

**University Green Townhome Owners Association, Inc. (UGTHOA, Inc.)**  
**MINUTES – Annual Meeting – April 13, 2017, 6:30pm**  
**The Gilruth Center – Lone Star Room, Space Center Blvd. Houston TX 77058**

**Present:**

Braccio, Linda	Charles, Trish	Granere, Gary
Lueders, Linda	Martinez, Sean	Charles, Rick
Attorney Kourtney Schroeder	Property Mgr. Carrie McGinnis	Admin Asst. Cynthia Johnson

**Call to Order:** President Gary Granere called the meeting to order at 6:34pm and established quorum.

**Gary introduced Precinct 8 Constable Phil Sandlin along with Arturo Cruz, night shift Sgt.**

**Highlights of their presentation included:**

- Information about the Vacation Watch program for homes – call the constable’s office if you would like them to check on your home during their neighborhood patrols. They will drive by your property once per day to check on it.
- Tips to keep your property safe from burglary:
  - Burglars sometimes knock on doors to see if someone is home at a particular time of day; if you answer the door they’ll just say they are selling something. Best thing to do is make your presence known by asking ‘who is it’ without opening door so they know you are home. They may attempt to break in through a window if they think you are not at home. If that happens, you are free to do what is necessary to protect your life and property.
- There are lots of vehicle and wheel thefts going on in the area, particularly near the Courthouse. Older vehicles and trucks, particularly Ford F150 and F250, Chevy Silverados and Dodges are popular targets. Call the Constable’s office if you see suspicious vehicles or persons in the neighborhood.
- The Constable mentioned that our neighborhood was set up for patrol watch this evening while many homeowners attended this meeting. Thanks to Carrie for setting that up!

**Year 2016-2017 Board Reports:** Current board members were introduced and gave short statements.

- Rick Charles, Treasurer – Discussed annual budget report and miscellaneous finance related items, including:
  - Comcast pays UGTHOA about \$200/month for an exclusive agreement so no other buried cable company can come in. AT&T comes through the phone line.
  - Homeowner asked how much equity we have as of December 31, 2015. Answer not known at the time of the meeting.
  - Late fees – Starting May 1 on unpaid Insurance assessments. Fees will accrue monthly. We have aging receivables (~\$20k) on which we are not collecting late fees. Our bylaws state that we offer payment plans to homeowners whose payments are late. We must make sure we are doing this consistently.
  - We look at accounts regularly and have brought several accounts in arrears to zero balances.
- Sean Martinez, Director – Architectural Control Committee report. Information included:
  - Forms required from homeowners to build structures or make physical changes to property, including tree removal (unless tree is in backyard behind fence). Forms can be found on website or the office can provide them.
  - Any company homeowners hire should be insured and reputable.

- Be careful of easements if planting trees in backyards; utility companies (water, gas, etc.) will charge homeowners for encroaching on their easements.
- Painting requirements – if homeowners put up a new fence, they must apply at least one coat of the proper paint color; owners of the Brighton Townhomes do not have to paint their fences, but should consider a clear seal to protect the wood.
- Trish Charles, Vice-President – Landscape Committee report. Information included:
  - We have replaced our landscape contractor, Greenleaf, with a new company, E&T. This is a family owned business, and the owners will be on site frequently to check on their employees’ work. Crew size to start with will be eight. We will ask the new lawn care personnel not to blow leaves and other debris toward front doors like the last company did. New company will weed and mulch, and will not put mulch on top of weeds. We will inform homeowners when mulch job will be done.
  - Rick and Trish Charles have done a lot of planting around the property, including hibiscus at the pool. The Association is very grateful to these two for all of their hard work and obvious care for our community.
- Miscellaneous Items:
  - Some of the brown street signs are badly disintegrated and need to be replaced
  - We have been using the same pool keys for 30+ years. Many people don’t turn them in when they move. Board will discuss re-keying gate at future board meeting.
  - Curb painting – Trish Charles brought up the fact that the red paint on the curb of Oak Cloister through to Broadlawn is not coming off short of sand blasting. Discussion held regarding what color to paint curbs. Agreed the board will discuss painting curbs a neutral color at a future meeting.

**Board of Directors Election for 2017-2019 Term:** There were four open board positions.

- Board candidates were: Trish Charles, John Davis, Jason Eversole, Clara “Cookie” Hockstedler, Linda Lueders and George Weisinger, all of whom made short statements to the members. There were no nominations from the floor. Members voted and turned in ballots; Attorney Kourtney Schroeder and her assistant counted the votes and announced the results:

**Board members elected for 2017-2019 term: Trish Charles, Cookie Hockstedler, Jason Eversole and Linda Lueders.**

**OPEN FORUM for homeowner comments and board responses:**

- Homeowner asked if buildings are being repaired before they are painted: The buildings are being painted, with wood repair being done first where necessary. Carrie said homeowners will be notified prior to wood repair and painting work for their buildings. Doors will also be painted; homeowners with locked screen doors should arrange to unlock those doors so painters can paint their front door.
- Homeowner asked if there is a policy for maintenance workers or contractors using homeowners’ electricity for appliances: There is no policy that covers this. Homeowners could consider using locking outlet covers, but if the property being worked on is their own, the workers should be able to use homeowners’ power.
- A lengthy and lively discussion was held regarding gutters and the damage they are causing to some buildings – rotting fascia boards, etc. Gutters are neither easy nor inexpensive to maintain. The board agreed to revisit the gutter removal question at a future board meeting. Homeowners may visit the office to see samples of some of the rotten boards found during gutter maintenance and removal work.

**With no further homeowner comments or questions forthcoming, and upon agreement by the Board, President Gary Granere adjourned the General Meeting (time not noted).**