

UGTHOA General Meeting  
July 10, 2015

The meeting was called to order at 7:03 by President Melissa Salvador. All Board Members (Linda Braccio, Trish Charles, Gary Granere, Linda Lueders, Brenda Sanzone, Lyn Wingert) were present.

- I. The minutes from the June 11, 2015, General Session were unanimously approved. (The motion to accept them was made by Linda Lueders, seconded by Lyn Wingert.)
  
- II. Brenda Sanzone provided a cursory review of topics discussed in Executive Session:
  - A. Office Clerk JoAnn Blizzard will be offered a permanent position effective July 20, 2015.
    1. She will work a 30-hour week.
    2. Benefits include her hourly salary and workman's comp insurance.
  - B. Emergency Phone Line Number – is it needed?
    1. Residents can call 9-1-1 in an emergency
    2. Board members not trained/equipped to handle emergencies
    3. If we are responsible for helping someone in an emergency, it becomes a liability for us
    4. Trish will put phone numbers of Harris County Constable and Clear Lake City Water Authority in the newsletter; residents can use those numbers if necessary
  - C. Pool Emergency Phone – do not know if it works
    1. Melissa will call 9-1-1 from the phone and explain it is a test
    2. Phone can call only 9-1-1
  - D. Neighborhood has some chimneys that are tilting; work needs to be done on them
  - E. CPA Tom Reed is our guest this evening
  
- III. Melissa's comments/requests
  - A. Homeowners want to talk about association issues, which they are welcome to do
  - B. Homeowners want to make comments at beginning of meeting, after topics are discussed, and at the end of meeting in Open Forum
  - C. Need to be mindful of time so everyone can be accommodated
  - D. Please try to limit comments to 2 minutes, be conscientious of not monopolizing time
  
- IV. Presentation by Tom Reed, CPA of UGTHOA

- A. Audit is not ready and money is missing from the savings account
1. Has spent time reconciling the accounts
  2. About \$300 is missing from the savings account
  3. The pre-paid insurance is causing a delay
  4. His company is short staffed
  5. Response to his correspondence to attorneys is needed before our audit can be completed
- B. Discussion between Board Members and Tom:
1. Melissa – you knew before today the audit was not ready; why did you wait until today to tell us, knowing that you were speaking tonight about our audit?  
Tom – the audit takes time
  2. Melissa – our taxes have not be filed; why?  
Tom – they are ready but have not been filed; they will be filed as soon as the audit is complete
  3. Melissa – when will the audit be complete?  
Tom – maybe in a week
  4. Linda L – when did you start working on our audit?  
Tom – the first of the year; we have an audit program to go through
  5. Linda L – why has this taken so long?  
Tom – in the past, we had Grady who provided accounts receivables to us
  6. Trish – why did you not let us know if you needed these items?  
Tom – if you are unhappy with my services, you need to let me know
  7. Melissa – why has it taken so long to get the audit? I have sent all information you requested  
Tom – you infer this should have been done months ago
  8. Melissa – the Association signed your agreement; all seven members of the Board wanted to weigh in on whether to sign the engagement agreement with your office before moving forward with it  
Tom – I have to follow an audit program; I have never promised a certain date for completion of the audit
  9. Melissa – all you had to do was call me in advance, not today, to let me know the audit would not be ready for tonight  
Tom – I am sorry if you are not happy with this answer; I am not your whipping boy
- K. Questions from the floor:
1. Janice Gordon – what is this missing money from the saving account?  
Tom – the savings account at the end of 2014 shows a \$300 discrepancy
  2. Janice Gordon – are the legal fees associated with delinquent homeowners billed and collected from that homeowner?

Tom – I bill you \$3500 for the audit; I bill you for tax return;  
delinquent fees are not part of the audit

3. Linda L – did the previous Board give you paper copies and computer files?

Tom – they gave me accounts receivable, bank statements, print outs from the computer

4. Sheron Granere – when did you complete Association audits in the past?

Tom – usually mid-June

## V. Open Forum

- A. Robert Neil – parking in the fire lanes is still a problem

1. Lots of guests park in fire lane on the weekends
2. Maybe we need to repaint the curbs?
3. Grady Davis told me flyers were put on cars in the past
4. Trish – if you give us the address of the homes with the illegally parked cars, we can contact the homeowners
5. Janice Gordon – when the curbs were painted red, it cost \$14,000; many homeowners were upset when the curbs were painted and would probably be upset if we repainted the curbs

- B. Cookie Hockstedler – lots of weeds on the property

1. Trish – yes, we could have had the landscape company do a blitz and clean entire property at once, but it cost about \$6000
2. The Board voted against the blitz, but now we think we need to do it

- C. Jamuna Madhava – lights are needed in the T where I live

1. Very dark at night
2. A friend fell leaving my house
3. Darkness is a safety issue
4. Melissa – lights have been purchased for the area; the lights need to go in the green space between Buildings 14 – 17, not in front of people's homes
6. Jamuna – our T is dangerous, too dark
7. Melissa – we need to continue the meeting; we will discuss this issue at end of business meeting

## VI. Old Business

- A. Calendar – three options for holiday calendar/office closing

1. Brenda moved to accept Option 2 and have a holiday on Veterans' Day but not have off on December 31; no 2<sup>nd</sup>; motion died
2. Janice Gordon – are these employee paid holidays or simply office closures?

Melissa – paid holidays for employees

3. Lyn moved to accept Option 3 – not have a holiday on Veterans' Day and have off on December 31; Trish seconded motion; all in favor

B. Ivy on fences, houses

1. Brenda thanked people who have removed ivy and stated more people will be contacted to remove it.
2. Ivy is breeding ground for termites.

C. Insurance policy – information provided by Melissa

1. No copy of it yet, but is supposed to be mailed tomorrow.
2. Once received, it will be available for viewing

D. Sprinkler System – information provided by Melissa

1. Sherman Fletcher of Aqua for Less – walked property and assessed current system; charged \$160 for assessment
2. Report goes into detail about each sprinkler head, timer
3. He will report at the next meeting
4. Janice Gordon – can the backflow devices be buried?
  - a. Gary – it will cost \$200 each
  - b. Janice – it would be money well spent
5. Janice Gordon – can we get rid of the ugly posts with the timers?
  - a. Brenda – the timer boxes have many electrical wires; moving them will be very expensive
  - b. Janice – kill two birds with one stone and ask if Tom Farinacci can replace the timer boxes and provide additional common area lighting for the “dark” sections of the property

E. Tax being paid for some open spaces, esplanades – information provided by Lyn

1. Tax from Clear Lake Community Association applies to residential houses
2. Our area may be an exception as we pay for our own trash, mosquito spraying
3. Benefit of paying the tax is we all receive reduced fees to take classes at the rec center and use their facilities (ex. pool)
4. We could have our attorney find out if we are an exception and reduce our annual fees to Clear Lake Community Association
5. Janice Gordon – basically, we pay twice
6. Trish – motioned that we have the Association attorney find out if our Association is exempt from the annual residential tax imposed by Clear Lake Community Association
7. Linda L – how much will we pay in attorney's fees?
8. Lyn – I think the patio homes will join us in not paying the fee
9. Melissa – I think we should allow up to 2.5 hours of legal research
10. Linda L – motioned that we have the Association allow up to 2.5 hours of

legal research to determine if our Association is exempt from the residential tax

- a. Seconded by Melissa
- b. All in favor

11. Robert Neil – are we still paying fee to the Patio Homes to use the tennis courts?

Lyn - yes

F. Annual BBQ

1. Trish is the Board liaison
2. She will ask T Captains for help
3. Will be held on National Night Out - October

G. Homeowners with fees in arrears – information provided by Linda L

1. Approximately 8 people are behind on their fees
2. Most people have paid insurance bill

H. Two issues regarding previous lawn service - information provided by Linda L.

1. From April 2012 – June 1, 2015: Merced was paid \$675,000, but this total is missing 10 months of landscaping fees  
Perhaps they are included in this total; I do not know.
2. The Association paid him \$7000 tax on the sprinkler system; he should not have collected this tax.
3. Sheron Granere – can we not go back to Merced and have him make the sprinkler system right?  
Melissa – if he did not do it right the first time, I doubt he can do it correctly now.
4. Janice Gordon – could we send Merced the repair report from Sherman and ask Merced to pay for the repairs? Did Sherman talk about getting rid of the ugly posts and back flow stands that are in the middle of the property?
5. Brenda Sanzone – Sherman walked the property with Melissa, Gary, and me.
  - a. He has a schematic of where every sprinkler timer, sensor, head, and back flow is located.
  - b. He thoroughly examined everything.
6. Gary – to move the back flows will cost \$200/each
7. Brenda – the sprinkler boxes on the posts have hundreds of wires going into each box
  - a. Sherman said to move each one would be very expensive and the wiring is so intricate that it may not work once moved
  - b. We would be better off having a new sprinkler system put in than moving the current one

- I. Concrete repairs – information provided by Gary
  1. Capital Projects Committee received four bids on concrete repairs
  2. To get a comparative analysis, all companies were asked to bid on replacing two driveways, 2301 and 2303 Broadlawn
  3. Committee recommends RJ Concrete
    - a. Their bid is in the middle cost-wise
    - b. They charge \$7.75/square foot
    - c. We are looking at 693 square feet
    - d. They will clean out all tree roots then do concrete work
  4. Lyn – did everyone on your committee agree?  
Gary – yes
  5. Janice Gordon – pavers on Bramble also need repairs; one possible contractor is Brooks Concrete in Pasadena
  6. Want to start with concrete repairs in driveways, and expand from there
  7. Linda L – motioned we accept the RJ Concrete bid to repair the two driveways
    - a. Seconded by Linda B
    - b. All in favor
- J. Painting buildings – information initiated by Trish
  1. Wants to see colors other than brown/tan on our buildings
  2. Don Outler – years ago we had two choices; if we give people 12 choices now, someone will want a 13<sup>th</sup>
  3. Evi Davenport - before we paint, we need to get mold off some of the walls
  4. Trish – JoMax is a product that can be sprayed on houses, kills mold
  5. Janice Gordon – is it pet friendly? (Trish – yes)
  6. Lyn – several homeowners also need to paint/repair their fences
  7. Robert Neil – the fence problems belong to the homeowner, not the Association
  8. Cookie Hockstedler – some homeowners have put in new windows; if we change the paint color, it needs to complement the windows that have been installed

VII. Open Forum

- A. Jamuna – the area between buildings 15 and 16 is dark, needs lights  
Melissa – the Board is aware of this; common areas need lights; we will look into this
- B. Janice Gordon comments:
  1. The Declaration page on the Association website for the insurance – needs

to be changed by the insurance company to show UGTHOA as the Certificate Holder

- a. We all need a copy of the insurance policy
  - b. Of particular concern is fire
2. On the website, the date of the Governing Documents page needs to show the monthly assessments are \$217.80 in 2015 (NOT 2014)
  3. The link to the resolution of January, 2012, seems to be missing a page; if the original can be found, it needs to be updated
- C. Sheron Granere – have we thought about hiring a new CPA? I am not sure how much of a priority we are to Mr. Reed
1. Melissa – yes, we are looking at other companies now
  2. Janice Gordon – we should also have a 3<sup>rd</sup> party audit the auditor

The meeting was adjourned at 8:40.

Respectfully submitted,  
Brenda Sanzone, Secretary