

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

**Minutes of the Board Meeting
Monday, September 14, 2015**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, September 14, 2015 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 7:00 pm.

Attendance is as follows:

Matt Brownfield – President (absent)
Margaret Lorimer – Vice President (present)
Judy Webster – Treasurer (present)
Ursula Jenkins - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Jack Carney – Chair Landscape/Common Area Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for September 14, 2015 meeting attached.

Unit Owners/Guests in attendance: None

Margaret Lorimer called the meeting to order in Matt Brownfield's absence (who had to work late). The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous August 17, 2015 regular board meeting were previously sent around via e-mail, reviewed by all and are attached to these minutes. Motion to approve the minutes were made by Kenny Burnette, seconded by Jack Carney and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson presented us with the architectural committee report which is attached. There were 2 additional parking pads approved and a new exterior front door for Katherine Rodgers was approved. Bert Webb was permitted to add a concrete pad to her existing patio.

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

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. Felker Landscapes has been removing bushes previously tagged by the Landscape Committee. Replacement shrubbery will be planted in the Fall when the weather has cooled down. Tim Morgan continues to paint units, maintain units, etc. Tim to clean front fence and large pipe leading to Davidson Road (by Matt's house).

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

4. Insurance/Asset Committee. Kenny Burnette presented the Insurance/asset committee report. Kenny gave Board new policy/Description which is attached to these minutes. We have received the bill for \$36,000.00 from CAU for insurance for the HOA for one year. The bill asks for \$12,000.00 down payment

(4 months) due by 9/25/15. Even though the \$36,000.00 is in the 2016 budget, we will need to have \$9,000 transferred from the money market account (reserves) to the operating account to make this payment. Next year, at the expiration of the insurance policy, instead of paying \$3,000 for insurance to CAU we will return the money to reserves to pay for this.

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

5. Finance/Accounting Committee. Judy Webster gave the Finance/Accounting Committee report. As of August 31 we had six people in arrears (2 are now 90 days behind) and our collection attorney still has a former unit owner in collections owing a balance now of \$209. As of 9/11 we need to either collect 3 months due from 426 and 284 or turn them in to the collection attorney, Art Grisham who has taken over Gayle Lattimore's practice and file a lien on both units.

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

6. Treasurer. The treasurer report was given by Judy Webster. (Copy of all financials attached to these minutes). The financials for August 31, 2015 were reviewed and Judy Webster stated that all checks written were signed by 2 people and all accounts were properly reconciled as well.

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

7. Other Business.

(a) It was unanimously voted on by Board that Tim Williams pressure wash sidewalks this week per our budget. Notice will go out to all unit owners via e-bulletin from the website and notices posted at postal unit.

(b) Mr. Rezak has offered to help out on the board. We appreciate the help and will get back to him with some needs.

(c) Sprinkler box by 806 was broken into with force. We have asked Port to go ahead and repair.

There being no further business the meeting was adjourned. Motion to approve adjournment was made by Jack Carney and seconded by Judy Webster.