

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

Date: September 2, 2025

Time: 6:00pm – 7:00pm

Location: The Hawks Group, 9453 Bradmore Lane, Suite 209, Ooltewah, TN 37363

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 (absent)

Mal Humphreys – Vice President (present)

Nancy Williams – Treasurer (present)

Leslie Blackstock – Chair Architectural Committee (present)

Nancy Appel – Chair Landscape Common Area Committee (absent)

Bill Schumacher – Chair Finance Committee (present)

Property Management:

Lynda Hawks – The Hawks Group Property Management (present)

Kelley Eblin – The Hawks Group Property Management (absent)

The meeting was called to order by the Vice President, Mal Humphreys, in the absence of President, Matt Brownfield, and roll call was taken, and the following was discussed:

1. Open Items

- a. Lynda Hawks reported she is in the process of securing HOA insurance, which is due for renewal this month. Final quotes are expected by the end of the week. The lowest bid received so far is \$80,094 per year.
- b. The need to replace at least six patio doors was discussed. Lynda Hawks will arrange for an assessment to determine whether some of the doors can be repaired instead of fully replaced.
- c. Lynda Hawks will look into installing a lock box on one of the mail center pillars to provide a convenient option for submitting dues or other important documents to The Hawks Group. If you need an ACH form to set up automatic monthly dues payments through Pinnacle Bank, please contact Lynda Hawks for assistance.
- d. Lynda Hawks suggested resuming regular newsletters to keep residents informed about ongoing matters. It was agreed that the newsletters will be reinstated.

2. **Upcoming Community Meetings**

- a. Ursula Jenkins's detailed 2024 letter regarding the special assessment meeting was reviewed and will serve as a guide for the upcoming special assessment meeting scheduled for late October (date to be added once confirmed). Bill Schumacher will complete an initial review and then share it with the Board for further input as soon as possible. It was agreed that this communication will include comprehensive information to help inform residents about rising costs associated with necessary repairs in our aging community.
- b. Voting proxies were discussed, and a new streamlined process is currently being developed. Details will be shared with the community in the coming days.
- c. Lynda Hawks will send an email this week to notify residents about the upcoming HOA community meeting. The purpose of the meeting is to share detailed information on rising costs associated with necessary repairs throughout our aging community. The meeting is scheduled for September 25, 2025, at 6:00pm at Graysville United Methodist Church.

3. **Landscaping**

- a. Four trees have been removed from the 500 alleyway. Before proceeding with stump grinding, Mark Henry must obtain permission from AT&T to ensure no interference with power sources.
- b. An email was received from resident Louise Smith concerning the replacement of bushes. Due to financial constraints and the prioritization of more urgent projects, it was decided that no bushes will be replaced until next year.

4. **Rule Violations**

- a. It was confirmed a warning letter was sent to Unit owner 579 regarding her pet gate violation and it has been confirmed the pet gate has been removed.
- b. A letter to Mara Burns will be sent regarding the expiration of her vehicle tags which is in violation of Rule 5.

5. **Website**

A new website is still under construction by Jon Appel. Should anyone require website assistance, please contact Lynda Hawks.

6. **Next Meeting**

The next monthly meeting will be held on October 6, 2025, with the location to be determined.

7. **Adjournment**

There being no further business, the meeting was adjourned.