



THE GARDENS AT HERITAGE GREEN
CONDOMINIUM ASSOCIATION, INC.
800 Callaway Court
Chattanooga, Tennessee 37421
NEWSLETTER- 8

January 15, 2011

DEAR ASSOCIATION MEMBERS:

This newsletter is being sent to you to keep you updated regarding events in our community.

1. **Annual Meeting of all Members.** Pursuant to Article 5, Section 5.2 of the Master Deed/Bylaws, there will be an annual meeting of the association on Tuesday, February 1, 2011 (the first Tuesday of each February). The only business to be conducted according to the bylaws is the election of officers. The officers up for re-election this year are Ursula Jenkins as Secretary, Jack Wallace as Chair of Architectural Committee and Kathryn Shaffer as Chair of Landscape Common Areas Committee. Enclosed with this newsletter please find an announcement of the February 1, 2011 meeting (to take place at Golden Corral Buffet on Gunbarrel Road) as well as a blank proxy and year end financials. If you cannot attend the meeting please be sure and mail in or give your proxy to a board member.

2. **Third Amendment to Bylaws.** By an affirmative vote of all Board members at a Special Meeting held on December 22, 2010, Sections 5.2, 6.2, 6.5 a., b., c. and d. of the Bylaws were amended to provide that the officers, as well as each chairperson of the standing committees, shall be elected by a majority vote of the membership of the applicable committee. The pertinent Sections which were changed are below and a complete copy of the newly amended Bylaws is attached as well as posted on our website.

5.2 Annual Meeting. An annual meeting of the Association shall be held on the first (1st) Tuesday of February of each year, if not a legal holiday and if a legal holiday then on the next succeeding business day, for the purpose of electing the Officers of the Association, electing the Chairperson of the Standing Committees and such other business as comes before the meeting.

6.2 Election and Term of Office. The Officers and Chairperson of the Standing Committees shall be elected by a majority vote of the Membership and each shall serve for a term of two (2) years.

6.5 Standing Committees. Below are listed the four (4) Standing Committees of the Association. The Chairperson for each Standing Committee shall be elected by a majority vote of the Membership and each shall serve for a term of two (2) years. Members of the committees must be members of the association and each committee will have at least three (3) and no more than eight (8) members. Committees may meet as frequently as necessary but will have at least an annual meeting prior to the general membership meeting.

a. Finance and Accounting Committee. The chair of the Finance and Accounting Committee (FAC) is elected by a majority vote of the Membership and is a voting member of the Board. The responsibilities of the FAC include, but are not limited to establishing a uniform set of accounting procedures for the Association and administered by the Treasurer. The FAC also has responsibility for budgetary and financial projections regarding regular assessments. In the unlikely event of the need for a special assessment, it shall be the FAC's responsibility to consider, justify and recommend such action to the Board.

b. Architectural Standards Committee. The chair of the Architectural Standards Committee (ASC) is elected by a majority vote of the Membership and is a voting member of the Board. The ASC is responsible for recommending to the Board, rules, regulations and standards for the exterior appearance of all condominiums. In addition, the ASC should provide guidance and recommendations to the Board regarding rules and regulations related to pets, nuisances, antennas, motor vehicles, trailers, etc. and other areas of concern which might have an adverse impact on the preservation and enhancement of the value of the properties within the Development.

c. Insurance and Asset Management Committee. The chair of the Insurance and Asset Management Committee (IAMC) is elected by a majority vote of the Membership and is a voting member of the Board. The responsibilities of the IAMC include all aspects of risk and asset management for the Association. In addition, it is the responsibility of this Committee to make projections and recommendations for amounts needed to be set aside in a Reserve for Replacement account.

d. Landscaping and Common Areas Committee. The chair of the Landscaping and Common Areas Committee (LCAC) is elected by a majority vote of the Membership and is a voting member of the Board. It shall be the LCAC's responsibility to continue with the current program of shrub planting and replacement. In addition, the Committee shall be responsible for landscape maintenance of all common areas, including planting of annuals and recommending to the Board an overall landscaping plan for the Development. The LCAC has responsibility for recommending sub-contractors to provide all budgeted services associated with maintenance of the landscaping and common areas of the development.

3. **HOA Dues.** Please contact Norman Miller at NormanRMiller@yahoo.com or Ursula Jenkins at ujenkins@epbfi.com if you have not received your coupon books. Please remember all HOA dues are due the 1st of each month, considered late after the 20th of each month and should be timely mailed to our bank's lockbox address which is The Gardens at Heritage Green, P.O. Box 63305, Charlotte, NC 28263-3305. Please mail any correspondence only to the 800 Callaway Court address. Mailing in HOA dues just in time to avoid the late charge is not a reason to remove late charges. Please remember, do not post date your checks. The lockbox does not accept them and sends them back to us. Also please be sure to reference your address on your check and be sure the dollar amount matches the written amount. If it does not it will also be returned to us for correction. If you are on some type of electronic pay and do not require a coupon book, please let us know that as well.

4. Profit/Loss Statement. The Gardens Profit and Loss Statement and Balance Sheet through December 31, 2010 are published at the end of this bulletin. They have also been posted on the bulletin board at the postal unit.

5. Architectural Committee. Please remember to fill out Change Request Form and submit to the committee before work is done to the outside of a unit. As a reminder, if any unit owner orders concrete (i.e. for an extra driveway parking pad, sidewalk, etc.) the concrete company must be told they are not allowed to take their truck in the alleyways. The trucks are too heavy and will ruin our alleys. Please have the concrete company use a Georgia Buggy to bring concrete from our main road to job in the alley. Please be sure and submit your request to add on an extra pad or sidewalk to the Architectural Committee before hand.

6. Foreclosures. Both Mike Reed and Gene Bevil, (two builders in our complex who had previously bought units from A.L. James, the developer), went bankrupt in September 2010 and had 9 unsold units. These units were foreclosed on in November and December 2010. We have currently lost income for HOA dues from these 9 units (totaling a loss of \$1,170 per month). Because of the bankruptcies we will not be receiving any income/dues from any of these units except from the date of foreclosure forward.

7. Landscape/Yard Issues. The Landscape/Common Areas Committee has been in the process of collecting bids for landscape/lawn care, garbage and pest control for 2011 as our current contracts with providers expire. It is the responsibility of the Board to bid out all services on an annual basis, and particularly at this time, in light of the 9 foreclosures. We must stay within our budget, not raise dues, and cut costs where we can but also insure that we are receiving the necessary services our association needs. All bushes have been trimmed and beds mulched this past Fall. Now that we are done with the holiday season, please be sure to timely take down all seasonal decorations.

8. Committees. The "Committees" list has been updated and has been posted on the bulletin board at the postal unit. You can find contact information there. Also, remember the association has a blog website which is www.callawaycourt.blogspot.com and our website containing documents (Master Deed/Bylaws, etc.) is TheGardensAtHeritageGreen.org. Both are continuously being updated. For those that do not have computers, we continuously post the "callawaycourt.blogspot.com" website on the bulletin board at the postal unit for your review so please check there for continuous updates. If you would like to join a committee please contact anyone on the Board.

9. Dogs/Cats/Trash/Cigarette Butts. Please remember to do your part and do not litter the greenways, sidewalks, streets with coke cans, beer cans, cigarette butts or any other type of trash. Please help keep your neighborhood safe and beautiful. Please keep your pets on a leash and pick up after them. We have had several complaints of barking dogs, early in the morning and also late in the evening. Please read the rules and keep your animals quiet so as not to disturb your neighbors.

10. Parking. Please remember to keep your vehicles parked in your garage/driveway. No commercial vehicles are allowed unless they are working on a unit. Also no parking in grass. Our greatest expenditure is the landscape/lawn issues and we still have people driving/cutting through grass areas. Also no parking on roads or blocking alleyways. This has occurred several times in December and everyone needs to let their guests know of the rules as well. Blocking the road and alleyways will prevent emergency vehicles, fire trucks, etc. from getting to their destination in case of emergency.

11. Speed Limit. Speed limit signs have been posted. We have had a lot of speeders of late. Per our rules/regulations the speed limit is 20 mph. **Please slow down**, watch out for walkers, bikers, etc.

12. Postal Unit Bulletin Board. The postal unit has been repainted. There should be no posting of any type of advertisement on the postal unit walls or columns. Taping something on the walls, columns will cause the paint to peel off when it is removed. If it is something of importance please contact a board member to post inside the bulletin board if room is available.

13. Contact Information. Reminder: we have not received everyone's emergency contact information. Please mail your contact information to: The Gardens at Heritage Green, 800 Callaway Court, Chattanooga, TN 37421; ATTN Contact Info or to Ursula at Ursula@epbf.com when you get a chance. Please provide us your name, street address, home phone, work phone, cell phone and e-mail address and we will update our records. Thanks for your help with this.

14. Pest Control. Monthly pest control service concentrates treatments on the exterior of each unit. Any owner who needs inside service needs to let Kathryn Shaffer at kaherriott@yahoo.com know and she will put the unit on a list that will be given to Enviroguard's technician so when he comes to service the exterior he would also service those units on the list. There is no additional charge for this inside service. Fire ant service is provided for in the complex for the months of April through October. The telephone number for Enviroguard is 423/266-0340. Also if you have an immediate need, please let Kathryn know that as well and she will make arrangements with our vendor. Starting January, 2011, Enviroguard will change outside spraying from the third Friday of every month to the third Thursday of every month since gates will be open anyway for the mowers.

15. House Numbers. We still have some units which do not have house numbers displayed.. Service emergency vehicles and delivery vehicles such as UPS have a hard time finding certain units and there are several without numbers. We would like for everyone in the community to have house numbers, black, 6" in height, displayed on the front and back of each unit. If you cannot buy/install these numbers, please let the board know and we will have Emanuel install them at your expense.

16. Neighborhood Watch. Please stay alert, keep your eyes open. If you see anything suspicious call the police at 698-2525.

17. Solicitors. We have had several complaints from unit owners about solicitors. If a solicitor comes to your door, please tell them that they are on private property and no solicitation signs are posted. Also feel free to contact our Landscape/Common Area Chair, Kathryn Shaffer at kaherriott@yahoo.com to report this.