

HOA Board of Directors Meeting (Open) Called Meeting Minutes

DATE: January 26, 2020- Virtual
TIME: 7:00pm
LOCATION: Online

Agenda

1. Call to Order
 - a. Time: **7:04pm**
 - b. **Attendees:** Clinton Franklin (President), Juanita Lesmes (2nd VP), Sheila Harrison (Treasurer), Ken Daniels (Secretary), Juan Hernandez (Member at Large), Tom Armstrong (PMG manager)
 - c. **Absent:** Susan Cluse (1st VP)
2. Members Forum
 - a. **Diana Hersey** (855 Middle Run): Is the barterer in the ranger house performing enough services to justify his rent? I never see him. **Diane:** Does he pay for utilities? **Tom:** Water no, electricity yes. **Clinton:** Utilities are not metered separately; they are all part of The Greene. **Juanita:** He should be paying \$200/month to cover utilities. **Clinton:** I thought it was \$150. **Tom:** We receive \$150 each month from Mashambi via Clinton. **Clinton:** Susan has the contract that indicates how much he is responsible for. **Evelyn Slough** (907 Middle Run Pl): If the barterer is not doing what he's supposed to, then either whoever is managing him needs to hold him accountable or he needs to be let go. **Matthew Jones** (618 Carriage Way): I have not yet received copy of the contract, though I have asked for it twice. **Mack Graham** (623 Old Country Rd): I'm willing to ask around to help find another ranger. What arrangement are we looking for? Barterer, salary, other? **Matthew:** Salary could be paid for by the ranger taking care of grass and pool that we're now paying the contractor. **Tom:** We are currently paying \$21.6k for mowing. Hiring a W-2 ranger/employee would require workman's compensation and incur tax implications. **Clinton:** I will continue to light a fire under current barterer to ensure he's doing his job.
 - b. **Matt:** Why was the budget not sent out in a timely fashion? **Tom:** A PMG/Associa employee initially sent to the wrong HOA. **Matt:** It's inexcusable to be giving financial information to the wrong HOA. Tom is ultimately responsible, even if the fault was due to another employee.
 - c. **Matt:** Great job on the clubhouse flooring. **Clinton:** Camille and Sheila to be thanked
 - d. **Sheila, Clinton:** Several emails have been sent regarding the gate by Wheatland. What is the status? It was seen open with the strike plate fallen off. **Tom:** I have viewed it a couple of times and have paid them twice to fix it; they added a spring. It needs quite a bit of work to make it stable. The steel is not commercial grade thickness. It needs overhead rack to give stability. Asking for design. Buzz Fence is not involved; they did not have ability to add lockset that locks on both sides. Working with Orion Access Control Systems (gate company in Arlington). The fit is too tight, which is why someone apparently removed the strike plate. Will present a remedial design to the Board. **Clinton:** Don Adair provided the phone number of Peebles, the company that installed the first gate near the clubhouse. It does not have stabilizing bar at top but works perfectly. Clinton will contact Peebles and will ask them to address it.
3. Approval of Minutes

- a. November 17, 2020: Motion to approve made by Sheila, seconded by Juan. **Approved without objection (4-0)**
- 4. Reports
 - a. Grounds (Ms. Lesmes)
 - i. Mashambi Hill (Barterer) Report: He will provide a report in February
 - ii. Finished Cutting old branches from trees in two parts, one in May, one a couple of months ago, picked up branches along creek, thanks to Ms. Liz. **Tom:** \$8,350 spent for trees against a \$10,000 budget
 - b. Financial Update
 - i. Operating funds: PPB: \$57,241.75; Chase \$16,052.33; total: \$73,294.08
 - ii. Reserve: PPB: \$41,179.28; Special Assessment, PPB: \$2,610.97 (budgeted for sidewalks); Total: \$43,790.25
 - iii. All accounts total: \$117,084.33
 - iv. Assets/Liabilities: \$127,805.62
 - v. Net Income: \$13,774.73
 - vi. Receivables: 30 accounts past due
 - vii. Unexpected clubhouse subflooring replacement cost an extra \$6,000 after the **Board voted unanimously** in writing to approve it. Flooring total: \$14,592.
 - c. Communications/Website:
 - i. Budget and minutes are posted on our website. Question (Ken): Should we be posting our budget publicly? No members expressed objections.
 - ii. 65 members are currently registered on TownSq; we encourage more to sign up and participate by going to TownSq.io and using the member account number in your coupon books
- 5. Routine Business
 - a. Greene Committees
 - i. Welcome: No activity
 - ii. Greene Beautification (Ms. Lesmes): Will discuss with Board
 - iii. Architectural Control Committee:
 - 1. **Ken:** What is the process to gain permission to put up a fence? **Juan:** Any building projects in one's yard require city approval.
 - 2. **Matt:** Need permit from city, plus needs to meet Greene approval and fall within Covenants approval. Fences cannot be in front yard. **Clinton** will determine what is required by the city.
 - iv. Grounds: Carol King would like to be Grounds committee; chairperson can make the call to add a member.
- 6. New Business
 - a. Sidewalks will be repaired in first quarter. Ms. Lesmes got two quotes; Don Adair also shared a potential vendor.
 - b. Storage barn doors need to be repaired; Ms. Lesmes has solicited one estimate; Tom can offer a contractor who can provide an estimate
- 7. Announce date and time for February 2021 Greene Board Meeting
 - a. **Feb. 23, 2021**
- 8. Adjournment
 - a. **8:31 pm**