

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

**Minutes of the Board Meeting
Monday, March 21, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, March 21, 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 (absent-surgery)
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 (absent-very sick dad)

Agenda for March 21, 2016 meeting is attached.

Unit Owners/Guests in attendance: None

Margaret Lorimer in Matt Brownfield's absence called the meeting to order. The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous February 2, 2016 regular board meeting and annual HOA 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 Jack Carney, seconded by Joanne Harbort and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson was absent due to father's illness. Some discussion re: 1024 work in courtyard area. Ursula Jenkins submitted request to have additional concrete placed inside courtyard.

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 continues maintaining our complex. We need to designate which units receive bush replacements and then Andy needs to plant and mulch. Tim continues to maintain units, etc. He has started with vents above garages (cleaning, scraping and repainting those needed). If a vent cannot be fixed he will start replacing with vinyl vents.

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 presented board with letter from CAU denying the roof/water claim at 745 Callaway Court. (Letter

attached). We will get a second opinion from Daniel Moore , Moore Roofers, (423/718-1800). Kenny to contact him and get him together with unit owners for second opinion. Kenny also presented board with the light bulb that is a life saver bulb. Goes on and off according to sunlight. Can be ordered on line.

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

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of February 29, 2016 we had 4 unit owners in arrears and our collection attorney still has a former unit owner in collections with a very small balance now due (\$9.01). 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 February 29, 2016 were reviewed and Judy Webster stated that all checks written were signed by 2 people and all accounts were properly reconciled as well. All financials have been posted at the website. We also received notice from First Citizens Bank that as of March 31, 2016, they will no longer handle the ordering of coupon books. This now will go to SouthData, a company that has been doing this for the bank. According to the letter we are to open our own account with SouthData so we can continue using coupon books in our complex. Judy Webster will take care of getting this accomplished for the Board.

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

7. Other Business.

None other than mentioned above.

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.

The next board meeting will be Monday, April 25.