

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

**Minutes of the Board Meeting
Monday, August 20, 2018**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, August 20, 2018 at Chattanooga Elks Lodge, Graysville Road, Chattanooga, Tennessee from 6:00 pm – 7:00 pm.

Attendance is as follows:

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

Unit owners in attendance: Jan Harbort, Jody Spivey, Paula Brown, Gilbert Swartout, Sandy Wells, Jack and Gerry Wallace, Maureen Brock, Kay Billingsly, Barbara and Barry Dooley and David Masner.

In Matt Brownfield's absence, Jack Carney called the meeting to order. The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous June regular board meeting which was previously posted on the Gardens website for review was up for approval. (We did not have a July Board Meeting because of vacation scheduling issues). The Board will start having regular board meetings every 6 weeks, possibly every other month. Motion to approve the minutes were made by Margaret Lorimer, seconded by Lynda Hendrickson and unanimously approved by the Board.
2. Architectural Committee. David Masner (652) had previously requested to put in a side window in his garage - the courtyard side. This was approved by Lynda Hendrickson and the Architectural Committee. This has previously been done by another unit owner as well. Motion to approve the architectural report was made by Margaret Lorimer, 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. Andy Felker continues mowing, etc. Failing trees were discussed. A tree specialist will be hired for referral. There are approximately 55 dead bushes. List was previously given to Andy. He will remove dead bushes in the fall and replace with new bushes. The brush around the borders of the complex need to be cut back. Tim continues regular maintenance and painting of units. There are several lights in greenways that stay on all the time. The Board will get Tim Morgan to check the sensors. Motion to approve Landscape Committee report was made by Ursula Jenkins, seconded by Lynda Hendrickson and unanimously approved by the Board.
4. Insurance/Asset Committee. There was no insurance/asset committee report. Ursula Jenkins contacted Bouvier Insurance. They are to give us quote for insurance for 9/25/18-9/25/19. We should have new insurance rate the first of September. The new budget for 2019 was proposed. Dues will remain \$165/month. The Board is waiting to finalize budget due to new insurance bid and whether we hire a

management company for the day to day operations. The 2019 Budget will be mailed to all unit owners by September 1, 2018.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of July 31, 2018 there were 2 unit owners in arrears and several late fees not paid to the tune of \$412.50. Financials, A/R reports are all published at the Gardens Website, thegardensattheheritagegreen.org. 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 Joanne Harbort in Judy Webster's absence. The financials for the past 2 months were reviewed and Joanne stated that all checks written were signed by 2 people and all accounts were properly reconciled as well. All financials have been posted at the website at the end of each month as well. Motion to approve Treasurer's Report was made by Lynda Hendrickson, seconded by Ursula Jenkins and unanimously approved by Board.

7. Business.

(a) Tree replacements - we have dying Bradford Pear Trees. Will need to start replacing and we are to hire a tree specialist for recommendations.

(b) Hiring of Property Management Company for the day to day chores. Two representatives from Community Management Association were at the meeting. Answered questions. We advised them we needed only day to day handling of issues. Vendors are in place. Accountant in place, etc., etc. They are to give us estimate.

(c) Budget for 2019 due September 1.

(d) Newsletter to go out September 1 with budget.

(e) Security discussed. Gate not warranted at this time. Will be using off duty police officer on weekends, should need arise.

(f) HOA Insurance. Lorena Traughber working on new insurance quote for 2018-2019 insurance.

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