

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

**Minutes of the Board Meeting
Monday, February 7, 2011**

The Board of Directors of the Gardens at Heritage Green Condominium Association met on Monday, February 7, 2011 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, Tennessee 37421 from 6:15 pm – 8:10 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kathryn Shaffer – Chair Landscape Committee (present)
Kenny Burnett – Chair Insurance/Asset Management Committee (present)
Jack Wallace – Chair Architectural Committee (present)

Agenda for 2/7/2011 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:15 p.m.

The following items were addressed:

1. Minutes. Minutes for the previous 1/10/2011 (regular board meeting), 2/1/2011 (annual HOA membership meeting) and 2/1/2011 (regular board meeting) were reviewed. Motion to approve the first set of minutes was made by Jack Carney, seconded by Jack Wallace. Motion to approve the second set of minutes was made by Jack Wallace and seconded by Jack Carney. Motion to approve the third set of minutes was made by Kathryn Shaffer and seconded by JoAnne Harbort and all were unanimously approved by the Board. (1/10/2011, and both 2/1/2011 minutes are all attached).

2. Landscape/Maintenance Committee. The Landscape/Maintenance Committee reports (2) were given by Kathryn Shaffer.

- The first report contained information regarding the interview process for the four landscape/lawn care bids along with pertinent questions asked. The interviews took place Saturday, 1/29/2011 (1:00 pm – 2:45 pm) and 2/5/2011 (1:00 pm – 2:45 pm). The 4 bids we had received were: TurfBuilders/Matt Hale, Felker Landscaping/Andy Felker, Encore/Tim Carrollton/Josh Hall and Zone 7/Chris Byrd. The committee members in attendance for all four interviews were Kathryn Shaffer, JoAnne Harbort, Jack Wallace, Jack Carney and Ursula Jenkins. The committee submitted the recommendation that we retain Matt Hale/TurfBuilders for the Gardens 2011-2012 contract. Motion to approve TurfBuilders was made by Jack Carney and seconded by Jack Wallace. Kathryn to ask Matt Hale (owner of TurfBuilders) for contract to be approved at next board meeting (March 14, 2011). Kathryn will send letters to 3 other bidders thanking them for their interest. (Copy of the first report is attached as well as TurfBuilders bid of \$54,960.00/2011-2012/year).
- The second Landscape/Maintenance Committee report given by Kathryn Shaffer dealt with miscellaneous items in the Gardens. Discussion ensued regarding ant problems, dog issues, UPS

and USPS and the inside floor of the garage at 828. Pest control bids were discussed and it looks like at the moment we will stay with Enviroguard. Burt Gould's garbage pickup bid was for \$1,084.00/month and our current provider, Stephens Garbage, is charging \$1,440.00 per month. Kathryn to ask Stephens Garbage for a bid for 2011-2012 contract.

- Kathryn to ask Emanuel to clean the leaves out of approximately five units at the back left of the neighborhood. The cost is \$20/per unit.
- Lighting in last alleyway in back was discussed. Kathryn will contact EPB to check out options/costs. Jack Wallace to contact Bruce Simmons re: standard lights in front. Bruce Simmons gave us quote of \$5,200.00 for 5 lights. We discussed and estimated 5 lights in front would cost total of around \$8,000.00 (installed and running). Jack Wallace to check with Bruce Simmons for actual cost figure and placement of lights. (The second landscape report is attached).

Motion to approve Landscaping Committee reports were made by Jack Carney, seconded by JoAnne Harbort and unanimously approved by the Board.

3. Architectural Committee. Jack Wallace gave the Architectural Committee report.

A brief summary of discussion is as follows:

- The Architectural Committee (per their 1/26/2011 minutes) did not feel it necessary to install standard lights in front of the 1st row of homes in the neighborhood at this time; however the Board felt lighting was needed to match the other greenways and provide light. Jack Wallace to get same electrician for work and a total cost for this project.
- Lighting in alleyways and back discussed. They are all dark unless people keep their garage lights on at night. Request to do this will be put in next newsletter which will come out sometime at the end of March, 2011.
- Jack Wallace to make list of units that need painting, touch up in May, 2011. If painting is done best months would be June and October. We will ask Emanuel to do the light work.
- 610- Dennis Watkins asked for permission to install travertine tile on his front porch. It was determined that travertine is very porous and even though he may take care of it, if he sold the next owner(s) may not and it would become an HOA responsibility. Norm Miller suggested we not allow the travertine but some other more durable substance.
- It was determined that anyone wanting to request change of house color not be allowed. Problem Example: we might have 5 people requesting the same color in the same row and it would not be aesthetically pleasing.
- 426 – Sidellas. Discussion ensued regarding a lot of people living in that unit.
- Architectural Minutes of 1/26/2011 meeting are attached.

Motion to approve Architectural Committee report was made by Kathryn Shaffer, seconded by Debbie Tanner and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnett gave the Insurance/Asset Committee report. He gave everyone a new 26 year reserve and expense budget and a 26 year annual reserve budget breakdown. (Reports are attached to these minutes). Some discussion as to budgeting for painting of units and future

roof costs. Kenny's annual balance came down to \$-0- balance. Norm asked Kenny to rerun leaving not less than \$50,000. (Kenny was to reduce the roof payout enough to leave \$50,000.00 at the end.) Kenny to present the reserve and expense budget at next meeting.

Motion to approve Insurance/Asset Committee report was made by Kathryn Shaffer, seconded by Debbie Tanner and unanimously approved by the Board.

5. Treasurer Report. Norm Miller and Debbie Tanner gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. Debbie Tanner sent the Board a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) Norm has turned over the accounting to Melanee Walls (w/Hutchinson & Walls, P.C. --HOA accountant) to prepare tax returns for the association.

Motions for approval of Treasurer's Report was made by JoAnne Harbort, seconded by Jack Wallace and unanimously approved by Board.

6. Finance Accounting Committee Report.

Discussion of delinquencies ensued. We are below 15% delinquency rate and have one person left paying delinquent dues to Gayle Lattimore, our collections attorney, which is Paul Cloutier (236) and he continues to pay Gayle. Shirley Moore is due now for January and February payment and we will not release her lien until she pays. We have heard from Gayle re: Helen Pigott (763). Helen's unit is still not foreclosed on and Gayle has 2 addresses for Helen. Is trying to figure out which address is correct so we can hire attorney if possible to pursue Helen. Norm has heard from Republic Title re: lien on 555 and that they had agreed to pay \$1118.00 to remove lien in place. Have not heard from Republic Title re: lien on 731. One of the 9 foreclosed units sold with 8 remaining. Bank has paid HOA dues on 8 foreclosed units for November and December, 2011.

Motion to approve Finance/Accounting Committee report was made by Jack Wallace, seconded by Jack Carney and unanimously approved by Board.

7. Other Items of Discussion:

(a) Roof breach (stove hood/vent) 179 – Yeargain (Susan Rich sent letter for the association and it is attached). Norm Miller discussed breach with the Yeargains twice on 2/1/2011, during and after our HOA annual meeting. They were told they must change the hood to meet the requirements to not breach/penetrate roof.

(b) Roof breach (satellite dish) 426 – Sidella (Susan Rich sent letter for the association and it is attached). Both 179 and 426 were given until 2/28/2011 to remove and repair roof back to original form.

There being no further business the meeting was adjourned.

Motion made by Jack Carney to adjourn. Seconded by Debbie Tanner. Unanimously approved by Board.

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

**Minutes of the Board Meeting
Monday, March 14, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association met on Monday, March 14, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kathryn Shaffer – Chair Landscape Committee (present)
Kenny Burnett – Chair Insurance/Asset Management Committee (present)
Jack Wallace – Chair Architectural Committee (present)

Agenda for 3/14/2011 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 2/7/2011 (regular board meeting) were reviewed. Motion to approve the minutes was made by Debbie Tanner; seconded by JoAnne Harbort and all were unanimously approved by the Board. (Minutes are attached).

2. Landscape/Maintenance Committee. The Landscape/Maintenance Committee report was given by Kathryn Shaffer. Items discussed are as follows:

- ❖ Matt Hale, owner of Turf Builders was contacted 2/8/11 to let him know we had voted on offering him the landscape contract. Ursula to ask Matt to delete paragraph 5 of the contract he sent us and also make other small changes. Also to ask Matt for copy of current declarations page for workman's comp. The contract to be voted on is in the amount of \$4580.00 per month, as opposed to Thompson's monthly amount of \$5172.08 (This is a \$592 savings per month/\$7,104.00 savings per year.)
- ❖ Letters were sent to Felkers Landscape, Zone 7, Carroll Landscaping and Thompson Brothers informing them we appreciated their time and bids but had offered contract to another company. Asked Thompson Brothers for return of items belonging to the association. Thompson Brothers stated keys for sprinkler locks would cost \$5 per key and they would likely mow the last week of March.
- ❖ The Board retained Enviroguard as pest control company and letters were sent by Kathryn to Terminex and Orkin stating we would not be using their services for the 2011 contract year.
- ❖ Turf Builders conducted the first pre-emergent spraying (appx. \$990).
- ❖ Letter was sent to Larry Sims (854) regarding visitor/grass parking issues.
- ❖ Letter sent to Fullers (1022) regarding loose dogs. Another letter to be sent to them since their dogs were once again running freely this past weekend.

- ❖ Manuel was contacted to clean out retention area.
- ❖ Manuel was contacted to clean gutters on back left side row of homes.
- ❖ The Landscape Committee met twice in the month of March, 2011. Met March 8 to go over items with Matt Hale and his foreman. Met March 10 to go over bid/items with Burt Gould- Mastercare. Mastercare bid was \$1184.00 per month and we are currently paying Stephens Garbage \$1440.00 per month. (Would be a \$256.00 savings per month/\$3072.00 savings per year if we decide on Mastercare). It was decided that Kathryn would try to contact Stephens again before we decide on which company gets the contract.
- ❖ Kathryn's landscape/common areas committee report is attached to these minutes.

Motion to approve Landscaping Committee reports were made by Jack Wallace, seconded by Jack Carney and unanimously approved by the Board.

3. Architectural Committee. Jack Wallace gave the Architectural Committee report. A brief summary of discussion is as follows:

- ❖ Jack Wallace to make list of units that need painting, touch up in May, 2011. We will ask Emanuel to do the trim work.
- ❖ 610- Dennis Watkins was denied permission to install travertine tile on his front porch but to select something of more durable substance.
- ❖ 426 - Sidellas. Discussion ensued regarding a lot of people living in that unit. Also they had not removed their satellite dish off the roof. It was decided that Susan Rich was to send them another letter giving them 30 days to get dish off roof or we would go to court.
- ❖ The 7 light piers in front were discussed. Bid was given by Bruce Simmons of \$5,265.00 to furnish and install conduit for electrical, install mounting brackets for light, dig and pour footings and replace dirt around piers. It was determined the total cost for installing the lights, including running electricity would be about \$9,000.00. Had one electrical bid and Mr. Wallace to get another. Copy of the bid along with plat showing location of light piers is attached to these minutes.
- ❖ Roof breach (stove hood/vent) 179 - Yeargain. The Yeargains have removed their stove/hood vent.

Motion to approve Architectural Committee report was made by Kathryn Shaffer, seconded by Debbie Tanner and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnett gave the Insurance/Asset Committee report. He gave everyone a new 26 year annual reserve budget breakdown. This is attached to these minutes. Some discussion as to budgeting for painting/trimming of units ensued. The Reserve Budget Breakdown was approved unanimously by the Board.

Motion to approve Insurance/Asset Committee report was made by Kathryn Shaffer, seconded by Debbie Tanner and unanimously approved by the Board.

5. Treasurer Report. Norm Miller and Debbie Tanner gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. Debbie Tanner sent the Board a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) We had received back our tax returns as prepared by Melanee Walls (w/Hutchinson & Walls, P.C. --HOA accountant) and they were mailed to the IRS.

Motions for approval of Treasurer's Report was made by JoAnne Harbort, seconded by Jack Wallace and unanimously approved by Board.

6. Finance Accounting Committee Report.

Discussion of delinquencies ensued. We are below 15% delinquency rate and have one person left paying delinquent dues to Gayle Lattimore, our collections attorney, which is Paul Cloutier (236) and he continues to pay Gayle. Shirley Moore is due now for January, February and March payments and we will not release her lien until she pays. Shirley had sent e-mail in March, 2011, stating she would pay at end of March when she has a closing. Helen Piggott's unit is still not foreclosed on and Gayle has 2 addresses for Helen Piggott. Is trying to figure out which address is correct so we can hire attorney if possible to pursue Helen Piggott. Old Republic Title paid the lien on the Farley unit (555) and the lien was released. Copy was sent to Ray Farley and Old Republic Title. Buddy Presley still disputes the lien on 731 Callaway Court. The bank has not paid January, February or March, 2011 HOA dues for their 8 foreclosed units. Norm will contact them.

Motion to approve Finance/Accounting Committee report was made by Jack Wallace, seconded by Jack Carney and unanimously approved by Board.

7. Other Items of Discussion:

- (a) The newsletter will go out sometime in April, after we have our new contracts for 2011 in place.
- (b) Some discussion of mailbox keys. If a person loses their key or simply wants another key made, they need to pay the \$25.00 to have this done. If the lock breaks, the association will pay the \$25.00 fee to have new lock/key installed.

There being no further business the meeting was adjourned.

Motion made by Debbie Tanner to adjourn. Seconded by Kathryn Shaffer. Unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, April 11, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association met on Monday, April 11, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent)
Kathryn Shaffer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Jack Wallace – Chair Architectural Committee (present)

Agenda for 4/11/2011 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 3/14/2011 (regular board meeting) were reviewed. Motion to approve the minutes was made by Jack Carney; seconded by Debbie Tanner and all were unanimously approved by the Board. (Minutes are attached).

2. Landscape/Maintenance Committee. The Landscape/Maintenance Committee report was given by Kathryn Shaffer. Items discussed are as follows:

- ❖ Stephens Garbage bid was received. It was \$200 higher per month than previous bid submitted by Burt's Master Care. Burt's Master Care was approved as new vendor last month.
- ❖ 854 Sims parking visitor/grass issues seem to be resolved.
- ❖ Vehicle (with Florida plates) parked in visitor parking for past 7 weeks addressed. To be sent letter.
- ❖ Letter sent again (2nd) to Fullers (1022) regarding loose dogs.
- ❖ Manuel to be contacted regarding checking/cleaning out all drains.
- ❖ Kathryn to contact post office regarding their charge of \$25 for broken locks. The board feels it is the post office's responsibility to supply/pay for the locks, not the HOA. Replacement keys when lost are understandable. Contact person at post office has been Venda – 296-6912.
- ❖ 507 – Erlinda Ramirez – complaints about cardboard boxes being stored on her patio. Kathryn to send her a letter.
- ❖ 571 – Cecil Harvey unit. Manuel to repair leak area around his patio doors.
- ❖ 907 – Jack Carney unit. Manuel to check out/repair leak area around his patio doors.
- ❖ 525 – David Ball unit. Leak in living room ceiling. Manuel to check out/repair.
- ❖ List of yard/patio repair issues attached to minutes. Bid from Turf Builders regarding repairs attached. Turf Builders to start resodding front alleyway. Resodding other common area issues in May. Then to start on unit with patio yard issues next.

- ❖ A few open holes in some common areas. Kathryn to ask Manuel to fill in.
- ❖ Open water meter/sprinkler holes. Ursula to contact Monty at TAWC to have them check out their holes/lack of covers and replace.
- ❖ Bellsouth needs to be contacted to come out and cover some of their open places.
- ❖ Kathryn's landscape/common areas committee report is attached to these minutes.
- ❖ Ursula to ask Matt for recommendation/bid on what type of bushes to plant around transformers in last greenway.

Motion to approve Landscaping Committee reports were made by Jack Wallace, seconded by Jack Carney and unanimously approved by the Board.

3. Architectural Committee. Jack Wallace gave the Architectural Committee report.

A brief summary of discussion is as follows:

- ❖ Jack Wallace to make list of units that need painting, touch up in May, 2011. We will ask Manuel to do the trim work.
- ❖ 610– Dennis Watkins – have not received “Change Request Form” for additional concrete in patio area.
- ❖ 416 – Jack Wallace submitted and received committee approval for additional concrete in patio area.
- ❖ 426 – Sidellas. Discussion ensued regarding a lot of people (men) living in that unit. Also they had not removed their satellite dish off the roof and the 3rd bracket of the 2nd dish off roof.
- ❖ The 5 light piers in front were discussed. Bid was given by Bruce Simmons previously of \$5,265.00 to furnish and install conduit for electrical, install mounting brackets for light, dig and pour footings and replace dirt around piers. Board received 3 estimates for electrical work. Board chose Possum Creek Electrical in the amount of \$2382.44. Of the 7 board members present, there was 1 dissenting vote. Copy of all bids attached to these minutes.
- ❖ A walkway of some sort next to the Bukata unit was addressed. To get estimate of cost to put down pavers, gravel of some sort to make walking area more attractive.
- ❖ A small seating area with benches, placed next to unit 353 was discussed. Kathleen Grimes to be asked to submit drawing of plan to architectural committee.

Motion to approve Architectural Committee report was made by Debbie Tanner; seconded by Kathryn Shaffer and approved by the Board.

4. Insurance/Asset Committee. No report at this time.

5. Treasurer Report. Norm Miller and Debbie Tanner gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts, status of foreclosed units. Debbie Tanner sent the Board a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.)

Motions for approval of Treasurer's Report was made by Jack Wallace, seconded by Jack Carney and unanimously approved by Board.

6. Finance Accounting Committee Report.

Delinquent accounts with Gayle Lattimore, our collections attorney, are still Paul Cloutier (236) and he continues to pay the association and Gayle. Helen Piggott's unit is still not foreclosed on and Gayle to give board name of Louisiana attorney to start collecting Piggott's dues.

Motion to approve Finance/Accounting Committee report was made by Jack Wallace, seconded by Jack Carney and unanimously approved by Board.

7. Other Items of Discussion:

(a) The newsletter will go out around April 22, 2011.

There being no further business the meeting was adjourned.

Motion made by Jack Carney to adjourn. Seconded by Kathryn Shaffer. Unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, May 9, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association met on Monday, May 9, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent)
Kathryn Shaffer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Jack Wallace – Chair Architectural Committee (present)

Agenda for 5/9/2011 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 4/11/2011 (regular board meeting) were reviewed. Motion to approve the minutes was made by Debbie Tanner; seconded by Kathryn Shaffer and all were unanimously approved by the Board. (Minutes are attached).

2. Landscape/Maintenance Committee. The Landscape/Maintenance Committee report was given by Kathryn Shaffer. Items discussed are as follows:

- ❖ 571 – Cecil Harvey unit. Tony gave estimate of \$1,100.00 to repair. Kathryn to get estimate from Lowes. Board approved Tony's estimate via e-mail 5/10/11.
- ❖ 907 – Jack Carney unit. Tony gave estimate to repair. Approved.
- ❖ 1008 – Porch Roof. Tony gave estimate to repair. Approved.
- ❖ 337 – Sara Waldbusser (Georgianna's unit) – Tony gave estimate to repair. Approved.
- ❖ 723 – Rachel Privett unit. Not much needed at that unit.
- ❖ Open water meter/sprinkler holes. Ursula contacted TAWC – Ginny Scealf. They will get back to us. Have been busy with storms.
- ❖ Last Greenway. Matt Hale was contacted. His recommendation was to plant maiden grass around the transformers. Cost was \$1,350.00. Approved by board on e-mail 5/10.
- ❖ Bellsouth needs to be contacted to come out and cover some of their open places.
- ❖ Children riding bikes wrecklessly and through grass was discussed.
- ❖ Kathryn to send Charlene Anderson letter about her grandchildren's wreckless bike riding.
- ❖ Speed limit/speeders was discussed. Was decided only thing that will slow them down is speed humps.
- ❖ House numbers – not all units have numbers – was decided to leave issue alone.
- ❖ Request made by Judy Webster to cut bushes down at entrance of her alleyway. Too high and can't

- see cars coming down road.
- ❖ Turf Builders are pulling weeds, using weed control and are pruning and trimming as they go.
 - ❖ Yard repair/sod will begin this month.
 - ❖ Mulching will begin this month.
 - ❖ 1054 Agnes Hellman has roof leak again. Kathryn has contacted The Roof Doctor.
 - ❖ 531 – Brianne Simpkins asked for some paint touch up. Request was given to Jack Wallace who already had her on the list.
 - ❖ Kathryn to send another letter to Darin Johnson, 939 re: removal of Christmas lights and picking up after his dogs.
 - ❖ Kathryn to talk to post office re: charge to association for broken locks in boxes.
 - ❖ Comcast to be contacted by Kathryn re: their boxes in last greenway. Ursula to supply Kathryn with Valerie Gillespie's e-mail address.
 - ❖ Complaint from unit owners re: 525. Planters in driveway and backing into other unit owners' driveways. All common areas.
 - ❖ Some discussion re: maintenance fund. It is in budget.

Kathryn's landscape/common areas committee report is attached to these minutes.
Minutes of April 21 Landscape Committee meetings are attached to these minutes.

Completion of Items since last Board Meeting:

- ❖ Pest control sprayed inside of units – 1038, 337 and 907.
- ❖ 1008 leak in porch roof was repaired.
- ❖ White parking lines have been painted.
- ❖ Repaired roof leak at 525 – David Ball.
- ❖ Letter was sent to Erlinda Ramirez at 507 re: trash/box issues.
- ❖ Ursula sent 8 letters re: dirty fences.
- ❖ Manuel cleaned gutters on last alleyway in back.
- ❖ Letters sent to 329 (Allen Boyd) and 1016 (Jamie Biddle) regarding visitor parking.
- ❖ Ursula talked to McKamey Animal Center re: Fuller's dog issues. They will follow up.
- ❖ Letter sent to 549 Evelyn Williams re: loose/barking dog.
- ❖ Letter sent to 610 Dennis Watkins re: visitor parking.
- ❖ Letter sent to Darin Johnson re: removal of Christmas lights.
- ❖ Ron Minton's request to repair common area around his house was approved.

Motion to approve Landscape Committee reports were made by Debbie Tanner, seconded by Jack Carney and unanimously approved by the Board.

3. Architectural Committee. Jack Wallace gave the Architectural Committee report.
A brief summary of discussion is as follows:

- ❖ Jack Wallace provided board with list of houses that needed paint trimming. Ursula to ask Tony for estimate to do work.
- ❖ 426 – Sidellas. Discussion ensued regarding a lot of people (men) living in that unit. Also they had not removed their satellite dish off the roof and the 3rd bracket of the 2nd dish off roof.
- ❖ The 5 light piers in front are almost complete. Electrician to finish next couple of weeks.

Motion to approve Architectural Committee report was made by Kathryn Shaffer; seconded by Debbie Tanner and unanimously approved by the Board.

4. Insurance/Asset Committee. No report at this time.

5. Treasurer Report. Norm Miller and Debbie Tanner gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts, status of foreclosed units. Debbie Tanner sent the Board a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) Debbie asked we not publish financials until board approves.

Motions for approval of Treasurer's Report was made by Jack Carney, seconded by Kenny Burnette and unanimously approved by Board.

6. Finance Accounting Committee Report.

Delinquent accounts with Gayle Lattimore, our collections attorney, are still Paul Cloutier (236) and he continues to pay the association and Gayle. Helen Piggott's unit is still not foreclosed on and Gayle to give board name of Louisiana attorney to start collecting Piggott's dues.

Motion to approve Finance/Accounting Committee report was made by Jack Wallace, seconded by Jack Carney and unanimously approved by Board.

7. Other Items of Discussion:

There being no further business the meeting was adjourned.

Motion made by Jack Carney to adjourn; seconded by Debbie Tanner and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, June 13, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association met on Monday, June 13, 2011 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, Tennessee 37421 from 6:00 pm – 7:15 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent)
Kathryn Shaffer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Jack Wallace – Chair Architectural Committee (absent)

Also in attendance were Lynda Hendrickson and Marianne Schultz.

Agenda for 6/13/2011 meeting is attached.

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

The following items were addressed:

1. Chair/Architectural Committee. On May 31, 2011 the Board sadly received the resignation of Jack Wallace due to health issues. The board voted to unanimously accept Mr. Wallace's resignation. Lynda Hendrickson, who was in attendance was asked by the board to step up and chair her committee. She so accepted and will give it a try. The board voted to unanimously accept Lynda's new position as Chair of Architectural Committee.
2. Minutes. Minutes for the previous 5/9/2011 (regular board meeting) were reviewed. Motion to approve the minutes was made by Jack Carney, seconded by Debbie Tanner and all were unanimously approved by the Board. (5/9/11 Minutes are attached).
3. Landscape/Maintenance Committee. The Landscape/Maintenance Committee report was given by Kathryn Shaffer. Items discussed are as follows:
 - ❖ The landscape/Committee had two meetings in June. They met with Larry Walters (interview for maintenance work) and Harrold Beavers (painter) on June 4. They also met with Jeff Boutwell (painting and maintenance) and Tim Morgan (painting) on June 8. The committee is waiting on all bids to come in and then will within the next week or so send to the Board via e-mail their recommendations as to who will be doing the painting and maintenance work in our complex.
 - ❖ We had more complaints about garbage pick up which were addressed with Mr. Gould who added on another employee to help out. Kathryn will also tell him we need to get a list each week of the unit owners who do not tie up their trash in a bag. Several letters were sent to unit owners last week who did not comply.

- ❖ Ron Minton's request for landscape work to be done around his house by him was approved and he was so informed.
- ❖ An irrigation pipe burst Memorial Day weekend. The pressure caused the sidewalk to bow up. Both the irrigation pipe and sidewalk have been repaired.
- ❖ A new irrigation backflow device was installed and Backflow Devices Testing and Repair Company (Norman – tester) came out to complete testing and submit results to TAWC. All devices were approved.
- ❖ 608 – Shirley Moore was sent a letter to ask her boyfriend to park in visitor parking or in driveway.
- ❖ Pest control has been contacted to spray inside of units at 925, 1054 and 838.
- ❖ 909 – Charlene Anderson was sent letter regarding grandchildren on bikes – supervision.
- ❖ Comcast has been contacted regarding wires laying across alleyway. They are still there and need to be contacted again.
- ❖ 408 – McGillis had complaint regarding outside water faucet. They were told it was homeowner responsibility.
- ❖ TAWC was contacted regarding open/missing tops to water meters. TAWC covered the holes at 321 and 329 but the HOA was informed it was their responsibility to cover the holes at 814 and 531.
- ❖ We received estimates from Tony Gillispie for repairs at 337, 571, 723, 907 and 1008. All are finished but 1008 and he has stopped working for association due to his work schedule.
- ❖ 268 – JoAnne Harbort – had garage door issues. As it was not damage to the outside of the garage door, it was deemed not to be the responsibility of the association.
- ❖ 1034 – Agnes Hellmann had a roof leak. Billy Rench Roof Repair made the repairs which were approved by the Board.
- ❖ 915 – Gwendolyn McKinney – has stone and grout coming off side of house. Bruce Simmons will do the work for free since the masonry work was originally his.
- ❖ 285 – Vick Sankarananyan – the landscapers hit the side of this unit. Several pieces of hardiboard fell off. They have been temporarily put back in place. Turf Builders hired Tony Gillispie to order new boards and he will fix unit back to standard.
- ❖ 412 – Bert Webb – sprinkler heads were broken and repaired twice at her unit.
- ❖ 947 – Norm Miller – storm damaged tree in front of Norm's house will be taken care of by landscapers.
- ❖ The planting of maiden grass was previously approved and will be done within the next few weeks.
- ❖ Landscapers rented a "locater" to help find all breaks. They replaced wires and have replaced regular wire nuts with insulated nuts in the irrigation system.
- ❖ Sodding should get under way the next couple of weeks. We will wait to sod the first alleyway until fall since we are not able to water. Sodding will go around designated patios. Kathryn/Ursula to contact unit owners to be sure that if we proceed with sodding, they will keep watered.
- ❖ Sprinkler Schedules will be sent to everyone by Ursula upon receipt.

Kathryn's landscape/common areas committee report is attached to these minutes.

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

4. Architectural Committee. Lynda Hendrickson gave a brief report of activities on the Architectural Committee. A brief summary of discussion is as follows:

- ❖ 426 – Sidellas. They still have not removed their satellite dish off the roof and the 3rd bracket of the 2nd dish is also still on the roof. Ursula to ask Susan about filing suit against them in court.
- ❖ 208 – Jonna Robertson – submitted written request to Architectural Committee to move her fence back off the patio area so she has more room in courtyard. She also requested that she be allowed

to make the fence in the front higher. The committee approved her request to move fence back but she may not make the fence higher in the front.

- ❖ 563 – Christy Lusk unit – 2 satellite dishes have been mounted on that unit’s roof. Notice of removal letter from the board has been sent to her with a deadline for removal of 7/30.
- ❖ 715 – Brooke Elliott unit – 1 satellite dish has been mounted on the side of that unit. Notice of removal letter from the board has been sent to her with a deadline for removal of 7/30.
- ❖ 367 – Tim Bishop – wooden fence – some discussion regarding taking down of fence. It was decided Tim is to get a letter informing him he needs to repaint the fence, bring it up to neighborhood standards. Ursula to send letter on behalf of Architectural Committee.

Motion to approve Architectural Committee report was made by Norm Miller, seconded by Debbie Tanner and unanimously approved by the Board.

5. Insurance/Asset Committee. Kenny had no report at this time; however he did mention he will start getting estimates on HOA insurance since our renewal with Goss Insurance Company is coming up in September.

6. Treasurer Report. Norm Miller and Debbie Tanner gave the treasurer’s report. Everyone on the Board was given several financials. Some discussion about delinquent accounts, status of foreclosed units. Debbie Tanner sent the Board a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner’s report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) Some discussion ensued regarding 763 – Helen Pigott unit. Norm reported that Helen is making her mortgage payments and her taxes are paid. Debbie to find out some information about interest, etc.

Motions for approval of Treasurer’s Report was made by Kathryn Shaffer, seconded by Jack Carney and unanimously approved by Board.

7. Finance Accounting Committee Report.

Delinquent accounts with Gayle Lattimore, our collections attorney, are still Paul Cloutier (236) and he continues to pay the association and Gayle. Gayle still to give board name of Louisiana attorney to start collecting Piggott’s dues.

Motion to approve Finance/Accounting Committee report was made by Kathryn Shaffer, seconded by Jack Carney and unanimously approved by Board.

8. Other Items of Discussion:

There being no further business the meeting was adjourned.

Motion made by Jack Carney to adjourn, seconded by Kathryn Shaffer and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, July 11, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, July 11, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:00 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present))
Debbie Tanner – Treasurer (absent)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kathryn Shaffer – Chair Landscape Committee (absent)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 7/11/2011 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:03 p.m.

The following items were addressed:

1. Minutes. Minutes for the previous 6/13/2011 (regular board meeting) were reviewed. Motion to approve the minutes were made by Jack Carney, seconded by Kenny Burnette and all were unanimously approved by the Board. (Copy of 6/13/11 Minutes are attached).

2. Landscape/Maintenance Committee. Kathryn Shaffer was absent due to illness but she forwarded the Landscape/Maintenance Committee report to Ursula to present to Board. Items discussed are as follows:

- ❖ Received schedule of control boxes for sprinklers.
- ❖ Had sprinkler issues at 353, 806, 412, 549, 557, 307 and 907. Some are still ongoing.
- ❖ Sprinkler schedule for the 200's was eliminated but was sent before board meeting 7/11.
- ❖ Flowers have been planted in front sign.
- ❖ 557 – complaint about how bushes were cut.
- ❖ 125 was gone and did not receive mulch or lawn cutting.
- ❖ Matt to order 3 covers for irrigation system beside 507 and behind 531 and 814. Said they will take care of this.
- ❖ Constant sodding delays. The Board voted unanimously to put off sodding until middle/end of September/early October this year.
- ❖ Landscape Committee to ask Matt to proceed with maiden grass in back greenway since sprinklers are up and running.
- ❖ Turf Builders are now using two crews to mow yards on Thursdays and will begin around 8:00 a.m. They will also be trimming bushes “as needed.”
- ❖ Bushes in 1st alleyway trimmed back so you can see cars coming down road. (Judy Webster's alleyway)
- ❖ #307 – Mrs. Smith issues with Turf Builders. Ursula asked Matt to call Mr. Richard Smith.

- ❖ 624 – Letter sent to Tina Davis regarding her rentals. Children from tenants running bikes on purpose over sprinkler heads. Turf Builders have replaced several sprinkler heads the past couple of weeks. Unpleasant response from Ms. Davis via answer phone.
- ❖ Ants at 416, 925, 595 – Enviroguard took care of situation.
- ❖ 737 - Parking – blue and white Lincoln in visitor parking. Mr. Farrand now has his stepson parking in their driveway.
- ❖ Green Cadillac – no plates. Was given warning regarding towing. Now has tags and is parking at 1032 where he lives (Veronica Cook unit).
- ❖ 517 - Andrew Shaver's roommate constantly parked in visitor parking. Andrew was contacted and his roommate has now moved.
- ❖ Committee members have met with 6 people regarding maintenance work/painting trim on houses. Still looking but have hired Tim Morgan to start painting. Ursula has informed Tim and has asked him to call Kathryn this week and set up a painting schedule.
- ❖ Norm, Kathryn and Ursula met with and interviewed Ken Medley last Thursday, 7/7 regarding maintenance work. He will give us estimate on painting/trim.
- ❖ 820 – Need French door repair. We have asked Ken Medley to give us estimate this week.
- ❖ 517 – Need French door repair. We have asked Ken Medley to give us estimate this week.
- ❖ Ursula has contacted both unit owners to let them know Ken Medley will be by to look at doors for estimate purposes. All involved have been given phone numbers to contact each other regarding schedules.
- ❖ Once painters start painting units' trim, Landscape/Maintenance Committee will begin to contact unit owners to let them know that the painting will begin.
- ❖ 236 was struck by lightning. Damage to roof and ceiling under front porch as well as light fixture. Was repaired by Jeff Boutwell. We did not feel he did a good job on roof. Ursula has contacted Billy Rench. Said he would try to repair roof by 7/8/11 but has not been done thus far.
- ❖ Comcast did take up all cable lines on ground in last alleyway around 329.

Kathryn's landscape/common areas committee report is attached to these minutes.

Motion to approve Landscape Committee report was made by Norm Miller, seconded by JoAnne Harbort; and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson gave a brief report of activities on the Architectural Committee. A brief summary of discussion is as follows:

- ❖ 426 – Sidellas. They still have not removed their satellite dish off the roof and the 3rd bracket of the 2nd dish is also still on the roof. Ursula to ask Susan about filing suit against them in court.
- ❖ 208 – Jonna Robertson – submitted written request to Architectural Committee to move her fence back off the patio area so she has more room in courtyard. She also requested that she be allowed to make the fence in the front higher. The committee approved her request to move fence back but she may not make the fence higher in the front. She was granted partial request.
- ❖ 563 – Christy Lusk unit – 2 satellite dishes had been mounted on that unit's roof by her tenants and Christy was unaware. Notice of removal letter from the board had been previously sent to her with a deadline for removal of 7/30. The satellite dishes have since been removed and roof repaired.
- ❖ 715 – Brooke Elliott unit – 1 satellite dish has been mounted on the side of that unit. Notice of removal letter from the board had been sent to her with a deadline for removal of 7/30. She responded and apparently was told she could mount dish on "wood". She mounted on side of home which she probably didn't realize is not wood but hardiboard. She was not told exactly where to mount the dish – which was on fascia board.
- ❖ 367 – Tim Bishop – wooden fence – Tim was sent letter. He has repainted wooden fence.
- ❖ 507 – Erlinda Ramirez was given name of someone from Ursula to install white vinyl fence which

she previously received permission for.

Lynda's report is attached.

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

4. Insurance/Asset Committee. Kenny gave the Insurance Asset Committee report. He has talked with Tim Goss who did not feel our insurance premium would go up upon renewal in September. Some discussion ensued. Kenny will proceed getting estimates on HOA insurance.

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

5. Treasurer Report. Norm Miller gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. Debbie Tanner sent the Board previously, a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) Norm will send a statement to every unit owner that has a debit or credit on 7/20/11.

Motion for approval of Treasurer's Report was made by Jack Carney, seconded by Kenny Burnette and unanimously approved by Board.

6. Finance Accounting Committee Report.

Delinquent accounts with Gayle Lattimore, our collections attorney, are still Paul Cloutier (236) and he continues to pay the association and Gayle. Some discussion on continued slow paying accounts – 321 April Anderson, 844 Kathy McInnis.

Some discussion ensued regarding 763 – Helen Pigott unit. Norm reported that Helen is making her mortgage payments and her taxes are paid. The Board unanimously voted for Norm to hire a private investigator and pay the private investigator \$500 if he can find and get Helen Piggott served.

Some discussion of status of foreclosed units – 5 are sold, 2 have been notified to move by 6/30 and the other 2 leases are up in October, 2011 and will be asked to move.

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

7. Other Items of Discussion:

There being no further business the meeting was adjourned.

Motion made by Jack Carney to adjourn, seconded by JoAnne Harbort and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, August 8, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, August 8, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (absent)
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kathryn Shaffer – Chair Landscape Committee (absent) (resigned)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

David Cooper (1006) and Marianne Shultz (515) were also in attendance. (David Cooper has joined landscape committee as a member, but not chair).

Agenda for 8/8/2011 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 7/11/2011 (regular board meeting) were reviewed. Motion to approve the minutes were made by Kenny Burnette, seconded by Lynda Hendrickson and all were unanimously approved by the Board. (Copy of 7/11/11 Minutes are attached).
2. Landscape/Maintenance Committee. Kathryn Shaffer had resigned Monday, August 1, 2011, but still sent Board report of the landscape/common area committee. (Resignation via e-mail attached). Motion to approve Kathryn's resignation was made by Debbie Tanner, seconded by JoAnne Harbort and approved unanimously by the Board. Items discussed on the report are as follows:
 - ❖ Problem with Mrs. Richard Smith and landscapers has been resolved.
 - ❖ Irrigation heads have been rechecked. Water cut back due to high water bill in July.
 - ❖ Sodding will begin in areas designated in attached map. Basically only repairing areas where sprinklers reach.
 - ❖ Sodding will also be done to unit 852 – Cohens will water.
 - ❖ 1046 requested dead bush be replaced.
 - ❖ Been mowing and weeding complaints this month which all have been forwarded to Turf Builders. Turf Builders have ordered and received in new weed control product and have started using at the complex.
 - ❖ Anyone wanting flowers planted this fall may ask Turf Builders to do so and pay them directly.
 - ❖ Were some pest control issues this past month. Hopefully resolved.
 - ❖ 1024 requested spraying (364-9089). Unable to get into courtyard. They have 2 fences and no gate

and have been previously sent a letter by the board requesting them to put in a gate.

- ❖ No parking violations this month
- ❖ Speeding still an issue. Some discussion of speed humps. No one really wants to drive over them or have them in the complex. Other alternatives discussed – front gate, video equipment. Really no solution. Will table further discussion till fall.
- ❖ 412 – Bert Webb - stone off foundation on the side of the unit nearest the road. Ursula has talked to Bruce Simmons and he will look at it.
- ❖ Committee members met with several more handymen for estimates.
- ❖ Tim Morgan/Morgan Remodeling was chosen as painter. He has begun washing and painting trim. He is starting with front row (all white paint) and will continue with units designated by architectural committee until he completes the back row. He will then start on the front row (all beige trim pain) and will work his way to back row. He is to give Ursula a list of French doors in need of repair and also estimates.
- ❖ Tim also did work on 846 (Stephanie's unit) and 1008 (Leanne Smith's unit). Seems to be doing a good job.
- ❖ Tim has started washing/painting trim on front row and has completed 3 homes.
- ❖ 517, 820 and 804 french doors were repaired by Michael Windsor (Andy on call). Did not do a good job. Barry, the owner came and took a look. He will not charge for 804 and have 820 and 817 cleaned up. They also fixed roof at 236 and hardiboard at 284 to satisfaction.
- ❖ 1008 once again had porch roof, leaking issues. Hired Andy on Call to repair.
- ❖ Water was standing between 723 and 731. Turf Builders repaired and said it was a cut line.
- ❖ 812 – was sent letter by architectural committee re: clotheslines. They have put it down.
- ❖ 161 – Nancy Bennett also report cut EPB lines (twice).

Kathryn's landscape/common areas committee report is attached to these minutes.

Motion to approve Landscape Committee report was made by Debbie Tanner, seconded by JoAnne Harbort; and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson gave a brief report of activities on the Architectural Committee. A brief summary of discussion is as follows:

- ❖ 715 – Brooke Elliott – satellite dish till on side of home.
- ❖ 731 – Mike Andrews. Discussion ensued as to installation of gazebo. Architectural Committee asked for some revisions. He has not contacted them back and has done as he pleases.
- ❖ 305 – rotting wood on door issue.
- ❖ 664 – trim/wood issues.
- ❖ 636? – rotting column issues
- ❖ Ursula will add all to the painting/trimming/french doors issues list.

Lynda's report is attached.

Motion to approve Architectural Committee report was made by Kenny Burnette, seconded by JoAnne Harbort and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny gave the Insurance Asset Committee report. He has talked with Tim Goss who did not feel our insurance premium would go up upon renewal in September. Some discussion ensued. Kenny will proceed getting estimates on HOA insurance. Hopes to have something in by month end.

Motion to approve Insurance/Asset Committee report was made by Debbie Tanner, seconded by JoAnne

Harbort and unanimously approved by the Board.

5. Treasurer Report. Norm Miller gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. Debbie Tanner sent the Board previously, a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.) Norm has sent a statement to every unit owner that had a debit or credit on 7/20/11. Have had some responses. Some discussion regarding typical unit owners that are late paying HOA dues each month. Even though the post office forwarded us Helen Pigott's (763) forwarding address as of last week, the private eye still cannot locate her. She is not living there but apparently gets her mail there. Gayle Lattimore also sent mail to the address and it was not returned. Some discussion of 329 – dirty driveway, eviction issues. The bank will have the unit cleaned up and sell when tenants are completely moved out. Also the budget is due out in September but will not be able to be presented to homeowners until we get an insurance rate. Insurance policy is up for renewal September 25, 2011. Also discussion as to HOA dues for 2012. Norm felt dues would probably remain the same if financials stay on track as well as they have.

Motion for approval of Treasurer's Report was made by Lynda Hendrickson, seconded by Kenny Burnette and unanimously approved by Board.

6. Finance Accounting Committee Report.

Delinquent accounts with Gayle Lattimore, our collections attorney, are still Paul Cloutier (236) and he continues to pay the association and Gayle. Some discussion on continued slow paying accounts. Most of the discussion regarding this committee's report was made with the Treasurer's Report.

7. Other Items of Discussion:

There being no further business the meeting was adjourned.

Motion made by Debbie Tanner to adjourn, seconded by Lynda Hendrickson and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, September 12, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, August 8, 2011 at Golden Corral Restaurant, 1808 Gunbarrel Road, Chattanooga, Tennessee 37421 from 6:00 pm – 8:00 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)
Jan Harbort – Chair Landscape Committee (present)

Marianne Shultz (515), Mike Anderson (Turf Builders) and Joe Waldron (Robins Insurance Agency) were also in attendance.

Agenda for 9/12/2011 meeting is attached.

Jan Harbort, Chair Landscape/Common Areas/Maintenance Committee was previously voted in as chair by his committee August 25, 2011 (minutes of that meeting are attached).

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

The following items were addressed:

1. Minutes. Minutes for the previous 8/8/2011 (regular Board meeting) were reviewed. Motion to approve the minutes were made by Jack Carney, seconded by Debbie Tanner and all were unanimously approved by the Board. (Copy of 8/8 11 minutes are attached).
2. Insurance/Asset Committee. Joseph P. Waldron with Robins Insurance Agency, Inc. had asked to speak to the Board about his 2012 CAU Insurance Proposal. Gave speech (about 20 minutes) and then answered questions. All materials supplied to the Board from Robins Insurance Agency are attached to these minutes.
3. Landscape/Maintenance Committee. The Landscape/Common Area/Maintenance Committee Chair, Jan Harbort, gave the Landscape Report. (Copy of the report is attached to these minutes). Michael Anderson with Turf Builders was present. Some discussion as to mulching, keeping mulch off houses, sodding 1st alleyway, sprinkler system, etc.

Motion to approve Landscape Committee report was made by Jack Carney, seconded by Debbie Tanner; and unanimously approved by the Board.

4. Architectural Committee. The Architectural Committee Chair, Lynda Hendrickson gave the Architectural Report. (Copy of the report is attached to these minutes).

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

5. Treasurer Report. Debbie Tanner, treasurer gave part of the report. Some discussion regarding hiring Hutchison Walls and their contract. Debbie felt like they could do the bookkeeping work for the price they quoted. She is to get with them regarding several questions. The association will hold onto the checkbook and continue to pay bills and forward invoices, checks written and provide to Hutchison Walls. Hutchison Walls to begin their accounting services November 1, 2011. Debbie also is to check into another bank to open a secondary money market account since we are now close to FDIC limit of \$250,000.00.

Norm Miller gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. Debbie Tanner gave the Board a written report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin Board) (All financials handed out by Norm Miller are attached to these minutes.)

Motion for approval of Treasurer's Report was made by Lynda Hendrickson, seconded by Jan Harbort and unanimously approved by Board.

6. Finance Accounting Committee Report. Chair of Finance/Accounting Committee, JoAnne Harbort gave the Finance Accounting Committee Report. It was decided that April Anderson, 321 Callaway Court would be turned in to Gayle Lattimore for collections. 763 (Helen Pigott) was foreclosed on by SunTrust Bank next week. SunTrust Bank asked for accounting of delinquent HOA fees which Norm provided to them. Paul Cloutier (236) continues to pay and is almost paid in full.

7. Insurance/Asset Committee. Attention was returned back to the Insurance/Asset Committee at the end of the meeting. Our insurance policy renewal is up 9/25/11 and a decision on insurance needed to be made. The Insurance/Asset Committee Chair, Kenny Burnette, gave the Insurance Asset Committee report. That committee also had a meeting 9/11/11 to discuss the two insurance companies – pros and cons. The committee's recommendation was for the association to engage Robins Insurance Agency, Inc., agent Joseph P. Waldron and CAU as the association's new insurance company 2012 due to several items including better coverage for premium, a premium lock in of 3 years, turn-key rebuild of all units, homeowner's insurance savings, etc. Discussion ensued as to Auto Owners being an "A++" company and CAU only being an "A" company. (Copies of the committee's minutes and attachments (pros/cons of 2 insurance policies, etc., are all attached to these minutes).

Motion to approve new insurance coverage provided by CAU was made by Norm Miller, seconded by Lynda Hendrickson with the condition that Joe Waldron would provide us new quote on \$2,000,000/\$4,000,000 aggregate coverage instead of the previously quoted \$1,000,000/\$2,000,000 coverage. (Was felt should not affect premium price by much).

Motion to approve Insurance/Asset Committee report was made by Debbie Tanner, seconded by JoAnne Harbort and unanimously approved by the Board.

Motion for approval of Finance Accounting Committee Report was made by Jack Carney, seconded by Lynda Hendrickson and unanimously approved by Board.

There being no further business the meeting was adjourned.

Motion made by Debbie Tanner to adjourn, seconded by Lynda Hendrickson and unanimously approved by the Board.

AGENDA FOR BOARD MEETING
MONDAY, SEPTEMBER 12, 2011 AT GOLDEN CORRAL, 1808 GUNBARREL ROAD AT 6:00 PM
(894-3337)

1.	Members have 3 minutes to address board before meeting.
2.	Meeting to be called to order by Norm Miller
3.	<u>Approval of Minutes:</u> (a) Regular Board Meeting Minutes of 8/8/2011
4.	Board Nomination/Approval of Jan Harbort as landscape chair.
5.	<u>Landscape/Common Areas Committee Report</u> Landscape/Common Areas Committee Report to be given by Jan Harbort Michael Anderson w/Turf Builders to attend meeting.
6.	<u>Architectural Committee Report</u> Architectural Committee Report to be given by Lynda Hendrickson
7.	<u>Insurance Asset Committee Report</u> Insurance/Asset Committee Report to be given by Kenny Burnett Joe Waldron to attend meeting. Discussion of insurance policies.
8.	<u>Treasurer Report</u> Treasurer Report to be given by Norm Miller and Debbie Tanner
9.	<u>Finance/Accounting Committee Report</u> Finance/Accounting Committee Report to be given by JoAnne Harbort Discuss: (a) Status report of attorney collections: totaling 2 collection accounts with Gayle Lattimore 236 (Cloutier) & 763 (Pigott) (Put a second lien on 763 on 8/30/2011 for an additional \$2,431) (b) 763 Pigott unit was foreclosed on week of 9/5 (c) 731 – unit. Nothing has happened/lien still in place. (d) Of the 9 foreclosed units 2 foreclosed units left to be sold (329 and 737 of which there is a contract on 737 and should be sold by 9/9)
10.	<u>Old Business:</u> (a) Sidella unit – satellite dish
11.	<u>New Business:</u> (a) Board approval for Hutchison/Walls contract - bookkeeping

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

**Minutes of the Board Meeting
Monday, October 17, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, October 17, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:00 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (absent)
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Jan Harbort – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 9/12/2011 meeting is attached.

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

The following items were addressed:

1. Hutchinson & Walls. Amy Brant with Hutchinson, Walls (accounting firm) attended the meeting. Answered questions about the accounting/bookkeeping Engagement Agreement, scope of their duties, etc. The Board reviewed the Engagement Agreement. The Board had previously approved the \$250/month for accounting fees in previous 9/12/11 meeting. It was also determined that Debbie Tanner, our Treasurer would be the contact for Hutchinson Walls. The board also approved an extra fee of \$28 per month to provide the Treasurer access to Quickbooks on line to look at books and reports during the month.
2. Minutes. Minutes for the previous 9/12/2011 (regular board meeting) were reviewed. Motion to approve the minutes were made by Kenny Burnette, seconded by Jan Harbort and all were unanimously approved by the Board. (Copy of 9/12/11 Minutes are attached).
3. Landscape/Maintenance Committee. Jan Harbort presented Board with Landscape Report which is attached to these minutes.
 - ❖ Bushes have been removed from Kenny Burnette's home and Ursula Jenkin's home and replanted in areas in need around the Gardens (total of 12).
 - ❖ Sodding was completed on both sides of the first alleyway instead of one side. The Board previously approved in the 4/11/2011 minutes that this be done and the estimated bid for the work is attached from 4/11/2011. Work was never done in April and then because of weather - it got so hot so early Turf Builders ran out of time. Turf Builders was instructed about a month ago to only sod one side. Waiting to find out what happened from Matt Hale.
 - ❖ Enviroguard - Paul Taylor - continues to service the Gardens.
 - ❖ Had a request from 949 - Katie Roddy for extra spraying.
 - ❖ Tim Morgan finished painting all "white" trim homes. Is working on colored trim and has about 4

- more homes to complete.
- ❖ Tim Morgan has provided us the attached list of homes where French Doors are an issue and need to be caulked and painted.
 - ❖ 2 columns at 636 and 1 at 812 need to be replaced. Cost estimate of 636 is \$750 to replace with original wooden columns. Was thought to use one good column from 636 to replace one bad one at 812 and then to paint all. Tim also to give estimate on using non-wooden columns (at 636) which would last longer in future and not need maintenance/painting, etc.
 - ❖ 517 Andrew Shaver still needs roof looked at by The Roof Doctor. Roofers are behind because of bad storms this past Spring. The roof was previously looked at by Tim Morgan. Tim found nothing wrong with the roof on the outside.
 - ❖ #775 - Calvin Darden was sent letter about gate missing off fence. Also dog issues from his renters at 769.
 - ❖ 917 - William Allgood was contacted re: missing gate off his unit. Replied he had given management company to order new gate in August, 2011. Was checking to see why they have not replaced yet.
 - ❖ Bruce still to repair stone work at 804 and 412 and the light pier around 305.
 - ❖ 428 - put rubber strip on garage floor to prevent water from entering garage.
 - ❖ 408 McGill's glass (French doors) broken by Turf Builders still not repaired. Sent Matt Hale an e-mail regarding this this past week.
 - ❖ Leyland Cypress trees across from 804 need to be addressed. Have fungus and Matt Hale was sent e-mail regarding this issue as well.

Motion to approve Landscape Committee report was made by Kenny Burnette, seconded by Debbie Tanner; and unanimously approved by the Board.

4. Architectural Committee. Lynda Hendrickson gave a brief report of activities on the Architectural Committee. The report is attached to these minutes. A brief summary of discussion is as follows:

- ❖ 179 - Yeargain - they have provided plans for extra driveway pad, planting of island in their common area and adding water spicket all of which was approved by their committee and Landscape Committee.
- ❖ 125 - Glenda Fulgham - has requested pouring of concrete sidewalk. Architectural Committee has not received request as of today.
- ❖ Christmas was discussed. Ursula has stored the wreaths and 3 HOA reindeer in her garage. Was discussed that the committee find volunteers to decorate. Also Ursula bought 40 red bows at end of season last year which the committee can use to decorate light piers in all common areas.

Motion to approve Architectural Committee report was made by Debbie Tanner, seconded by JoAnne Harbort and unanimously approved by the Board.

5. Insurance/Asset Committee. Kenny gave the Insurance Asset Committee report. He also forwarded to Ursula the Cancellation Notice to Goss Insurance Company for the Gardens files. Some discussion ensued regarding new insurance company. Seem to address as needed, requests regarding insurance questions. Kenny also mentioned that the insurance company had sent an agent to walk the property. The agent has given Kenny a compilation of safety items owners/tenants should know about regarding their dwelling. (For example, importance of maintenance of washers, dryers, air conditioners. Preventative measures to be taken regarding fireplaces, outside grills, outside fireplaces, etc.). We will include some of these items, in the next newsletter which will go out week of December 12. We will also inform unit owners to look for coupon books which will be mailed week of December 20.

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

6. Treasurer Report. Norm Miller gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about delinquent accounts. We had four past due accounts last month. Norm will refigure exact amount Paul Cloutier still owes (excluding some late fees). Debbie Tanner gave the Board, a report that the Financial Statements are fairly presented and materially correct. (Debbie Tanner's report is attached and will be posted at postal unit bulletin board) (All financials handed out by Norm Miller are attached to these minutes.)

It was discussed that starting November 1, 2011, Ursula will keep checkbook, pay bills, send pdf files of checks written and invoices to Amy Brant at Hutchison. Hutchison Walls will provide reports every Monday and A/R report the 20th of each month for collection purposes. Signatories on account are Norm Miller, Debbie Tanner, Jack Carney and Ursula Jenkins.

Motion for approval of Treasurer's Report was made by JoAnne Harbort, seconded by Lynda Hendrickson and unanimously approved by Board.

7. Finance Accounting Committee Report. JoAnne Harbort gave Finance Accounting Report. Some discussion of delinquent accounts with our attorney Gayle Lattimore are still Paul Cloutier (236) and he continues to pay the association (although he was late last month). Most of the discussion regarding this committee's report was made with the Treasurer's Report.

8. Other Items of Discussion:

There being no further business the meeting was adjourned.

Motion made by JoAnne Harbort, seconded by Debbie Tanner and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, November 14, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, November 14, 2011 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:10 pm – 7:20 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Debbie Tanner – Treasurer (present)
Ursula Jenkins — Secretary (present)
Charles Schmidt - Secretary (absent)
JoAnne Harbort – Chair Finance/Accounting Committee (absent) (proxy attached to minutes)
Jan Harbort – Chair Landscape Committee (absent/resigned)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (absent) (proxy attached to minutes)

Agenda for 11/14/2011 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:10 p.m.

The following items were addressed:

1. Minutes. Minutes for the previous 10/17/2011 (regular board meeting) were reviewed. Motion to approve the minutes were made by Kenny Burnette, seconded by Jack Carney and all were unanimously approved by the Board. (Copy of 10/17/2011 minutes are attached).
2. Resignations. Due to restructuring of the board the resignations of Ursula Jenkins as Secretary and Jan Harbort as, Landscape/Common Area Committee Chair submitted. Approval of Charles Schmidt as new Secretary and Ursula Jenkins as new Chair of Landscape/Common Area Committee submitted. (Resignations are attached to minutes).

Motion to approve Charles Schmidt as Secretary and Ursula Jenkins as Chair of Landscape/Common Area/Maintenance Committee were made by Kenny Burnette, seconded by Jack Carney; and unanimously approved by the Board.

3. Landscape/Maintenance Committee. Ursula Jenkins presented Board with Landscape Report which is attached to these minutes along with notes made during meeting.

- ❖ Tim Morgan finished painting /washing trim on designated homes. (Total cost of \$27,850.00)
- ❖ Other issues which were repaired were 723-Boot vent; 329 French Doors, 517 French Doors and Roof; 1008 roof leak; 804 French Doors; 329 French Doors; 636 4 new columns (old wood ones rotted); 812 4 new columns ordered (old wooden ones rotted).
- ❖ House repainting issues - Decided we will wait for spring to repaint 925 and repaint side of 854.
- ❖ Animal issues - 747 (Wilsons) were sent letter regarding cat and Darin Johnson (939) has been contacted re: loose dogs. McKamey Animal Center has been contacted re: 939. Also have

discussed wild cat program McKamey currently has regarding collecting cats, neutering and returning to the wild.

- ❖ Sod in a few designated areas around patios to be worked on in spring.
- ❖ Sprinklers/irrigation system should be winterized this week.
- ❖ Roofs/gutters in back row of homes to be cleaned out when all leaves have dropped.
- ❖ Two pages of estimates re: French Door, French Door trim, caulking, front door repairs attached and approved.
- ❖ Fence out front to be repaired using brackets (so panels can slide) and not screws.

Motion to approve Landscape Committee report was made by Debbie Tanner, seconded by Jack Carney; and unanimously approved by the Board.

4. Architectural Committee. Lynda Hendrickson previously submitted report and Debbie Tanner read during meeting. A brief summary of discussion is as follows:

- ❖ 624 Sidella - submitted request re: satellite dish. Committee has not heard back from him after telling him roof penetration of new dish is not allowed.
- ❖ The committee approved Glenda Fulgham's concrete request (125).
- ❖ (125) Glenda Fulgham also asked when patio would be pressure washed. Was discussed. This will not be done. Is not in budget and we may put cleaning of patios, etc. in budget next year and if so, we will probably need to raise HOA dues to \$150 to accomplish these type of requests.
- ❖ Christmas was discussed. Ursula has stored the wreaths and 3 HOA reindeer in her garage. The red bows used last year on light piers were all discarded (worn, torn, weather beaten after the Christmas season). Ursula has already bought new ones which will be distributed to volunteers to put on light piers and use out front. Was discussed that the Architectural committee find volunteers to help decorate for Christmas.
- ❖ There was some discussion as to unit owners making approved improvements on outside of units in in common limited areas, such as increasing size of patio, putting in concrete sidewalks, etc.. Would owner be responsible for future upkeep, maintenance or HOA?

*[Our Rule #3 Additions to Exterior of the Buildings item #4 already states "Any change or improvements made by an Owner or future owners is the responsibility of the Owner for maintenance, repair and/or replacement."]

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

5. Insurance/Asset Committee. Kenny Burnette gave the Insurance Asset Committee report. Gave out several loss prevention recommendation sheets from insurance company regarding maintenance of washers, dryers, air conditioners. Also gave list of preventative measures to be taken regarding fireplaces, outside grills, outside fireplaces, etc. Recommendations were discussed. Resolutions proposed by insurance company were addressed. We will not be using their resolutions. Was determined that Kenny to send Ursula loss prevention recommendations as a Word Document and they would be posted on blog and bulletin board for all to read. The eight concrete steps towards back left of neighborhood were discussed. Ursula will get estimates from welder regarding putting in wrought iron railing.

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

6. Treasurer Report. Debbie Tanner gave the treasurer's report. Everyone on the Board was given several financials. Some discussion about what types of reports are needed by board. Debbie will get with Amy

Brant about reports, reconciliations, bank statements, etc. The accounting firm will mail all unit owners year end financials at end of year, beginning of January, 2012.

Motion for approval of Treasurer's Report was made by Jack Carney, seconded by Norm Miller and unanimously approved by Board.

7. Finance Accounting Committee Report. Some discussion regarding collections. 321 (April Anderson) has been turned over to Gayle Lattimore for collection. Paul Cloutier (236) almost done paying off dues debt.

8. Other Items of Discussion:

(a) Resolution. The Board unanimously approved the resolution to amend Article 9, Section 9.4 of the Bylaws making clear any 2 officers of Board may sign checks. (Motion for approval made by Kenny Burnette and seconded by Debbie Tanner.)

(b) Coupon books for HOA dues for 2012 will be ordered 11/15/2011. Coupon books will be mailed out week of 12/19/2011. Reminders re: coupon books to be posted on blog and at bulletin board 12/18/11.

(c) Newsletter to go out 1/15/2012 re:HOA membership meeting in February (1st Tuesday).

(d) Volunteers for decorating for Christmas.

There being no further business the meeting was adjourned.

Motion made by Debbie Tanner, seconded by Jack Carney and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, December 19, 2011**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, December 19, 2011 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:01 p.m.– 7:10 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Debbie Tanner – Treasurer (present)
Charles Schmidt - Secretary (present)
Ursula Jenkins - Chair, Landscape/Common Area/Maintenance Committee (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 12/19/2011 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:01 p.m.

The following items were addressed:

1. Minutes. Minutes for the previous 11/14/2011 (regular board meeting) were reviewed. Motion to approve the minutes were made by Kenny Burnette, seconded by Debbie Tanner and were unanimously approved by the Board. (Copy of 11/14/2011 minutes are attached).
2. Landscape/Maintenance Committee. Ursula Jenkins presented Board with Landscape Report which is attached to these minutes. In summary:
 - We continue to have problems with Mrs. Smith and Turf Builders. Ursula to talk to Mr. Smith.
 - Sprinklers have all been winterized.
 - Turf Builders to clean yard one final time.
 - Pest control continues 3rd Thursday of every month. Had one extra spraying this month.
 - Ursula to get bids on contracts from all current vendors for 2012 as well as bids from others for comparison and approval. Contracts expires 3/31/2012.
 - 610 porch ceiling - painting discussed. Ursula will check out.
 - Not many parking issues this month.
 - Tim Morgan continues to repair French Door issues.
 - Tim Morgan to present board with list of porch ceilings/estimates in need of painting for possible spring work.
 - McKamey Animal Center involved in getting Darin Johnson to comply with laws/regulations regarding his dogs.
 - Handrails on steps in common area discussed. Tim Morgan presented board with bid of \$850 which includes materials and labor for metal type fencing. Ursula to ask Tim for bid on another type of fence, vinyl, treated lumber solution suggested in lieu of fabricated metal structure.

Motion to approve Landscape Committee report was made by Debbie Tanner, seconded by Jack Carney;

and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson said not much going on with her committee. It was noted, however that 307 - Richard Smith's unit has put a For Sale Sign in side yard facing street. They are to get a letter asking them to move sign to front of their unit per rules and regulations. The taking down of Christmas decorations was discussed. We will try to have all decorations down by 1/6/2012. Charles Schmidt offered his truck to take reindeer to storage unit if Ursula does not store in attic again.

4. Insurance/Asset Committee. Kenny Burnette gave the Insurance Asset Committee report. In summary, Kenny has asked for year end financials on spending so he can adjust/rerun for the 2012 budget regarding reserves.

Motion to approve Insurance/Asset Committee report was made by Debbie Tanner, seconded by Ursula Jenkins and unanimously approved by the Board.

5. Treasurer Report. Debbie Tanner gave the treasurer's report(s). Everyone on the Board was given several financials. In summary discussion involved clarifying reports' format. In addition, either the HOA's accounting firm or the Board will mail all unit owners year end 2011 financials in January, 2012. Financial reports are attached to these minutes.

Motion for approval of Treasurer's Report was made by Ursula Jenkins, seconded by JoAnne Harbort and unanimously approved by Board.

6. Finance Accounting Committee Report. No report given at this meeting. Some discussion ensued regarding collections which are in progress - 321 (April Anderson) and Paul Cloutier (236).

7. Other Items of Discussion:

(a) Coupon books have started to arrive in mail.

(b) Ursula will check with accountants to see what the cost of their mail out of year end financials will cost.

(c) We need to find a location for the February HOA meeting of all members (1st Tuesday in February 2012). Possibility of Mrs. Cohen's church.

(d) Dirty sidewalks were discussed. Perhaps if we can find solution to mulch/dirt in flower beds pouring onto sidewalks we can have sidewalks eventually cleaned.

(e) Secretary to prepare newsletter to be mailed out 1/15/2012 informing unit owners of upcoming meeting in February.

(f) Control of website was discussed. Ursula to talk to Richard Smith.

(g) Ursula to figure out how many reflectors we need to put in yards where people are running over grass. Cost is about \$2.00 at Lowe's/Ace.

There being no further business the meeting was adjourned.

Motion made by Debbie Tanner, seconded by Jack Carney and unanimously approved by the Board.

THE GARDENS AT HERITAGE GREEN
CONDOMINIUM ASSOCIATION, INC.

D-R-A-F-T
Minutes of the Regular Board Meeting
Monday, January 9, 2012

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met Monday, January 9, 2012, at Prudential Realty Center, 7522 E. Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:00 pm. The Agenda is attached.

Attendance is as follows:

Norman R. Miller – President
Jack Carney – Vice President
Charles Schmidt - Secretary
Ursula Jenkins - Chair, Landscape/Common Area/Maintenance Committee
JoAnne Harbort – Chair Finance/Accounting Committee
Kenny Burnette – Chair Insurance/Asset Management Committee

Mr. Miller called the meeting to order at 6:00 p.m.

Minutes

The minutes for the regular board meeting held 12/19/2011 were presented. Mr. Burnette moved the following

"The Board approves the minutes as presented."

The motion, seconded by Mr. Carney, was approved unanimously. *(Copy of 12/19/2011 minutes attached).*

Treasurer's Report

Mr. Miller announced that Debbie Tanner as Treasurer, January 5, 2012. Therefore, no Treasurer's Report was submitted.

Landscape/Maintenance Committee

Ms. Jenkins, Chair, moved the following:

"That the Board approved the expenditure of \$850 to install a hand rail as recommended by the Insurance/Asset Committee."

The motion, seconded by Mr. Burnette, was approved unanimously.

Insurance/Asset Committee

Kenny Burnette, Chair, submitted a proposed **26 Year Reserve and Expense Budget**.

Mr. Carney moved the following;

"The consideration of the **26 Year Reserve and Expense Budget** be tabled for further discussion."

The motion, seconded by Mrs. Harbort, was unanimously approved.

Finance Accounting Committee Report

Mrs. Harbort, Chair, moved the following:

"That the Board write off late charges in the amount of \$13 each on the following units:

539 Callaway Court
731 Callaway Court
753 Callaway Court
755 Callaway Court
854 Callaway Court
939 Callaway Court."

The motion, seconded by Mr. Carney, was unanimously approved.

Other Items Discussed - No Action Taken

Mr. Miller announced that the Annual Meeting is scheduled as follows"

FEBRUARY 7, 2012 AT 6:00 PM
ST. MARTIN'S EPISCOPAL CHURCH
7547 E. BRAINERD ROAD
CHATTANOOGA, TN 37421

Mr. Miller instructed the Secretary to mail the following to owners/lessees:

Proxy Statement
Year-End Balance Report
Year-End P&L Report
Newsletter

Mrs. Jenkins reported that the disease affecting the Leyland Cypress trees was being investigated.

Mr. Miller adjourned the meeting at 7:00 p.m.

Respectfully Submitted,

Charles J. Schmidt, Secretary

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

**Minutes of the Board Meeting
Monday, February 20, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, February 20, 2012 at Prudential Realty Center, 7522 East Brainerd Road, Chattanooga, Tennessee 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (absent - sick) (proxy attached to minutes)
Judy Webster – Treasurer (present)
Charles Schmidt - Secretary (absent - out of town)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Ursula Jenkins – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (absent-work) (proxy attached to minutes)

Agenda for 2/20/2012 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 1/9/2012 (regular Board meeting), 2/7/12 HOA meeting Minutes and Minutes of Board of Director's Meeting - Election of Board on 2/7/12 to be presented to Board by Charles Schmidt and to be approved by Board at the next 3/12/2012 Board meeting since Charles was absent.
2. Signatory Cards. New signatory cards for Judy Webster to sign on to HOA accounts at First Citizens were received and Judy as well as Norm Miller signed off. Ursula Jenkins and Jack Carney to sign and Ursula will return the paperwork to First Citizens Bank.
3. Architectural Committee. Lynda Hendrickson, chair, had just today received a request for approval of addition of storm door to front door for new owner at 1022 Callaway Court. The committee was in the process of approving today. There were no other requests for the past month. Nothing for Board to approve.
4. Landscape/Maintenance Committee. Ursula Jenkins presented Board with a copy of each of the lawn/landscape bids and a summary sheet detailing specifics. (Copies of all attached to these minutes).

The Landscape Committee proposed to the Board that we retain as vendors for the 4/1/2012-3/31/2013 year: (1) Turf Builders as our lawn/landscape company (\$55,959.96 per year or \$4,663.33 per month); (2) Burt's Master Care for garbage pick up (\$1,234.00 per month); and (3) LadyBug Exterminating (\$2,640.00 per year) as our new pest control company. (Copies of committee votes/recommendations attached to these minutes). A few other issues were touched on below:

- ❖ Animal issues - Darin Johnson (939) situation seems to be resolved.
- ❖ Ursula distributed a list of preventative maintenance items for not only HOA but unit owners - for

consideration in the future. (Attached to these minutes). Small discussion ensued. Ursula to make revisions and re-submit at later date.

- ❖ Bids for painters to be tabled for next Board meeting 3/12/2012 as well.

Motion to approve Landscape Committee report and new vendors for 2012-2013 was made by JoAnne Harbort, seconded by Norm Miller; and unanimously approved by the Board. (Norm Miller signed the Turf Builders contract and the Lady Bug Exterminating contract which Ursula will forward to vendors. Ursula to ask Burt Gould for the Master Care contract for Norm to sign).

5. Insurance/Asset Committee. Kenny Burnette gave the Insurance Asset Committee report. Distributed to all the new 26 Year Reserves/Budget Review. (Copy is attached to these minutes) Some discussion as to paint and roads/concrete.

Motion to approve Insurance/Asset Committee report was made by JoAnne Harbort, seconded by Judy Webster and unanimously approved by the Board.

6. Treasurer Report. Judy Webster gave the treasurer's report. Judy distributed several financials. (Copy of all attached to these minutes). Detailed discussion of financials, several areas. Judy to get with Audra (bookkeeper) regarding a couple of points for verification/clarification.

Motion for approval of Treasurer's Report was made by Kenny Burnette, seconded by Ursula Jenkins and unanimously approved by Board.

7. Finance Accounting Committee Report. JoAnne Harbort gave the finance/accounting committee report. Discussion regarding 321 (April Anderson), Paul Cloutier (236) and Shirley Moore (608). All three are current with HOA dues. Currently we have no attorney collections; however, Gayle is trying to retrieve her fees from Paul Cloutier and April Anderson.

Motion for approval of Finance Accounting Committee Report was made by Kenny Burnette, seconded by Ursula Jenkins and unanimously approved by Board.

8. Other Items for Discussion:

There being no further business the meeting was adjourned.

Motion made by JoAnne Harbort, seconded by Judy Webster and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, March 12, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, March 12, 2012 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, Tennessee 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)
Charles Schmidt - Secretary (absent - turned in resignation before board meeting via e-mail)
JoAnne Harbort – Chair Finance/Accounting Committee (absent - vacation)
Ursula Jenkins – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (absent-work)

Agenda for 3/12/2012 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:04 p.m.

The following items were addressed:

1. Minutes. Minutes for the previous 2/20/2012 regular Board meeting were approved by the Board. The Minutes of Board of Director's Meeting - Election of Board on 2/7/12 and regular Board meeting minutes were previously approved in February, 2012 meeting. A draft of Charles Schmidt's minutes are attached. Motion to approve minutes were made by Jack Carney, seconded by Judy Webster and unanimously approved by the Board.
2. Resignation. The Board unanimously accepted the resignation of Charles Schmidt as Secretary of the Board. Charles had previously e-mailed board members before the meeting. (Copies of the resignation and acceptance are attached).
3. Architectural Committee. Lynda Hendrickson, chair, said they had nothing to report. 1022 (the old Fuller unit) was granted approval to put in a storm door. Ursula Jenkins received and will send to the committee the formal request of 355, Kathleen Grimes to add sidewalk, extra concrete pad in the courtyard area of her unit, to close off the courtyard with the addition of a white vinyl fence (since there is already an existing white vinyl fence on the front of the courtyard). She also plans on putting on all new panels on the gazebo previously installed at her unit (unattached and free standing) which upon purchase of her unit was previously approved by A.L. James.. (The drawing submitted is attached). There were no other requests for the past month. Nothing for Board to approve.
4. Landscape/Maintenance Committee. Ursula Jenkins presented Board with the landscape/common area report. Basically, the committee is still gathering painting bids. Tim Morgan continues to work on the units. We have 2 new French doors ordered, one for Jack Carney's unit and one for Marianne Schultz's unit. Ursula will forward to the board a more detailed report sometime in March. Craig Miller was sent notice via CMRRR (and he signed) stating he does not have Gardens permission to be in our complex. Ursula to

contact more painters for estimates and also to contact Dodie James. Judy Webster to forward the name of a painter as well. There was a landscape/common area meeting at Judy Webster's house at 6:00 p.m. on Monday, 3/5. Judy basically pointed out bushes to be removed from her area, to be planted around The Gardens. Jan Harbort met with Turf Builders on 3/6 to let them know what should be removed.

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

5. Insurance/Asset Committee. Kenny Burnette gave the Insurance Asset Committee report. Some discussion as to the costs of painting units. We budgeted \$1,000 per unit in reserves. Kenny is going to review and revise the reserves budget. Kenny Burnette also sent to Robins Insurance Agency a copy of the new fence on the back steps of the complex.

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

6. Treasurer Report. Norm Miller distributed financials and Judy Webster gave the treasurer's report. (Copy of all financials attached to these minutes). Detailed discussion of financials, several areas. The Gardens look to be in excellent shape financially and on budget.

Motion for approval of Treasurer's Report was made by Kenny Burnette, seconded by Ursula Jenkins and unanimously approved by Board.

7. Finance Accounting Committee Report. As of February 29, 2012 month end, we had 5 delinquents (by one month), except for 737 (Farrand-Tina Davis unit) which is still 2 months behind. Tina Davis has been sent two letters about her delinquency with no response. Some discussion regarding 731, Mike Andrews unit, his bankruptcy, nonpayment of HOA dues until his eviction (which he thought would occur in May or June) and the lien currently in place on his unit in the amount of \$1184.00 which Buddy Presley, Presley Title Company has disputed in past.

8. Other Items for Discussion:

(a) We will meet at Judy Webster's unit next month for regular board meeting.

There being no further business the meeting was adjourned.

Motion made by Kenny Burnette, seconded by Jack Carney and unanimously approved by the Board.

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

**Minutes of the Board Meeting
Monday, April 9, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, April 9, 2012 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, Tennessee 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)
Marianne Schultz - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Ursula Jenkins – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 4/9/2012 meeting is attached.

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

The following items were addressed:

1. Minutes. Minutes for the previous 3/12/2012 regular Board meeting were approved by the Board. Motion to approve minutes were made by JoAnne Harbort, seconded by Jack Carney and unanimously approved by the Board.

2. Approval of New Secretary. Marianne Schultz has agreed to be our new temporary Secretary of the Board. Motion to approve Marianne Schultz as new secretary was made by Kenny Burnette, seconded by Judy Webster and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson, chair, reported several items (report is attached to these minutes):

- Request for additional concrete (sidewalk) was made by 355 - Kathleen Grimes and was approved by committee.
- Request for additional concrete (sidewalk) was made by 125 - Glenda Fulgham and was approved by committee.
- 1032 Callaway Court - issue resolved regarding satellite dish on roof.

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

4. Landscape/Maintenance Committee. Ursula Jenkins presented Board with the landscape/common area report. Several items were discussed and the Landscape Committee Report is attached to these minutes:

- Several bushes were moved and placed in areas around the Gardens.
- Parking issues resolved; 1014 boat/trailer, 523, trailer and white truck.

- Addressed parking in undesignated areas and car repairs being done on property, junk cars parked in our areas. Will consult with unit owners.
- Painting and washing bids received. The bid for \$5250 divided by 32 units = \$164/per unit for painting and washing of front porch ceilings.
- Turf Builders will turn on irrigation system in April/May.
- Have asked for price on sod in side yard of 1006 - David Cooper's unit.
- Surveyor completed survey and to send us results to review for encroachment.
- Encroachment of fence from one neighbor at Heritage Green onto our property was discussed. The homeowner has said he will remove fence completely.

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

5. Insurance/Asset Committee. Kenny Burnette gave the Insurance Asset Committee report (which is attached to these minutes). We reviewed the budget for this year and the next 20 years with consideration of raising HOA dues \$10.00 to meet expected expenses. Kenny gave 2 budget options for future of maintenance of roofs, roads, painting. He will continue working on the budget for expenses.

Norm Miller asked for motion to be made. Motion to approve Insurance/Asset Committee report was made by JoAnne Harbort, seconded by Jack Carney and unanimously approved by the Board.

6. Treasurer Report. The treasurer report was given by Judy Webster. Financials were handed out to all on Board. (Copy of all financials attached to these minutes). Detailed discussion of financials, several areas. The Gardens look to be in excellent shape financially and on budget.

Norm Miller asked for motion to be made. Motion for approval of Treasurer's Report was made by Jack Carney, seconded by Ursula Jenkins and unanimously approved by Board.

7. Finance Accounting Committee Report. The Finance Accounting Committee Report was given by JoAnne Harbort. As of March 31, 2012 month end, we had 3 delinquents. Some discussion regarding a couple past dues.

Norm Miller asked for motion to be made. Motion for approval of Finance Accounting Committee's Report was made by Jack Carney, seconded by Kenny Burnette and unanimously approved by Board.

8. Other Items for Discussion:

(a) New HOA website The new community website was discussed. We still have not received all materials from the AtHome company. The cost is \$45.00/month; \$50.00 set up fee. Need to designate a registrar and administrators. Web site will be open to our community and the public so we will have public and private sites for access. We will further discuss at the next board meeting. The Board unanimously approved hiring this company for the home of our future website.

There being no further business the meeting was adjourned.

Motion to dismiss made by Jack Carney, seconded by JoAnne Harbort and unanimously approved by the Board.

AGENDA FOR BOARD MEETING
MONDAY, APRIL 9, 2011 AT URSULA JENKIN'S HOUSE, 806 CALLAWAY COURT
AT 6:00 PM

1.	Members have 3 minutes to address board before meeting.
2.	Meeting to be called to order by Norm Miller
3.	Election of Marianne Schultz as new secretary
4.	<u>Approval of Minutes:</u> (a) Regular Board Meeting Minutes of 3/12/2011
5.	<u>Architectural Committee Report</u> Architectural Committee Report to be given by Lynda Hendrickson -
6.	<u>Landscape/Common Areas Committee Report</u> Landscape/Common Areas Committee Report to be given by Ursula Jenkins
7.	<u>Insurance Asset Committee Report</u> Insurance/Asset Committee Report to be given by Kenny Burnette
8.	<u>Finance/Accounting Committee Report</u> Finance/Accounting Committee Report to be given by JoAnne Harbort (JoAnne---A/R) (a) 2/1/12-Gayle Lattimore has sent letter to Paul Cloutier (236) and April Anderson (321) regarding collecting her attorneys fees. She will get back to us re: response or lack thereof. As of 4/9/12 have had no response from Gayle
9.	<u>Treasurer Report</u> Treasurer Report to be given by Judy Webster
10.	<u>Old Business:</u> (a) Painter bids
11.	<u>New Business:</u> (a) Fence/Surveyors (b) Website