

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

**Minutes of the Board Meeting
Monday, April 25, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, April 25, 2016 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 7:30 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 April 25, 2016 meeting is 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 March 21 , 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 JoAnne Harbort, seconded by Lynda Hendrickson and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. Said only one unit (125) had request to paint their front porch and it was approved. They were notified that thereafter, they would be responsible for upkeep of their front porch.

Motion to approve 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 Maintenance Committee report. Port Raulston with Rain Dance will hook up sprinkler system first week in May. He will also backflow and turn in reports to TAWC. Felker Landscapes continues maintaining our complex. They were given a schedule of 117 plus bushes to plant with exact locations on map. (The map is attached to these minutes). Andy Felker to get with Ursula regarding type of bushes we want planted. Once bushes are planted Andy Felker to begin mulching. Several unit owners created new flower beds (in common areas). While the board is thrilled people are fixing up, making their areas pretty, we need to remind people (announcement on bulletin board) that new beds in common areas need architectural committee approval. Also, nothing can be planted up against a unit and will be removed. Tim continues to maintain units, etc. He has finished with vents above garages (cleaning, scraping and repainting those needed). Several vents which could not be fixed were replaced with vinyl vents. All vents will eventually be replaced with vinyl vents. Tim was given schedule and he continues painting of units.

Tim will also be asked to clean out drain pipes, especially the large pipe out front.

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

4. Insurance/Asset Committee. Kenny Burnette stated there was no report this month.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of March 31, 2016 we had 6 unit owners in arrear (2 two months in arrears). We turn people into collections at 90 days past due. Our collection efforts on a former unit owner are now complete and we are paid in full. Financials, A/R reports are all published at the Gardens Website, thegardensatheritagegreen.org.

Motion to approve the Finance/Accounting Committee report was made by Jack Carney, seconded by Judy Webster 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 March 31, 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. Judy Webster has now set up our coupon book account with South Data and we are ready to begin processing coupon books.

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

7. Other Business.

(a) Rentals were discussed. Matt to review Master Deed and law with regards to rentals.

(b) 745 Isom unit discussed. Isoms have now filed insurance claim re: leak in wall. Board approved that whatever their insurance company reimburses HOA will be all that will be charged back to the Isom's for work HOA had done to repair their issues.

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.