



SGS Association, Inc. Board of Directors & Committee Chair Meeting Minutes
Monday, March 2, 2009, 7-9pm
14337 Woodleigh Dr

Attendees:

	Attendance	Name	Function
Board	✓	Kathleen Alexander (KA)	President, Website
		Barbara Bankowski (BB)	Exiting
	✓	Alan Cunningham (AC)	Treasurer
	✓	Wanda Kirk (WK)	Recording Secretary, Block Captains
		Bob Roop (BR)	Exiting
		Tom Rylander (TR)	Corresponding Secretary
	✓	Lynn Wilkins (LW)	Vice President
Committee Chairs	✓	Willie Able (WA)	Maintenance
		Joy Axe (JA)	Neighborhood Watch
	✓	Judy Cunningham (JC)	Landscaping
		Harvey Kirk (HK)	ARB
	✓	Patricia Wilkins (PW)	Community Relations
Admin Support		Kathy Epps (KE)	Administrative Clerk

Board Minutes (7-8pm):

- ✓ Meeting called to order at 7pm
- ✓ Headshots taken for website
 - Action item: Headshot of TR still needed
- ✓ Board carried motion to accept minutes as written from previous meetings (2/16/09 and 2/24/09)
- ✓ Board positions determined
 - President: KA
 - Distributes agenda for Board and Committee Chair meetings
 - Facilitates Board and Committee Chair meetings
 - Authorized signatory on checking and savings accounts
 - Action item: AC to verify with KE that previous checking account has been closed
 - Vice President: LW
 - Back-up for President
 - Liaison to attorneys
 - Authorized signatory on checking and savings accounts

- Board carried motion to add KA and LW as signatories on checking and savings accounts
 - Action item: KE to add KA and LW as signatories on checking and savings accounts
 - Treasurer: AC
 - Management of all financial matters
 - Authorized signatory on checking and savings accounts
 - Corresponding Secretary: TR
 - Works closely with KE to manage correspondence to homeowners
 - Recording Secretary: WK
 - Records Board and Committee Chair meeting minutes
 - Action item: JA to obtain presentation from Officer Lamb
 - Action item: KA and AC to gather all previous meeting minutes and provide to WK
 - Board carried motion to fill Board positions as described above
 - Action item: AC to submit information required for State Corporation Commission filing (due 3/15)
- ✓ Financial Issues
 - Past-due assessment invoices were distributed on 2/23
 - Initial assessment invoices were distributed to builders on 2/23
 - Action item: AC to respond to information requested from builders
- ✓ 2009 meeting schedule established
 - Confirmed meeting dates: 3/30, 4/27, 5/18, 6/29, 7/27, 8/24, 9/21, 10/12, 11/9, 12/7, 1/4
 - Confirmed meeting times: Board business begins at 7pm, Committee Chair business begins at 8pm unless otherwise specified
 - Location: 14337 Woodleigh Dr unless otherwise specified
 - Action item: KA to add meeting dates to calendar on website

Committee Chair Minutes (8-9pm):

- ✓ Landscaping
 - Board carried motion for \$1500 expenditure for plantings in common areas
 - Reminder of playground clean-up day on 3/14 at 10am
 - Rain date of 3/28
 - Board carried motion for expenditure of \$50 for dump fees
 - Board carried motion for expenditure of \$50 for replacement fence boards
 - Board carried motion for landscaping contract to be awarded to Kenny's Landscaping (to start 4/1 and end in 21 months)
 - Kenny's Landscaping: \$819.85/mo (holds current contract)
 - Action item: AC to ask lawyers to review contract before forwarding to Kenny's Landscaping
 - Other contract proposals were as follows:
 - Grass Roots: \$2318/mo
 - Custalow Landscaping: \$1161/mo

- WA volunteered to assist with reseeding along Branders Bridge Rd
 - Action item: WA to provide Board with cost estimates for reseeding
 - Board carried motion to approve \$1000 expenditure for reseeding
- Contact of new volunteers from annual meeting in progress
 - Action item: JC to contact remaining new volunteers
- ✓ Neighborhood Watch
 - Board carried motion for \$117.90 expenditure for 3 Neighborhood Watch signs (1 for each entrance and 1 for playground)
 - Action item: KE to cut check made payable to 'Treasurer of Chesterfield County' and provide to JA
- ✓ Block Captains
 - 7 new block captains recruited at annual meeting, leaving only 2-3 vacant positions
 - 4 additional block captains will be needed when remaining 2 sections open (Sections 9 & 10)
 - Contact of new Block Captains recruited at annual meeting has been completed
- ✓ Community Relations
 - Introduction of new Committee Chair
 - Discussed suggestions for 2009
 - Block party
 - Easter egg hunt
 - National Night Out in conjunction with Neighborhood Watch
 - Welcome packet for new homeowners
 - Contact of new volunteers recruited at annual meeting has not yet been initiated
 - Action item: PW to contact new volunteers
- ✓ Website
 - Any revisions to website must be communicated within 30 days (due 3/31)
- ✓ Maintenance
 - Introduction of new Committee Chair
 - Action item: KA to email WA previous maintenance updates
 - Major work required on irrigation system
 - 2 back flow and 2 zone valves need to be replaced
 - Action item: WA to follow up on valve replacements
 - Board carried motion for \$500 expenditure for valve repairs
 - Kenney's Landscaping irrigation contract proposal: \$25/hr labor plus cost of parts, \$350 for winterization/start-up
 - Board carried motion to table review of this contract proposal and other proposals to next scheduled Board meeting
 - Other than WA, there were no new volunteers recruited at annual meeting
- ✓ ARB
 - ARB application form completed
 - Action item: AC to provide KA with electronic version of form

- Action item: KA to add form to website
 - Example of application package to be made available on website
 - Action item: AC and HK to assemble example application packages
 - Action item: KA to verify that 30 calendar day limit has been stipulated on website for ARB approval/denial
 - If no action has been taken within 30 calendar days, then it is assumed that application has been approved
 - At least 1 ARB meeting per month should be held
 - There were no new volunteers recruited at annual meeting
 - Action item: KA to add regulations regarding parking of trailers, dog pens, etc. on ARB page of website
- ✓ All Board and Committee Chairs were asked to review Action Item Tracker for any tasks that they may have been assigned
 - ✓ Meeting adjourned at 9:35pm