



**THE GARDENS AT HERITAGE GREEN  
CONDOMINIUM ASSOCIATION, INC.  
800 Callaway Court  
Chattanooga, Tennessee 37421**

**Website: [thegardensatheritagegreen.org](http://thegardensatheritagegreen.org)**

**NEWSLETTER-#31 January 19, 2024**

DEAR ASSOCIATION MEMBERS:

This newsletter is being sent to you to keep you updated regarding events in our community.

**ANNUAL MEETING OF MEMBERS:**

Pursuant to Article 5, Section 5.2 of the Master Deed/Bylaws states in part "Annual Meeting. An annual meeting of the Association shall be held on the first (1<sup>st</sup>) Tuesday of February of each year, if not a legal holiday and if a legal holiday then on the next succeeding business day. . . ." Because several Board members cannot attend a meeting on Tuesday, February 6 due to prior engagements, we will hold our Annual Meeting on Monday, February 5, 2024 at the Chattanooga Elks Lodge, 1067 Graysville Road, Chattanooga, Tennessee at 6:00 p.m.

**Officers up for election are:**

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

**Board Members not up for election this year are:**

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

1. **Acuity Insurance Company.** We have had several unit owners ask about our renewal insurance policy in order to provide the information to their mortgage company. The full insurance policy can be found on our website [thegardensatheritagegreen.org](http://thegardensatheritagegreen.org). Enter "library documents". Scroll down to "Insurance" Scroll to the bottom and you will see the full policy and contact information-- "2023-2024 insurance policy with Acuity" It is the last item. The full policy can be printed from the website and it is approximately 200 pages. Our insurance company is Acuity--Policy # ZK9461. Our agent contact is Chandler Burke, c/o McIntire & Associates Insurance, 355 1<sup>st</sup> Street NW, Cleveland, TN 37311; telephone: (423) 472-5058; [cburke@mcintireins.com](mailto:cburke@mcintireins.com).

2. **HOA Dues.** Please contact The Hawks Group (423.486.9500) if you have not received your 2024 coupon book. Please remember all HOA dues in the amount of \$215 per month are due the 1st of each month, considered late after the 10th of each month. Payments can be made several ways:

- (1) Payments should be timely mailed to our bank's lockbox address which is: The Gardens at Heritage Green CAI, P. O. Box 63305, Charlotte, NC 28263-3305. (Please note that it takes the lockbox 7-10 days to process a payment).
- (2) You may decide to set up some type of electronic pay. You can do so by contacting your bank to set this up. They will need the HOA's bank account number. Please contact The Hawks Group and they will give this to you.
- (3) You may also mail your dues to the Hawks Group, P.O. Box 48, Chattanooga, TN 37401 They will deposit your check for you and this process will be quicker then sending to the North Carolina lockbox.
- (4) You may take your check directly to First Citizens Bank on Gunbarrel Road and they will deposit this into the HOA Gardens account.

**Be sure to make all checks payable to The Gardens at Heritage Green.** Checks not filled out properly, blank amounts, checks made out to the bank, etc. will be returned to the unit owner.

3. **Profit & Loss Statement.** Per the Master Deed and Bylaws, The Gardens Profit and Loss Statement and Balance Sheet through December 31, 2023 detailing line item expenses for the previous year is enclosed and is being mailed to all unit owners. Year end Financials have also been posted on the bulletin board at the postal unit and are added onto our Gardens website under "documents" "financials."

4. **Architectural Issues.** The Architectural Committee would like to remind everyone that any owner desiring to make any exterior change, improvement or addition must obtain approval for the change from their committee. The change must be submitted in writing on the "Change Request Form" which is the very last page of our Rules and Regs and can also be found on the gardens website under "Change Request Form/Exterior." Also remember the Architectural Committee is responsible for allowing placement of a satellite dish at a respective unit. Satellite dishes may not be mounted on the roof of any unit due to roof damage/insurance concerns. Please send your requests to The Hawks Group and they will forward to the Board.

5. **Roofs.** We plan to resume re-roofing of units this year. 909, 917, 224, 252, 137 will be re-roofed in the Spring/Summer. 571, 563 and 555 are slated to be re-roofed in the Fall The balance will be re-roofed in 2025.

6. - Landscape/Maintenance. Mowing/trimming continues on Wednesdays. Sometimes they start on Tuesdays and finish on Wednesdays. Please be sure your gates are unlocked both days if you want service in your courtyard. Please have your gates unlocked by 7:00 a.m. on mowing days. We will continue to paint units in the spring. We will be replacing 5-7 roofs this year. Also we will start pressure washing sidewalk's on an as needed basis as soon as weather allows.

7. Bush replacements. The landscapers have been busy identifying bushes needing replacements. They have walked the grounds recently. All dead bushes in front of units will be pulled. They will all be replaced as well as empty spaces now currently existing. Next all partially dead bushes will be pulled. Then replaced as budget allows.

8. Trash days continue to be Thursdays. Please be sure to pull your trash out and put on sleeve of your driveway. Please use liners in your trash cans. Break down any boxes. Stephens Garbage has no way of disposing of "loose items". The HOA contract with Stephens Garbage is for "kitchen trash items". If you need Stephens to pick up large items such as furniture, chairs, mattresses, etc. please contact Charlie Stephens to let them know in advance. They will need to order/bring in an extra truck and may or may not charge extra for removal of large items. They can be contacted at 423.693.5132. Reminder: per our HOA rules, Rule #36, "Trash containers of any type must be concealed out of site except for on collection days." Please be sure to remove trash cans to the courtyard area/behind your fence or garage after trash runs on Thursdays. We continue to have unit owners leaving their trash cans outside by the garage.

9. Pest Control and Other Services Numbers. Our termite control company continues to be Northwest Exterminating formerly Jody Millard (423) 822-5760 (Ooltewah office) or (423) 877-0111 (Hixson office). They are still responsible for our pest control. They will be on our property the 3rd Tuesday of each month for spraying. If you cannot wait til the 3<sup>rd</sup> Tuesday of the month please arrange a day for extra spraying for ants, bugs, etc. of the outside of your unit directly with them. (They will be spraying a quarter of the units on the outside each time until all are done.) You do not need to contact a board member to ask for the above services. Simply call the vendor and they will charge the HOA. Remember the HOA covers the outside not the inside for spraying. The annual termite inspection to the exterior of units was completed January 9, 2024.

10. Miscellaneous Items/Maintenance Reminders. Per Rule #20, "Each owner is responsible for maintaining their HVAC unit, including regular maintenance thereof." This includes hot water heaters as well as regular maintenance of garage doors/tracks. In case you have any problems with your garage door, please contact The Hawks Group. Fences are unit owner responsibility as well so please be sure to keep clean. With the cold weather upon us please be sure and let your faucets drip at night to prevent pipes from bursting - especially if the pipes are on an exterior wall. Open cabinet doors, etc.

11. Parking. Please remember to keep your vehicles parked in your garage/driveway. The parking lots on the main Callaway Road and in the back are for visitors. No parking in grass, no commercial trucks allowed unless they are servicing your unit, no parking on roads or blocking alleyways. This has occurred several times in the past and everyone needs to let their guests know of the rules as well. Blocking the road and alleyways will prevent emergency vehicles, fire trucks, and even unit owners from getting to their destination especially in case of emergency.

12. Fire Protection/Fire Hydrants. Pye-Barker has once again inspected all fire hydrants in December, 2023.

13. Neighborhood Watch. Please contact the Chattanooga Police Department - [www.chattanooga.gov/police-department](http://www.chattanooga.gov/police-department): Non - emergency dispatch - 622-0022 (report suspicious activity/people); 911 - Emergency number; The Chattanooga Police Department main number is 6982525. Please keep all vehicles locked and remove valuables from your car.

(a) Whether it is the holidays or not, it is important that not only during the holidays but at all times — you should keep your vehicles in your garage if possible. If not keep your car doors locked at all times; items in vehicles should be removed from sight and garage doors should be kept down to avoid becoming a victim of theft. Many people have installed cameras through their security system company or even installed "Ring" or something similar This may be something you want to check into as well.

14. Solicitors. We have had several complaints from unit owners in regards to solicitors. If a solicitor or anyone not welcome comes to your door please tell them that they are on private property, there are "no solicitation/no trespass signs" posted and contact the Chattanooga Police Department. You do not have to have the police come to your unit. Simply ask for a drive through if you do not wish them to contact you back.

15. Announcements. The HOA often puts out announcements on the website – [thegardensattheheritagegreen.org](http://thegardensattheheritagegreen.org). While we are aware some unit owners do not have a computer, we also try to post these same announcements at the postal unit for all to read. These announcements are anything from information about events occurring in the complex, to reminders of different items coming up. If you would like to receive these announcements which will go to your email on your computer, you need to sign up. Unfortunately, this is not something the HOA board can do for you. You need to do this from your computer. To sign up you need to (a) go into our website – thegardensattheheritagegreen.org, (b) scroll down on the left and enter on "login." (c) Fill out the information they request. (d) That request will then come to the HOA website and you will be let in and given a password. From that point on you should start receiving announcements.