

The Greene Homeowners Association Board of Directors Meeting

Agenda - Called Meeting

Date: **Tuesday, September 24, 2019**

Location: Clubhouse

1. Call to Order
 - a. Time: **7:02pm**
 - b. **Attendees:** Clinton Franklin (President), Juanita Lesmes (1st VP), Telese Clarke (2nd VP), Elizabeth Wilson (3rd VP), Eric Pyle (Secretary), Camille Galbraith (Treasurer). Guest: Becky Hall (Clear Choice RE Group, LLC)
 - c. **Absentees:**
2. Members' Forum
 - a. **Peg Shrum** (612 Carriage Way) – Requested status on barter house.
 - i. **Clinton:** The barterer, Humberto Vasquez (“Beto”), is on a three-month trial ending Tuesday, 10/1. Clinton and Juanita’s involvement will end after this. The barterers had stated that they were not going to renew the agreement.
 - ii. **Eric:** Beto was prepared to end his involvement with The Greene at the end of his trial period but expressed concerns about a lack of tools and a dollar-value barter list, so he was not sure when he had reached his barter requirements. It was decided to give him another go after addressing these concerns.
 - iii. **Peg:** Was there consensus on the board on this matter?
 - iv. **Eric:** Clinton and Juanita have concerns, while the rest would like a continued evaluation.
 - v. **Telese:** The board voted to extend Beto’s contract on a month-to-month basis and to take on a third party to manage his barter arrangement.
 - vi. **Eric:** The vote was for two more months on a month-to-month [Note: refer to New/Carry-Over Business below; the board voted 5-0 to hire a property manager to oversee the barterer.] The third party has not yet been selected.
 - vii. **Juanita:** She’s met with Beto weekly and it seems that supposedly she’s giving him too much work. After spending so much money on the flowers, they require daily watering, and it’s become too much for her.
 - viii. **Elizabeth:** Asked homeowners to remark if they see things that aren’t being done.

- ix. **Dennis Walters** (903 Middle Run Pl): It's hard to know what needs to be done without written expectations.
- x. **Beto Vasquez (barterer)**: Initially he would pick up the trash and cut the limbs, but people didn't believe he was doing anything, so he started writing down what he did. He then asked for a list of tasks.
- xi. **Marisol Vasquez (Beto's wife)**: She and Beto started working on July 11 but did not receive a list until August 1. They trimmed, watered, and cleaned. Then the golf-cart broke down, so they used their own truck for two months, and the golf-cart is still not fixed and their truck is now wrecked. Clinton has been watering at the sign while the Vasquez's water at the clubhouse every day except Wednesdays.
- xii. **Beto**: Logs all tasks in the log book, which apparently wasn't sufficient, so he requested a task sheet to check off.
- xiii. **Juanita**: Has signed tasks sheets starting August 11
- xiv. **Marisol/Dennis**: What they received was a menu without priority
- xv. **Telese**: In the past, a dollar value was assigned to the task, and \$1400 of work was expected per month. Beto didn't know how much to do. He was to trim 29 trees, which was in itself more than a month's worth of work, without cleaning the bathrooms, watering, etc. It's possible to roll over tasks to months when there's less to do, but only within limits.
- xvi. **Clinton**: asked how many other barterers have we had to date; **Telese**: One, and we did something similar with Jonathan and the other ranger; **Clinton**: We have all the documents and the homeowners should have access to it. **Juanita**: She has the signed documents
- xvii. **Beto**: He cut the 29 trees per Clinton and Juanita's request; **Clinton**: Just requested to have head/cart clearance; **Beto**: He cut them higher/more visible because in July he wasn't believed when he simply trimmed them for clearance
- xviii. **Dennis**: Who is assigned by the board to manage Beto's tasks?
- xix. **Telese**: The board never voted on the barterer and didn't see the lease until...
- xx. **Dennis**: The board has to authorize these decisions; you can't do it without authorization
- xxi. **Clinton (to Dennis)**: You're correct
- xxii. **Dennis**: Humberto has a right to a point person from the board to give him clarity on what to do
- xxiii. **Clinton**: None of the board members showed up to interview the barterer. Two people showed up: Ms. Lesmes and Clinton. They needed to make a decision

about the ranger house and barterer. Clinton and Ms. Lesmes assigned him all the work, the other board members didn't come and didn't ask.

- xxiv. **Telese:** We weren't allowed
- xxv. **Dennis:** You're (Clinton) personally liable for anything you do when you don't get board approval, and you're misrepresenting the board and the HOA, so just cut it out
- xxvi. **Clinton (to Dennis):** Would you be willing to help the board with the barterer? He and Ms. Lesmes have no involvement after September, and Beto's supervision will be handed over to Eric.
- xxvii. **Eric:** He stepped in as an intermediary to resolve conflict and has not received board approval to manage Beto. He requested information about the interview after it happened, but Clinton said Eric didn't show for the interview so didn't offer information.
- xxviii. **Telese (to Clinton):** Asked for copy of lease in June meeting; You (Clinton) said he was moving in on July 4 and the lease couldn't be provided since the board hadn't voted on it.
- xxix. **Clinton:** I think I have a copy of the June meeting so can provide on request
- xxx. **Telese:** Would have been fine to hear how the interview went after the fact and to see a copy of the lease; she was in DC on business during the interview
- xxxi. **Eric:** It was on his son's birthday, and he didn't know no one else was showing up
- xxxii. **Telese:** Even though we weren't present, the board needed to be involved but didn't see the lease until the end of August
- xxxiii. **Clinton (to Dennis):** Would you be able to help the board?
- xxxiv. **Dennis:** Appreciates being asked, but can't take on that commitment right now
- xxxv. **Telese:** We need a third party; house bartering is complex and exposes us to liability. Also need help with assigning reasonable values. Sometimes in the past, even when Craig was here, during the growing season, a third party was brought in to assist with certain things to prevent barterer from going over the \$1400.00 limit.
- xxxvi. **Eric:** We need a common way to log overlapping work so we can know how much work is really needed and balance it properly
- xxxvii. **Clinton:** Not sure a sign-up sheet is needed for the board
- xxxviii. **Eric:** Juanita was doing certain things she felt weren't being done. Maybe they weren't being done; Eric could watch video coverage to ascertain. Need a sense

of total effort to maintain The Greene rather than being suspicious that the barterer's part isn't being done.

- xxxix. **Clinton:** Beto's barter's list is the same one used prior to 2019
 - xl. **Telese (to Clinton):** Yes, but entire list is not intended to be done every month
 - xli. **Clinton:** We never asked Beto to do more than four things in a month
 - xlii. **Telese:** Bathroom \$25 to \$30 per cleaning times five times a week = \$150/week, times four weeks/month = \$600. Board members alternated filling pool with last barterer. Filling the pool, nightly runs, unlocking bathroom doors, could equal \$1400 per month, not counting picking up sticks, trimming hedges, parking lots, etc. which could be \$250 per month. It would cost \$600 for a professional to trim the hedges. Last barterer trimmed hedges about three times in one year.
 - xlili. **Patricia Shavers (604 Carriage Way):** Volunteered to clean the bathroom every day.
 - xliv. **Liz:** The board and other homeowners put in a lot of work, volunteering from the heart for our community. Need to calm down. Beto needs to be given the tools for his job.
 - xlv. **Sheila Harrison (622 Carriage Way) –** Is the barter arrangement being extended?
 - xlvi. **Liz (to Beto):** Do you agree to work month to month?
 - xlvii. **Beto:** Yes, we don't mind doing the work
 - xlviii. **Liz:** Beto will be working month to month under evaluation. To homeowners: If you see something that hasn't been done, bring it to our attention
 - xlix. **Dennis:** Are you satisfied and you know what's expected of you?
 - I. **Marisol:** For now, we have more clarity than at the beginning
 - ii. **Eric:** Beto and Marisol will review the values assigned to the tasks so both parties can agree and adjust as needed.
 - iii. **Telese:** The board will prioritize what's most important for a given month
 - iiii. **Dennis:** Barterers need to know from whom they're taking instructions
 - lv. **Telese:** Will discuss supervision options in executive meeting
 - lv. **Juanita:** A homeowner asked if we could post Beto's phone number
 - lvii. **Telese:** Not a good idea, would be bombarded
 - lvii. **Eric:** People should go through the board regarding barterers
 - lviii. **Juanita:** Okay
- b. **Peg Shrum** Trash pickup arrangement is changing; brush pick-up will be only once a month, and the amount will be limited to four square yards.

- i. **Telese:** In the past, negotiated arrangement for a larger quantity of brush pick-up for common area instead of spreading it around 107 homes. Should talk to city representative or council member to help with this.
 - ii. **Susan Cluse** (1327 Big Stone Gap Rd): Met with the Assistant Public Works Director, Ms. Jackie Colton, who reviewed memorandum of understanding, which was apparently never executed or signed. Will reschedule with public works director to do walkthrough of property.
- 3. Approval of Minutes
 - a. **Clinton:** There are a number of deficiencies in the August 27 minutes; propose to postpone their approval
 - i. **Allison Pyle** (1408 Crosspointe St): What is the nature of the deficiencies?
 - ii. **Clinton:** Too many deficiencies to discuss in the current meeting; will bring them to the attention of Eric and the board later
 - iii. **Allison:** Does that mean it'll be another month before they're approved?
 - iv. **Clinton:** Will send his concerns to Eric by emails within 72 hours, not another month
- 4. Reports
 - a. Grounds (Juanita)
 - i. Tennis Courts – the big sign is faded so she's getting a bid for that.
 - b. Clubhouse (Clinton)
 - i. Nothing new. See the calendar on the website.
 - c. Financial – Treasurer Update (Camille)
 - i. Operating Account **\$36,373.07**, Reserve Account **\$41,512.06**, Special Assessment Funds: **\$4,796.93**. Total checking/savings: **\$82,682.06**.
 - ii. Year to Date Budget (Jan – Aug 2019): Total Income **\$548.01** (over budget), Total Expense **\$23,337.63** (under budget), Net income **\$23,885.64** (over budget)
 - iii. Balance Sheet: **\$83,953.61** each of assets and liabilities
 - iv. **Peg Shrum:** it sounds like many haven't paid the special assessment. **Camille:** there are two that haven't paid any; **Becky:** Most of the special assessment has already been used to pay to fix the lights. Many have paid in full, and a few owe minute amounts.
 - v. **Susan Cluse** asked what we do for people who don't pay special assessment. **Becky** said the board could do a foreclosure or a lien.
 - d. Communications Committee/Website (Eric)
 - i. Provided a link for homeowners to view Dennis Walter's Open Records Request
 - Via **email** on Aug 30, 2019 **motion passed** (4-0-1; Juanita abstained) that "Clear Choice be allowed to share, with any homeowner who requests, a Google Drive folder link to communications and documents pertaining to Dennis Walter's Aug 19, 2019 Open Records Request, and

Clear Choice shall copy the board on each request to access that shared folder link.”

- **Clinton:** Per Texas Property Code 209, other homeowners should be by certified mail (routine). Dennis did this correctly, but others who made open records requests electronically did not follow protocol
 - **Becky:** However, we’ve always honored requests via email
 - **Sheila:** How do we know what constitutes an open records request versus a regular request for information (e.g., financials)?
 - **Clinton:** If you specify that you’re seeking an open records request, then it needs to be via certified mail, but if it’s routine, it’s not required
 - **Telese:** Request for information about barterers’ lease came by email and it was honored
 - **Clinton:** I’m just the messenger
 - **Sheila:** What if the messenger is wrong?
 - **Clinton:** I’ll acknowledge if I’m wrong
 - **Eric:** Were you wrong to single sign the barter lease contracts without being authorized?
 - **Allison:** You made a huge deal about single signing in a previous meeting; I think it’s a valid question
 - **Clinton:** Really? Not going to open that can of worms after two or three months of working it out
 - **Eric:** We’ve never digested it. These people just got access to these documents.
 - **Allison (to Clinton):** Would appreciate if you accept others’ points of view, even if they disagree with you. I appreciate all of your work, but I hope you will own up to the things you do instead of just pointing out what others do wrong.
 - **Susan:** The meeting is veering off agenda/current topic
- ii. Posted P&L and the budget for the year on the front page of the website
 - iii. Invited homeowners to attend live demo of **TownSq** community app (like NextDoor) for **6pm Oct 22** to ask questions.
 1. Replace our website?
 2. Allow others to run it rather than needing high technical skills?
 3. Users can view documents & calendar of events?
 4. Allows users to update their own phone numbers and email (control privacy and help keep our directory up to date)?
 5. Allow neighbors to communicate with each other, make clubhouse reservations, pay their dues, receive communications from the board, and make service requests?

5. New (or Carry-over business)

a. Greene Committees

- i. Clinton gave a certificate of appreciation volunteer of the month to Jerry Jones for September for rebuilding the Greene signs and benches at tennis courts.
- ii. Welcome – 610 Carriage Way, Patrick & Kelly Price.
- iii. Greene Beautification (Juanita)
 - Trying to keep it alive, watering flowers

- iv. "Safety" / Greene Eyes: Contact city after hours using non-emergency number if you see something amiss
 - v. Architectural Control Committee
 - Peg Shrum volunteered.
 - vi. Oral Motions passed (9-17-2019 executive meeting)
 - **Motion passed** (4-0-1; Juanita abstained) to reimburse Beto \$930 for use of his truck and his wife's 8 hours vacation spent waiting for plumber (and includes a liability waiver and the board will approve before it is signed)
 - **Motion passed** (5-0) to let Beto's family use the facilities.
 - **Motion passed** (5-0) to hire a board approved property management to do his lease for two months for month to month arrangement.
6. Greene Equipment Repair update
- a. Golf Cart
 - i. Golf cart has been returned and is in perfect working condition. Repairer advised to check oil once a week for four weeks, then once a month. The barterer can now use this for his work.
7. Security Contract Update
- a. Fence – Talked about the use of assessments.
 - i. **Eric:** May be possible to fund the fence from operating account and then reimburse the special assessment account. There are no roadblocks for the fence.
 - ii. **Susan:** What was the special assessment for, and why take it out of reserves if the special assessment is designated for fences?
 - iii. **Telese:** Special assessment was (in priority order) lighting, signage, then fencing. But some board members feel the lighting hasn't been completed, the board wants to ask homeowners whether it's complete to their satisfaction, as well as signage, and only then could fencing be addressed
 - iv. **Becky:** Cannot drain special assessment account below \$1,000 without incurring fees.
 - v. **Susan:** How much is in our special assessment account that we can use?
 - vi. **Becky:** There's \$4,000 still owed by people. Two haven't paid anything, one has a lien, and another has paid only the minimum, and others have small amounts left to pay, e.g., \$25.
 - vii. **Susan:** So that's money that's not available to be spent. **Becky:** Correct
 - viii. **Susan:** How much is currently available in the special assessment fund?
 - ix. **Becky:** About \$4,000

- x. **Sheila:** In 2015 or 2014, we passed an \$10 increase in assessment, which was designated for about six projects, including repairing sidewalks, funding reserves, and fencing. So some of the money should be available. Then two years later we passed another \$20 dues increase for a number of purposes, mostly for lighting, but the fence was included too. With \$30 extra per month over four years, the money should be there. That's why we have over \$80k in our account; we had \$17k before when I was on the board. The money is there and doesn't need to come from the special assessment.
 - xi. **Clinton:** For 2018 assessment, the priority was lighting, signage, perimeter fencing, then sidewalks
 - xii. **Becky:** The Greene has built up funds and can spend the money
 - xiii. **Motion passed** (5-0) to accept the bid for Buzz Fencing for the fence at Crosspointe & Carriage Way to be taken out of the general operating account not to exceed \$4000 without authorization from the board.
 - Note: bid was \$3,176 plus mandatory fire box, coming to approximately \$3,500, which was the middle bid
- b. RC Security Consulting
- i. Via **email** on Aug 30, 2019 **motion passed** (4-0-1 Juanita) that "we hire RC Security Consulting for 1 year at \$80.57/mo for security alarm monitoring services." Also another **motion passed** (4-0-1 Juanita) that "we authorize Camille Galbraith to sign the RC Security Consulting contract"
 - ii. On Sep 17, 2019, during our executive session board meeting, Camille Galbraith signed the RC Security Consulting contract in the presence of the directors. An authorized representative for RC Security Consulting signed and executed the contract on Sep 18, 2019.
8. GHOA Management Resignation
- a. **Becky** asked the board reorder the agenda so she can leave, and passed out a document that everyone had the opportunity to read and review.
 - b. **Liz** made a motion, seconded by **Telese**; the **motion passed** (5-0) to release Clear Choice from her contract effective October 31, 2019
9. Assistant Secretary
- a. **Eric** would like authorize Ken Daniels to serve as interim assistant secretary to help Eric with October minutes. If Ken is unable to help, Eric would like to call on Camille to help with the October minutes.
 - b. **Clinton:** I can send recording of sessions to whomever will be doing the minutes

- c. **Telese:** Do we really need minutes if we have recordings? Maybe legal issues. Or instead, could we post abbreviated minutes and then the recording?
 - d. **Clinton:** I don't have a problem with that
 - e. **Susan:** The minutes are what they are, and you can't take away from that
 - f. **Sheila:** They're already brief compared to what they were five years ago
 - g. **Eric** made a motion that Ken Daniels be elected as Assistant Secretary for the Greene HOA Board; the **motion passed** (5-0)
10. Set Date and Time for Next Board Meeting
- a. **Tuesday, Oct 22** at 7pm at the Clubhouse
11. Adjournment
- a. at **8:14 PM**