

**BOARD OF DIRECTORS' MONTHLY/WORKING BOARD MEETING  
THE GARDENS AT HERITAGE GREEN CONDOMINIUM ASSOCIATION, INC.**

Date: August 4, 2025

Time: 5:30pm (Interview Officer Candidates)

Location: Elks Lodge, 1067 Graysville Road, Chattanooga, Tennessee

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc., met for their monthly working meeting.

Attendance was as follows:

Matt Brownfield – President (present)

Secretary (absent)

Vice President (absent)

Nancy Williams -- Treasurer (present)

Leslie Blackstock – Chair Architectural Committee (present)

Nancy Appel – Chair Landscape Common Area Committee (present)

Bill Schumacher – Chair Finance Committee (present)

Property Management:

Lynda Hawks – The Hawks Group Property Management (present)

Kelley Eblin – The Hawks Group Property Management (present)

The meeting was called to order by the President, roll call was taken, and the following was discussed:

**ITEMS DISCUSSED:**

1. 2026 Budget – A lengthy discussion was had concerning the 2025-26 budget, which is to be prepared by September 1, 2025. The following was noted:
  - We have approximately \$4,000 in our operating account and \$48,764.96 in reserves.

- Don Grant has looked at the roofs that were planned to be replaced this year, and stated that all can wait until next year.
- Kelly Elliott has sold his unit, and all monies owed have been received.
- Unit 442 has been vacant for quite some time, and is in disarray. That unit is several months behind on dues. It has been difficult to contact the owner or her son. The Board is to look at retaining counsel to place a lien upon the property, and pursue damages to the HOA.
- Our insurance for the HOA is roughly \$114,000 per year, or approximately \$9,500 per month. Premium quotes have been solicited from at least twenty different companies, and there is a preliminary quote for \$80,000 per year.
- It was noted that the cost of replacing French doors has increased over the years from approximately \$2,000, to \$6,000. The six doors which now appear to be at issue will be examined to determine if they need full replacement or some type of repair.
- The possibility of a special assessment was discussed. The Board voted unanimously to proceed with a special assessment with \$500 being paid this year, and an additional \$500 being paid by June 1, 2026.
- Nancy Williams, Bill, Kelly and Linda will meet at 11:00 on August 21 to discuss the budget.
- It was noted that the website contains "What Do Your Monthly HOA Dues Cover." Expanding that information to explain the costs associated with our 20-years-old community was discussed.

## 2. Retention Pond Proposal / City Green Services.

- The quote for \$3,331.25 to do various repairs at the retention pond was discussed. It was determined that more clarity was needed as to the scope of the tree line maintenance, and particularly whether it was to go the full length of the retention pond. Further, a separate quote would be requested regarding the rip rap installation and rock cleaning near the large drain.

## 3. Landscaping updates.

- The installation of sod was discussed, with some of it being installed in the wrong locations. Further, certain areas where the sod was installed had

sprinklers that are not fully working. RainDance will be contacted to address the sprinkler issues.

4. Rule violations.

- The continued use of pet/child gates at Unit 579, in violation of Rule 13, was discussed. It was noted that two other units on the 500 block had ceased using the metal gates. The decision was made to start fining Unit 579.
- The Jeep in use at Unit 709 was discussed, with there being no decision on any further action.
- Unit 678 is delinquent on past fines, which will continue to accumulate.
- Dues are current on Unit 352, but it appears vacant and its status will be monitored.

5. Board appointments.

- Section 6.4 of our Bylaws requires that vacancies after resignations “shall be filled by the majority vote of the remaining Directors, ....”
- The Board met in executive session to interview candidates for open positions.
- Mal Humphreys was appointed as Chair of the Insurance committee. Nancy Williams was appointed as Treasurer. Afterward, Mal Humphreys agreed to act as Vice-President. Secretary and Insurance Chair remain open.

6. Meeting Locations.

- The Board discussed possible locations for meetings with Unit Owners, with the next tentatively being on 9/23/25.

7. Website.

- The Board is working with Jon Appel on upgrades to our present website, or even an entire replacement.

8. Adjournment.

- The meeting then adjourned.