

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

**Minutes of the Board Meeting
Monday, December 16, 2013**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, December 16, 2013 at 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 7:45 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 (present)
Margaret Lorimer – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for 12/16/13 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 11/18/2013 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 Kenny Burnette, seconded by Judy Webster and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson was present and reported there was no report. The chimenea at 763 was discussed. Unit owner to be sent another letter (certified) regarding removal off front common area. The gate with hole in it at 812 was discussed. Tim Morgan is having problem finding replacement to fit. The gate is over 5 years old and sizes at Lowes and Home Depot have changed. Ursula to contact fence company to find out if they can help.

Motion to approve the Architectural Committee report was made by Margaret Lorimer, seconded by Jack Carney and unanimously approved by the Board.

3. 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 3 months.
- They have re-seeded, dethatched Bermuda grass and parts of the front twice now and grass out front is coming in.
- They are about done with all pruning (including crepe myrtles).
- 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 dumped some tree branches (from pruning) out back where it is visible. Ursula to ask them to remove all from complex and haul off what they cut in future.
- Sodding is complete for year. Anything missed will be looked at again in spring.
- Tru Green has made a final application of spraying, pre-emergence in December. We have received their schedule of 7 sprayings for 2014 and have approved the first five which are in our budget for 2014.
- Tim Morgan once again to clean out all gutters in last row of complex (by woods) this week.
- Tim Morgan continues painting of units (1 more for this year totaling 27 painted this year - 4 units painted last year)
- Tim Morgan repainted front sign.
- Tim Morgan replaced screens at 804.
- Tim Morgan continues to do maintenance work where necessary.
- We are to ask Tim Morgan to give us estimate on painting parking lot lines.
- All gutters will be cleaned when Tim finishes painting.
- Irrigation issues this past week. Rain Dance repaired control box at 806 but left sprinklers on auto. They came on during the evening and everything in morning was sheet of ice. They are to cut off and winterize all sprinklers this week. Also to install a back flow device on the front sprinkler system. Approximate cost of back flow device is \$500, plus labor totaling approximately \$800.
- 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. 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.
- Lady Bug continues to come out to complex to spray outside of units on the 3rd Thursday of every month.
- 812-was sent certified letter regarding liability/child endangerment/resident endangerment issues regarding very small children running loose, darting out into street, alleyways.
- 812 still up for sale. Garage door (upon home inspection for new buyer) may be a problem. It looks bent on top. The fence (gate still has hole in it). The trellis with vine is still up and adjacent to next unit (820). Will be impossible to paint that unit in the spring with trellis in place. (They have been asked to remove that in the Fall in previous letter.) Railroad cross ties still in courtyard area. Discussion ensued regarding sending letter regarding issues - gate is homeowner's responsibility, the garage door should be maintained by unit owner, etc.
- 137 - Dale Herring was 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. Received response from Herrings. Much discussion regarding long term parking, parking over a week. This will be amended in the rules and regulations in 2014.
- 763 - Linda Kirchmyer to be sent a certified 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.
- Discussion re: handicap parking. Someone to look up rules regarding private communities and statutes.
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Motion to approve Landscape Committee report was made by Jack Carney, seconded by JoAnne Harbort and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnette was present and reported there was no report. A lot of discussion ensued regarding reserves, running new reserves balance. We have painted 31 units to date leaving balance of 98. Approximately \$41,000 (allocated to reserves) but was paid for out of operating account for painting, some French Door replacements, etc.. Would like to get the 98 units painted within the next three years. (Approximately 32 units per year).

Motion to approve the Insurance/Asset Committee report was made by Judy Webster, seconded by Lynda Hendrickson and unanimously approved by the Board.

5. Finance/Accounting Committee. JoAnne Harbort gave the Finance/Accounting Committee report.

- The A/R is in good shape. As of November 31, 2013 we had 1 unit owner in collections and a past unit owner still in collections with Gayle Lattimore (attorney).
- We will turn over Dale Andrew Kendle - 454 to Gayle Lattimore for collections tomorrow. Ursula to file lien and contact Gayle. They are 3 months behind (\$480) - house is for sale and the HOA wants to ensure dues will be paid at time of closing.
- A lot of people are paying dues on middle of the month instead of first of month. Our documents state dues to be paid before or on the 1st of each month. HOA pays bills at first of month and unit owners not paying on time has caused shortage at times. When we next amend rules we need to look at amending the 20 day grace period. Making grace period shorter.
- Also, when we next amend rules/bylaws, we will add that it become automatic that anyone that is 90 days past due be turned over to Gayle Lattimore for collections, without collection issue having to come before the board.
- Richard Silvan mailed out coupon books for 2013 from First Citizens this week.
- We transferred \$4157 from operating account to reserves today for December.

Motion to approve the Finance/Accounting Committee report was made by Lynda Hendrickson, seconded by Margaret Lorimer 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 Kenny Burnette, seconded by JoAnne Harbort and unanimously approved by Board.

7. Miscellaneous Items.

- The next board meeting will be Monday, January 20, 2013 at 6:00 pm at Keller Williams.
- Will need to discuss at next meeting upcoming Annual HOA meeting on Tuesday, February 4, 2013. Meeting to be held at Keller Williams.
- We will also need to re-elect officers at annual meeting.
- We will need to send out financials (as of December 31) to all unit owners by end of January.

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