

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

MINUTES - General Meeting – March 16, 2017 6:30pm

Decisions are in blue and Actions are in red.

Present (alphabetical order):

Gary Granere
Linda Braccio
Linda Lueders
Trish Charles
Sean Martinez
Rick Charles

Absent: Melissa Salvador

Also present: Property Manager Carrie McGinnis and Administrative Asst. Cynthia Johnson

Call to Order: President Gary Granere called the meeting to order at: 6:32pm.

Minutes from February 9 General Session were reviewed in advance by the board.

Board unanimously approved the minutes as reviewed.

Homeowner Barbara Schwartz requested an opportunity to speak first:

Drainage: Barbara spoke to a hydrologist, Larry Dunbar, (an expert in drainage & flooding, recommended by Clear Lake City Water Authority (CLCWA)). He will come give us a free consultation about our property drainage. He’s also an attorney. He needs the drainage plans submitted for each time a building was built here (each phase). Barbara wants board to authorize getting that information. Might be able to take a photo of it if the city won’t release it to us. In the courthouse you can buy copies of diagrams such as these.

Carrie will call CLCWA to see if they have historical records/diagrams of our drainage plan.

Postal Service: Barbara also talked about the problems we’ve been having with our postal service. Some of the boxes aren’t working properly (don’t lock), and the master lock on both boxes is not locked at times.

We need to e-mail copies of the survey taken a couple of years ago about our postal service to Congressman Brian Babin. Carrie will send the survey e-mail to: Beverly.Ferguson@mail.house.gov

FINANCIALS – Treasurer’s Report (Rick Charles):

Insurance payments are coming in; We are now using paper checks so we can track expenses better; We are paying CLCWA in bulk – all meters paid on one check with one service charge. Carrie is coding each

item (all payables) before sending them to our accountant. The accountant will send the monthly report by the end of following month. All receivables come in to Bank of America (BOA), then we transfer to Moody Bank the amounts we decide should go there, depending on what types of payments we need to make.

Question arose about the difference between December and January Assessments receivable amount. This could have been assessments paid in advance by some homeowners (multiple months). Some homeowners do this.

Yardi is set up in an inconvenient manner – each property owner has his/her own account, even for the same property. Payments made by individual owners are applied to that owner's name. The Board will consider stopping the use of Yardi and Condo Café to save money, since very few homeowners are using it. We could switch back to Quickbooks for regular accounting purposes; we should try to keep a method for homeowners to pay assessments and other things via credit card. We should keep both systems (Yardi and Condo Café) until we find another system.

John and Grady Davis volunteered to look into a new system when they come back from their vacation in June.

LANDSCAPE COMMITTEE:

Linda Lueders – Talked to a potential new landscaping company, E&T; we need to give 60 days' notice to Greenleaf prior to cancelling contract. **We would need to give notice on April 1.**

Services E&T provide include: Mow, weed, edge, blow, flower beds as needed, cleanup, herbicide, small tree trim and crepe myrtles as needed. There will be no contract – they will do it in more days than once per week.

Linda L. moved we terminate GreenLeaf's contract effective June 1. 60-days' notice will be given on April 1. Trish seconded. Motion passed unanimously.

Trish made motion to try E&T Services, LLC, for one year period at the stated price (not included in these minutes since it is proprietary), when Greenleaf expires. Linda L. seconded. Motion passed unanimously.

Linda L. will write contract, which should be terminable with 30-days' notice on either party side.

Gary told Greenleaf to get out here and take care of business. Today they were out cleaning up leaves and pulling some weeds. They did a great job cleaning up leaves; however, they only cut the weeds, they don't pull them up at the roots. Greenleaf was supposed to weed on every visit, per their contract. They do not do this.

Mulching: We will mulch as needed once weeding is finished in each bed. E&T bid for mulching was already accepted by the Board at the February meeting.

ANNUAL MEETING

Linda Braccio - **We need volunteers to help sign people in and manage proxies.** Also, when proxies come in to the office, someone will need to tabulate them. Linda and the office staff will do that in the days leading up to the meeting. The night of the meeting, if anyone is interested in volunteering to help for about 30 minutes before the meeting starts, please let Linda know (Linda.braccio@ugthoa.org) or send a note to the Office (office@ugthoa.org).

The meeting will be held at the NASA JSC Gilruth Center, in the Lone Star Room on the second floor. Enter at the side entrance to the right of the large gymnasium section. Take the elevator to the second floor. The Lone Star Room is directly in front of you as the elevator opens.

Our Attorney will attend the meeting and handle the ballot counting.

Carrie will call the attorney and find out if she comes to the annual meeting at no charge.

OLD BUSINESS:

Building painting and repair: We accepted a bid from MJ Solutions; bid is in question now because of repairs being done to buildings ready to paint. They can't start now until April 17. Gary called another company (CertaPro) – they said they will not paint until the pollen dissipates. MJ Solutions wants more money for priming, so Luis and Nelson went out to prime what they've fixed (new wood); we will go ahead with MJ Solutions and their existing bid.

<Gary Granere had to leave the meeting early – Vice-President Trish Charles continued running the meeting.>

Unpainted fences: The Board has said previously that the Association will paint fences one time in order for them to be uniform, but people putting up **new fences** (replacing old ones in need of repair or replacement) should paint their new fences with the new color we recently selected. The appropriate colors are listed on the UGTHOA website.

Lights on Oak Cloister: Electrical breakers 5, 6 and 7 blew out. We suspect breaker 5 has a ballast problem. Crescent Electric is coming out on Friday 3/17 to check again.

MISCELLANEOUS - Responses to Homeowner Questions:

Meeting Minutes have been posted on the website; Financials for November through February are here and available. Insurance coverage – we didn't get another quote, but the Ted Allan bid was low and acceptable. Other insurance companies were locked out, as is the practice at a certain point in the process.

Linda L. made motion to adjourn the meeting. Linda B. seconded. All in favor.

Trish Charles adjourned the meeting at 8:33pm.

Minutes prepared by Linda Braccio, Secretary.