

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

**Minutes of the Board Meeting
Monday, September 26, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, September 26, 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 (present)
Judy Webster – Treasurer (present)
Ursula Jenkins - Secretary (present)
JoAnne Harbort – Chair Finance/Accounting Committee (absent)
Jack Carney – Chair Landscape/Common Area Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Agenda for September 26, 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 August 22, 2016 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 Lynda Hendrickson, seconded by Judy Webster and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. The committee approved additional concrete at 947. Also approved painting of front door and porches for 678 Callaway Court.

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

3. Landscape/Maintenance Committee. Andy continues to mow. Tim continues to paint and provide regular maintenance. Andy to start trimming, pull more dead bushes. Sprinklers continue to be worked on.

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 re-calculated our reserves budget and provided copy to the board which is attached to these minutes.

Motion to approve the Insurance/Asset Committee was made by Jack Carney and seconded by Lynda Hendrickson and unanimously approved by the Board.

5. Finance/Accounting Committee. Judy Webster in Joanne Harbort's absence gave the Finance/Accounting Committee report. As of August 31 we had 6 unit owners in arrears - 2 60 days past due. One unit owner was successfully collected from by Grant Konvalinka.

Motion to approve the Finance/Accounting Committee report was made by Jack Carney, seconded by Margaret Lorimer 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 August, 2016 were reviewed and Judy 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.

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

7. Other Business.

(a) Insurance - Our CAU Insurance renewal was approved. First insurance installment is due October 25, 2016.

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