

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

**Minutes of the Board Meeting
Monday, November 19, 2012**

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, November 19, 2012 at the home of Jack Carney, 907 Callaway Court, Chattanooga, Tennessee from 6:00 pm – 7:15 pm.

Attendance is as follows:

Norman R. Miller – President (present)
Jack Carney – Vice President (present)
Judy Webster – Treasurer (absent)
Marianne Schultz - Secretary (present)
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 (present)

Agenda for 11/19/12 meeting is attached.

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

The following items were addressed:

1. Minutes. The Minutes for the previous 10/15/12 regular Board meeting were brought up for approval. Motion to approve minutes were made by Kenny Burnette, seconded by Marianne Schultz and unanimously approved by the Board. The minutes are attached.

2. Architectural Committee. Lynda Hendrickson gave the Architectural Committee report. Not much going on. The new owners of 557, Connie and George Zehring submitted Change Request form and a 4' fence was approved. Have not heard from Mary Lou Riddle regarding placement of her satellite dish. A copy of the report is attached to these minutes.

Motion to approve the Architectural Committee Report was made by JoAnne Harbort, seconded by Kenny Burnette and unanimously approved by the Board.

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

- Leaves need to be cleaned out of gutters in back.
- Port Raulston to close and winterize irrigation system.
- Within next couple of weeks the committee will be interviewing potential landscapers for next year in order to submit proposal to the board.

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

4. Insurance/Asset Committee. There was no insurance/asset committee report. Kenny to contact insurance agent regarding report on roofs.

Motion to approve Insurance/Asset Committee report was made by Lynda Hendrickson, seconded by Marianne Schultz and unanimously approved by the Board.

5. Treasurer Report. JoAnne Harbort 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. We will fine tune budget line items for landscaping/irrigation once new landscapers are hired. JoAnne Harbort certified to the best of her ability that all accounts are reconciled. We will also send letter to chronic late fee payors that they need to pay up by year end and stay current thereafter. Draft of letter to be sent around to the board for approval.

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

6. Finance Accounting Committee Report. This report was given by JoAnne Harbort in connection with the treasurer report.

There being no further business the meeting was adjourned.

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