

MINUTES OF THE REGULAR MEETING OF
THE GARDENS AT HERITAGE GREEN,
CONDOMINIUM ASSOCIATION, INC.

February 5, 2024

The Board of Directors of The Gardens at Heritage Green Condominium Association, Inc. met on Monday, February 5, 2024 at Chattanooga Elks Lodge, 1067 Graysville Road, Chattanooga, Tennessee 37421, right after the adjournment of the Annual HOA meeting (6:00 p.m - 7:30 pm.). The annual meeting was adjourned due to lack of quorum of members present or by proxy 31 in attendance, 5 proxies). The regular Board Meeting continues per below.

Attendance for the regular board meeting was as follows:

Mathew Brownfield - President (present)
Margaret Lorimer - Vice President (present)
Nancy Williams - Treasurer (absent)
Ursula Jenkins-Turner - Secretary (present)
Kyle Allen - Chair Finance Committee (present)
Dale Carney Chair Insurance Asset Committee (present)
Bert Webb - Chair Landscape Common Area Committee (present)
Leslie Blackstock– Chair Architectural Committee (present)

Election of Officers. Due to lack of a majority of members present or via proxy, the Board then, in its regular Board Meeting, unanimously appointed the following to be elected to serve a two year term:

Officers up for election/re-election are:

Matt Brownfield (President)
Dale Carney (Chair Insurance Asset Committee)
Leslie Blackstock (Chair Architectural Committee)

Board Members not up for election this year are:

Margaret Lorimer (Vice President)
Ursula Jenkins-Turner (Secretary)
Nancy Williams (Treasurer)
Bert Webb (Chair Landscaping Committee)
Kyle Allen (Chair Finance Committee)

After the elections, the meeting was closed due to lack of members and the floor was opened for questions, concerns, comments, some of which are relayed below:

1. Lot of landscaping questions. Shrubbery questions/complaints. Dead Bush issues/complaints. All are being worked on. The landscapers are starting to pull up all

dead bushes in the fronts and sides of homes, but in particular concentration will be the fronts of units. Those dead bushes and empty places will be replaced with new bushes. Depending on budget we may continue by pulling up partially dead shrubbery and replacing this year.

2. 5 roofs to be replaced in the Spring. 2 in the late fall if feasible. [The Hawks Group had a meeting 2/6 and have addressed all with the landscapers who are also currently trimming crepe myrtles on the grounds].
3. 509 complained about notification from Board regarding her encroaching on Gardens common space by planting large flower bed without consent on the street side of her unit. It is a violation of the Master Deed, Rule 7-Common Areas and Rule 21 to some degree - for anyone to take over Gardens common areas. She will put common area back to original form. If Board allows one to do this we have to allow others in the complex to do the same.
4. One unit owner requested a yearly schedule of when landscapers are to perform duties, such as when Gardens is to be mulched, trimmed, bushes removed, planted. [The Hawks Group said they will provide us with a yearly calendar addressing when certain items are scheduled].
5. Retention Pond area out back. Lots of people have been throwing pumpkins, trash, flower pots, etc. into the area out back by the retention pond. The retention pond area is not Gardens property. Maggie Hall has graciously volunteered to get a group together and clean out the area. If anyone would like to help volunteer please contact Maggie at Maggie.hall@epbfi.com. [This announcement for volunteers will be placed at postal unit so unit owners can contact Maggie].
6. Several unit owners commented on how nice it was to deal with The Hawks Group, Kelley, etc. which was nice to hear.
7. Several unit owners requested large rocks be placed on corners to prevent Fed Ex, UPS and other large trucks from running over grassy areas, causing mud etc. [The Hawks Group will look into providing big rocks at corners to prevent trucks from running over grassy areas].
8. Several unit owners requested “No Entry” signs be placed in cul de sac by retention pond so trucks are not allowed to travel the back roads. Need to stop in cul de sac and walk to front of homes to make deliveries. [The Hawks Group are in process of having signs made stating “No Commercial Vehicles” and will put out in Gardens areas towards back row].
9. 907 wall outside unit has cracks and needs to be examined. [The Hawks Group will check on this].
10. 305 has French Door issues – locking doors. [The Hawks Group will have this checked out].
11. The 200’s and 400’s have sprinkler issues and needs to be checked out. [The Hawks Group will have Matt check into this].
12. 779 Needs to be checked to see if house needs to be repainted. [The Hawks Group will have someone walk the complex to create list of homes to be painted].
13. 173 had issues with removal of dead bushes in her courtyard, rules and regs regarding her unit. Needs to have 2 dead bushes removed out of courtyards. And replaced. Discussion re Master Deed. Article 2 – Common Elements and Limited Common Elements. HOA responsible for Common elements – not limited common elements.

Limited Common Elements are those that serve a specific unit and are not the responsibility of the HOA. For example, courtyards that have been enclosed by fence. Nonetheless, however the HOA does continue to pay for mowing, mulching and trimming, bush removal in courtyards.

14. 173 issues with Welcome Letter. Our current welcome letter does address the HOA documents – Master Deed, website, etc. 173 was asked to give the Board a draft of a letter she prefers and we will review.
15. Gutters in last row need to be checked and cleaned. Those units are next to woods and constantly fill with leaves. [The Hawks Group will have the gutters cleaned].
16. 179 – check concrete alleyway behind 179 – failing. [The Hawks Group will check out].
17. Per the Rules unit owners need to notify HOA Board when selling, moving per Rule 34 – Notification of Sale.
18. Dirty Fences – per Rule 23 – Maintenance of Units. Unit owner responsible for cleaning dirty, green fences.
19. We have a new law that requires all HOA condos, townhomes, etc. must have a Reserve Study done which needs to be completed by 1/1/2025. The list of companies providing this service is attached. The Board will vote on a company to complete the study for us.
20. Several sidewalks need pressure washing in the spring. [The Hawks Group will have someone walk the complex to create list of sidewalks needing pressure washing].
21. Need list of houses where shutters, front doors need repainting. [The Hawks Group will have someone walk the complex to create list].
22. Sidewalk up by 1056 needs to be checked out. Muddy area – may need some sod there. Mud travels over sidewalk when raining. [The Hawks Group will check out].
23. Complaints by various unit owners about landscaping issues citing they pay \$215 month and landscaping should be better. Seems to be some confusion as to what dues actually really cover as Unit Owners pay for more than landscaping, shrubs out of their monthly dues. Below is a list of what the monthly dues for \$215 cover:

- HOA insurance (covers outside of units – Acuity Policy)
- Landscaping, trimming, mulching, grass cutting, bush replacements
- Tru Green – fertilizing of Common Areas
- Irrigation – sprinkler system
- Trash pick up
- Pest Control; termite control for outside of common areas
- Fire Hydrants – Gardens fire protection
- Pressure washing sidewalks – front entrance white fence
- Maintenance of Garden sign – electricity
- Replacement of light bulbs in all common areas and street lamps
- Repair of Street lamps and common area lamps
- Repair of greenway stone pillars
- Painting parking spaces – lines
- Garage door replacements
- Window replacements
- French Door replacements
- Painting of units, shutters, front doors

- Cleaning of gutters
- Roof replacements
- Replacement of common area concrete
- Flock security camera
- Management Company to manage the Property – Hawks Group
- Accounting services – deposits for Gardens monies, dues, etc.
- Reserve Study of the complex due 1/1/2025

There being no further business, motion to dismiss was made by Dale Carney, seconded by Bert Webb and unanimously approved by the Board.

Dated as of February 5, 2024.

RESERVE STUDY COMPANIES

Company	Service Provided	Average Rate	Time Frame
HART PROPERTY ADVISORS Nashville 615.358.7080 www.hpain.com	Property tour 3 different budget plans to accomplish goals 5yr study update Budget provides a 30 year plan	average \$4,000-\$6,000	1-2 week to complete the once the proposal is accepted. Currently booked until Sept.
Royal Real Estate Services, LLC. Nashville 615.526.1907 www.royalres.net	Property tour Full asset evaluation with budget plan to accomplish goals 5yr study update Budget provides a 30 year plan	average- \$3,000-\$6,000	8 week completion once the proposal is received.
Global Solution Partners. Florida 844.477.7883 www.globalsolutionpartners.net	Property tour Budget provides a 30 year plan	Starts at &1,900 and increases based on community size	30 day completion

" Welcome Letter "
Standard

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

February 1, 2023

Re: Gardens at Heritage Green, ___ Callaway Court, Chattanooga, TN 37421

Dear _____:

Welcome to the neighborhood. Below please find some information you will need.

Effective February 1, 2023 the HOA Board has voted to turn over the day to day operations/management of the HOA to The Hawks Group. They are located downtown at 832 Georgia Avenue and also at Cambridge Square in Ooltewah. Our contact is Lynda Hawks, owner, President. (423.486.9500). Their contact information is as follows:

Jim Hawks – Owner – Head of Maintenance Jim@thehawksgroup.com
Lynda Hawks – Owner – Accountant lynda@thehawksgroup.com
Tanya Raines – Office Mgr tanya@thehawksgroup.com
Sarah Knott – Office Adm sarah@thehawksgroup.com
Erica Dahike Accounting erica@thehawksgroup.com
James Raines – Maintenance Supervisor james@thehawksgroup.com
Kelley Eblin – Project Manager kelly@thehawksgroup.com

I am attaching the Association's Rules and Regulations which we ask you read. Also attached to the last page of the Rules and Regulations is a "Change Request Form." Please note that any exterior changes made to your unit (i.e. installation of a fence) must be submitted to the Architectural Committee with the properly completed Change Request Form.

Dues are due the 1st of each month in the amount of \$190 and considered late after the 10th of each month with a \$19.000 fee added for interest and collection costs at that time. It is important that all unit owners pay their dues timely. Unit owners pay by using coupon books which the HOA provides. We have ordered a book for you today. The cover will be blue and white. The last page of the coupon book you will receive contains peel off labels of where to send your dues. We have a signed Lockbox Agreement with First Citizens Bank. Please send your future HOA payments to the P.O. Box on that label which reads:

The Gardens at Heritage Green, P.O. Box 63305, Charlotte, North Carolina 28263-3305.

Mail only correspondence to The Gardens at Heritage Green, 800 Callaway Court, Chattanooga, TN 37421.

If you would like to set your account up on autopay or some other type of electronic payment system, please contact your bank. Our First Citizens Bank representative is Josh Brown will be

able to provide you and your bank the necessary HOA information. Their address is: First Citizens Bank, 1611 Gunbarrel Road, Chattanooga, TN 37421; Telephone: (423) 510-7020. Or contact Lynda Hawks at The Hawks Group (423) 486-9500 and she can provide you the HOA account nos. at First Citizens Bank since the bank no longer will give out the HOA account nos..

Your box number at the postal unit is #__. If the previous owner did not provide you with a key please contact the Eastgate Post Office (296-6912) to order a new key. It normally takes a week and there is a \$25 charge.

Our insurance agency is McIntire & Associates, 355 1st Street, NW, Cleveland, TN 37311. Chandler Burke is our agent and can be contacted at 423.472.5058; cburke@mcintireins.com; fax: 423.479.6110. The HOA insurance policy, fidelity bond, etc. can be found on our website. You will however, need to obtain insurance for the inside of your home - which is something the HOA insurance does not cover. You will need to contact your insurance carrier to determine the amount of coverage you will need to protect the inside of your home. The Gardens at Heritage Green CAI is not deemed in a flood zone; flood insurance is not required and the insurance policy for the Gardens does not cover flooding. If you would like to obtain flood insurance with your own carrier you are free to do so. If you have any questions regarding the Gardens insurance coverages please contact Chandler at the above information.

With regard to Satellite Dishes, approval requests must be submitted to the Architectural Committee before installation of satellite dishes. The Architectural Committee is responsible for allowing placement of a satellite dish at a respective Unit. It is not up to the Owner to place the satellite dish at his/her Unit. Satellite Dishes may not be mounted on the roof of any unit at any time due to roof damage/insurance concerns.

NOTE: The Federal Communications Commission gives the individual Owner the right to install them, however, it did not take away the right of the Homeowner Associations to control their specific placement and size. The dish must not be visible from the front of the condo/carriage house.

Garbage runs Thursdays. Please do not put out garbage (regular kitchen garbage) until Wednesday night or Thursday morning before 7:00 a.m. Stephens Garbage generally pick up trash starting around 8:00 A.M. If you have more garbage than regular kitchen garbage please call Stephens Garbage to schedule additional pick up items (at your expense). Our contract with Stephens Garbage is pick up for 5-7 kitchen size bags of trash per unit. Their number is 423.693.5132. Please put your trash on the sleeve of your driveway -- not the grass. You may buy a trash can. There is no specific trash can designated for use but trash cans must contain liners. Our garbage service will not pick up loose trash in cans. Also any needles, medical supplies must be disposed of properly. You may use trash bags but if you do please be sure they are tied securely so trash does not blow around. We are not set up to recycle.

Wednesdays are lawn mowing day so please be sure to open/unlock your courtyard gate (if you have one), keep pets put up on this day. Our termite And Pest control company is Northwest Exterminating Co.[(423) 877-0111]. They are out on the property the 3rd Tuesday of every month in case you have any special spraying needs for the outside of your unit. If you need spraying on the inside you may contact them as well, however, this is not an HOA responsibility as our contract is only for the outside of units..

The utilities company are: Electric Power Board for electricity and Tennessee American Water Company for water. Internet (cable) access can be either with EPB FI or Comcast or a company of your choice.

The Board has developed a list of "emergency contact information." If you would like please send us that information as well when you get a chance. The emergency contact list is not distributed to anyone and remains in the Board's files. We have many members on e-mail and if you would like to be contacted via e-mail please provide that also.

Our website is TheGardensAtHeritageGreen.org and all association documents can be found there --- including the Master Deed, Bylaws, Minutes, Financials, Rules, HOA dues information, insurance policy, fidelity bond, etc. We will also put out an announcement to all every so often which would come straight to your email address. To log on the members side of the website please go to the website and hit "request login."

Thank you for your attention to all of this and if you have any questions please contact the Board at the above address.

Ursula Jenkins - Secretary

ursula@epbfi.com or text to 423.304.3052

The Gardens at Heritage Green Condominium Association, Inc.