

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

**Minutes of the Board Meeting  
Monday, January 23, 2017**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, January 23, 2017 at the home of Ursula Jenkins-Turner, 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-Turner - 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 January 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 November, 2016 board meeting which were previously posted on the Gardens website for review were up for approval. Motion to approve the minutes were made by Kenny Burnette, seconded by Jack Carney and unanimously approved by the Board. [There was no December, 2016 Board meeting.]

2. Architectural Committee. Lynda Hendrickson stated there was no Architectural Committee report at this time.

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. Andy Felker continues mowing, etc. Tim continues to work and maintain units, clean out gutters, etc. Tim to provide estimate of a 6' chain link fence to go out back. Tim to walk around and check patio French doors for wear and tear and clean postal unit.

Motion to approve Landscape Committee report was made by Judy Webster, seconded by Joanne Harbort and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnette gave the report for the Insurance/Asset Committee. Kenny presented the Board with the asset/reserves budget. With miscellaneous expenses, such as the \$5,045 spent at the Isom unit, the prepayment of CAU insurance in the amount of \$12,000 in October, etc. we are off budget. Discussion of how to rerun budget to get back on track. In future we need line items for money spent on reserves such as "painting of units", "garage doors", "patio French doors" as well as any other work done in the Gardens since we are now running into having to repair/replace some of these items. Kenny will rerun new reserves/asset budget to present at next meeting.

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

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of December 31, 2016 we had 6 people in arrears. Three unit owners were previously turned into collections. Financials, A/R reports are all published at the Gardens Website, thegardensatheritagegreen.org. Also discussion of past due interest and collection fees from several unit owners. We will look at the chronic offenders with accumulated interest and collection fees in December, 2017.

The Board unanimously approved turning in unit owners past due 60 days (2 months) instead of three months in the future. We will have a mail out to all unit members 1/27/17 which includes notification of annual meeting on 2/7, proxy, profit and loss sheet and balance sheet for 1/1/16-12/31/16. The mail out will include notification to all of turning in unit owners in to collections who are now past due 60 days. The language below will be printed on the financials to be mailed out 1/27:

Per the Master Deed, Article VIII, Assessments, Section 1 Creation of Assessments (page 17) reads in part:

"In order to provide funds to enable the Association to meet its financial and other obligations and to create appropriate reserves, there is hereby created a right of assessment exercisable by the Board ....

Each owner, by acceptance of his, her or its deed with respect to one or more Units, is deemed to covenant and agrees to pay these assessments. All such assessments, together with interest from the date due at a rate equal to ten percent (10%) per annum, and together with such costs and reasonable attorneys' fees as may be incurred in seeking to collect such assessments shall be a charge on and shall be a continuing lien upon the unit against which each assessment is made.

Each such assessment, together with interest, costs and reasonable attorneys' fees as provided above, shall also be the personal obligation of the person who or which was the Owner of such unit ...

General Assessments for each fiscal year shall be due and payable in monthly installments on or before the first day of each month."

**PLEASE NOTE:** As of the January 23, 2017 board meeting, it has been unanimously approved by the Board that any unit owner now 60 days (2 months) behind in HOA dues will be turned over to the HOA collections attorney for collection of dues and interest created by nonpayment.

Motion to approve the Finance/Accounting Committee report was made by Judy Webster, seconded by Lynda Hendrickson 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 the past month 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 at the end of each month as well.

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

7. Business.

(a) Short term rentals. Short term rentals are a violation of city codes and our complex is not zoned for short term rentals. Unit owners conducting in this activity will be turned in to the city inspector.

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