



GEORGETOWN CROSSING HOMEOWNERS ASSOCIATION April 20TH, 2016, ANNUAL MEETING

AGENDA

1. **Call to Order** – President Record meeting start time, take attendance and establish quorum.
2. **Attendance** – Directors – Lynn H., Nancy M., Vern D., Emily F. and number of additional members.
3. **Establish Quorum – (28 Homeowners Including Directors)** Establish a quorum for official Association Business.
4. **Board Election for Officers** – President, Vice-President, Treasurer, Secretary and Director for Special Committees. Officers serve 1 year terms and are assigned by the Board of Directors.
5. **Board of Directors Term Limits – with options for renewal**
 - a. Lynn H., (Term Expires at Annual Meeting 2017)
 - b. Nancy M. (Term Expires at Annual Meeting 2017)
 - c. Vern D. (Term Expires at Annual Meeting 2017)
 - d. Emily M. (Term Expires at Annual Meeting 2017)
 - i. In accordance with the governing Bylaws, Section 3.6, Emily was voted by a majority of the remaining Directors to fill Robert B.'s remaining term on February 26th, 2016.
 - e. Vacant Position, (Reta K. Resigned on February 26th, 2016)
6. **Read & Approve Last year's (04/14/15) Annual Meeting Minutes** – Distributed on the website. If changes are requested update and then approve pending changes. Once approved will post to website within one week of Directors approval.
7. **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. Requests and recommendations will be posted to the website within one week of Directors' review and approval.
8. **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. President Discusses Delinquent Accounts.
 - c. Review & Approve proposed Budget for 2016/2017 year.

9. **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.
10. **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 be posted to website – Within one week of Director review and approval.
11. **Old Business** – For items needing review or further research from last meeting.
 - a. Increase Fees in 2015 by 5%, Last Annual Meeting, (4/14/2015)
 - b. Review Fence Replacement Findings
 - c. Review Fence Replacement Financing Options
 - d. Report from Ashley Brinkoeter about bids for fence replacement
12. **New Business** – Anything not covered in previous topics
 - a. Raise HOA Quarterly Fees – 5% increase, starting 3rd quarter 2016, Raise from \$315 per year to \$330.75 per year effective 3rd quarter 2016.
 - b. Fence Replacement Options
 - c. Fence Financing Options for Fence Project
 - d. Special Assessment for Fence Project, \$300/year.
 - i. Request Special Assessment for Fence Project of \$300 per year increase billed quarterly to pay for the fence and improvements project, approximately a 10 year commitment.
 - ii. 7.4. Special Assessments. In addition to the regular annual Assessments provided for above, the Board may levy special Assessments to enable the Board to carry out the mandatory functions of the Association under this Declaration, upon the approval of at least two-thirds of the Members at a meeting called for that purpose, by adequate notice, with at least sixty percent (60%) of the Members or their proxies present at said meeting. If sixty percent (60%) of the Members do not attend, a second meeting may be called with the same notice and the quorum needed for said second meeting shall be thirty percent (30%) of the Members or their proxies.
 - iii. The Board's authority to levy assessments is governed by Article VII of the Declaration. Section 7.3 establishes the authority of the Board to assess regular annual assessments. The costs of replacing the fence is most likely outside the scope of expenses for which regular assessments may be used. More specifically, Section 7.3 of the Declaration provides that the Board shall determine the amount of regular annual assessments by estimating the expenses to be incurred by the Association during such year in performing its functions under the Declaration, which shall be

limited to the costs incurred pursuant to the powers granted in Section 5.4 of the Declaration, the duties set forth in Section 5.4 of the Declaration, and the costs of enforcing this Declaration. Section 5.4 of the Declaration lists the general powers and duties of the Association, which oddly omits any duty or power to maintain or repair the “Common Areas and facilities” or “areas of common responsibility.” For such reason, repair/replacement of a common area facility may not be an appropriate expense for regular assessments.

- iv. Pursuant to Section 5.3 of the Declaration, the owner or owners of each lot shall be a member of the Association and entitled to one vote for each residential lot owned. If a lot is owned by more than one person, the owners shall designate which of the owners may vote on behalf of such lot. In other words, no more than one vote may be cast per lot. Section 7.4 establishes a special purpose quorum requirement of 60%. If members representing at least 60% of the lots are present at the meeting in person or by proxy, then the quorum requirement is satisfied. If not, the Association can reschedule the meeting and the quorum requirement is reduced to members representing at least 30% of the lots. Once a quorum is established, the special assessment must be approved by two-thirds of the members present, in person or by proxy, at such meeting.
 - v. Reschedule 2nd meeting if 60% (52 homeowners) are not present at this annual meeting to discuss this assessment.
 - e. City of Georgetown surveyors surveying the Inner Loop for improvements
 - f.
13. **Ratification of Director’s and Officer’s Acts:** The members will be asked to confirm, ratify and approve all proceedings, resolutions, acts, deeds and things done, on behalf of the Association, by the Board of Directors, the Directors and the Officers of the Association during the year preceding the Meeting and ending upon the date of this Notice. *Unless such authority is withheld, the persons named in the enclosed Proxy intend to vote for the approval and ratification of the proceedings, resolutions, acts, deeds and things done by the Board of Directors, the Directors and the Officers of the Association during the year preceding the Meeting and to authorize the Board of Directors, the Directors and the Officers of the Association to continue and proceed taking additional action on behalf of the Association during the ensuing year.*
14. **Adjourn** – President set tentative date for the next meeting or confirm date on the calendar already.