

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

**Minutes of the Board Meeting
Monday, July 20, 2015**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, July 20, 2015 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 7:15 pm.

Attendance is as follows:

Matt Brownfield – President (present)
Margaret Lorimer – Vice President (absent)
Judy Webster – Treasurer (present)
Ursula Jenkins - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Jack Carney – Chair Landscape/Common Area Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for July 20, 2015 meeting attached.

Unit Owners/Guests in attendance: None

Matt Brownfield called the meeting to order. The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous June 15, 2015 regular board meeting were previously sent around via e-mail, reviewed by all and are attached to these minutes. Motion to approve the minutes were made by Kenny Burnette, seconded by Jack Carney and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee Report.

- Approval of driveway pads were given to 769 and 775.
- Discussion of unapproved pergola at 610 - discussed. The Board agreed unanimously to send owner a letter regarding his disregard for the rules and the unapproved construction of pergola per HOA rules stated below:

RULE 7:

[Rule #7 states: "Common Areas. Owners cannot make ANY changes in common areas. Owners cannot make any changes in limited common areas that can be seen (such as installation of a pergola, etc.) unless a "Change Request Form" is submitted to the Architectural Committee for approval.]

RULE 2:

[Rule #2 states in part:

Additions to Exterior of the Building:

"The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of The Gardens at Heritage Green. The purpose of the Architectural Committee is not to

discourage improvements but to oversee the nature of improvements in order that they enhance the value and protect your investment in the Association.

Any Owner desiring to make any exterior change, improvement . . . must first obtain approval for the change. All applications will be considered on an individual basis, and all reasons presented for the improvements will be weighed and evaluated, based on the following considerations. A "Change Request Form" must be filled out and submitted to the Architectural Committee for Approval prior to any change."

Any change or improvement made by an Owner or future owners is the responsibility of the Owner for maintenance, repair and/or replacement.

Unauthorized changes or improvements must be removed or restored to original conditions at the discretion of the Board of Directors and will be at the expense of the Owner(s)]".

We continue to have parking violations, leash law violations, etc. The current rules reads as follows:

RULE 15:

"Fines. All fines are set by the Board, are at the Board's discretion and are as follows for purposes of all of these rules:

- 1st offense - letter
- 2nd offense - \$25 fine
- 3rd offense - \$50 fine
- 4th offense - \$75 fine"

It was unanimously agreed to and voted by the Board that Rule #15 of the Bylaws will be amended to include fines for any violations of the rules, whether they be for unapproved construction/placement of items, parking violations, leash law violations, toys in violations, etc., etc. in all areas. The new rule will read:

"1st offense - letter with \$150 fine." If the fine is not paid a lien will be placed on the unit.

Ursula Jenkins to amend the Bylaws/Rules. All residents will get a copy of the amended rules in the September 16 mail out to the community along with the budget for next year (2016).

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

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. The Landscape Committee has been tagging all dead bushes to be removed by the landscaper. Replacement shrubbery will be planted in the Fall when the weather has cooled down. Trees in greenways still failing and will need to be replaced. Probably need to discuss putting in budget for next several years. Tim Morgan continues to paint units, maintain units, etc., etc. The HOA received an estimate of \$83 per vinyl vent. We will table till August meeting and then discuss putting in budget for next year. Also, have replaced/repaired a few garage doors.

Motion to approve Landscape Committee report was made by Lynda Hendrickson, seconded by Joanne Harbort and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnette discussed painting of units briefly. Looks like we have enough in reserves to finish this project by year end 2016. Also the second insurance check for fire was found and returned to CAU. Kenny currently getting insurance quotes for 2016. Mail out of new 2016

budget has to happen prior to 9/16/15 per rules.

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

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of June 30 we had one person in arrears and Gayle Lattimore still has a former unit owner in collections owing a balance now of \$329. Gayle Lattimore has retired due to illness and Art Grisham has taken over her practice. The Board previously voted to retain Art Grisham for Gardens collections via e-mail.

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

6. Treasurer. The treasurer report was given by Judy Webster. (Copy of all financials attached to these minutes). The financials for June, 2015 were reviewed and Judy Webster stated that all checks written were signed by 2 people (except one - due to oversight) and all accounts were properly reconciled as well.

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

7. Other Business.

There being no further business the meeting was adjourned. Motion to approve adjournment was made by Jack Carney and seconded by Lynda Hendrickson.

The next board meeting will be Monday, August 17, 2015.