

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

**Minutes of the Board Meeting
Monday, January 20, 2014**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, January 20, 2014 at Keller Williams Realty, 1200 Premier Drive, Chattanooga, TN 37421 from 6:00 pm – 8:00 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 (present)
Margaret Lorimer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 1/20/2014 meeting is attached.

Prior to this regular board meeting the HOA Board sent, via regular mail to all unit owners and residents, mail consisting of:

- (1) Newsletter #15 - Update of various matters
- (2) Letter regarding upcoming termite inspections on inside of units 1/31/14 and 2/1/14
- (3) Agenda for 1/20/14 regular board meeting
- (4) Balance sheet and Budget v. Actual for year ending 2013 per HOA documents
- (5) Notice that McKamey Animal Center would send out two representatives to discuss pet issues
- (6) Announcement of Annual HOA meeting to take place 2/4/14 at Keller Williams per HOA documents
- (7) Proxy for Annual Meeting 2/4/14 per HOA documents
- (8) Bill Robins with Robins Insurance Company would be in attendance at 1/20 meeting to discuss HOA insurance policy/coverages, freezing/bursting pipes, etc.

Unit Owners/Guests in attendance: Billy Yeargain, DeEtta Vaughn, Melinda Blackman, Dale Carney, Glenda Fulgham.

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

We had two guest speakers attend this meeting. (a) Bill Robins of Robins Insurance Agency came to speak to unit owners regarding HOA insurance policy/coverages particularly in regard to coverages regarding frozen/burst pipes. (b) Officer Jay Nicholson and Aimee Moffat from McKamey Animal Center came to talk unit owners regarding city laws regarding pets, leashing, licenses, permits, shots, etc.

1. Robins Insurance Agency. Bill Robins of Robins Insurance Agency spoke approximately 30 minutes regarding the HOA insurance policy, coverages, frozen/burst pipes, etc. He also addressed unit owners questions, comments and concerns.

2. McKamey Animal Center. Jay Nicholson and Aimee Moffat spoke approximately 30 minutes regarding

animal issues, neutering, spaying, leashing, leashing in common areas(which is a must), licenses, permits, shots, coyotes, snakes, feral cats, etc. Both also answered questions from unit owners in attendance. We were given extra pamphlets by McKamey to post at postal unit for disbursement to all members to further educate them regarding their pets and the service McKamey provides to the community.

3. Minutes. The Minutes for the previous 12/16/2013 regular board meeting were previously sent around via e-mail, reviewed and are attached to these minutes. Motion to approve the minutes were made by JoAnne Harbort, seconded by Jack Carney and unanimously approved by the Board.

4. Architectural Committee. Lynda Hendrickson was present and reported there was no report.

Motion to approve the Architectural Committee report was made by Margaret Lorimer, seconded by Jack Carney and unanimously approved by the Board.

5. Landscape/Maintenance Committee. Ursula Jenkins presented the Board with the Landscape/Common Area Committee report. Not much going on.

- Brock with Fine Lines to use chipper to get rid of brush they threw out back. Cost is \$290.
- Brock to cut brush back off of Leyland Cypress trees on very back of complex.
- Tim Morgan continues to do maintenance work re: Gardens. We have ordered 2 more French Doors.

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

6. Insurance/Asset Committee. Kenny Burnette was present and we were given new 26 year reserve and expense budget. Kenny to revise and re-run. New report is attached to these minutes.

Motion to approve the Insurance/Asset Committee report was made by Jack Carney, seconded by Lynda Hendrickson and unanimously approved by the Board.

7. Finance/Accounting Committee. JoAnne Harbort gave the Finance/Accounting Committee report.

- The A/R is in good shape. As of 12/31/2013 we had three past due for HOA dues and all three are in collections.
- We have 2 unit owners currently in collections (April Anderson - 321) and (Andrew Kendle - 454) and one ex unit owner - Michael Andrews. Gayle Lattimore continues collection process for the Gardens.

Motion to approve the Finance/Accounting Committee report was made by Judy Webster, seconded by Margaret Lorimer and unanimously approved by the Board.

8. Treasurer. Judy Webster gave the Treasurer's report. (Copy of all financials attached to these minutes). The financials were reviewed, checks written were signed by 2 people. Judy Webster stated the accounts were properly reconciled.

Motion to approve Treasurer's Report was made by Kenny Burnette, seconded by Jack Carney and unanimously approved by Board.

9. Miscellaneous Items.

- The next board meeting will be Monday, March 17, 2014 at 6:00 pm at Keller Williams.

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