

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

**MINUTES - General Meeting – August 11, 2016 6:30pm**

**Decisions are in blue and Actions are in red.**

Present (alphabetical order):

Charles, Trish
Granere, Gary
Lueders, Linda
Martinez, Sean
Wingert, Lyn

Also present: Administrative Assistant Jazmin Hernandez

**Call to Order:** President Gary Granere called the meeting to order at 6:30pm.

**MINUTES REVIEW from General Session for July 14, 2016:**

Linda Lueders requested to amend the minutes for the general session meeting for July 14, 2016; to which a homeowner can come into the office and review any receipt purchase; vendor file; or bank statements.

Gary Granere did not approve the request to amend without correcting his statement from the meeting; He stated that if a homeowner had a question about the UGTHOA monthly financial reports statements then they could call, or come in and speak to Jazmin and she can provide the information pertaining to the amount shown.

Gary Granere restated that our new CPA's are working on providing a more detailed report at the request of some homeowners. Also, he shared that as of August 2016 our filing system will be updated to attach all receipts to invoices as how it was done previously.

**BOD Approved Minutes - you mean changes to the July 14 minutes?**

**OLD BUSINESS –**

**Architectural Control Committee (ACC):**

Linda Lueders recapped the recent ACC meeting:

The committee discussed paint colors, and what needs to be done regarding the gutters. Linda Lueders did speak with Carrie about the engineer, however, he has not given a price yet. The ACC also spoke about the trees. Trish stated that they will be planting the trees once it cools down. Also the ACC is trying to find out more about the sprinkling system due to Sherman being MIA. The fact that the committee has had no luck contacting Sherman. Linda appreciated John Davis's help on going outside in the heat and inspecting our sprinklers.

**Landscape Committee Recap-**

Trish suggested that we added a notice on the September newsletter that the dead bushes will be removed in the fall. Linda Lueders suggested that Matt should remove the bushes, but Gary disagreed and stated that Luis and Nelson will be removing the dead bushes. Trish continued with informing the BOD that they are waiting for it to cool off to start planting. Trish mentioned about having homeowners water their foundation, to help the upkeep of foundations due to the extreme heat-hot weather.

Gary asked Jazmin to put a notice to homeowners about watering foundations to homeowners in the September newsletter

~~Trish went over Executive meeting on 08.02.2016 (with Janice Gordon) No written minutes were recorded. She explained not much was discussed or decided. (if nothing happened, why mention it? It'll just upset the usual people who get upset about things. What was the point of that meeting and why were no minutes taken? Or was that just a special session for Janice's sake??)~~  
**BOD approved the minutes.** What minutes? This was already said earlier.

Formatted: Font color: Blue

Formatted: Font: Not Bold

**CPA Recap**

Lyn Wingert briefly shared with the BOD that our new CPA Steven Jenkins will have reports available by the end of the month. They did return the audit.

Sean asked about the level of detail the reports will provide; Lyn responded that they are in a trial time and will work with us on the detail that we are requesting for the reports to have.

Gary interrupted to say this should answer John Davis's question that was submitted for the meeting.

**New Business:**

**Concrete Repairs-**

Gary Granere stated that the BOD needs to make a vote on bids for the next meeting.

Gary asked Linda Lueders and Sean Martinez about the painting colors. Trish said that they have a Sherwin Williams Rep that will be suggesting 3 different colors for the different bricks in our community and 3 different solid colors. Trish said that building 5 & 7 were ready according to Carrie.

Lyn suggested that we start on these projects now, and that the breakdown to complete will be approx. 3 years.

Gary said that Luis and Nelson will dictate the pace. And that the BOD is down to two bids for the painting project. Gary stressed to the BOD how important it is to vote on bids next meeting.

**Miscellaneous topics:**

Trish brought up the topic of maintenance of gutters.

Sean said that Luis and Nelson are constantly being pulled away from the upkeep of the gutters or other day to day repairs.

**Gary will ask ~~Carry~~ Carrie to get a bid for ~~men~~ a company to come and clean up the gutters.**

**QUESTIONS FROM HOMEOWNERS (Questions submitted in advance of board meeting):**

**1. Will the BOD be providing financial reports on the fire restoration construction as well?**

Gary responded by saying we are a go-go-between on that account, Gary explained the procedure on how the insurance company gives us money and then turn around and pay off ~~cotton~~Cotton.

Sean asked John Davis if he wanted a detailed information of ~~of~~ regarding this money on the monthly report. John said yes, since the money is being issued to UGTHOA it should be recorded.

**BOD will ask New CPA to include an additional page where the JSC Account is being shown.**

**2. ~~Wanting clarification~~ Clarification wanted about a Check written to the association from Veraclaim for the fire restoration underwriter's/deductible.?**

Lyn Wingert responded by saying we have 3 underwriter's, and we have a \$10,000 deductible, ~~period~~. The association has paid absolutely nothing to repair those houses. Gary ~~has controls the~~ \$10,000 which is the deductible and that's it. Linda Lueders suggested that the New CPA just add the different amounts from the several bank accounts the association has.

**3. Gary responded back to a previous question Janice Gordon had asked regarding an amount for \$1,899.54 in 2014 the association overpaid for our insurance; Ted Allen gave us a refund check \$1,897.77. ~~it~~ It was lost and never cashed. Their accountants picked up on that, and Ted Allen issued an additional check with the previous amount as well as a dollar and some change total coming to \$1,899.54. This amount will be reflected in the August 2015 statement.**

**Gary wants to look into ~~what~~ how the amount was categorized in the monthly financial reports.**

**Post Office Issues**

Gary addressed the issue about the post office. Someone had requested that we send out notification to everyone regarding this matter. Linda Lueders suggested that Jazmin calls our congressman regarding this issue.

**Gary asked Jazmin to notify the homeowners via newsletter.**

**Jazmin will include this on the newsletter.**

**Orange wire/Comcast Cable**

Formatted: Font: Italic

Gary brought up the orange wire/Comcast Cable, he said they cannot be buried. Comcast calls a contractor to bury their cables. We have concrete driveways so they have to run the cable up the garage wall. The only thing Comcast suggested, because they can't bury them, is to paint them.

**Meeting was adjourned at 7:30pm.**

**Minutes prepared by Jazmin Hernandez- Administrative Assistant.**