

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

**Minutes of the Board Meeting
Monday, November 18, 2013**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, November 18, 2013 at Keller Williams, 1200 Premier Drive, Chattanooga, Tennessee 37421 from 6:00 pm – 7:10 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Judy Webster – Treasurer (present)
Ursula Jenkins - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent due to work)
Margaret Lorimer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 11/18/13 meeting is attached.

Unit Owners/Guests in attendance: None.

Norm Miller called the meeting to order. The meeting commenced at 6:00 p.m.

The following items were addressed:

1. Minutes. The Minutes for the previous 10/14/13 regular board meeting were previously sent around via e-mail, reviewed and are attached to these minutes. Motion to approve the minutes were made by Judy Webster, seconded by Kenny Burnette and unanimously approved by the Board.
2. Landscape/Maintenance Committee. Ursula Jenkins presented the Board with the Landscape/Common Area Committee report. (Landscape report attached).
 - Some discussion regarding Fine Lines. Overall they are doing a good job. Have now been with us approximately 2 months. Are learning us and our complex.
 - They have re-seeded, dethatched Bermuda grass and parts of the front twice now.
 - They are about done pruning - lack the lower back right of the complex.
 - They have planted pansies in front sign.
 - They have edged all areas of the property.
 - They have done a lot of weeding of flower beds.
 - Door hangers were placed on all doors. Unfortunately it was the day of a huge rainstorm/wind and most went flying away. In the spring they will be placed at the postal unit in an envelope. There will be another envelope placed at postal unit for residents to deposit their comments.
 - Fine Lines will continue cleaning property as leaves fall.
 - Fine Lines to remove and transfer several bushes sometime within the next couple of weeks. Bushes need to be removed from 806 (transfer 2), 814 (1 dead bush), 1022 (transfer bushes). Bush needs to be replaced at 507 (dead one previously pulled).
 - Fine Lines to lay sod in courtyards of 10 units previously skipped sometime within the next couple

of weeks.

- Tru Green has made another application of spraying, pre-emergence in October. Are to do one more in mid-December.
- Tru Green to present us with schedule for 2014.
- Tim Morgan cleaned all gutters in last row of complex (by woods) last week. To do one more cleaning after all leaves have dropped.
- Tim Morgan continues painting of units (2 more for this year totaling 27 painted this year) and will start trimming the most needed units first. Units to continue to be painted next year (money to come out of reserves at that time).
- Tim Morgan repainted front sign.
- Tim Morgan to replace screens at 804.
- Tim Morgan continues to do maintenance work where necessary.
- We have had satellite dishes removed off of roofs of 5 units. Need to look at 426 and 648.
- All gutters will be cleaned when Tim finishes painting.
- Tim has painted front entrance sign with pre-approved colors from Architectural Committee. Charged \$520.00.
- Gate at 812 has been ordered. Order was lost so now reordered. Gate came in 10/14. Doesn't fit. Tim will just try to find board/panel to fit.
- We are to ask Tim for estimate to repair (fill in some of the cracks) for some of the concrete, especially in back right corner of complex.
- Irrigation issues - resolved 761 and 769. Also fixed line at 763. Unit owner at 763 dug rose bush into ground and accidentally nicked the line. The front sprinklers have also been repaired and hooked up to proper control box.
- Controller box at 806 was hit by power surge a couple of weeks ago. Is broken and that controller has been turned off. Rain Dance/Port Raulston to replace.
- Rain Dance/Port Raulston to winterize the irrigation system within the next couple of weeks.
- Jody Millard/termite control company are done with outside treatment of all units. Suggested we give unit owners 2 dates where they will be out to inspect garages. Board discussed. The new dates for inside termite inspection will be 1/17 and 1/18 -- after the holidays. All unit owners to be sent letters around that timeframe asking them to contact Jody Millard with a time acceptable for them to come inspect inside.
- Board approved Jody Millard for termite inspection contract for 2014. We do not need to re-sign a new contract. Randy Wilhite to send us paperwork stating their service for the Gardens is ongoing.
- Lady Bug continues to come out to complex to spray outside of units on the 3rd Thursday of every month. They also have had quite a few units needing spray on inside regarding ants. This has been due to all the rain we have had this year. Lady Bug has now stated that we need to have at least 2 to 3 homes needing inside spraying in order to come out and service units due to cost efficiency.
- 812-was sent certified letter regarding liability/child endangerment/resident endangerment issues regarding very small children running loose, darting out into street, alleyways. More discussion at meeting.
- 854 - Larry Sims - was sent letter inquiring whereabouts of "No Parking in Grass" Gardens sign in side yard of unit at 854. No response.
- 931 - Carolyn Vines submitted request for reimbursement of garage door. Was approved by Board. Carolyn to be sent letter with reimbursement for door as well as notice to inform board/HOA of future exterior issues needing repair. Motion to approve reimbursement was made by Judy Webster, seconded by Margaret Lorimer and approved by Board.
- 939 - Darin Johnson to be sent letter regarding replacing garage door. Has been run into many times.

- 426 - Sidella unit - issue regarding blue and white mustang parked in visitor parking a couple of times - no tags, no drive out tags. Was discussed because it is against HOA rules and illegal to have vehicle without tags. Next time will be towed without notice.
- 137 - Dale Herring to be sent letter regarding blue vehicle with New Jersey tags parked in visitor parking since 10/31 inquiring whether visitor or if someone has moved in?
- 763 - Linda Kirchmyer to be sent letter re: chiminea in common area in front of unit. To be placed in enclosed courtyard of unit - to be used as ornamentation - not to be burned.
- A lot of discussion ensued regarding chimineas and charcoal grills. The Board to update rules regarding chimineas and charcoal grills next time rules are amended. They are dangerous, can easily be turned over due to high winds and can cause a fire to units (also issues with fire department/safety codes). Chimineas to be used as ornamentation only in enclosed, fenced in courtyards.

Motion to approve Landscape Committee report was made by Judy Webster, seconded by Kenny Burnette and unanimously approved by the Board.

3. Architectural Committee. Lynda Hendrickson was present and reported there was no report

4. Insurance/Asset Committee. Kenny Burnette was present and reported there was no report.

5. Finance/Accounting Committee. In JoAnne Harbort's absence, Judy Webster gave the Finance/Accounting Committee report.

- The A/R is in good shape. As of October 31, 2013 we had 2 unit owners in collections with Gayle Lattimore (attorney).
- Richard Silvan was contacted by Ursula regarding updating Gardens address list for re-ordering of coupon books for 2014. As of 11/18 the list has been updated and returned back to Richard. Richard has ordered coupon books for the HOA. They will be mailed to all HOA members the week of 12/16/2013.
- We did not have enough money for Ursula to pay all bills at the beginning of this month. We have had a lot of people lately, paying middle to end of month and as of 11/18 were approximately \$4,247 in arrears. Although we have used the operating account to pay Tim Morgan for painting of units this year, these were all a reserve line item and approximately \$40,425 was attributed to reserves for painting, replacement of French Doors, etc.. We moved \$10,000 from reserves to operating account at the beginning of November, 2013 to cover payment of bills due at the beginning of the month.
- Because of the above we do not have enough money to put \$4167 into reserves for October, 2013. Ursula to contact accountants to figure out process of moving money (\$4167) from reserves to operating account and then back to reserves for October 2013.
- Any overage in operating account as of December 31, 2013 will be moved into reserves account.

Motion to approve the Finance/Accounting Committee report was made by Jack Carney, seconded by Kenny Burnette and unanimously approved by the Board.

6. Treasurer. Judy Webster gave the Treasurer's report. (Copy of all financials attached to these minutes). The financials were reviewed, checks written were signed by 2 people. Judy Webster stated the accounts were properly reconciled.

Motion to approve Treasurer's Report was made by Jack Carney, seconded by Lynda Hendrickson and unanimously approved by Board.

7. Miscellaneous Items.

- Christmas decorations to go up next weekend (11/23) weather permitting. Red bows to be placed on all lanterns in greenways. Red bows to be placed on white fence in front. Reindeer to be placed by front entrance sign. Three (3) wreaths to be placed on front entrance sign. White lights to be placed around postal unit. All will be same as last year.
- The next board meeting will be Monday, December 16, 2013 at 6:00 pm at Keller Williams.

There being no further business the meeting was adjourned. Motion to approve was made by Judy Webster and seconded by Kenny Burnette.