

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

**Minutes of the Board Meeting
Monday, January 11, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, January 11, 2016 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 (present)
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 January 11, 2016 meeting attached.

Unit Owners/Guests in attendance: None

Matt Brownfield called the meeting to order. The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous November 16, 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 Lynda Hendrickson and unanimously approved by the Board.

There was no Board Meeting in December. Financials, Complex matters, etc. were sent around on line.

2. Architectural Committee. Lynda Hendrickson stated there were no changes, requests, etc.

Motion to approve Architectural Committee report was made by Kenny Burnette, seconded by JoAnne Harbort 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 continues cleaning/pruning. Tim Morgan continues to maintain units, etc. We have running in grass issues/mud, trash laying around, blinds broken at 284 which were discussed. Ursula to send owner and River City Management Company a letter. 305 visitor parking issues. Letter sent to unit owner and tenant copied. Ursula also presented the painting and reserves/expense reports for 2015 to all. Copies attached to these minutes.

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

4. Insurance/Asset Committee. Kenny Burnette presented the Insurance/asset committee report. Kenny presented board with new reserves budget which is attached to these minutes. Some discussion as to

when repainting of units would begin again in the future.

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. As of November 30, 2015 we had very few unit owners in arrears and our collection attorney still has a former unit owner in collections with a very small balance now due. Financials, A/R reports are all published at the Gardens Website, thegardensheritagegreen.org.

Motion to approve the Finance/Accounting Committee report was made by Judy Webster, seconded by Jack Carney 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 December 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. The financials for November, 2015 were previously reviewed on line. All accounts were properly reconciled as well. Both November, 2015 and December, 2015 financials are attached to this report and all have been posted on the website and at the postal unit.

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

7. Other Business.

(a) Teenagers - ringing doorbells, knocking on windows.

Several unit owners reported the above - were told to call the Chattanooga Police Department (make a report) and/or call Shannon Wilson who works for the sheriff's office as well. The CPD stated that people should call right away to make report so officers can come to complex to do drive through. The police felt it were kids with nothing better to do. The board will publish on website, an announcement as to what happened and how to handle in future. Also will ask all unit owners to leave garage door lights on, especially out back where the teenagers are coming in from the neighborhood next to us. We will put an added security sign out back.

(b) Discussion of upcoming Annual HOA meeting on 2/2/2016. Will be held at Keller Williams, 1200 Premier Drive, Chattanooga, TN at 6:00 pm. Notices, proxies, financials to go out via e-mail. If unit owner does not have e-mail, all will be sent regular mail. Judy Webster to put signs up around complex regarding announcement of meeting on 2/2.

There being no further business the meeting was adjourned. Motion to approve adjournment was made by Joanne Harbort and seconded by Jack Carney and unanimously approved by the Board.