

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

**Minutes of the Board Meeting
Monday, November 5, 2018**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, November 5, 2018 at the home of Ursula Jenkins-Turner, 806 Callaway Court, Chattanooga, Tennessee 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)
Dale Carney – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (present)

Unit owners in attendance: None

The meeting was called to order.

1. Minutes. The Minutes for the previous September regular board meeting which was previously posted on the Gardens website for review was up for approval. (There was no board meeting in October, 2018). Motion to approve the minutes were made by Margaret Lorimer, seconded by Lynda Hendrickson and unanimously approved by the Board.
2. Architectural Committee. Lynda Hendrickson gave the architectural committee report. The committee gave approvals for 2 changes. Motion to approve the architectural report was made by Margaret Lorimer, 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 mowing, cleaning up yard, aerating, etc. There are approximately 57 dead bushes. List was previously given to Andy. He will remove dead bushes in the next couple weeks and replace with new bushes. Tim continues regular maintenance and painting of units - mostly now only front doors and shutters. . 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.
5. Finance/Accounting Committee. Joanne Harbort gave the Finance/Accounting Committee report. As of October 31, 2018 total A/R is \$198 and consists of late fees. 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 Judy Webster. The financials for October, 2018 were reviewed. 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 Ursula Jenkins and unanimously approved by Board.

7. Business.

(a) The Board has decided to hire a Property Management Company becoming effective February, 2019. Two representatives from Community Management Association were at a previous meeting. Eric Banning and Ginger Wiley. Answered questions. We will request their attendance at the December, 2018 board meeting.

(b) The Board signed paperwork regarding renewal of CD with First Tennessee Bank.

(c) Darin Johnson, 939 Callaway Court requested hardship waiver to rent his unit for a year. Is moving to Costa Rica since losing his job in Chattanooga. If Costa Rica does not work out he will move back into his unit in one year. The Board granted the hardship waiver. Confirmed with Darin it is to be for one year only. Renters are his responsibility, etc.

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