

January 8th 2015 General Session of the University Green Townhome Owners Association, Inc.

The meeting was called to order by Tom Chua (President) at approximately 7:00 PM. The Board Members present were Tom Chua, Melissa Salvador, Gretchen Sheehan, Judy Outler, Bob Tyrell and John Davis.

Meeting Minutes:

The minutes of the November 13th General Meeting were reviewed. **Melissa Salvador moved to accept the minutes as corrected. Gretchen Sheehan 2nd the motion and all Board Members present agreed.**

Executive Board Meeting:

John Davis reported on the items discussed during the January 8th Executive Meeting stating that to accommodate several people's needs the Board has decided to change the monthly meeting from the 2nd Thursday to the 2nd Tuesday of the month starting in February. The Annual Meeting will remain on the 2nd Thursday in April. The Board reviewed the bids for refurbishing the pool and decided to recommend Williams Pool and Services. John reported that the Board reviewed the collections and stated that we are in good shape but not as good as last month. He stated that the Darley property has been sold and the new owners have had the foundation fixed and plan to move into the property. John stated that we will have to write off about \$14,000 as a loss because Bank of America would not foreclose on the property. The Bank finally foreclosed and we have received 3 monthly payments and some prorated insurance money from the Bank before they sold the property.

Maintenance:

Tom Chua reported that the normal maintenance is continuing with gutter repairs, pool cleaning and repairs requested by homeowners. Melissa Salvador stated that Bay Area Tree Experts did a very good job in trimming our trees but she felt that some of the branches around street lights could use some more cutting to get the full effect of the street lights. It was stated that Bay Area Tree Experts has not told the Association that they have completed the tree trimming, at this time. Everyone agreed that they are doing a very good job. John Davis explained that once Bay Area Tree Experts tell us that they have completed the job, Tom Chua and he would have to go out to see if they have missed anything.

Gretchen Sheehan raised the issue of the lights that are not working and that she thinks that we need to have more lights installed in some other dark areas. It was stated that the Association has the material to install more lights but that we just have not done it because of other work that is being done first.

John Davis reported that the power cable running under the street will need to be replaced to repair street lights 5 and 6 along with the pole lamps on the end of the property at Oak Cloister and Broadlawn. It was explained that directional drilling would need to be done to install a conduit and add new wiring. It was stated that the Association would be asking for bids to do this work.

Pool Resurfacing:

John Davis moved to accept the pool resurfacing bid from Williams Pool and Services at the cost of \$4,275. Melissa Salvador 2nd the motion and all Board Members present agreed.

Tee Captain's Report:

Melissa Salvador reported that fewer homes participated in the Christmas decorating contest this year, around 80 homes and last year there were 94 homes participating. She stated that the 2nd place winner was nice enough

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to give someone else in the tee their prize in the spirit of Christmas. Melissa reported that the open house was well attended with 30 to 40 people. It was stated that the people who came had fun. Melissa stated that they plan to do it again this year. It was stated that the decorations at the pool looked very good.

Treasures Report:

Bob Tyrell reported that there is nothing out of the ordinary in the Profit and Loss or Balance Sheet information. He stated that the reports show a negative position of \$42,743 for the 2014 year which represents a dip into the Association Equity. Bob reported that although this may look bad, we expected about \$110,000 net loss for the year. Bob stated that our current total equity is about \$436,000. Gretchen Sheehan asked if we have a lot of known foundation work that needs to be done and was told that we do not have a lot of foundation backlog because we have just completed 3 foundation jobs. Melissa Salvador asked what the line item, in the Balance Sheet, called "Allowance for Doubtful Accounts" is. She was told that it is where the accounting system accounts for money owed the Association but it is doubtful that it will be collected and may have to be written off.

ACC Committee:

Community Comments:

Linda Lueders asked for a response to issues from her audit of the Association files related to the irrigation system. John Davis read the response which was published in the November general meeting minutes which are posted on the UGTHOA website at UGTHOA.org. Linda gave a few examples of areas where she felt that there may have been duplication of payments. It was explained that the duplication of addresses where work was done was due to work being done in the same general area such as at different ends of a building or along the side of the same building. Melissa Salvador suggested that Linda get with the office and set up a meeting to go over these items. After some discussion, Bob Tyrell, John Davis and Tom Chua agreed to meet with Linda to resolve this issue if she would like to have a meeting.

Clara Hochstetler reported that there is a wrecked car in the parking lot near 2213 Broadlawn which has not moved for some time. She was told that the car is not drivable and that Lyn Wingert plans to have it towed away. It was stated that Grady will write Lyn a letter with a date by which to have it moved.

Janice Gordon asked if the termite inspector found any conditions that are conducive to termites. She also stated that there are homes with vines growing on them. Janice asked if the Association was addressing these issues.

The inspector did find some issues and letters are being sent addressing issues such as high soil, vines and over-growth.

Janice asked when the large ant mounds will be treated.

Ant mounds are sprayed when discovered or specifically reported.

Janice asked when the landscapers are going to weed the property.

Weeding has not been done because of all the rain and cold weather that we have been having but will begin again as weather permits

Janice stated that some homeowners have placed trash outside their fences in common area and asked if the Association is asking homeowners to remove these items. She also stated that there are some fences in extremely bad shape.

These items are addressed when specific addresses are reported to the office.

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Janice asked if the Association has addressed repairing the “sink hole” on Bramble Way at Broadlawn.

The washed out area has been examined and will be addressed after our insurance expenses have been paid back after June.

Janice stated that the contractor doing concrete repair in the common drive of a tee was seen washing excess concrete into our storm drain and that she has seen the landscaping crew blowing the leaves into the storm drains. She asked who is overseeing this work.

During cleanup the contractor picks up extra concrete but does wash off the area which creates a white residue of water and concrete. This does not cause a problem. The landscapers blow leaves from the street onto the grass and then blow the leaves into a pile to be picked up. Some leaves may accidentally get blown into the drains but I have watched them and they do not try to blow leaves into drains intentionally.

Janice asked if permits are being obtained by the Association for repairs on buildings and drainage installation or repairs, installation of irrigation systems or concrete repairs.

All needed permits are being obtained by the Association.

Janice stated that flower beds and medians need to have perennials planted instead of annuals.

This is under consideration

Janice asked if the outstanding \$14,000 should be shown in the Accounts Receivable and she was told that it is in the Accounts Receivables. Bob Tyrell stated that the Accounts Receivable has both advance payment and under payments which offset each other and this may be what is seen in the Balance Sheet.

Janice stated that she thinks that the Association’s curb appeal is going downhill and the poles holding the irrigation controllers look bad. She suggested something decorative be used.

This is under consideration

Adjourn:

John Davis moved to adjourn the meeting. Judy Outler 2nd the motion and all Board Members present agreed. The meeting was adjourned at about 8:15 PM.