

The Greene Homeowners Association Board of Directors Meeting (Open)

Called Meeting Minutes

DATE: November 17, 2020
TIME: 7:00pm
LOCATION: Virtual (Zoom)

1. Call to Order
 - a. Time: **7:01pm**
 - b. **Attendees:** Clinton Franklin, Susan Cluse, Ken Daniels, Sheila Harrison, Camille Galbraith, Juanita Lesmes, Liz Wilson, Juan Hernandez, Tom Armstrong (PMG manager)
 - c. **Absent:** None
2. Nomination and Election of Officers for the 2021 Greene Board of Directors
 - a. Officer nominations
 - i. **President:** Ken Daniels nominated **Clinton Franklin**, Ms. Lesmes seconded
 - ii. **1st VP:** Clinton nominated **Susan Cluse**, Ken Daniels seconded
 - iii. **Treasurer:** Ms. Lesmes nominated **Sheila Harrison**; Clinton Franklin seconded
 - iv. **Secretary:** Sheila nominated **Ken Daniels**, Ms. Lesmes seconded
 - v. **2nd VP:** Clinton nominated **Juanita Lesmes**, Ken seconded
 - vi. **Director at Large:** **Juan Hernandez**
 - b. Sheila Harrison motioned to close; Clinton Franklin seconded
 - c. Tom Armstrong affirmed that all agreed to the slate of nominations by general acclamation without dissent
 - d. Clinton: Thanked Camille Galbraith and Liz Wilson for their service on the Board
3. Members' Forum
 - a. Sidewalk
 - i. **Mac Graham** (623 Old Country Rd): Requested report on sidewalk progress. **Clinton:** Sidewalks are on the agenda for 2021 budget deliberations. **Ms. Lesmes** gave quotes to Susan Cluse. **Susan:** Bids have been received for \$17k and \$8k; need a third bid because the two are so divergent. **Mac:** Agreed.
 - b. Barterer/ranger status (Items in quotations were received via Zoom chat)
 - i. **Matt Jones** (618 Carriage Way): Do we have plans to take on a ranger, or are we still using a barterer? Recommend ranger to avoid having to pay some \$40k per year in subcontracts, including \$10.5k for pool and \$21.6k for landscaping, plus housing allowance. **Sheila:** Ranger was paid \$28-32k, not including housing allowance.
 - ii. **Ms. Slough** (907 Middle Run Pl): "I feel that the person that is living in the ranger's house is not doing his job. Did we put a performance clause in his contract or have we signed another contract with him." **Susan:** Yes, performance contract, quarterly updates.
 - iii. **Mac Graham:** "I think that looking into a full-time ranger would be a good idea."
 - iv. **Tom:** "Good to hear, Susan. Do you have the ranger contract for the board to see and approve?"

- v. **Matt Jones:** Recommend putting on agenda for next board meeting to consider a ranger; let Sheila provide past numbers.
- vi. **Susan:** Are we currently under contract with mowers and tree trimmers? **Tom:** No current contract. **Susan:** We established a one-year contract with the barterer. **Ken:** The one-year contract was approved in executive session on 8/25/2020.
- vii. **Liz Wilson:** Have noticed several tasks Mashambi has not been doing, including trimming and cleaning flower beds; we need to evaluate performance.
- viii. **Ms. Slough:** We can break contract if barterer is not performing
- ix. **Sheila:** Noticed watering hasn't been done consistently, among other deficiencies; this would not have happened with former ranger Craig; in favor of hiring a ranger
- x. **Camille:** If we take on a ranger, we may need to incur extra equipment charges
- xi. **Susan:** If we hire a ranger, we will need to do extensive research to understand the costs and requirements.
- xii. **Clinton:** Barterer has the right to a cure; will meet with barterer to ensure he is following written expectations. Called for members to alert the Board when expected tasks aren't being completed.
- xiii. **Carol King:** Would like to see the trash picked up more and the plants watered more. Are these not on the list for barterer to do? **Clinton:** Yes.
- xiv. **Matt:** If he's been given a charge to do and is not doing his job, should he not be doing these things without having to be told?
- xv. **Susan:** Rocky start due to equipment, other considerations
- xvi. **Clinton:** Will be in touch with barterer and Susan Cluse
- xvii. **Mac:** 'One thing we as a community need to agree on with "a" barterer is how many hours a week/month are we expecting him to work for us? 8hours/week? 30 hours/month? What do we think he should be doing for the Greene? If we tell "a" barterer that figure, I think we'd be talking apples with apples'
- xviii. **Sheila:** If he is receiving \$1400 in rent in exchange for work, and the rate is \$14/hour, does this mean he is to work 100 hours per month? Is that possible when he works full time somewhere else? **Craig** was working for \$14/hour
- xix. **Susan:** A professional would be more than \$14/hour, depending on experience
- xx. **Tom:** Start with a scope of services, then evaluate how much time it might take
- xxi. **Liz:** Need to give him adequate equipment and instruction before letting him go
- xxii. **Clinton:** Will see what rates for his services should be and will start exploration process for ranger
- xxiii. **Matt:** Should start soon with exploring possibility of new ranger
- xxiv. **Sheila:** Bob Langston supervised Jaimie, who was let go due to underperformance, as was another one after Craig. We have lacked mentoring except for Craig; need someone experienced to provide oversight and direction
- xxv. **Clinton:** Need to give barterer a fair shot while still under contract; will leave it up to members/Board to decide on ranger
- xxvi. **Susan:** We should add to next meeting agenda to give a report on what we find in research for ranger; Susan can take this on.

4. Approval of minutes

- a. September 29, 2020 Elections Meeting Minutes

- i. Per Tom's recommendation, we will defer until the 2021 annual meeting to allow the members to approve, (change from BOD meeting to members' meeting)
 - b. October 27, 2020 Open Meeting Minutes
 - i. Susan motioned to approve; seconded by Ken; **approved without objection by former board**
- 5. Reports
 - a. Grounds (Ms. Lesmes): Work done on trees; almost finished
 - i. Tennis Courts Rules (Clinton)
 - 1. Had to amend rules due to a couple of incidents to reduce confusion/conflict and make them accessible to members of The Greene, including sign-up sheet and rules (see section 5c below). No need to make reservations if courts are empty.
 - ii. Clubhouse Flooring Update (Camille)
 - 1. Three estimates; Board decided to pursue Ged's floors, \$8,676, pay upfront; half down to perform measurements. Approximately 1,100 ft²
 - 2. **Clinton:** Could you (Camille) be point of contact. **Camille:** Yes. Adam Chase is our contact with Ged's Floors. **Tom:** Made **Motion that we accept the Ged's Flooring bid and that Camille pay the first half, \$4,400.** Ms. Lesmes seconded: **Motion Passed without objection**
 - b. Financial Update (Camille, as of end of October 2020)
 - i. Operating Funds: PPB: \$54,127.14; Chase \$29,295.42; Total: \$83,422.56
 - ii. Reserve: PPB: \$39,572.54; Special Assessment, PPB \$1,110.63 (\$1,500 slated to come in from late payment)
 - iii. All accounts total: \$124,105.73
 - iv. Assets/Liabilities: \$135,359.20
 - v. Net Income: \$22,016.06
 - vi. Receivable: \$6,084.18 (down \$735); 32 members previously past due, now 28
 - vii. **Tom:** Would like to meet with the Board on fixed assets in January 2021
 - c. Communications/Website: Tennis court rules available on website
- 6. Routine Business
 - a. Greene Committees
 - i. Welcome: New occupant in Sue Burrows' place, 620 Carriage Way
 - ii. Greene Beautification: Working on it, no news; **Tom:** recommend planting bluebonnet seeds
 - iii. Architectural Control Committee: No updates
- 7. Volunteer Recognition
 - a. Ms. Lesmes: Would like to recognize Mac Graham for his valuable volunteer contributions to the Greene grounds.
- 8. GHOA Community Activity
 - a. Chili Contest
 - i. Saturday at 4:00 outside clubhouse; 6 confirmed contestants, maybe 7, outside clubhouse; reminder about cookoff; will send out communication
 - b. Thanks to Matt Jones for putting together backyard Halloween decoration contest
- 9. Set date and time for January 2021 Greene Board Meeting
 - a. **January 26, 2021**
- 10. Adjournment
 - a. **9:01pm**