

University Green Townhome Owners' Association
General Meeting of the Board of Directors
5/14/2015

- I. The meeting was called to order at 7:06 by President Melissa Salvador. Board Member Trish Charles was not in attendance due to a family matter.

- II. Community Forum – introduction to Landscape Committee Members (Hilda Chellappan, Janice Gordon, Alena Grinstead, Liz Lawler, Tilda Thomas, Lori Trahan, and Margaret Vogel) and the Lawn Service Bidders
 - A. Virginia Seefeld, Nelson's Lawns in League City
 1. Has been in business since 2008
 2. Takes care of her clients
 3. Does drainage and flood control work
 4. Licensed irrigator on staff
 5. Basic philosophy is to do jobs to the best of their ability, listen to concerns of customers, answer questions
 6. Do their best to respond quickly in the event of an emergency
 7. Does background checks on all employees, including their driving records
 8. Question from Janice Gordon: You have two crews of four men; is that correct?
Virginia – Yes, but we have a third crew for trees, irrigation. We have two full crews with complete rigs who do the lawns, and my husband; they can do your grounds in one day or a second day if needed.
 9. Question from Margaret Vogel: Will your husband be on the job here with your workers? Virginia –either he or I will be here; yes
 10. Question from Alena Grinstead: Do you do any residential areas that we can look at?
Virginia – Constellation Pointe in League City
 - B. Tom Farinacci II, Green Leaf Enterprises in Clear Lake
 1. Has been in business for 24 years
 2. Graduate of Sam Houston State University with Landscape Architecture/Horticulture degree
 3. Has 28 full-time employees, 8 crews
 4. All workers are clean, uniformed, documented
 5. Company underwent at TWC audit and passed with flying colors
 6. Foreman – Leo, has been with company 7 years
 7. Blades on equipment are sharpened every week to provide clean cut to bushes, grass, etc.
 8. Certified irrigator
 9. Question from Barbara Schwartz – When you walked the property, what landscaping issues did you see that need immediate attention? Tom – The weeds are terrible, and the bushes need trimming.

10. Question from Linda Lueders – What do you use to combat the weed problem? Tom – we use a product called Selective Herbicide specially designed to kill weeds but not vegetation.
 11. Question from Bret Hann – Have you looked at our irrigation system? Tom – I have looked at some of it; I can help you with irrigation issues.
 12. Question from Lyn Wingert – We get calls about mud coming off the ground onto the curbs and into the street. What can we do about that problem? Tom – You need a ground cover. If you mulch it or re-sod it, you will have the same problem. A ground cover, maybe some specialty grasses will solve this problem.
- C. Omar Chevez from Omni Services
1. Has been in business for ten years
 2. Has two crews, ten people per crew
 3. 80% of his work is commercial
 4. Question from Barbara Schwartz – Do you conduct background checks on your employees? Omar – yes. Most of my workers have been with me for two years.
 5. Question from Lyn Wingert – How many people would you have on our property the day you come here? Omar – I would have 6-7 people and would finish the job in one day. I have another crew that could do the flower beds and shrubs while one crew is mowing the grass.
 6. Question from Janice Gordon – You did the lawn service for this property in 2008, right? Omar – Yes, I did.
 7. Question from Lyn Wingert – What ideas do you have to improve the entrance to our property? Omar – It needs color. I would mix perennials and add shrubs.
 8. Question from Alena Grinstead – Do you do irrigation? Omar – no

III. Open Forum

- A. Clare (“Cookie”) Hockstetter –
1. Stated that at the last meeting Janice Gordon said that the current Board came on board with nothing to get them started, up and running in their positions
 2. Said this is inaccurate as a procedural manual in the office – outlines positions and what they do
 3. Advised the current Board not to get rid of everything, that many valuable documents, manuals, procedures, etc., in place from prior Board
 4. Someone at the last meeting said the expensive staff employees no longer worked for UGTHOA; reminded us that we had a full-time volunteer in John Davis; a part-time volunteer in Tom Chua
- B. Bret Hann – question: what services will be provided by the new lawn service?
Answer provided by Brenda Sanzone – basic services: cut, edge, blow, bag the debris; no irrigation currently planned
- C. Janice Gordon –
1. What I stated at the last meeting is that when Cecil and I started to self-manage our property, we had nothing to start with.

2. Has anyone on the Board seen the full insurance policy?
 - a. Melissa Salvador – no
 - b. Linda Lueders – we have called, left several messages, have not received the policy
 - c. Barbara Schwartz – how can we discuss insurance when we do not have a copy of the policy? Did anyone on the previous Board/current Board see the policy?
 - d. Tony Placella – the carrier should provide a copy of the policy
 - e. Melissa Salvador – no; we will keep hounding them, and will invite them to come to a meeting to present our policy. The previous Board talked about coverage provided by the policy, and we had two options from the same insurance carrier. The current Board has had no discussions about what the policy covers.
 - f. Tilda Thomas – I am a relatively new home owner; does the policy cover us for flood insurance?
 - g. Group response – no; you must buy your own
 - h. Linda Lueders – I will call the company, ask them again for the policy. Everyone who lives here needs to know what is covered by the new policy.

IV. Old Business

- A. Minutes from the April meeting were read and approved pending the correction of one typographical error.
- B. Lyn Wingert – proposed summer hours go into effect for Luis and Nelson, effective 1 June – September 1 with possibility of extending the deadline. Summer hours are 7a-3p due to hot weather.
 1. Linda Lueders made the motion for summer hours to go into effect 1 June
 2. Linda Braccio – seconded the motion
 3. All in favor
- B. Committees being formed
 1. Landscape Committee to meet Tuesday, 19 May, 6-8 p.m. to decide on which lawn service to recommend to the Board
 2. Insurance Committee – Linda Lueders to serve as Board Chair; Susan Reeves and Tony Placella are members
 3. Brenda Sanzone – made a motion to accept Linda Lueders as Chair of Insurance Committee; Linda Braccio – seconded the motion; all in favor
 4. ACC Committee – has two members so far: Linda Lueders and Janice Gordon; wants more members
- C. CAI
 1. Lyn Wingert prefers to go with the local community organization, Bay Area Neighborhood
 2. Their fall meeting will discuss deed restrictions; free membership
- D. IT System Report
 1. Linda Lueders' IT person looked at computers last month. Commented the system is

cumbersome, and back-up system needs to be expedited.

2. Melissa Salvador stated back-up materials currently on tapes, would be more efficient to place in the "cloud". Will call ATT and get a new box as the IT professional thinks the ATT UVerse connection is the problem.

B. Property Management Software

1. Current data base is an accounting system (Quick Books)

2. Melissa Salvador – would like a centralized database software to store maintenance records per house

3. Lyn Wingert – asked Melissa to look into a centralized data base software

4. Further discussion tabled

O. Electronic Newsletter

1. Mail Chimp offers service for \$10/month

2. Has a free aspect to be used on short-term basis

3. Used to send out bulk emails

4. About 2/3 of the homeowners here have email address on file

5. Melissa Salvador – made a motion to use the free aspect of Mail Chimp

6. Gary Granere – seconded the motion

7. All in favor

P. Change in By-Laws: Linda Lueders said it is a non-issue at this point and discussion was tabled until an issue requires us to change the by-laws

Q. Hardi-Plank - Lyn Wingert reported \$5500 of Hardi-plank was purchased and one additional purchase of about \$400 to purchase the insulation that goes with Hardi-Plank

V. New Business

A. Division of Labor – each Board member to oversee a specific area

1. Brenda Sanzone – Landscaping

2. Linda Lueders – Finance

3. Lyn Wingert – Buildings

4. Gary Granere – Capital Projects

5. Melissa Salvador – Office Manager

6. Trish Charles – Communications

B. Treasurer's Report

1. Linda Lueders – in good shape

2. The assets in the Bank of America account and the JSC account may look skewed. The JSC Account was used to pay the insurance; the money will be transferred back once the Association receives all the insurance money.

3. Still need audit, which is delayed because 8 homeowners need to reply to auditor's questionnaire; Linda will contact those 8 homeowners

C. Siding Building 1: needs work, and Luis is taking care of it

D. Gary Granere – will plan concrete issues (sidewalks, drive ways, etc.) and other capital projects

- E. One homeowner wants to sell house, but has a cracked slab. Needs \$2000 worth of slab work. Needs a confirmation letter that slab will be repaired.
 - 1. Continental Foundations – will do the work
 - 2. Linda Braccio – we do not have a contract with them
 - 3. Melissa Salvador – moved we do the slab repair; Linda Lueders seconded the motion; all in favor
- F. Gary Granere – wants to check out the sprinkler system; Melissa Salvador said we need a licensed irrigator, someone to make recommendations.
- G. Holidays in 2015 – Melissa wants list of official holidays when office will close, employees will receive holiday pay. Linda Braccio will list the official government holidays for Melissa.
- H. Email addresses of Board Members – will have first initial and last name @ UGTHOA.org (example: MSalvador@UGTHOA.org)

The meeting was adjourned at 8:49.

Respectfully submitted,

Brenda Sanzone, Secretary