

**THE GARDENS AT HERITAGE GREEN
CONDOMINIUM ASSOCIATION, INC.**

**Minutes of the Board Meeting
Monday, July 22, 2013**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, July 22, 2013 at Keller Williams Realty, 1200 Premier Drive, Chattanooga, TN 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Judy Webster – Treasurer (present)
Ursula Jenkins - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent due to business trip)
Don Wilson – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (absent)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 7/22/13 meeting is attached.

Unit Owners/Guests in attendance: Joanne Sigafos, Brian Frye, Dale Carney and Brock Olsen (potential landscaper - Fine Lines Landscaping, Inc.). [The Unit Owners/Guests were asked at one point during the meeting if they had any questions or wanted to address the Board and they did not.]

Norm Miller called the meeting to order. The meeting commenced at 6:00 p.m.

The following items were addressed:

1. Minutes. The Minutes for the previous 6/17/13 regular board meeting were reviewed and are attached. Motion to approve the minutes was made by Jack Carney, seconded by Don Wilson and unanimously approved by the Board.
2. Landscape/Maintenance Committee. Don Wilson and Ursula Jenkins presented the Board with the Landscape/Common Area Committee report. (The report is attached to these minutes). Don started the report by introducing everyone to Brock Olsen, owner of Fine Lines Landscaping, Inc.
 - We had previously received the resignation letter (attached) from Dan Abbott - Owner Trinity Landscaping giving us a 45 day notice of termination of services. Services will be terminated with Trinity on 8/31/13. Don Wilson had asked Brock Olsen, owner of Fine Lines Landscaping, Inc. to attend the meeting to give the board his proposal regarding future work for The Gardens. The proposal (for a one year contract) is attached and is in the amount of \$63,450. There was much discussion. In his proposal we have deleted #5, Pest Control in the amount of \$520 and #7 Irrigation Maintenance in the amount of \$4,690.00 since Rain Dance had been hired to do strictly irrigation work this year. This brought the proposal from \$63,450 to \$58,240. It was also discussed and decided that Brock would talk to Tru Green and we would retain Tru Green to continue their program of ground application for Bermuda grass but not the fescue grass out front. (Tru Green would be an additional cost on top of the Fine Lines Contract with the Gardens for \$58,240). Brock also mentioned that they use "door hangers" to hang on unit doors for feedback of what a particular unit owner's needs/requirements are. If hired he is to place them on doors where people actually see

the hangers and we will put out bulletin at postal unit and on website in regards to this. Brock was asked to make the designated changes on his proposal and write up the contract. He stated he gives a standard 30 day termination notice which will also be built into the contract. In return we asked him to forward the contract to Don Wilson along with a W-9 and a certificate of insurance. Don is to ask him for a price list regarding extra things such as planting of bushes, sod replacement, etc. Also we will change our mowing days from Thursdays to Tuesdays and notify all unit owners at that time.

A discussion also ensued regarding timing of monthly payments. Initially, Fine Lines would like a half months pay up front on the first of September (which would be approximately \$2,500) with the balance to be paid September 30 - or at month end. After that, they will always be paid on the 1st of the next month for the previous month's work.

The Board took a vote to approve Fine Lines Landscaping's contract for 9/1/13 - 9/1/14; with the above stipulations and that the revisions the Board asked to be made are made and a contract then submitted to the Board. Fine Lines first mowing day will be Tuesday, 9/3/13.

- Tim Morgan is to continue painting - schedule is attached. Painting of units -- (Last year we painted 860, 854, 925 and 846). This year we have designated the following to be painted: 678, 828, 844, 923, 806, 1006, 208, 804, 822, 812, 557, 531 (3 under one roof) and 587 (3 under one roof). The first nine have already been painted as of today's date.
- Attached is also a copy of the dollar amount spent so far this year with Tim regarding repainting/maintenance. To date we have spent a total with Tim of \$22,287 out of which \$16,775 is designated from reserves and would have come out of reserves for replacement of French doors and repainting of units if we had needed; and \$5,512 attributed to regular maintenance items. These amounts are only for checks written to Tim Morgan. There are a few other miscellaneous items where we had other small amounts for issues that are not taken into account in these figures.
- Tim also to continue on other projects on attached list time/weather allowing. Several units have been slated to have trim repainted, columns repainted, garage door trim repainted, etc. (see attached list)
- 525 - roof needs work. Greg Thomas (roofer) has been hired. He has ordered shingles.
- Ursula to get estimates from Greg for removal of satellite dishes off of units 1048, 587 and 1022.
- Sodding will need to be done for 814, 636, 1008, 1022, 428, 252 and 1048 so far.
- Birds' nests off front porches will be removed/cleaned as soon as eggs hatch/birds leave. Bird repellent will be put in place. The repellent seems to be working.
- Board to look at mulch glue.- \$34 covers 1500 square feet. There are some units where roof is so steep that water overflows gutters and mulch is washed away.
- Irrigation - Port Raulston to repair the three areas where we have had sprinkler issues - the front row of Ron Minton's unit, the front row of the Gardens (both sides) and sprinklers that keep going off up in cul-de-sac by 1054.
- All gutters will be cleaned when Tim finishes painting. The product Mrs. Martin suggested is working and he tried this on 822 last week.
- List will be formed of units needing roof shingles tacked back in place.
812 - Several letters sent re: fence/gate issues, growth of vine on neighbor's unit, toys, etc. Tim to order gate for 812.

Motion to approve Landscape Committee report was made by Jack Carney, seconded by Judy Webster and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. (Attached)
 - The committee approved installation of a storm door on unit at 761.

- The committee approved the installation of a half-moon shaped planter installed on the patio of unit at 941.
- The committee approved the request for a fence around patio area and storm door for unit at 731.

Motion to approve the Architectural Committee report was made by Judy Webster, seconded by Don Wilson and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnette was absent. There was no report this month.

5. Treasurer. Judy Webster gave the Treasurer's report and the Finance Accounting Committee report in Joanne's absence.. (Copy of all financials attached to these minutes). The financials were reviewed, checks written were signed by 2 people, except check #1694 dated 6/6/13 made out to Tim Morgan in the amount of \$1,400.00. This check erroneously had only one signature. Approval needed to be made by the Board for this oversight. Motion made to approve the check was made by Don Wilson, seconded by Judy Webster and unanimously approved by the Board. The accounts were properly reconciled. Some discussion of accounts receivable. We are in good shape. Question arose as to whether we received a hard copy of the CD in the amount of \$100,000.00 from First Tennessee Bank. Ursula to check with Tanya at First Tennessee in the morning.

Motion to approve Treasurer's Report and the Finance Accounting Committee report was made by Don Wilson, seconded by Jack Carney and unanimously approved by Board.

6. Miscellaneous Items.

(a) Our next board meeting will be Monday, 8/12/13 at 6:00 p.m. at Keller Williams.

There being no further business the meeting was adjourned. Motion to approve was made by Don Wilson and seconded by Jack Carney.