

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

**Minutes of the Board Meeting  
Monday, May 23, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, May 23, 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 (absent)  
Judy Webster – Treasurer (absent)  
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 May 23, 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 April 25, 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 Kenny Burnette, seconded by Jack Carney and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. Last month unit 113 had requested to paint their front porch and it was approved. (It was mistakenly listed as unit 125 last month and should be 113). The committee also approved a pergola at 1030, a fence at 428, the front door to be painted a different color at 1006 and 1006 is allowed to have pavers put down from the driveway to the patio and from the patio to the side of the front porch.

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

3. Landscape/Maintenance Committee. Jack Carney gave the landscape report. Andy has finished mulching except a couple areas needed a little more mulch. The 117 + bushes have been ordered. Andy will install the bushes the next couple of weeks and will also start trimming/pruning the complex. Port Raulston has the sprinklers up and running. Looks like every area and controls are all working. Sprinkler schedules are for watering Tuesday, Thursday and Saturday for 20 minute cycles. Tim has presented the board with new price list for painting which was unanimously approved by the board. This is the first time in 6 years he has asked for price increase. 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. Besides regular maintenance Tim has painted 355, 836, 571, 563 and 555 so far this year and will continue with the approved list.

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

4. Insurance/Asset Committee. Kenny Burnette stated there was no report this month; however he will rerun reserves calculations since the new price increase for painting of units has been approved.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of April 30, 2016 we had 5 unit owners in arrears. It was decided by unanimous decision to send the 2 unit owners, (past due now consistently for the past 7 months) letters. They have received past due statements with fines attached each and every month and have not corrected their problem. Financials, A/R reports are all published at the Gardens Website, [thegardensheritagegreen.org](http://thegardensheritagegreen.org). Also there is attached to these minutes a report showing what we have paid Tim Morgan this year out of operating account which items were designated "reserve" items for painting.

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

6. Treasurer. The treasurer report was given by Joanne Harbort in Judy Webster's absence.. (Copy of all financials attached to these minutes). The financials for April 30, 2016 were reviewed and Joanne Harbort 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 have begun processing coupon books.

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

7. Other Business.

(a) Monthly Board meetings - It was discussed and unanimously approved that we will meet for board meetings every other month. We are all on line every day and take care of things when they come up. When Kate Dunn sends us financials at the end of the month, we will forward that to all board members for approval before posting to the website. The next board meeting will be Monday, July 18.

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.