

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

**Minutes of the Board Meeting
Wednesday, January 17, 2018**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Wednesday, January 17, 2018 at the home of Ursula Jenkins-Turner, 806 Callaway Court from 6:00 - 6:30 PM. (Short meeting to approve year end financials and the mail out announcing that the HOA Annual Meeting will be held Tuesday, February 6, 2018 at Keller Williams Realty, Premier Drive, Chattanooga, TN 37421 from 6:00 pm – 7:00 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 (absent-sick)
Lynda Hendrickson – Chair Architectural Committee (present)

The Board met from 6:00 - 6:30 p.m. for the sole purposes of: (1) approval of year end financials; and (2) the mail out announcing that the HOA Annual Meeting will be held Tuesday, February 6, 2018 at Keller Williams Realty, Premier Drive, Chattanooga, TN 37421 from 6:00 pm – 7:00 pm.

Agenda for January 17, 2018 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 October, 2017 board meeting which was previously posted on the Gardens website for review were up for approval. (We did not have a November or December Board Meeting because of vacation scheduling/holiday issues). Motion to approve the minutes were made by Jack Carney, seconded by Lynda Hendrickson and unanimously approved by the Board.

2. Architectural Committee. Lynda Hendrickson stated that 1006 (new unit owner) has put in a white picket fence. Although the drawing (attached) was approved by the Architectural Committee, the fence was not placed on the property the way it had been approved and the unit owner took up common space area without permission. The HOA board does not want to set a precedent. The new unit owner will be sent a letter to comply with the rules and have her fence company out to put the fence in the pre-approved drawing. Motion to approve the architectural report was made by Judy Webster, seconded by Joanne Harbort and unanimously approved by the Board.

3. Landscape/Maintenance Committee. Jack Carney presented the Board with the Landscape/Common Area Maintenance Committee report. Andy Felker continues cleaning/pruning. Tim Morgan has quoted the HOA Board \$1800 to pressure wash all the sidewalks on the postal side of the complex. This was approved by the board. The board was presented with a map (attached) of all units painted the last few years as well as the 10 (so far) to be painted in 2018. They were also copied with a map showing garage door repairs,

window replacements, patio door replacements, stone replacements, etc. this past year. It was also agreed that Andy is to look at the tall trees in the front row of homes facing Davidson Road to ascertain if they are dying. A letter will also be sent to 709 regarding the flat tire on the gray truck. 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. There was no insurance/asset committee report. There was no report today.

5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of December 31, 10'7 there were 3 unit owners in arrears. The financials, A/R reports are all published at the Gardens Website, thegardensat Heritagegreen.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 Judy Webster. (Copy of all financials (November and December, 2017) attached to these minutes). The financials for the past 2 months 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 Lynda Hendrickson, seconded by Joanne Harbort and unanimously approved by Board.

7. Business.

(a) Documents for the mail out were all approved.

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.