

University Green Townhome Owners Association
Special Meeting of the Board of Directors
4/22/2015

The meeting was called to order at 6 p.m. by President Melissa Salvador.

I. Introductions of new board members:

- A. Linda Braccio – has lived in our neighborhood for 13.5 years and has worked at JSC on Space Station contract for 25 years
- B. Brenda Sanzone – an original townhome owner who wants more involvement of neighbors in our association
- C. Trish Charles – has four children; has a goal that our townhomes are well maintained and their value appreciates
- D. Linda Lueders – semi-retired attorney; goal is to see more people involved in our association, to keep our property values up, and make sure the dues do not increase
- E. Lyn Wingert – organizer of the T-Captain idea; involved in various social events of the neighborhood; is self-employed and teaches at College of the Mainland
- F. Melissa Salvador – co-chair of the T-Captain committee; wants to see our property values maintained

II. Board opening/officers

- A. Motion made by Melissa Salvador to nominate Gary Granere to fill opening created by Ben Steinholt's resignation; seconded by Lyn Wingert and unanimously approved
- B. Linda Lueders – currently Treasurer and Secretary of the Board of Directors; motion made by Lyn Wingert to separate the two offices and elect Brenda Sanzone as Secretary; seconded by Trish and unanimously approved

III. Introduction of Gary Granere

- A. Travel business retiree
- B. Part time cabinet maker
- C. Wife (Sharon) is a realtor
- D. Wants us to maintain property so value will appreciate

IV. Board member needed to chair nominating committee for 2016

- A. Lyn Wingert nominated Linda Braccio, who accepted
- B. Linda Lueders seconded the nomination
- C. Unanimously approved

V. Board of Directors Meetings

- A. Will take place the second Thursday of each month
 - 1. Executive meetings (closed session) – from 6-7 p.m.
 - 2. General session – starts at 7

- B. Counsel Kourtney Schroeder provided more detail about meetings
 - 1. Executive sessions – closed as may discuss personnel matters, contracts, etc.
 - 2. Open Meetings Act – tells what can/can't be discussed in public meetings
 - 3. Townhomes – considered single family homes; Statutes 201, 204, 209 most relevant to our association
 - 4. Board is responsible for running the meetings and allows for open forum at the end but open forum is optional
 - 5. Board is the one who makes motions and votes, not the audience

VI. Managing Day-to-Day Operations provided by Lyn Wingert

- A. Currently have a temporary employee (Rachel) who has worked in HOA's previously; knowledgeable about computer system, programs used in our office
- B. Board members organized a rotation and will temporarily staff the office alongside the temporary employee
- C. Luis and Nelson (Maintenance Staff) – working on siding repairs; Building 1 – the next big project; both were superior with clean up from recent storm
- D. Water Meters – several have sunk, and Clear Lake City Water Authority assures us they will look at them

VII. Need for Operations Manager

- A. Someone to oversee contracts, roofing, lawn, maintenance, permits
- B. Someone who will be an active presence on the property, not an office person
- C. Trish – we need someone to manage property for continuity
- D. Melissa – the manager will report to the Board of Directors
- E. Linda Lueders – the manager is someone who will be hands-on while role of Board will be to oversee manager
- F. Melissa – four salary levels for such a position based on Department of Labor; salary range \$37,000 (Level 1) - \$90,000 (Level 4)
- G. Linda Braccio – need to remember we get what we pay for
- H. Linda Lueders – motion the Board consider the feasibility of hiring a manager for the property, seconded by Lyn Wingert

VIII. Lyn Wingert – various committees to be considered: insurance, landscaping, architecture

IX. Community Association Institute (CAI)

- A. Volunteers in Houston metroplex formed consortium
- B. Hold seminars to discuss similar issues
- C. Meetings held at different times to accommodate schedules
- D. Fee for 2 members = \$210/year; 1 member = \$120/year
- E. Motion made by Gary to table discussion; seconded by Linda Braccio and unanimously approved

X. Insurance for April 1, 2015 – March 1, 2016

- A. Melissa – requests have been made by homeowners to have insurance policy reviewed
- B. Linda Lueders – policy has been paid for and to change it or cancel it would incur penalties; plus, we have nothing in place to replace it.
- C. Melissa –
 - 1. Even if insurance policy is opened for review, we will not change insurance companies for this year as is too late.
 - 2. In future, wants to have presentations from those interested insurance agents.
 - 3. To change companies at this point would be an administrative burden even if determined that we are paying too much because many homeowners have already paid insurance bill while others have opted for the payment plan option.
- D. Linda Lueders – motioned to establish an insurance committee to begin as soon as possible and a Board member to chair it; Gary Granere seconded the motion with unanimous support

XI. IT system - needs to be looked at, cleaned up. Linda Lueders' IT worker will look at it for free.

Brenda Sanzone motioned to have Linda's colleague look at the computer with Trish Charles seconding the motion.

XII. Property Management Software – Melissa Salvador suggested this purchase

- A. Will efficiently store records of UGTHOA
- B. More efficient than paper copies
- C. Linda Braccio – if we hire a manager for the property, he/she may have an idea what to use
- D. Linda Lueders – made a motion to look for relevant software programs
- E. Lyn Wingert – seconded the motion

XIII. Welcome to new homeowners – introduced by Trish Charles

- A. Packet of information to include emergency numbers, local stores, etc.
- B. Perhaps hold a coffee occasionally so new neighbors can meet each other
- C. Introduce them via newsletter

XIV. Newsletter

- A. Linda Lueders plans to publish one quarterly
- B. Will include information about our community: garage sales, etc.
- C. Newsletter will be available on website
- D. Possibly a newsletter software program exists that will be helpful

XV. Revision of By-Laws

- A. Linda Lueders initiated idea of term limits for Board members, stating that by-laws will have to be changed to accommodate this idea

- B. Kourtney Schroeder – to change by-laws, must have a meeting of the membership. The vote of the majority of the members in attendance can effect change to by-laws.
- C. Melissa Salvador – suggested changes to by-laws would most effectively be voted on at Annual Meeting since it is the best attended
- D. Linda Braccio – motioned to table discussion on amending by-laws
- E. Lyn Wingert – seconded the motion

XVI. HardiPlank

- A. On-going repairs needed on property and need more HardiPlank
- B. Priced at Lowe’s and Home Depot: (\$6.69 per piece); Kemah Hardware (\$7.34 per piece)
- C. Association needs about \$5500 worth (at lower price), which includes tax and delivery
- D. Brenda Sanzone motioned to accept the lower bid
- E. Gary Granere seconded the motion

Open Forum

Melissa Salvador invited comments from the floor and reminded those speaking to be mindful of the time as others may have comments. She stated that their comments will not be timed, but asked that they be kept brief.

1. Janice Gordon
 - A. Described some of the history of self-management: when UGTHOA initially started, had no records, guidance
 - B. Used to have a neighbors helping neighbors group with a list of volunteers in the office
 - C. Recommends asking an engineer in our neighborhood to serve on Architectural Committee
 - D. Used to have quarterly newsletters
 - E. Need to look at how much late fee is charged if residents are late in paying monthly fee

- II. Susan Reeves
 - A. The Board of Directors in charge of \$600,000+ per year, money that belongs to all of us
 - B. Suggests the Board members have a complete credit report conducted/a complete vetting
 - C. Said the residents need to know if the Board members are in debt, have felony records
 - D. Kourtney – stated Board members are not required to be vetted, that the information is online in public records; Board members may not be dismissed unless they committed a felony

- III. Bret Hann
 - A. Had several requests of new Board
 1. Do not spend HOA money on social events; we are not a social entity

2. Do not employ family members/friends
3. Do not blame the past Board for current problems
- B. Asked why new Board is pushing duties off on other people (ex. committees, hiring of a manager to run grounds)
 1. Trish Charles – asked if the Board should run the office; Bret Hann’s response: no
 2. Evie Davenport – stated a Board member needs to head each Committee and report back to Board what that Committee is doing
 3. Linda Lueders – stated that was the intent; Board is not trying to push duties off on others but rather involve people, that a Board member will be on each Committee
 4. Linda Braccio – we have not assigned anything to anybody
- C. Asked why the Board wants to spend money to buy new computer program to manage the office when we currently have Quick Books (*NOTE: Quick Books is an accounting program – editorial comment of the Secretary*) and why we need a program to generate a newsletter
- D. Asked for additional clarification on by-laws/Texas Property Codes 209.056 and 209.058 – explanation provided by counsel Kourtney
 1. 209.056 – our association requires notice of elections
 2. 209.058 – ballots for elections have to be in writing and signed; no secret ballots
- C. Additional information provided by Kourtney: changes to by-laws are done in special meetings with the majority vote of those members present determining if change occurs
- D. Changes to declaration require a vote of 67% of home owners to effect change

IV. Ellen Cook

- A. Thanks to the Board for agreeing to serve
- B. Sees the Board member as a liaison between committee and other members of the Board
- C. Do we need CAI as a resource for information on software? Insurance? Knowledge?

V. Robert Neil

- A. Sprinkler system and Landscaping were controversial topics during the election; their current status?
- B. Linda Lueders – currently seeking bids for landscape work and drafting a bid proposal to send out to companies; hoping to have a decision by end of May
 1. Permits that have been found so far relate to back flow devices
 2. Research into the sprinkler system needed
 3. No permits yet found that say the system is ready for use

VI. Paul Fowle

- A. Did we go to water inspector regarding sprinkler system, get him to come to our property?

- B. Linda Lueders - The City of Houston must also issue permits for the system, along with Clear Lake City Water Authority
- C. Linda Lueders – Clear Lake City Water Authority is the point of contact, but no responses yet in the past two weeks that new Board has been in place; will pursue it

VII. Cheryl Willis

- A. The issue is that the sprinkler system is ugly
- B. Her T has two contraptions jutting out of the ground and they are ugly
- C. She was previously told these contraptions are typical for sprinkler work

VIII. Robert Neil

- A. Greenbelt area would greatly benefit from sprinkler system
- B. No shade, hilly area
- C. He personally tends to watering the greenbelt and would like to have sprinkler system

IX. Barbara Schwartz

- A. Introduced self and stated has served on Board twice, once when by -laws changes occurred
- B. Voiced concern about Board's approval tonight of HardiPlank without a discussion of money/budget
- C. Stated Board needs to have a budget, look at the big picture, and spend responsibly so fees will not increase
- D. Melissa Salvador – budget is in place and was approved by the previous Board

X. Jane Markley

- A. Are Board members allowed to meet outside the Executive and Regular Meetings?
(Kourtney – yes, in emergencies; must share what was discussed in these meetings)
- B. Many Board members not well known in our community; please include resume of each in newsletter

XI. Karen Wysocki

- A. Dog poop is a problem; need to enforce picking it up
- B. What about placing trash cans on the grounds?
(Melissa Salvador – trash cans previously used to collect dog poop, but it leaked out of the cans; became a health issue)
- C. Janice Gordon – carry an extra plastic bag; offer it to someone walking a dog
- D. Board will send out notice to pick up after dogs

XII. Jane Markley

- A. Asked if a new work crew is on the grounds as someone mowed her back yard inside her fence

- B. No new work crew; perhaps someone else hired a lawn service that mowed the wrong back yard

XIII. Robert Neil

- A. People parking in the fire lane – would be an issue if firetruck needed to get into area
- B. Board will send out a notice to park elsewhere

XIV. Cheryl Willis – boat was parked in front of tennis court for weeks; do we have jurisdiction regarding this area? (no)

XV. Janice Gordon – asked Linda Lueders what was happening regarding a complete audit of the records

- A. Linda Lueders – waiting for last year's audit to arrive
- B. Meeting with CPA (Tom Reed) tomorrow
- C. Wants a new audit of the auditor

Lyn Wingert – motioned to adjourn meeting; Trish Charles – seconded the motion

Respectfully submitted,

Brenda Sanzone, Secretary

Next Meeting: Thursday, 14 May 2015, 7:00 p.m.