

**MINUTES OF THE REGULAR MEETING OF
THE GARDENS AT HERITAGE GREEN,
CONDOMINIUM ASSOCIATION, INC.**

February 6, 2023

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, February 6, 2023 at Chattanooga Elks Lodge, 1067 Graysville Road, Chattanooga, Tennessee 37421, right after the adjournment of the Annual HOA meeting (6:00 p.m - 7:30 pm.). The annual meeting was adjourned due to lack of quorum of members present or by proxy 28 in attendance, 2 proxies). The regular Board Meeting continues per below.

Attendance for the regular board meeting was as follows:

Mathew Brownfield - President (present)
Margaret Lorimer - Vice President (absent)
Nancy Williams - Treasurer (present)
Ursula Jenkins-Turner - Secretary (present)
Kyle Allen - Chair Finance Committee (present)
Dale Carney Chair Insurance Asset Committee (present)
Bert Webb - Chair Landscape Common Area Committee (present)
_____ – Chair Architectural Committee (present)

Election of Officers. Due to lack of a majority of members present or via proxy, the Board then, in its regular Board Meeting, unanimously appointed the following to be elected to serve a two year term:

Officers up for election/re-election are:

Margaret Lorimer (Vice President)
Ursula Jenkins-Turner (Secretary)
Nancy Williams (Treasurer)
Bert Webb (Chair Landscaping Committee)
Kyle Allen (Chair Finance Committee)

Board Members not up for election this year are:

Matt Brownfield (President)
Dale Carney (Insurance Asset Committee)
_____ (Architectural Chair)

After the elections, the meeting was closed due to lack of members and the floor was opened for questions, concerns, comments, some of which are relayed below:

1. Management Company. – Many many many questions regarding the new Management Company. Owners Lynda Hawks and Jim Hawks were present to take questions. They answered many questions in regards to services provided to the Gardens. The Hawks

Group has provided everyone a letter with phone numbers for making calls regarding services needed in the future. (attached to these minutes). Basically per the Master Deed the HOA pays for “outside unit services” and unit owners are responsible for paying for “inside services to their unit and items such as fences, HVAC, Hot water heaters, garage door openers, garage door opener motors.). Some items addressed are below:

- The Hawks Group has been hired by the HOA Board to manage the property. Payment is \$1500 per month. With them taking over all aspects relating to accounting services provided to the Gardens: The Walls Group CPA’s (\$510 per month); taking over Ursula’s day to day job (\$600 per month); closing the Public Storage Unit (\$90) per month will cover \$1200 of their fees. We look for more savings with possible new garbage vendor and landscaping vendors to cover the balance of the \$300 we are paying The Hawks Group. And there will be more savings all around with day to day general maintenance items.
- Method of paying HOA dues remains the same. The Hawks Group will look to the Post Office for installing a window on the door cover to the postal unit box for 800 Callaway Court so unit owners can slip payments into the box..
- We will continue to use South Data to order coupon books for new owners with which to pay HOA dues with. HOA dues are the 1st of each month and can always be paid in advance, monthly, quarterly, yearly but must be paid by the 10th of the month or fines ensue per the Master Deed and Rules.
- The Hawks Group will have dryer vents on the outside inspected. The Hawks Group have urged unit owners to have the inside of dryer vents inspected as well.
- The Hawks Group will have gutters inspected.
- The Hawks Group will have the remaining 15 units that have not received a new roof yet inspected as well and give a report to the HOA Board.
- Propane tanks, (and fuel for tanks), fences, gate repairs, HVAC, hot water heaters, garage door openers, garage door motors are all examples of unit owner expense.
- Some reserve items that HOA cover are repainting of units, new garage doors (not garage door openers or motors), windows, patio doors (as long as they were not damaged by unit owner or visitor), etc..
- The Hawks Group will look at new vendor for garbage pickup and landscaping and send Board proposals.
- The Hawks Group have taken over all accounting aspects of The Gardens.
- Rentals were questioned and are still prohibited in The Gardens per the Master Deed (and there are strict conditions in place).
- Any outside change requests must be submitted to the HOA Board. (Change request form can be found on the website Thegardensattheheritagegreen.org.) A copy is attached to these minutes and can also be found on the last page of the Rules and Regulations for The Gardens. All on the website thegardensattheheritagegreen.org.
- 6-7 Boxes of HOA files will be picked up from Public Storage sometime within the next two weeks and the Public Storage unit at 7822 East Brainerd Road, Chattanooga, TN will be closed. (Storage unit is \$90 per month).

- The Hawks Group will provide us magnifying stickers to put on refrigerators to remind unit owners of phone numbers in which to call The Hawks Group with service issues.
2. Joanne Harbort has resigned as Chair of Finance Committee. Kyle Allen will join as Chair of Finance Committee.
 3. The new Board will have a meeting in a couple of weeks to go over items.

There being no further business, motion to dismiss was made by Dale Carney, seconded by Bert Webb and unanimously approved by the Board.

Dated as of February 6, 2023.



January 19, 2023

THE GARDENS AT HERITAGE GREEN CONDOMINIUM OWNER'S ASSOCIATION, INC.
800 Callaway Ct.
Chattanooga, TN 37421

Re: INTRODUCTION

Dear Residents of The Gardens at Heritage Green COA,

We wanted to introduce ourselves and let you know that we are the new Property Management Company that was recently hired by the Board of Directors for The Gardens at Heritage Green COA, effective February 1, 2023. We are very excited about the opportunity to work with you and to serve you.

Our contact information is as follows:

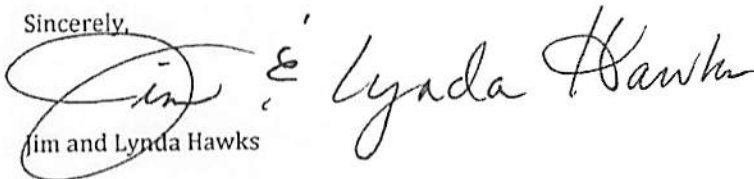
Jim Hawks	Owner - Head of Maintenance	jjim@thehawksgroup.com	(423) 637-2220
Lynda Hawks	Owner - Accountant	lynda@thehawksgroup.com	(423) 902-3998
Tanya Raines	Office Manager	tanya@thehawksgroup.com	
Sarah Knott	Office Admin	sarah@thehawksgroup.com	
Erica Dahlke	Accounting	erica@thehawksgroup.com	
James Raines	Maintenance Supervisor	james@thehawksgroup.com	
Kelley Eblin	Project Manager	kelley@thehawksgroup.com	

Our office number is **(423) 486-9500**. This is the main number to call if you are having any issues and need our assistance, Monday - Friday from 8:00am to 5:00pm. I have also listed the cell phone numbers for Jim Hawks and myself, should there be an emergency. We also have an after-hours emergency number that we will be happy to share with you.

We currently have two offices, one at 832 Georgia Avenue, Suite 110 in the Volunteer Building, Downtown Chattanooga and the second is 9453 Bradmore Lane, Suite 209 at Cambridge Square in Ooltewah. We have seven maintenance techs, a project manager, four accounting clerks, two administrative assistants and a number of great resources. We manage around 15 HOA/COA's and lots of Commercial properties, including Cambridge Square in Ooltewah.

We look forward to working with you. Please contact us with any questions that you may have.

Sincerely,


Jim and Lynda Hawks

CHANGE REQUEST FORM

- Please make sure to fill out this request form as completely as possible before submitting so as not to delay your request. Your submittal should be forwarded to the Architectural Committee either via e-mail or regular mail. Their e-mail addresses can be found on the Committee's list or mail to 800 Callaway Court, Chattanooga, TN 37421.

Submittal Date:	
Subdivision:	The Gardens At Heritage Green CAI
Name:	
Address:	Callaway Court
E-mail Address:	
Home Phone Number:	
Work Phone Number:	

Description of the request – plans and specifications showing the nature, type, height, materials and location of the change: