

# HOA Board of Directors Meeting (Open)

## MINUTES

**DATE:** July 28, 2020- Virtual  
**TIME:** 7:00pm  
**LOCATION:** Google Meet (Online)

1. Call to Order
  - a. Time: **7:07 p.m.**
  - b. **Attendees:** Clinton Franklin (President), Susan Cluse (1<sup>st</sup> VP), Juanita Lesmes (2<sup>nd</sup> VP), Liz Wilson (3<sup>rd</sup> VP), Camille Galbraith (Treasurer), Ken Daniels (Secretary), Tom Armstrong (PMG Manager)
2. Members Forum
  - a. **Matt Jones** (618 Carriage Way):
    - i. Texas has strict laws on allowed topics for executive HOA meetings, and financial reporting is not included. **Clinton:** Finances are on the agenda for the open session.
    - ii. Recommend forming committee for routine maintenance of bylaws and to consider dividing up some of the Board members' responsibilities. Diane Hersey and Matthew Jones are possible members. The bylaws were last revised on 11/16/2015. **Clinton:** The Board will discuss this.
  - b. **Evelyn Slough** (907 Middle Run PI):
    - i. Gate facing clubhouse was open a couple of Sundays ago; she shut it. **Clinton:** homeowners are encouraged to close gate; it should never be left open unless work being done.
  - c. **Demetrius Ethley** (1304 Crosspointe St): Could we form a committee to address issues with overflow parking, trash, activity, and security? **Clinton:** I will get word out to ask for help.
3. Approval of Minutes
  - a. June 23, 2020: Motion to approve the minutes **passed without objection**
4. Reports
  - a. Grounds (Ms. Lesmes)
    - i. Pool
      1. Umbrellas
        - a. We've lost 3 umbrellas this season so far. Please close them when not in use to prevent them from being blown away in storms.
      2. Pool Rope
        - a. Be sure to reconnect pool rope when done; it's dangerous to leave it undone when children are using the pool.
  - b. Financial Update (Camille)
    - i. Operating: Pacific Premier Bank: \$37,026.37; Chase \$29,359.13, Total 66,385.50
    - ii. Reserve: \$46,359.05; Special Assessment: \$1,110.27; total \$47,469.32
    - iii. Balance sheet assets: \$136,085.31; same for equity/liability
    - iv. Accounts receivable (Tom): Accounts receivable balance is \$15,476.84 as of end of June. Most of the 11 homeowners who were sent letters were on direct debit

but were perpetually \$100 behind. Specific accounts will be discussed during executive session.

- c. Communications/Website
  - i. Matt Jones: Request to include in newsletter that the West Nile Virus has been detected in Duncanville and that residents should take care of any standing water
5. Routine Business (*Note: Due to technical difficulties related to the virtual meeting, Clinton and Ms. Lesmes were unable to attend the remainder of the meeting, so no Routine Business was discussed*)
  - a. Greene Committees
    - i. Welcome
    - ii. Greene Beautification
    - iii. Architectural Control Committee
6. New Business
  - a. Set date of Annual Meeting and determine number of openings
    - i. Annual meeting set for Tuesday, September 15 at 7:00 p.m.
    - ii. Ken, Susan, and Clinton were elected last year. Camille, Liz, and Juanita have reached the end of their two-year terms, making for three (3) open seats. Liz and Juanita are standing for reelection.
7. Set date and time for August 2020 Greene Board Meeting
  - a. August 25 at 7:00 p.m.
8. Adjournment
  - a. 8:31 p.m.
9. Actions taken by the Board in Executive Session
  - a. Motion to adopt the following collections policy for remaining delinquent members **passed without objection:**
    - i. Up to \$30 of past monthly \$10 GHOA late fees will be waived for delinquent members who pay their balance in a lump sum. For members who enter into and adhere to a payment plan, the ongoing monthly \$10 GHOA late fees will be waived, but the monthly \$20 PMG late fees will continue to be imposed. If they break the payment plan, ongoing monthly GHOA late fees will be reimposed. Payment plans should not exceed 9 months.
    - ii. Anyone who owes \$300 or less should receive a trailing letter unless they've already made a payment agreement.
    - iii. Anyone who has received a trailing letter but hasn't responded within 30 days will be sent a demand letter.