

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

**Minutes of the Board Meeting
Monday, October 24, 2016**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, October 24, 2016 at the home of Ursula Jenkins, 806 Callaway Court, Chattanooga, TN 37421 from 6:00 pm – 6:40 pm.

Attendance is as follows:

Matt Brownfield – President (present)
Margaret Lorimer – Vice President (present)
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 October 24, 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 September 26 , 2016 regular board meeting and annual HOA meeting were previously sent around via e-mail, reviewed by all and are attached to these minutes. All minutes have been posted on the Gardens website. Motion to approve the minutes were made by Jack Carney, seconded by Kenny Burnette and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson, Chair of Architectural Committee stated there was no report.

3. Landscape/Maintenance Committee. Jack Carney, Chair of Landscape/Maintenance Committee gave the Landscape/Maintenance Committee report. Andy Felker continues mowing weekly. Felker has trimmed all bushes. Port Raulston continues to oversee the sprinkler system. Sprinklers to be cut off when grass turns. Tim Morgan continues painting and maintenance of units.

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

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

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of September 30, 2016 we had several unit owners in arrear. 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 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 September, 2016 were reviewed and Joanne 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 will need to get the list of unit owners from South Data and approve new list for ordering coupon books in November. All coupon books need to be mailed to unit owners the second week of December.

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

7. Other Business.

(a) Fence - out back by trespassing signs...Suggestions re: trespassers. Board had discussion and will look into back left corner.

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