

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

**Minutes of the Board Meeting
Tuesday, August 22, 2023 at 6:00 PM
at Chattanooga Elks Lodge, Graysville Road, Chattanooga, Tennessee 37421**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. conducted the below business:

Attendance is as follows:

Matt Brownfield – President (present)
Margaret Lorimer – Vice President (present)
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 Landscaping Committee (present)
Leslie Blackstock – Chair Architectural Committee (present)

Lynda and Jim Hawks (owners of Hawks Group) – Management Company (present)

Matt Brownfield called the meeting to order. The meeting commenced at 6:00 p.m. Discussions during today's Board Meeting follows:

1. Chair Architectural Committee. Leslie Blackstock has joined the HOA Board and now serves as new Chair Architectural Committee. Welcome Leslie and thank you.

2. HOA Insurance. Light discussion regarding renewal of current insurance policy with Acuity which would run 9/25/23 – 9/25/24. Lynda Hawks is in discussions with Chandler Burke regarding our renewal policy.

The current Acuity policy has a deductible of **\$5,000** per occurrence for any claim EXCEPT for roofs. And it has a \$25,000 deductible per occurrence for anything pertaining to roofs. The existing policy costs **\$72,000** per year. The value of all of our buildings last year was \$21.929M. The value of our buildings is by far the greatest driver when it comes to premiums.

3. Budget for 2024. Dues for upcoming 2024 budget will increase by \$25.00 per month and will now be \$215.00 per month starting January 1, 2024. The HOA Board were given two budgets to review at our meeting. One budget showed 129 units @ \$190 per month (which we all currently pay). The second budget showed 129 units @\$215. (This proposed 2024 budget is attached.) Lynda Hawks to tweak it before final budget mailed to all unit owners the first week of September. Because our units are becoming older, our expenses are rising. We have more garage door replacements, more window replacements, expenses such as water, are rising and we need to replace 15 roofs (5 per year) for the next couple of years so we need to increase our reserves. We will also resume painting shutters, front doors, whole units in 2024.

4. Landscaping Issues. We continue to have landscape issues with our current landscaper. They have been on a great learning curb and are much improving. We will keep current landscapers on board another year. We will start working on the list the landscapers provided the management company and Board a few weeks

ago which is attached to these minutes. The Hawks Group will also hire either Tru Green or Grogreen Company to fertilize the common grounds of the complex and spray for weeds.

5. Rentals. We currently have 10 rentals. One renter is in process of buying his unit. Another unit may only rent for 1 year. The attached map of the complex shows the units that are being rented.

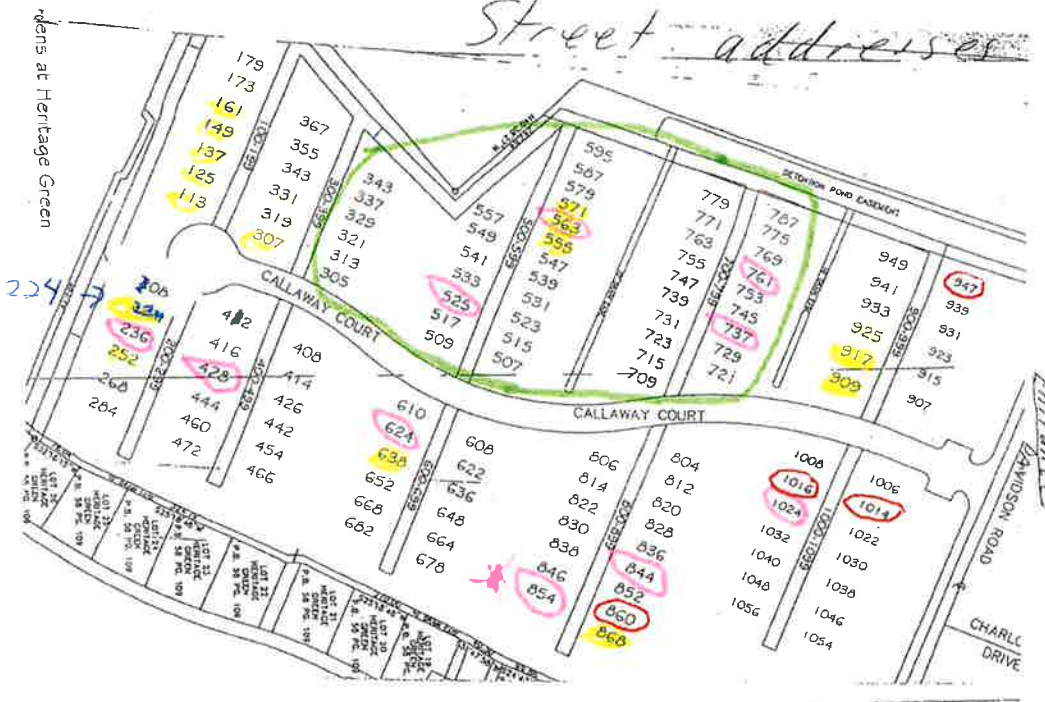
6. Roofs. We have 15 roofs left to re-roof. All will be reassessed. We will replace 5 in 2024 (worst roofs first). The attached map of the complex shows the units that have roofs that need to be replaced.

There being no further business the above was approved by all on the HOA Board.

The Gardens at Heritage Green Condominium Ass, Inc.

Street addresses

As of
8/23/23



x-4-2-story units circled in red.

*-129 total units; 85 units are single standings; 44 units are attached +

*- units needing new roofs are marked in yellow + are [REDACTED]

917, 909, 868, 638, 571, 563, 555, 552, 224, 113, 125, 137, 149, 161, 307 = (15)

* rentals are marked in pink. 236, 428, 525, 563, 624, 737, 844, 854 (unit is being bought), there are 10. one in process 1024 + 761 (for only 1 yr) of buying - 854.

To: Jim Hawks <jim@thehawksgroup.com>; kelley@thehawksgroup.com
Subject: The Gardens at Heritage Green (bushes that need to be pulled and replaced)

Hello, here is the list of bushes that are currently dead and or partially dead that need to be replaced.

as of
8/2023

Front Entrance

6 Knockout Rose

5 Otto Luyken Cherry Laurel

1 Crepe Myrtle (trunk is rotting out)

13 Indian Hawthorne

1 Little Princess Spirea

Rows of 1000's

1014 3 Soft Touch Holly

1016 4 Dead shrubs & 3 Soft Touch Holly

(2 of these don't need to be replaced because its too overcrowded)

1022 3 Soft Touch Holly, 3 Camellia

(Camellia doesn't need to be replaced because it is already very full)

House between 1022 & 1046 not numbered

4 Soft Touch Holly needs heavy fertilizer & 1 dead juniper

1024 2 bushes previously pulled

1032 3 Soft Touch Holly

1040 Heavy Fertilizer

1046 4 Soft Touch Holly, 1 Camellia, and 1 perennial unable to identify

1048 4 Soft Touch Holly

1030 2 Soft Touch Holly

Rows of 900's

909 4 Indian Hawthornes

915 3 Camellia

917 1 Soft Touch Holly & 4 Indian Hawthornes

923 4 Soft Touch Holly

925 4 Soft Touch Holly

931 1 Soft Touch Holly & 1 Clevera

933 3 Indian Hawthornes

941 4 Soft Touch Holly

Rows of 800's

806 5 Indian Hawthorne

814 3 Indian Hawthornes

822 1 Knockout Rose

838 4 Bushes were previously pulled

846 Heavy Fertilizer & 1 Soft Touch Holly

854 1 Soft Touch Holly

860 Heavy Fertilizer

852 Heavy Fertilizer & 2 Soft Touch Holly

In between 852 & 836 the plants need heavy fertilizer & 2 dead Soft Touch Holly

Rows of 700's

709 1 Juniper

715 3 Soft Touch Holly

731 2 Soft Touch Holly & 3 Indian Hawthorne

737 2 Indian Hawthorne

739 5 Soft Touch Holly & 1 shrub previously pulled

745 2 Soft Touch Holly

747 3 Soft Touch Holly & 3 shrubs previously pulled

755 Fertilize Heavy & 7 shrubs

761 2 Knockout Rose

(doesn't necessarily need to be replaced because of it being so full already if you were to replace it, it should be with a dwarf shrub or a perennial)

763 3 Indian Hawthorne

771 Fertilize Heavy

775 2 Indian Hawthorne

779 Fertilize Heavy

787 2 Shrubs & 1 Encore Azalea

Rows of 600's

622 1 Azalea & 1 Shrub

624 2 Shrubs

636 2 Soft Touch Holly & Heavy Fertilizer

664 3 Shrubs

668 6 Shrubs

678 3 Shrubs previously pulled

682 6 Shrubs

Rows of 500's

525 8 Shrubs

533 3 Soft Touch Holly

541 5 Soft Touch Holly

547 2 Knockout Rose

563 Heavy Fertilizer

571 2 Indian Hawthorne & Heavy Fertilizer

579 Heavy Fertilizer

Rows of 400's

412 7 Indian Hawthorne

416 6 Indian Hawthorne

428 3 Indian Hawthorne & 2 Soft Touch Holly

444 5 Bushes previously pulled

460 heavy fertilizer & 4 Indian Hawthorne

472 7 Indian Hawthorne

Rows of 300's

The roadside bed has 3 Soft Touch Holly

319 Heavy Fertilizer

331 Heavy Fertilizer

343 Heavy Fertilizer & 3 Soft Touch Holly

355 Heavy Fertilizer

367 3 Shrubs

Rows of 200's

Roadside bed 2 Knockout Roses

208 3 Indian Hawthorne

224 Heavy Fertilizer

236 4 Soft Touch Holly

252 Heavy Fertilizer

284 Heavy Fertilizer

Rows of 100's

113 Fertilizer

125 Fertilizer

137 Fertilizer

161 Fertilizer

173 Heavy Fertilizer

Again, these are bushes that are currently dead and or partially dead. Please let us know how you would like us to proceed.

Thank you,

JC Lawncare & Landscaping

2024 Proposed Budget

129 units @
\$215 per
month

Ordinary Income/Expense	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	TOTAL
Income													
Late Fee Income	35 00	38 00	38 00	38 00	38 00	38 00	38 00	38 00	38 00	38 00	38 00	38 00	456 00
Member Monthly Assessment	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	27,735 00	332,820 00
Setup Fees	0 00	0 00	200 00	0 00	600 00	200 00	225 00	200 00	0 00	0 00	200 00	600 00	2,225 00
Total Income	27,773 00	27,773 00	27,973 00	27,773 00	28,373 00	27,973 00	27,998 00	27,973 00	27,773 00	27,773 00	27,973 00	28,373 00	335,501 00
Expense													
Bank Service Charges	485 30	485 30	485 30	485 30	485 30	485 30	485 30	485 30	485 30	485 30	485 30	485 30	5,823 60
Computer and Internet Expenses	81 90	81 90	81 90	81 90	81 90	81 90	81 90	81 90	81 90	81 90	81 90	81 90	982 80
Filing Fees	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	20 95	0 00	0 00	0 00	20 95
Garbage Service	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	1,584 00	19,008 00
Insurance Expense	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	5,884 08	70,808 96
Irrigation	835 00	835 00	835 00	835 00	835 00	835 00	835 00	835 00	835 00	835 00	835 00	835 00	10,020 00
Landscaping and Groundskeeping													
Tree & Bushes	0 00	1,000 00	1,000 00	0 00	0 00	0 00	0 00	1,000 00	1,000 00	1,000 00	0 00	0 00	5,000 00
Tru Green	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Landscaping and Groundskeeping - Other	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	10,000 00	120,000 00
Total Landscaping and Groundskeeping	10,000 00	11,000 00	11,000 00	10,000 00	10,000 00	10,000 00	10,000 00	11,000 00	11,000 00	11,000 00	10,000 00	10,000 00	125,000 00
Office Expense	124 92	0 00	0 00	0 00	250 00	525 30	9 00	9 00	0 00	0 00	0 00	0 00	900 22
Pest Control													
Other - Pest Green Service	581 00	581 00	581 00	581 00	581 00	581 00	581 00	581 00	581 00	581 00	581 00	581 00	6,972 00
Termite	645 00	645 00	645 00	645 00	645 00	645 00	645 00	645 00	645 00	645 00	645 00	645 00	7,740 00
Pest Control - BI-Weekly Service	538 00	538 00	538 00	538 00	538 00	538 00	538 00	538 00	538 00	538 00	538 00	538 00	6,456 00
Total Pest Control	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	1,764 00	21,168 00
Postage and Delivery	6 00	6 00	6 00	6 00	6 00	6 00	6 00	6 00	6 00	6 00	6 00	6 00	72 00
Professional Fees													
Accounting Expense	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Federal Taxes	0 00	0 00	0 00	0 00	0 00	0 00	416 65	0 00	0 00	0 00	0 00	0 00	416 65
Legal Fees	0 00	0 00	0 00	0 00	0 00	0 00	0 00	419 00	0 00	0 00	80 00	0 00	499 00
Professional Fees - Other	80 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	80 00
Total Professional Fees	80 00	0 00	0 00	0 00	0 00	0 00	416 65	419 00	0 00	0 00	80 00	0 00	1,005 65
Property Management Fees	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	1,500 00	18,000 00
Rent Expense	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Repairs and Maintenance	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	1,000 00	12,000 00
Security Cameras	0 00	0 00	0 00	0 50	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 50
Utilities													
Electric	186 13	186 13	186 13	186 13	186 13	186 13	186 13	186 13	186 13	186 13	186 13	186 13	2,233 56
Water													
Other	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Private Fire Service Protection	0 00	0 00	1,454 28	0 00	0 00	1,454 28	0 00	0 00	1,454 28	0 00	0 00	1,454 28	5,817 12

