

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

Date: October 6, 2025

Time: 6:00 – 7:30PM

Location: Nancy Williams home, 541 Callaway Ct., Chattanooga, TN 37421

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

Attendance was as follows:

Matt Brownfield – President (present)

Mal Humphreys – Vice President (absent)

Nancy Williams – Treasurer (present)

Leslie Blackstock – Chair Architectural Committee / Interim Secretary (present)

Nancy Appel – Chair Landscape Common Area Committee (present)

Bill Schumacher – Chair Finance Committee (present)

Jon Appel – Website Update Presentation (present)

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

- Jon Appel presented his recent findings on a new HOA website solution, which costs \$600 per year, plus an additional \$25 annually for a dedicated phone number to enable text message blasts. The plan will begin at the basic service level, with the option to upgrade later if necessary. The Board voted in favor of Jon moving forward with the new website. He will handle the steps required to terminate the current website administrator's services and expects to have a demo ready within the next few weeks. Jon was excused following his presentation.
- The preparation of the assessment documents was thoroughly discussed, with specific responsibilities assigned to individual members. The finalized documents will be presented to the Board for review in the coming days. It was agreed that the assessment amount of \$1,000 will be payable in two installments: the first payment of \$500 due on January 31, 2026, and the second payment of \$500 due on May 31, 2026.
- Architectural Change of Request Unit #828 – A Change of Request was made and approved for personal purchase and replacement for unit doors.
- Landscaping
 - Greenway near Unit #779 – An estimate is needed, and once obtained, the project will move forward.
 - Unit #355 – Requested that dead bushes in yard be replaced. Nancy Appel has agreed to purchase new bushes and replace, and the HOA will reimburse her accordingly.
 - Mailbox Area – There are two dead bushes near the mailbox area. The Board is considering replacing them.
 - Japanese Maple at Unit #412 – The tree is dead and will be replaced in the spring.
 - Mulching Needs – Several trees throughout the community were not mulched, leading to erosion from heavy runoff. Nancy Appel will purchase and apply mulch as needed, with the HOA reimbursing her for expenses.
 - Leylan Cypress (500 Alleyway) – Tree branches need to be trimmed away from a unit. An estimate will be obtained and discussed at a later date.
 - Sprinkler Issue (100 Alleyway) – It was discovered that sprinklers were not functioning. Matt with River City Irrigation identified a broken head with leaking water. He will provide the Board with a repair estimate in the coming days.

- Several outstanding balances related to dues and fines were discussed and will be addressed appropriately.
- The Board discussed the possibility of holding more community meetings following the upcoming election meeting scheduled for February 2026. Additionally, plans were considered for a festive holiday gathering in December, as well as a community outing featuring several local food trucks.
- The next monthly Board meeting will be held on November 3, 2025, at the home of Nancy Williams, located at 541 Callaway Ct., Chattanooga, TN 37421.
- There being no further business, the meeting was adjourned.