

**HEMBREE CREEK CONDOMINIUMS GENERAL SESSION BOARD MEETING**  
**MONDAY, 5/9/16 – 6:30 P.M.**

**Board Members Present:** Victoria Boodoian, President; David Wurtenberg, Vice President; Ralph Stinson, Treasurer; Teresa Miller, Member at Large; Jan Linville, Secretary.

**Others Present:** Elysia Bonner from Working Solutions, Inc. and Michele Richards from Community Management Associates (CMA)

1. **Open Forum:** Two residents were in attendance to discuss possible reasons for fruit flies in units in Building 500. Active Pest Control investigated and determined it did not appear to relate to a neighboring unit. Elysia is to request Active Pest Control to follow up on this investigation.

2. **Transition from Working Solutions to Community Management Associates:** Elysia formally announced her decision to dissolve Working Solutions and merge with Community Management Associates (CMA). She will continue to be a Property Manager with CMA and will handle Hembree Creek management. Michelle Richards from CMA informed the Board of the services that are available through CMA. Current vendors can still be used and Hembree Creek will have access to other vendors and services as a result of this change, with an expected effective date of 6/1/16. There are no increases in fees for this year. A new contract is being reviewed by Michael Zenner. The Board approved this change, pending legal review of the wording of the contract.

3. **Recurring Monthly Business:**

- A. **Security Incident:** A noise incident caused by a neighboring house adjacent to Hembree Creek was reported to the Police on 5/7/16.
- B. **Review and Adopt Minutes:** The minutes from the 4/11/16 meeting were approved via email.
- C. **Resident Directory:** New list was distributed to Board Members.
- D. **Financials:** Copies were emailed to Board members.
- E. **Second Authorized Plumber:** This issue will be discussed at a later meeting once the transition to CMA is finalized.
- F. **Disaster Recovery Update:** An updated comprehensive form will now be sent to all new homeowners to register their cars (and get the appropriate decal) as well as provide occupant and emergency information.
- G. **Gate Remotes and Parking/Vehicle ID Stickers:** David reported that no have been sold. It was discovered that Unit 202 has 2 hanging tags for resident restricted parking. One must be returned. Elysia is to follow up on this.
- H. **Update Reserve Study:** Kelvin at Ray Engineering was notified that the Board approved funds to have the reserve study updated at a cost of \$1,800. This project is in progress.
- I. **Resident Letter:** A letter will be sent out to all residents once the contract with CMA is finalized. Those using ACH deduction will need to arrange for this through CMA.
- J. **Blueprints:** Elysia updated the Board that she is still working on submitting an open records request with Fulton County to obtain the blueprints. It appears this will take some time to accomplish.
- K. **Restricted Parking and Leasing:**
  - i. The Board approved implementing restricted parking in front of Building 100. This project has now been fully implemented.
  - ii. Unit 113 – We received documentation that a handicap parking space is needed. Owner is now displaying the proper handicap hang tag on the dashboard of the vehicle.

- iii. Unit 114 – No information has been received to date documenting a legitimate need for a handicapped parking space.
- iv. Unit 305 – The resident submitted a copy of her handicap tag. A second handicapped parking space will be created.
- v. A letter reminding residents in Building 100 about Hembree Creek's No Leasing restriction will be going out within the next week.

**L. Pool Issues:**

- i. Pest control service will resume in May prior to the pool reopening.
- ii. There are significant drainage, pool deck, and corresponding landscaping projects slated for completion in spring prior to opening the pool. Plans for any BBQ/party will be postponed as a result.

**4. Maintenance Issues:**

**A. Trees:**

- i. Received request from Unit 411 to look at two (2) potential problem trees behind this building. John at Chipper Tree looked at these and discussed with the City of Roswell arborist. These trees have been removed.
- ii. River Birch tree near Unit 515 which had been causing the sidewalk to buckle has now been removed by Chipper Tree.
- iii. John at Chipper Tree evaluated the leaning tree toward the back of Buildings 200 and 300 that had been reported by Jan as well as another leaning tree behind Building 400. Both are rotted inside. The Board approved Chipper Tree Service removing these trees for \$1,600.00
- iv. Two residents had previously expressed concern about dead pine trees behind Building 500 at the fence line that appear to be in danger of falling into Hembree Creek property. John at Chipper Tree looked at them and stated that they may be Hembree Creek trees since they could be within 25 feet from the fence. Cindy at Working Solutions is attempting to get a plat of the property from the City of Roswell to help in determining this.

**B. Property Inspection:**

- i. The next property inspection will take place in June/July. Pending Items from prior inspection:
  - o Pressure Washing – The Board asked that Elysia check with CMA on possible vendors to do this work. The Board would like this work to be done after the pool and breezeway repair projects.
  - o Breezeway Lights – The light lenses are dirty and there are small bugs inside some of them. These lights have not been cleaned since they were installed. Some light tubes are showing signs of burning out in the near future. The Board approved Kenneth's bid to clean the light lenses at \$10.00 each, and to replace the bulbs as needed at \$15.00 per fixture. This work has been done.
  - o Building Paint – The paint fading was more noticeable during this inspection. The Board agreed to hold off considering this painting project until 2017, with the 100 and 500 buildings at the top of the list.
  - o Sidewalk and Breezeway Repairs:
    - a. Building 500 – Now that the River Birch tree has been removed, the Board approved Drainage Solutions replacing the sidewalk for \$1,265.00 after the pool repair project has been completed.

- b. Buildings 200 & 300 – There is a raised seam across the breezeway main entry level floor, between the two stairways to the upper level for both Buildings 200 and 300. The Board approved Drainage Solutions completing this work for \$755.00.

**C. Other General Maintenance Issues:**

- i. Pot Holes - Nick of Georgia Paving submitted a proposal to redo the asphalt on the property, instead of continuing to repair existing potholes (which is only a temporary solution to a larger problem). The information in his bid prompted several questions from Board members. This project is on hold until Nick is available at the next Board meeting to discuss in more detail.
- ii. Mosquito Treatment – Active Pest Control continues to spray on a monthly basis. The treatment is safe for residents and wild life.
- iii. Gutter Cleaning – The building gutters were cleaned (as needed) in late March 2016.
- iv. Signs – The Board approved replacing the current signs on the front gate for No Pets Over 20 Pounds, No Soliciting, and Towing Unauthorized Vehicles to ones that have a dark green background with white letters. The Neighborhood Watch sign will not be changed. The signs have been ordered.
- v. Street Lights – The Board previously approved requesting Georgia Power to proceed with the LED lighting upgrades for our community street lights. This work is in progress.

**5. Pool, Drainage, & Landscape Projects**

- A. **Pool Update** – Marc from Draining Solutions continues to coordinate this work with the City of Roswell. The City requires that the concrete be replaced with a concrete base instead of pavers. The Board approved the soft gray color for the new concrete. The City will determine flagstone or slate. Marc hopes to finalize the plans with the City within the next couple of weeks so he can proceed with completing this project. The Board approved Draining Solution’s bid of \$7,465.00 for this revised work.
- B. **Drainage Issues behind Buildings 100, 200 and 500** – Given the anticipated transition to CMA and potential access to some new qualified vendors, the Board made the following decisions:
  - i. Building 100 – Hold on this until transition to CMA is finalized.
  - ii. Building 200 – Approved proceeding with the approach submitted by Drainage Solutions for \$3,165.
  - iii. Building 500 – Hold on this until transition to CMA is finalized.
- C. **Landscaping Issues** - The Board discussed dissatisfaction with the work being done by Valley Crest and determined it would be best to terminate the contract with them. Contact has been made with Wes at A Plus, and CMA suggested some other vendors to consider as well. The Board did approve the following to be done by Valley Crest:
  - i. Plant spring color for \$500.00.
  - ii. Trim all bushes around A/C units at Building 200.

**6. New Business:**

- A. Charter Access Agreement: The Board reviewed a letter received from Charter regarding a renewal of their access agreement. It appears to be a marketing communication. No action taken.
- B. Windstream Bill: The Board reviewed details on the extra charges from Windstream. All fees are government regulated. Charges are still lower than AT&T. No action taken.

**7. Status of Units:**

- A. Unit 224 – Closing letter has been sent.

**8. Financial Presentation:**

- A. **Operating Account Balance: \$15,358.34**

2016 Water Usage (monthly budget = \$2,333.33)

- January 2016: \$2,335.55
- February 2016: \$1,830.11
- March 2016: \$1,913.37

**B. Reserve Account Balance: \$125,365.43**

2016 reserve allocation is \$2,333.33 per month. Funds have been transferred for January, February, March and April.

**C. Asphalt Resurfacing Reserves: \$37,442.33**

\$12,700 is budgeted as part of the budget in 2016, to be allocated to asphalt at the end of the year.

**D. Contingency Savings Account: \$13,077.21**

2016 allocation is \$208.33 per month. Funds have been transferred for January, February, March and April.

**General Session adjourned at 8:35 p.m. Minutes created by Jan Linville, Secretary and revised by Victoria Boodoian, President.**