hasn't been home when it's rained hard yet to see if it works. If it works, his bid is \$4,875 to add 6" gutters to the 200, 300 and 400 buildings.
- c) **Christmas Lights at Mailbox:** Installed in December & removed in January.
- d) **Snow Melt:** Kenneth told Victoria that some breezeways do not have shovels. And some don't have ice melt. He will purchase what's available & restock breezeways as appropriate.
- e) **Water Spigots:** Covers been installed.
- f) **Pressure Washing:** Kenneth pressure washed curbs after mulch was installed.
- g) **Breezeway Lights:** They have been cleaned & bulbs replaced as necessary.
- h) **Paving Project:** Clarence said that the Association would be able to take out a loan without membership approval. We have two bids thus far. We received core sampling report from GA Paving. Discussed David's email from Sean Rucker.
- i) **Mosquito treatment:** none until Spring
- j) **Pool Room Heaters:** Kenneth will be responsible for these heaters. He did not cap the water a couple years ago. He is not certified to do that.
- k) **Sprinkler Closet Heaters:** Kenneth had to order some new ones for various buildings.
- l) **Clean dryer vents:** Mad Hatter cleaned them in October 2015. We will do them again this year.
- m) **Dumpster:** Nothing at this time.
- n) **Street Lights:** Elysia is contacting GA Power about potentially adding another one or two.
- o) **Entry Gate:** Nothing at this time.
- p) **Possible new pressure washing vendor:** H2Whoa! Vic saw them on Next Door App and had good reviews. They also do gutter cleaning & window cleaning too.
- q) **Property Inspection:** Last inspection was 8-12-16. David & Kenneth will schedule for Feb 2017.
- r) **Photo Cell Issue:** Electrician was needed. They adjusted Building 400's as much as possible. There are some very large trees which are affecting the shade area. The alternative is relocating the photocell to a less shady area which would cost approximately \$800-\$1200.00. Board did not approve.
- s) **Unit #512 deck:** Betty's deck has mushroom growing out of the side / fascia boards. Elyisa will ask Kenneth to repair as soon as possible.

10. **Status of Units:** *Updates on foreclosure status to be given in Executive Session.*

- a) Units sold in 2016: 114, 211, 215, 224, 305, 325, 513.
- b) Currently for sale: 123, 124, and 212. Re-sale letters were sent to realtor and owners.

11. **Financial Presentation as of January 11, 2017:**

- a) **Operating Account Balance:** \$ 6,490.02
- b) **Reserve Account Balance:** \$ 92,140.54
  - 2016 allocation is \$2,333.33 p/month. Funds were transferred for all of 2016.
  - Drainage Project totaled \$34,350 with funds from Reserve account.
  - Asphalt Resurfacing Reserves is \$ 37,442.33. \$12,700 budgeted as part of annual reserve budget & will be allocated at the end of the year.
- c) **Contingency Savings Account:** \$ 14,755.25
  - 2016 allocation is \$208.33 p/month. Funds transferred for January- December 2016.
- d) **Bills:** Will be sent out the 3<sup>rd</sup> week of every month.

**General Session commenced at 6:30 PM and adjourned at 7:30 PM. Executive Session commenced at 7:30 PM.**

**Minutes created by Marie Snow and revised by Victoria Boodoian.**

