

Upland Green Community Organization
Emergency Transition Meeting #2 – Wednesday, December 30, 2009

Present: Jon Resh, Pat Swilling Holdridge, Alicia Hanke, Danielle Perry, Tom Rocamora **Absent:** Melinda Baker

1. Approve Minutes

Minutes for 12/17/09 meeting approved as written.

2. Welcome new board member, Tom

Tom stated that he's "glad to be part of the group".

3. Discussion of President position

There was extended discussion regarding the ineffective leadership provided by the current President over the course of the year. A motion was made to remove the President and all those present voted in favor. Jon will initiate contact via email and phone with Melinda to inform her of the board decision. She will be given the opportunity to resign, if not accepted then it will be a removal. All Upland Green property (checks, documents, other) will need to be turned over to Secretary. Additionally, a certified letter will be sent to her to ensure her receipt of the decision.

The board discussed a replacement President and voted in Jon for the period of one year. After one year's time, if the board is not satisfied with his performance he will move back to Block Watch and another President will be voted in.

The role of President was discussed in length. Although not all-inclusive, the following are President responsibilities:

- Take proactive action for homeowners
- Work with each board position on action items
- Maintain regular communication with board members between meetings
- Facilitate board meetings
- Create meeting agenda with board member feedback, prior to meeting
- Sign off on liens

4. Progress on action items for transition

- a. Danielle – *type up transition mtg. minutes and distribute to board members* – Completed
- b. Danielle – *coordinate meeting with Compass* – Danielle met with Alice on 12/23/09 to pick up boxes of Upland Green materials – reviewed contents of boxes with Marian on 12/27/09 – Second meeting with Sara on 1/7/10 to hand over all remaining items and to review financials will be attended by Marian and Tom.
- c. Alicia – *reopen PO Box at Trading Post and make change to web site* – Completed and reimbursed – Danielle will give Marian her key on 1/3/10.
- d. Danielle – *draft letter to homeowners and send to board and Marian for feedback* – Draft completed and reviewed later in meeting agenda.
- e. Marian – *create address change letter to send to vendors* – Completed – Marian gave Danielle link to Dept. of Revenue for additional address update need.
- f. Danielle – *order small batch of checks from the bank* – Obtained 10 checks from bank on 12/21/09 and signed up for online banking with additional access to bill paying – Transferred savings from personal to business account.
- g. Danielle – *book classroom for 2010 meetings* – Completed for January – May meetings – Tom suggested that the firehouse has free meeting space.

5. Final review of transition letter to homeowners

Draft letter was reviewed. Changes include: addition of phone number; additional content of why we went with a bookkeeper; add content regarding President and reformat to cover all Board Member changes; stronger closing paragraph (as written by Pat). Danielle will make the changes and the letter will be able to be sent out once the phone number and contact with Melinda are made.

6. Any other to-dos we didn't think of

- a. *Finalize homeowners list* – Alicia, Tom, and Marian are finalizing in preparation for January billing. The final list will show property and mailing addresses.

- b. *Obtain information on current liens/collections* – When reviewing the files from Compass it appears that the Condominium Law Group was managing all our liens and collections. While the letters of correspondence for offensives are in the files, no other records seem to be kept at Compass. Tom will contact the CLG to get the status of all current liens/collections.
- c. *Contacting the board* – It was suggested that the board look into email accounts and a phone number for improved access for homeowners. Alicia will look into the ability to have separate email accounts, but will assign web inquiries and cc the full board in the meantime. Jon will pursue creating a Skype account that will be used as a monitored voicemail box.
- d. *Upland Green property with Lee* – Jon will coordinate a meeting with Lee to get the overflow parking keys and will ask about the PC/Printer. Lee is still in need of reimbursement for key costs, but has not responded to Danielle’s emails.
- e. *Update board member listings* – The list of the board members is maintained in a variety of places and will need updating with the President change. Website – Alicia will make change (wait until Jon talks with Melinda or at least through Sunday). PO Box – Alicia will update list with the Trading Post. Mac Towing – Tom will call and have all members added to the list, with Tom as primary contact until the Architectural Control position is filled. Bank – Danielle will coordinate with Jon and Tom to go to Chase and update signature list (1/4/10 at 5:30). Compass – Danielle will let Alice know of the change. Internal contact list – Danielle will update the list and email all members.
- f. *Website billing* – The cost for website hosting is currently billed to Melinda’s personal credit card (\$166.80). Alicia will contact the company and see if this can be an invoiced expense rather than billed to a credit card. Tom reported that Amy (prior President) had the domain name registered for a 7 year period of time.

7. Planning for January meeting

The content and format of the meetings was discussed in length. For all future meetings the following schedule will be:

Week four (or last week of the month) – Board meeting held

Week one – Minutes created and distributed to board members

Week two – Secretary contacts all members to obtain status of Action Items from previous meeting

Week three – President creates agenda and distributes to all members – any Action Items still outstanding that require discussion, or new discussion items, should be sent to the President for inclusion on the agenda before one week prior to the meeting (exceptions are ok)

Week four (or last week of the month) – Board meeting held

A question was raised regarding landscaping costs and whether they need to be brought to the board meetings for approval. It was decided that costs less than \$1,000 could be moved on without board approval and that the Landscaping board member can use their discretion. Any items \$1,000 or above need to come to the board for discussion. If the Landscaping board member is uncomfortable making the decision individually regarding an item less than \$1,000, they can contact the President for consultation.

JANUARY MEETING:

- Approval of November meeting minutes (will be conducted via email by 1/6/10)
- Review of transition letter by President
- Brief statement by each board member of what they are in charge of
- Homeowner comments/ questions (limited to 15 minutes)
- Report from Treasurer (Marian available as a guest)
- Fill open board positions (Architectural Control and Block Watch)

FEBRUARY MEETING:

- 2010 proposed budget
- Goal setting

HOLD FOR FUTURE MEETING:

- Block Watch brainstorm
- Create committee for by-laws updating

ACTION ITEMS:

All –

1. Update personal email distribution lists to reflect the current board: Jon, Pat, Alicia, Danielle, Tom, with cc to Marian
2. Read and approve November minutes by 1/6/10 – if approved, Alicia will post to website

Jon –

1. Contact Melinda via email and phone regarding removal and return of property
2. Create Skype account for monitored voicemail box
3. Coordinate meeting with Lee to get Upland Green property
4. Get signature added on file at the bank on 1/4/10 at 5:30

Alicia –

1. Draft certified letter to Melinda – send letter to board for feedback – goal to have in the mail the week of 1/4/10
2. Look into possibility of having email accounts for individual board positions
3. Update board member listing on website and with Trading Post once Jon has talked with Melinda
4. Clarify website billing and change to invoiced expense
5. Prepare signs for next homeowners meeting

Tom –

1. Attend meeting at Compass with Sara and Marian on 1/7/10 at 1:00 pm (Danielle will provide list of outstanding items)
2. Contact Condominium Law Group for status on all current liens/collections
3. Update board member listing with Mac Towing
4. Get signature added on file at the bank on 1/4/10 at 5:30 (or later date, if necessary)

Danielle –

1. Coordinate getting PO Box key to Marian
2. Update address with Dept. of Revenue
3. Contact firehouse regarding possible meeting space
4. Make revisions to transition letter to homeowners and send out after Jon has talked with Melinda
5. Reimburse Lee for overflow lot key costs
6. Update signature file at bank with Jon and Tom
7. Update Alice at Compass regarding President change
8. Update internal board member contact list and send out to board members

Marian –

1. Finalize homeowners list with assistance from Alicia and Tom