

University Green Townhome Owners Association, Inc. (UGTHOA, Inc.)
MINUTES – Annual Meeting – April 14, 2016, 7:00pm
Brookwood Elementary School, 16850 Middlebrook Drive, Houston TX 77059

Present:

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| Braccio, Linda | Charles, Trish | Granere, Gary |
| Lueders, Linda | Salvador, Melissa | Sanzone, Brenda |
| Wingert, Lyn | Property Mgr Carrie McGinnis | Admin Asst. Jazmin Hernandez |

Also present: Attorney Kourtney Schroeder

Call to Order: President Melissa Salvador called the meeting to order and established quorum (time not noted).

Preliminary business: Association Attorney Kourtney Schroeder spoke regarding anonymous emails being sent to homeowners regarding Association business and there being possible violations of the Privacy Act. She also addressed the harassing of association employees. Ms. Schroeder also said that a person does not have to own property or live on the property to be on the Board. However, State law says that an Association’s By-laws may require one or more but not all Board members live in the subdivision. Ours do not say that at this time.

Homeowner Susan Reeves made a motion that all Board members be vetted. Since that requirement is not in our documents or the statutes, the motion was denied.

Ms. Schroeder went on to say that the Property Code says that no one may be denied a place on the Board unless they have committed a felony or crime involving moral turpitude within the last 20 years. Homeowner Janice Gordon stated that, pursuant to Article 8 of our By-laws, the Treasurer of the Association must provide each member present with a copy of the Annual Budget and a copy of a Statement of income and expenditures. The Treasurer, Lyn Wingert, did not have those documents available to the members and, therefore, Janice Gordon wished to make a formal protest regarding the legality of the meeting.

Year 2015-2016 Board Reports: Current board members were introduced and gave short statements regarding the work the Association had done over the past year. President Melissa Salvador reported the following board accomplishments:

- Newsletter
- Sprinkler system remediation (ongoing)
- Hiring of Property Manager, Carrie McGinnis, who is responsible for vendors and coordination of work projects
- Property Management software, Yardi, will allow homeowners to pay dues and other charges electronically
- Hiring of new accountants for both monthly reporting and annual audit
- Annual barbecue event
- Drainage projects ongoing

Board Director, Gary Granere, reported that the Association is accepting bids for painting the buildings. The work will be done in sections. Colors have been selected (since changed to new colors) and the entire project will take two to three years.

Secretary, Brenda Sanzone, presented the minutes of the 2015 Annual Meeting. They were reviewed and accepted as corrected (Don Outler, motion, Grady Davis, second)

Treasurer's Report – Lyn Wingert:

- Discussion of electronic bookkeeping using Yardi, which includes paying all bills electronically (as much as possible); we are using automatic/electronic check depositing, which is safer, and more efficient; established savings account for future capital expenses with the sum of \$20,000 being deposited in it per month; the Reserve Study is available for review in the Office; financial information is available on our website; contact Lyn Wingert if anyone has any questions regarding finances; financial reports have been delayed recently but should be available soon
- Some homeowners are behind on insurance payments – Homeowner Janice Gordon asked if the Association was collecting late fees on delinquent insurance fees. At this time, we are not

Board of Directors Election for 2016-2018 Term: There were three open board positions.

- Board candidates were Linda Braccio, Gary Granere, Sean Martinez and George Weisinger, all of whom made short statements to the members; There were no nominations from the floor
- Members voted; Attorney Kourtney Schroeder and her assistant counted the votes

Board members elected for 2016-2018 term: Linda Braccio, Gary Granere, Sean Martinez

OPEN FORUM held for homeowner comments and board responses:

- Rick and Trish Charles were thanked for painting the curbs in our neighborhood
- Discussion on fire lanes covered proper signage, including location of signs. Board will contact Fire Marshall to determine correct fire lane signage
- Homeowners discussed No Parking signs and how they should be worded. There are No Parking signs along Gemini, with pictures on them of cars being towed, but these signs seem to never be enforced by the city. Our internal roads are private, and the city will not ticket or tow at all. We would have to do it at our expense
- Our Maintenance Supervisor, Luis Benitez, was introduced. His assistant, Nelson Garcia, was not present. Luis and Nelson work extremely hard for us and do a wonderful job
- Homeowner Clara "Cookie" Hockstedler noted that new officers could not be elected at this meeting because proper advance notice had not been given to all homeowners. She also suggested new President should be on site as much as possible to sign checks and supervise as needed. Board and Committees should also make decisions as a unit and not based on individual agendas
- Homeowner John Davis noted financials are not sufficiently detailed and suggested board go back to using old financial and accounting systems. Board will look into providing more granularity in financials
- Homeowners applauded departing Secretary, Brenda Sanzone, for her work on the Board
- Homeowner Janice Gordon talked about perceived privacy violations with Condo Café and Yardi; noted perceived lack of transparency since Board holds Executive meetings a week in advance of General Sessions. Board explained that the Executive meetings are held separately because of the length of the meetings and how difficult it is to hold both on the same night, because they go on far too late into the evening. Board members are volunteers and have time restrictions like other homeowners. Executive Sessions are not open to general membership, so it is up to the Board when to hold those meetings. All pertinent information resulting from them is communicated to homeowners at the general session
- Homeowner Barbara Schwartz thanked all Board members for their service. Requested that homeowners be notified when a particularly noisy project or one that would cause inconvenience to homeowners was about to be started
- Homeowner Janet Taylor asked what legal recourse we have regarding behavior of tenants in (rental) properties. Attorney Kourtney Schroeder said the Association cannot legally limit what tenants live on the property, and that it is up to the Association to enforce the deed restrictions

With no further homeowner comments or questions forthcoming, and upon agreement by the Board, President Melissa Salvador adjourned the meeting (time not noted).