

HEMBREE CREEK CONDOMINIUMS GENERAL SESSION BOARD MEETING
MONDAY, 7/11/16 – 6:30 P.M.

Board Members Present: Victoria Boodoian, President; David Wurtenberg, Vice President; Ralph Stinson, Treasurer; Jan Linville, Secretary. Teresa Miller, Member at Large, was not in attendance.

Others Present: Elysia Bonner from Community Management Associates.

1. **Open Forum:** A resident from the 400 Building asked that water coming onto his porch from the unit above him be checked out for resolution. Elysia will contact Kenneth to follow up on this.

2. **Transition from Working Solutions to Community Management Associates:** Elysia informed the Board that the transition is going well. Working Solutions is now officially closed, and she is working through the details of transferring all records and information to the new systems at CMA.

3. **Recurring Monthly Business:**

A. **Security Incident:** None reported.

B. **Review and Adopt Minutes:** Victoria will be sending the minutes from the June Board Meeting to members to review/approve via email.

C. **Resident Directory:** Elysia is working on a new list to be distributed to Board Members.

D. **Financials:** Copies were emailed to Board members. Online access to financials will be available to Board Members shortly.

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 was sent 20 remotes. None have been sold.

H. **Update Reserve Study:** Elysia provided the draft of the Reserve Study from Kelvin at Ray Engineering. Kelvin has requested review and feedback from the Board prior to its finalization. Due to its complexity, the Board tabled this for discussion at the August Board Meeting.

I. **Resident Letter:** Items to be included in the next letter will include a reminder about updating car registration and tag information as changes occur; having a new landscaping company, Greenwood Group as of 7/1/16; seasonal flowers being replaced in the fall.

J. **Blueprints:** Elysia updated the Board that she was able to obtain a plat of the property from the City of Roswell, but blueprints are still needed. She will continue working on this.

K. **Pool Issues:**

i. Marshall was able to remove an isolated stain at the bottom of the pool. In the spring of 2017, the Board will request that he drain, acid wash and treat the whole pool floor for stains.

ii. Marshall performed a small toilet repair for \$50.00.

iii. A mirror has been installed in the ladies' room.

iv. A new pool rule sign has been installed.

v. Active is treating the pool on a monthly basis until October.

4. **Maintenance Issues:**

A. **Trees:**

- i. Two dead pine trees behind Building 500 cannot be removed until a determination is made whether they are on Hembree Creek property, within 25 feet of the fence line. The Board approved hiring a surveyor to survey behind Building 500 to make this determination.
- ii. All other trees previously reported as problems have been removed.

B. **Property Inspection Issues:**

- i. David and Kenneth will schedule their property inspection later this month.
- ii. Pressure Washing: Completed
- iii. Concrete Seams at Building 200 & Building 300: These have been repaired.
- iv. Breezeway Lights: The light lenses were dirty and there were small bugs inside some of them. These lights had not been cleaned since they were installed. This work has now been completed.
- v. Building Paint: The Board agreed to hold off considering this project until 2017, with the 100 and 500 Buildings at the top of the list.
- vi. Entrance Light: The light at the entrance was not working. An electrician was called out and he replaced a bulb and photocell.
- vii. Sidewalk Project – Building 500: After the river birch tree was removed, Marc with Drainage Solutions repaired the sidewalk. However, there are at least 3 uneven areas in the sidewalk area next to the repaired one that need to be addressed. The Board approved the quote for \$450 from Marc to take care of these.

C. **Other General Maintenance Issues:**

- i. Paving Project and Pot Holes - Nick of Georgia Paving attended the June meeting to discuss possible approaches to repaving the entire community driveway. The Board approved \$1,000.00 for Nick to perform core testing in about 15 places. This will determine the consistency or non-consistency in the current material, which can impact how the larger project would best be handled. Once the core testing results are available, Nick will resubmit his proposal to perform the work. The Board will also review possible loan options provided by Elysia. Most likely, this project will not begin until early fall.
- ii. Gate Issue – The exit gate has remained opened for several days. An advanced replacement board is required. Repairs should be completed within the next few days.
- iii. Mosquito Treatment – Active Pest Control continues to spray on a monthly basis. The treatment is safe for residents and wild life.
- iv. Gutter Cleaning – The building gutters were cleaned (as needed) in late March 2016. Elysia will ask Kenneth to spot clean them again as leaves have been accumulating again.

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

A. **Pool Deck** – All repair work has been completed and the pool was opened.

B. **Drainage Issues behind Buildings 100, 200 and 500** – Elysia met on site with representatives from both Schnabel Engineering and American Erosion Control to review prior work done regarding drainage issues behind Buildings 100, 200 & 500 and to discuss possible more permanent solutions to the ongoing drainage issues in those locations. While discussing this information with the Board, more questions surfaced. Elysia and Victoria plan to meet with American Erosion Control on site again to review history in more detail and discuss what might work best for the future work needed.

C. **Landscaping Issues** - As previously approved by the Board, the contract with Brightview (Valley Crest) has been terminated. They will not be paid for May or June. The new landscaping company is the

Greenway Group. Golden Mops and other landscaping will need to wait until the fall when it is cooler. However, the following work items have been sent to Greenway Group to be addressed now:

- i. Cutback wetlands behind Buildings 200, 300 & 400 using a weed whacker and treat those areas with weed killer. Then, install woodchips treated for termites in those areas.
- ii. Cut back all bushes in front of porches to about 6 – 8 inches below deck railstrim.
- iii. Trim all bushes around A/C units at Building 200.
- iv. Pick up all fallen limbs.
- v. Trim tree canopies (right side Building 200, big island, Building 500, behind Buildings 300 & 400 if necessary)
- vi. Trim back growth behind the pool area, behind retention wall and toward back of breezeway of Building 100.
- vii. Blow the leaves out of the breezeways, especially in Building 300 where they tend to accumulate.

6. **New Business:**

Nothing to discuss.

7. **Status of Units:**

- A. Units currently for sale: 325
- B. Units sold in 2016: 224, 305, 114

8. **Financial Presentation:**

A. **Operating Account Balance: \$16,043.28**

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

- o January 2016: \$2,335.55
- o February 2016: \$1,830.11
- o March 2016: \$1,913.37
- o April 2016: \$2,443.61
- o May 2016: \$2,014.29
- o June 2016: \$2,449.00

B. **Reserve Account Balance: \$125,414.99**

2016 reserve allocation is \$2,333.33 per month. Funds have been transferred for January, February, March and April. May, June and July will be transferred once full transition is completed.

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: \$13,081.31**

2016 allocation is \$208.33 per month. Funds have been transferred for January, February, March and April. May, June and July will be transferred once full transition is completed.

General Session adjourned at 8:45 p.m. Minutes created by Jan Linville, Secretary and revised by Victoria Boodoian, President.