

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

**Minutes of the Board Meeting  
Monday, November 28, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, November 28, 2016 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 7:30 pm.

Attendance is as follows:

Matt Brownfield – President (present)  
Margaret Lorimer – Vice President (present)  
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 November 28, 2016 meeting is 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 October, 2016 regular board meeting were reviewed by all on line. Motion to approve the minutes were made by Lynda Hendrickson, seconded by Margaret Lorimer and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson stated there was no report this month.

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. Andy continues to mow, trim, when necessary. Port to winterize sprinkler system. Tim continues to paint weather permitting.

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

4. Insurance/Asset Committee. Kenny Burnette stated there was no report this month.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of October 31, 2016 we had 4 unit owners in arrear, one being 90 days past due and who has been turned in to attorney collections. Financials, A/R reports are all published at the Gardens Website, [thegardensatheritagegreen.org](http://thegardensatheritagegreen.org).

Motion to approve the Finance/Accounting Committee report was made by Jack Carney, seconded by Judy Webster 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 October 31, 2016 were reviewed and Judy Webster stated that all checks written were signed by 2 people (except one which was voided) and all accounts were properly reconciled as well. All financials have been posted at the website. Unit owners should receive coupon books for 2017 by the end of December 2016..

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

**7. Other Business.**

(a) Easement issue for property being built on behind us was discussed. The Gardens will not give an easement and hopefully the new land owner, if he can be released from the Greenbelt area, will get easement from Heritage Green.

(b) Joanne to get estimate on fence out back from Tim Morgan, maybe a couple other fence company estimates.

(c) Need to put note on postal unit for owners to clean out dead flowers they have planted in beds.

(d) Need to text Tim Morgan to clean out leaves in gutters out back.

(e) Our next board meeting will be January 9, 2017.

There being no further business the meeting was adjourned. Motion to approve adjournment was made by Joanne Harbort and seconded by Jack Carney and unanimously approved by the Board.