

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

**Minutes of the Board Meeting
Monday, September 17, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, September 17, 2012 at Prudential Realty Center, East Brainerd Road, Chattanooga, Tennessee from 6:00 pm – 7:30 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Judy Webster – Treasurer (present)
Marianne Schultz - Secretary (absent)
JoAnne Harbort – Chair Finance/Accounting Committee (present)
Ursula Jenkins – Chair Landscape Committee (present)
Kenny Burnette – Chair Insurance/Asset Management Committee (present)
Lynda Hendrickson – Chair Architectural Committee (absent due to work)

Agenda for 9/17/12 meeting is attached.

Norm Miller called the meeting to order. The meeting commenced at 6:00 p.m.

1. Minutes. The Minutes for the previous 8/29/12 regular Board meeting were brought up for approval. Motion to approve minutes were made by Kenny Burnette, seconded by JoAnne Harbort and unanimously approved by the Board. The minutes are attached.

2. Architectural Committee. Lynda Hendrickson, chair, was absent due to work. Ursula Jenkins gave the report. Said per Lynda, not much going on. Jan Pate requested storm door and it was approved.

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

3. Landscape/Maintenance Committee. Ursula Jenkins presented Board with the landscape/common area report. (Landscape Report attached). Several items were discussed.

- Turf Builders \$13,000 bill for irrigation work was discussed. They were sent letter via e-mail and certified mail. Turf Builders has sent us a revised bill for \$9,797.22. We will send them another certified letter stating we will pay for 80 hours worth of work plus materials. We will terminate their contract at end of year.
- Received two bids for landscape/lawn care service for next year. C&R Landscape Management came in at \$61,650.00 for year. Felker Landscape came in at \$62,628.00 for the year. Getting another bid from George Steele/ShadeTree LawnCare.
- Further discussion regarding hiring 2 employees to maintain the grounds and do all work for Gardens only. Storage Building, equipment, etc. should run us about \$20,000.00. Considering employing one full time person for \$15/hour and a second part time person for \$12.50 hour. Will need social security, FICA, TN employment insurance, worker's comp information. Would need to buy a storage unit to place on property. Kenny to look and see if anything in Master Deed regarding storage units. Will make decision at next Board meeting, Monday, October 15.
- Much discussion of roofs damaged due to hail, insurance claim, etc.

- Turned in TAWC form to try to get some money back for \$3500 water bill. Have not heard anything from them.
- Will table all contracts til year end.

Miscellaneous:

Speeding continues (Talked to tenant in Jesse Goins unit regarding son's excessive speeding).

Motion to approve Landscape Committee report was made by Jack Carney, seconded by JoAnne Harbort and unanimously approved by the Board.

4. Insurance/Asset Committee. Kenny Burnette gave insurance report and a new breakdown of the 26 year annual reserve budget. Discussion ensued regarding Kenny re-running budget. He will provide us with new reserves budget next month.

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

5. Treasurer Report. Judy Webster gave the treasurer's report.. All financials were distributed. (Copy of all financials attached to these minutes). The financials were reviewed, checks written were reviewed. Accounts receivable was discussed. Mike Andrews was sent certified letter giving him 30 days to pay \$988 arrears in HOA dues. Will file another lien after 30 days. Discussion of liens ensued.

A/R Delinquent Unit Owners:

We did not have enough money on August 30 to transfer money to Money Market Account or to pay the Turf Builders bill of \$4663.33. Had to wait a couple of weeks to make the transfer to reserves and pay the lawn care/landscape bill. We continually have at least 5-6 unit owners paying late. We continue to run behind every month.

Judy Webster certified that all accounts are reconciled.

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

6. Finance Accounting Committee Report. JoAnne Harbort gave the finance committee report. Basically we looked at and discussed the accounts receivable per above discussions.

Motion to approve Finance Accounting Committee Report was made by Jack Carney, seconded by Judy Webster and unanimously approved by Board.

7. Other Items for Discussion:

(a) Speeding - still thinking of alternatives. Tabled til next meeting.

There being no further business the meeting was adjourned.

Motion to dismiss was made by Jack Carney, seconded by Kenny Burnette and unanimously approved by the Board.