



GEORGETOWN CROSSING HOMEOWNERS ASSOCIATION DEC., 5TH, 2012, MEETING

AGENDA

1. **Call to Order** – President Record meeting start time, take attendance and establish quorum.
 2. **Attendance** – Directors – Lynn Haag, Scott Eberle, Robert B., Michael Abbott, Vern Dawson
 3. **Establish Quorum** – When necessary, establish a quorum for official Association Business.
 4. **Vote for replacement Secretary:** Homeowner, Dennis Tidwell has volunteered to be the Secretary.
 5. **Approval of Last (5/21/12) Meeting Minutes** – Distributed after last meeting for review and email changes or approval within one week. If changes are requested resend and establish re-approval date, no later than one week after re-approval notice. Once approved will post to website within one week of Director approval.
 6. **Public Forum** – To provide time for Association members, requires in-person attendance, to express comments or constructive criticism to the Board of Directors. Time allowed will be based on subject matter and number of Homeowners expected to be in attendance. Acceptance to speak will require a pre-meeting vote in conjunction with a detailed report, in writing, one week prior to the meeting. The Board is not required to act at this time on any issue presented but will make a recommendation to act within one week following the meeting. Request and recommendations will be posted to the website within one week of Director review and approval.
 7. **Treasurers Report** – Treasurer - Distributed prior to meeting for Director review:
 - a. Report to summarize the available cash balance for the Association, a comparison of the current finances versus the approved annual budget, and details of unexpected expenses since the last meeting.
 - b. Directors review bank statements for reconciliation accuracy.
 - c. Review any checks outstanding past 90 days and recommend action.
 8. **Directors Report** – Collection of any written requests submitted by Homeowners in which Homeowners submit in writing, at least one week prior to each meeting (unless it's in a case of emergency), a request to be heard on an Association topic. Directors can accept written document and/or in-person presentation to be recognized and in the minutes of the current meeting. Requests may be subject to further review in order to recommend appropriate action.
 9. **Committee Reports** – Committees to be established as necessary to provide research and study to the Directors for decision –making on important Association topics. All committee reports should be submitted in writing one week prior to meeting for addition into the next meetings' agenda. Once approved will post to website – Within one week of Director review and approval.
- Old Business** – For items needing review or further research from last meeting.

- a. Finalized all business with Alliance, paid off all balance to them.
 - b. To allow either the President or Treasurer to sign off any check less than \$500 with only one signature required, checks above \$500 would require President or Treasurer and another board members signature.
 - c. Approval of Payment Plan Request and minor improvements for 1302 Newbury St – Improvements included:
 - i. Replacing front door with glass door
 - ii. Repainting entry way to match house (colors consistent with neighborhood)
 - iii. Install windows to side of garage.
 - iv. All permits required from any governing entities will be acquired by homeowner prior to construction.
 - d. At (Lynn Haag's) discretion for homeowners who are willing to get on a payment plan to get caught up; he (Lynn Haag) can reduce any fees that are not or have not been out of pocket expenses for our association.
 - e. In the past Alliance has been charging a \$45.00 finance fee for a payment plan, which was paid to Alliance. This resolution is to waive that fee, or part of their other fees if requested by homeowner in agreement that they will work on getting current on their balance.
 - f. Approval to disconnect Water and Electric Bills with the city of Georgetown.
 - g. Approval of money spent by President & Treasurer for management of the Association.
 - h. Approval of Lynn switching webhosting provider and domain registrar, and payment for the services.
 - i. Approval of New Address for HOA business: 99 Stonehedge Blvd., Georgetown, TX
 - j. Approval of Electronic Storage of all financial and other documents on Dropbox shared with all board members.
 - k. Accept Dan Henderson's letter of resignation as Secretary 9/26/2012
 - l.
10. **New Business** – Anything not covered in previous topics:
- a. Reduce Quarterly Assessments from \$78.75 to \$75.00.
 - b. Approval of using Raven Herron CPA Accounting firm for 2012 Tax Return and any assistance with Bookkeeping or Tax Questions. (See attached Email with regards to Engagement Letter)
 - c. Approval to pay property taxes
 - d. Redesign of Website for Easier Management and better information delivery, estimated cost of \$300
 - e. Open New Bank Account with Chase Bank for Electronic Payments
 - f. Plan and set date & Location for 2013 Annual Homeowners Meeting
 - g. Send out Late invoices, prepare 2013's 1st quarter invoices and send out.
 - h.
11. **Adjorn** – President Set date for the next meeting or confirm date on the calendar already.