

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

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

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, July 25, 2016 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 6:45 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 July 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 April and May regular board meetings 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 Joanne Harbort and unanimously approved by the Board. [There was no June Board meeting.]

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. Said only one unit (836) had requested additional concrete in their patio area and it was approved.

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

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. Port Raulston continues to fix broken sprinkler zones. Andy Felker continues mowing, etc. Bradford Pear trees still an issue. Leaves are still falling early. Andy Felker to pull dead bushes outlined in e-mail last spring. Port Raulston continues to work on sprinklers. Have had some issues this past season. Tim continues to paint and maintain units, etc.

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 gave the report for the Insurance/Asset Committee. Stated that he needed a new count for painting of units for remainder of this year and next year. Ursula to provide to him for upcoming 2017 budget. The new budget must be mailed to all unit owners by September 1, 2016. Kenny also to get us new insurance quote for 2017.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of June 30, 2016 we had 5 unit owners in arrear. One now is 90 days past due and will be turned into collections next week. [The Board turns in unit owners into collections at 90 days past due.] Financials, A/R reports are all published at the Gardens Website, [thegardensatheritagegreen.org](http://thegardensatheritagegreen.org).

Motion to approve the Finance/Accounting Committee report was made by Jack Carney, seconded by Lynda Hendrickson 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 the past three months (April, May, June) 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 had been previously sent to all board members at the end of each month, via e-mail. All financials have been posted at the website at the end of each month as well.

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

7. Other Business.

(a) The new budget for 2017 has been discussed and Ursula to work on after July 30 financials are out.

(b) 2017 budget needs to be mailed to all unit owners by September 1, 2016.

(c) Lynda Hendrickson to look into management company for our HOA. Heritage Green Homeowners Association (next to our neighborhood is in process of hiring a management company and they are sharing information with us to look as well). Lynda to keep board apprised.

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.