

The Greene Homeowners Association Board of Directors Open Meeting

Called Meeting Minutes

Date: **Tuesday, November 5, 2019**

Location: **Clubhouse**

1. Call to Order
 - a. Time: **7:04 pm**
 - b. **Attendees:** Clinton Franklin, Juanita Lesmes, Camille Galbraith, Elizabeth Wilson, Susan Cluse, Ken Daniels, Thomas Armstrong (Association Manager from Associa)
 - c. **Absentees: None**
2. Nomination and Election of Officers for the 2020 Greene HOA BOD
 - a. Liz Wilson nominated Clinton Franklin for president, seconded by Juanita; VP Susan Cluse, seconded by Clinton; Ken for Secretary, seconded by Camille; Camille for Treasurer, seconded by Clinton; Juanita for 2nd VP, seconded by Camille; Clinton nominated Liz Wilson for 3rd VP, seconded by Juanita
 - b. Results of officer election:
 - i. President – Clinton Franklin (6-0)
 - ii. First Vice President – Susan Cluse (6-0)
 - iii. Secretary – Ken Daniels (6-0)
 - iv. Treasurer – Camille Galbraith (6-0)
 - v. Second Vice President – Juanita Lesmes (6-0)
 - vi. Third Vice President – Liz Wilson (6-0)
3. Members' Forum
 - a. **Hanna Olsen** (Old Country Rd):
 - i. Requested progress report on the playground. She has two children and expressed the swings are not safe.
 - **Juanita:** Waiting on proposal for playground equipment in January. Trying to get best prices, will be done in pieces to spread out the cost. Looking at around \$18k. Also need to address possible leak in pool and resurface it.
 - **Liz:** Suggested that families of young children make recommendations for playground equipment
 - ii. Reviewed open records documents. Is Clinton going to repay the funds for the lawyer who was not authorized by the board?

- **Thomas:** Asked about the open records request; was it submitted to the board? **Hanna:** Yes, and it was fulfilled. **Eric:** There were two email exchanges listed on an invoice that weren't included as part of the open records request. Lawyers says they exist; Clinton says not.
 - **Clinton:** Will not pay back anything he did to pay back the Greene to secure the Greene. Needed to find out whether we were liable.
 - **Susan:** this is the reason for having and sticking with an agenda
 - **Van Duitsman** (810 Middle Run): Is there a threshold for hiring an attorney or cut checks without board approval?
 - **Clinton:** If I need to get gas for mower, I'm just going to buy it. Need to correct and clean our bylaws to make it explicit.
- b. **Van Duitsman:** Would like to recommend for pool maintenance a young man who would be reasonable and reliable, is now insured. Clinton requested his contact information from Van. We are currently engaging the pool maintenance person month to month.
4. Approval of Minutes
- a. **Motion passed** (4-1 Susan abstained) to approve the minutes from October 22, 2019
 - b. **Clinton:** Concerns with September 24 minutes; hold on approval until corrections can be made
 - c. July 18, 2017 (special assessment) minutes
 - i. Thomas: Need to be approved by members in next members annual meeting (September 2020). It can wait another year.
5. Reports
- a. Grounds (Juanita)
 - i. Nothing this month. Still working on the signs for the tennis courts, should be here by next month.
 - ii. **Eric:** Parking lot signs looked faded. **Juanita** feels they are okay.
 - b. Clubhouse (Clinton)
 - i. Members will be able to use the new "TownSq website to make clubhouse reservations
 - c. Financial – Treasurer Update (Camille)
 - i. October financials not ready
 - ii. Current bank account: Balance of **special assessment funds** in Chase Total Savings account is \$4,822.01; **Reserve:** \$1,512.71
 - iii. Transferred \$40,000 to **Operating Account** because we'll need to transfer it to the new bank account through Principal (PMG). Two transfers: Something from Operating account and something from Reserve account.

- iv. Current balance of **operating checking account**: \$80,406.92 (includes the \$40,000 designated as reserves).
 - v. **Eric**: What are plans for 2020 operating budget? Clinton: Will be discussed in executive session and mailed out by Dec. 1.
- d. Communications Committee/Website ()
- i. TownSq – Principal
 - New TownSq website will have a place to make reservations once we go live with the website. **Eric**: This functionality should already be available as
 - **Susan**: Can we be given a contract and/or tutorial so we know how to access the TownSq functionality?
 - **Thomas**: Domain name transfer and setup fee is \$250
 - **Clinton** (to Thomas): Could you touch based with Maria and provide more information back to us
 - **Ken**: What is timeframe?
 - **Thomas**: In a week or two, we'll all be sent an account number and we'll have to register online to use TownSq
 - **Susan**: Requests someone to come and give us a walkthrough how to register and use
 - **Eric**: There was a live demo
 - **Clinton**: We could request a demo for next monthly meeting
 - **Camille**: She understands there will be welcome letter
6. Routine (or Carry-over) business
- a. Greene Committees
 - i. Welcome Committee (**Teresa Duitsman**) Two new residents, haven't made contact yet. Brought homemade goods to Ms. Kirby
 - ii. Beautification Committee (**Juanita**): Nothing to report
 - iii. Safety Committee (**Clinton**): See something, say something
 - **Eric**: Saw a lady moving through the Greene in the past four days moving quickly through with trash can, perhaps homeless, tried pool gate, maybe not mentally stable, plaid jacket. Hanna has seen someone matching that description
 - iv. Architectural Control Committee
 - **Ms. Shrum** (612 Carriage Way) volunteered to be part of ACC; still being formalized

- **Thomas:** noted there don't seem to be very many restrictions in The Greene's covenants compared to most HOAs. Is there a contact person he can contact to report violations?
 1. **Clinton:** Will speak with Ms. Shrum to put her in touch with Thomas
- **Hanna:** Will volunteer for architectural control committee
 1. **Thomas:** Suggested to make a motion that members of the architectural control committee will be, until further notice: Ms. Shrum, Ms. Olsen, and Mr.
 2. **Susan:** Is this motion on the agenda? Roberts rules of order stipulate that a motion cannot be made if it's not on the agenda, and it's not on the agenda. Propose to add this item to agenda for next regular meeting.
 3. **Eric:** The whole board should be on the same page as Susan on this point.
 4. **Susan:** As a board, we should have clarity
 5. State law, as of end of September: Must open up motions for discussion.

7. New Business

a. HOA Management Update

- i. Thomas presented list of written questions to the board and the board answered them verbally
- ii. Thomas will work with Camille to establish a preliminary budget. Susan requested to view the budget and P&L before the budget is moved forward

8. Set Date and Time for Next Board Meeting

- a. **Tuesday, Jan 28** at 7pm at the Clubhouse

9. Adjournment into Executive Session

- a. at **8:41 PM**