

HOA Board of Directors Meeting (Open) MINUTES

DATE: August 25, 2020- Virtual

TIME: 7:00pm

LOCATION: Online (Zoom)

1. Call to Order
 - a. Time: **7:06 p.m.**
 - b. **Attendees:** Clinton Franklin (President), Susan Cluse (1st VP), Juanita Lesmes (2nd VP), Liz Wilson (3rd VP), Camille Galbraith (Treasurer), Ken Daniels (Secretary), Tom Armstrong (PMG Manager), Stephanie Benham (visiting VP with Associa/PMG)
 - c. **Absent:** None
2. Members Forum
 - a. **Matthew Jones** (618 Carriage Way):
 - i. Tried different lightbulbs for tennis courts, but they did not work; two lights went out while playing; recommend that electrician check wiring. **Clinton:** Okay.
 - ii. Would he be permitted to install a small beehive on the strip of land on the east side of the creek near Big Stone Gap, distributing honey to members? **Clinton:** Board will discuss & respond next month. **Tom:** Recommend checking city regulations.
 - b. **Mack Graham** (623 Old Country Rd): What are the parameters for branches The Greene places next to Wheatland Rd? **Clinton:** The city allows us brush there, limited to 10 cubic yards, provided it does not obstruct the sidewalk and is not too far from the street
 - c. **Diana Hersey** (855 Middle Run): How long will pool stay open? **Clinton:** The Board will discuss, but we intend to leave it open for as long as the weather is warm enough.
3. Approval of Minutes
 - a. July 28, 2020: **Motion** to approve **passed without objection**
4. Reports
 - a. Grounds/Barterer Quarterly Report (**Ms. Lesmes**)
 - i. Continuing to improve the grounds within the limits of the pandemic
 - ii. Barterer Quarterly Report (**Mashambi Hill**)
 1. Daily maintenance: flowers, rest rooms, pool area tidying, pool water level monitoring
 2. Other/weekly maintenance: Trim/curate bushes around visitor parking, paint bridges, paint bases of lampposts, cut up large fallen branches along with Mack Graham, pick up trash from visitor parking lots
 3. Challenges/proposals: Golf cart was out of commission for a month; repaired today, more off than on; recommend electric cart. Blower, chainsaw, and other tools are gas powered. Blower is bulky and strap is worn off; recommend more efficient electric tools. Would like tools for tending weeds in flower beds along with organic weed killers. The flower beds by pool have a hose; a sprinkler would work better for more continual watering during hot days. Will be working on creek project.
 - b. Financial Update as of 7/31/2020 (**Camille**)
 - i. Operating: PPB: \$36,337.32; Chase: \$29,359.13; Total: \$ 65,696.45
 - ii. Reserve: Large: \$37,162.88; Special assessment: \$1,110.36; Total: \$38,273.24

- iii. Biggest expense was Accent Pools: \$7,950 from operating budget; \$10,000 from large reserve funds
 - iv. Balance Sheets: Assets: \$122,512.39; Liabilities/Equity: \$122,512.39
 - v. Accounts Receivable: 32 accounts past due, totaling \$12,110.14 (down by \$3,366 from prior month)
 - vi. **Tom:** A couple of the delinquents who recently paid for dues have not yet paid their part for the special assessment; will address this with Camille
 - c. Communications/Website (**Ken**)
 - i. Announcements, minutes, and financial documents are posted to TownSq.io, Announcements are also posted to our website (thegreenehoa.com) and sent via email. If you are a gmail user and are not receiving emails from The Greene, please look for the emails in the gmail Promotions tab and transfer them to your Inbox to train gmail to send them to your primary inbox in the future.
5. Routine Business
- a. Greene Committees
 - i. Welcome: No activity
 - ii. Greene Beautification (Ms. Lesmes)
 - 1. Removed dead flowers; was off for a week; looking for help
 - iii. Architectural Control Committee: No activity
6. New Business
- a. Annual Meeting (**Clinton**)
 - i. **Tom:** Reviewed annual meeting letter and ballot to be sent to all members.
 - ii. **Stephanie:** PMG supports an online voting program; **Tom:** It is likely too late to plan for online voting at this point.
 - iii. Members discussed venue options for annual meeting and elections. Agreed to meet outside the clubhouse, while also including a Zoom (hybrid) component
 - b. Special Meeting for Board Elections
 - i. Tom reviewed the options on the ballot
 - c. GHOA Collection Policy Review: These are posted in the July 28 meeting minutes
 - d. HOA Management Options Preview: The current PMG contract ends October 31; The Greene is considering whether to renew the contract or to pursue another option.
7. Announce date and time for September 2020 (Annual) Greene Board Meeting
- a. September 15 at 7:00 p.m.
 - b. Next board meeting: October 27 at 7:00 p.m. (Review/approve budget)
8. Adjournment: **8:20 p.m.**

Addendum: HOA Board of Directors Emergency Meeting MINUTES

DATE: July 30, 2020 - Virtual

TIME: 8:00pm

LOCATION: Online (Zoom)

1. Call to Order
 - a. Time: **8:08 p.m.**
 - b. **Attendees:** Clinton Franklin (President), Susan Cluse (1st VP), Liz Wilson (3rd VP), Camille Galbraith (Treasurer), Ken Daniels (Secretary), Tom Armstrong (PMG Manager)
 - c. **Absent:** Juanita Lesmes (2nd VP)
2. Timing of Annual Meeting and Elections
 - a. Reviewed options for Annual Meeting and Elections date, given that the Board failed to establish a nominating committee at least 60 days prior to the Annual/Elections Meeting, which must fall during the second full week of September according to the Bylaws.
 - b. **Motion:** Hold an Annual Meeting on September 15, 2020, at 7:00 p.m. In addition, to comply with the Bylaws requirement for establishing the nominating committee 60 days before the election (Bylaws Section 3.09), hold a Special Meeting (Bylaws Section 3.01) to elect three (3) Board members on September 29, 2020, at 7:00 p.m. **Passed without objection.**
3. Adjournment
 - a. **10:17 p.m.**