

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

**Minutes of the Board Meeting
Tuesday, December 18, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Tuesday, December 18, 2012 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, Tennessee 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 (absent)
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 12/18/12 meeting is attached.

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

We invited a guest to speak to the board about potential landscape/lawn care issues:

Dan Abbott with Trinity Lawn Care was present to answer any questions before board voted him in to be new landscaper for 2013.

The following items were addressed:

1. Minutes. The Minutes for the previous 11/19/12 regular Board meeting were brought up for approval. Motion to approve minutes were made by Jack Carney, seconded by Lynda Hendrickson and unanimously approved by the Board. The minutes are attached.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. Not much going on. The new owners of 557, Connie and George Zehring got rid of table in front of house and also put in fence. Have not heard from Mary Lou Riddle regarding placement of her satellite dish.

Motion to approve the Architectural Committee Report was made by JoAnne Harbort, seconded by Judy Webster and unanimously approved by the Board.

3. Landscape/Maintenance Committee. Ursula Jenkins presented Board with the landscape/common area report. Several items were discussed.

- Discussion of new landscaper Trinity. Motion to approve new landscaper, Trinity was made by Lynda Hendrickson and seconded by Kenny Burnette. Contract will run from 1/1/13 to 1/1/14.
- Port Raulston to close and winterize irrigation system this week (estimated it would cost \$250)
- Several French doors being worked on this week. Two new doors are being installed at 563 and 517.
- List of everything going on is on attached landscape report.

- Darin Johnson to get letter re: repairing/replacing his garage door.
- Allgood, 917 to get letter regarding painting front of unit next to front where previous tenants ruined the siding.

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

4. Insurance/Asset Committee. There was no insurance/asset committee report. Some discussion of report from Haag Engineering regarding Gardens claim. Basically report said no roof damage, only gutter damage. The report was vague. We are to ask them for specific unit numbers that had gutter issues. Tenco to send insurance check in amount of \$16,456.60 to cover the Gardens hiring of contractor to fix gutters. (The report from Haag is attached to these minutes). Some discussion of putting any money left over at end of year into reserves if we have any.

5. Treasurer. Judy Webster gave the treasurer's report.. All financials were distributed. (Copy of all financials attached to these minutes). The financials were reviewed, checks written were reviewed. We will fine tune budget line items by year end. The accounts were properly reconciled.

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

6. Finance Accounting Committee. JoAnne Harbort gave the finance/accounting committee report. Accounts receivable were reviewed and looked to be in good shape. We have sent letters to chronic late fee payors and several have paid up. Our A/R is looking good.

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

There being no further business the meeting was adjourned.

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