

University Green Townhome Owners Association, Inc. (UGTHOA, Inc.)

MINUTES - General Meeting – January 12, 2017 6:30pm

Decisions are in **blue** and Actions are in **red**.

Present (alphabetical order):

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| Braccio, Linda |
| Charles, Trish |
| Lueders, Linda – slightly late, arrived at 6:45pm |
| Salvador, Melissa (by phone) |
| Wingert, Lyn |

Also present: Property Manager Carrie McGinnis; Absent: Gary Granere and Sean Martinez

Call to Order: Vice President Trish Charles ran the meeting in President Gary Granere’s absence. Trish called the meeting to order at 6:35pm.

Minutes from December 8 General Session were reviewed in advance by the board.
Board approved the minutes as reviewed.

No exec meeting was held in January.

2017 Election and Nominations

Four positions are up for election:

Lyn Wingert is not running; Melissa Salvador is not running; Trish Charles and Linda Lueders have not stated their intentions. (Linda L. was not present yet when this part of the discussion was held.)

Discussion was held regarding openings and how to handle proxies – how far in advance to send them.

Proxies must be sent 15 days before, but we will do earlier; maximum 21 days in advance so people don’t lose them.

Brookwood Elementary School has been requested for annual meeting on second Thursday of April.
Freeman Library is an alternative location for the meeting.

Linda B. asked for **help finding candidates to run for board**.

Carrie will post in newsletter and on mailboxes.

Proposed 2017 Budget:

Homeowner Rick Charles did a tremendous job putting together proposed budget for 2017. Lyn, Linda B. and Rick met earlier this week to review and make adjustments as needed. We completed an estimated Monthly and Annual 2017 budget for review by the board.

Board agreed to review budget and vote at next General Session in February.

Financial Reports: Lyn reported that 3 cashier checks that were made out to vendors for concrete and foundation work had not been recorded by the accountant because he did not know what the checks were for. Two of the checks were given to the vendors in question and one was not. Lyn did not know who it was for or where it was, other than maybe Jazmin had it. Carrie did have copies of the other two so we had a record of those dollar amounts. *(L.B. Note: the third check has since been given to the vendor and the amount appropriately recorded. Copy is in the office).*

Audit for 2016 – Lyn said the audit will be completed after records for the year are closed out, which they are not yet. Questions were asked about timeliness of financial reports – if actuals are recorded by the end of a month, why are these amounts not always reflected on following month’s reports? This is a question for our accountant.

Building Repair – Lyn said it was discovered today that some of the gutters on some homes are hiding mass infestations of carpenter bees and carpenter ants. The wood behind the gutters is rotting in several places. This condition has been found on buildings that were scheduled to be painted.

A discussion was held regarding removing gutters from buildings permanently. It was generally agreed the gutters should be removed as buildings (siding) are repaired, and gutters not replaced afterward.

**Linda B. made motion to remove gutters as each building is repaired and being readied for painting.
Linda L. seconded. Four voted aye, Melissa abstained.**

Insurance: Carrie has talked to a representative w/Nationwide. He will let us know if Ted Allen blocked our account from being pursued by other companies, as is the standard at a certain point during the policy renewal process.
Our policy expires at the end of February.

Carrie will contact Ted Allen and Gibraltar to find out the status of our policy renewal.

Linda L. made motion to adjourn. Linda B. seconded. Motion passed unanimously.

Trish adjourned meeting at 7:49pm.