

Timberlane Homeowners Association, Inc.
Meeting of the Board of Directors
November 29, 2010

Meeting Called By: Bryan Lackey
 Meeting Called To Order At: 7:10 p.m.
 Meeting Purpose: Getting financials organized/Dealing with committees

Roll Call

Bryan L	David B	Wendy B	Marissa D	Chele D	Tracey T	Tracey N	Gerry D	Ted C
Present	Present	Present	Present	Present	Present	Present	Present	Present

I. Finances

- a. Bryan Lackey states the objective of the meeting is for setting up committees, and getting our financials lined up.
- b. David called the forensic auditor and explains if hired he would copy and parcel our hard drive so that we could continue to manage the finances.
- c. Bryan recaps cash flow and getting the signers on the account. Go through paper trail and build a budget.
- d. Ted wants the Treasurer to be hands on, and David clarifies Treasurer is for validating the finances and not necessarily a bookkeeper.
- e. Suggestion of calling a special meeting in January for the approval of an annual budget.
- f. Tracey Nichols mentions having homeowners work off the debt. Chele says we may run into a problem with the IRS and that we need to carefully research this option.
- g. David says auditor is \$660.00 for 6 hours.
- h. See Motion 1

II. Management of Day to Day

- a. Marissa states we need to run the office and get it moving in the mean time, and mentions Management Company.
- b. David Boyovich states we need to put together an RFP before we hire a management agency and would prefer hiring a temp. We can go off of last year's budget to determine our finances. Ted and Chele concur.
- c. Chele states we need to do the leg work and get the office managed and running immediately.
- d. Marissa is concerned with the NOW and knows we are wearing out our volunteers. Wendy concurs.
- e. Chele and David will pursue temporary management or personnel to be discussed at the December 9th, 2010 Board meeting.

III. Committees

- a. Tracey Nichols thinks we should whiteboard 'brainstorm' and then put the concerns into 'buckets' and then allocate the committees.
- b. We need to brainstorm and get a list of the possible committees to Tracey Thompson and then we can build committees at the next meeting. We need a TO DO LIST. Possibly add this to the website
- c. Ted will start committees email.

IV. Board Meetings

- a. Secretary (within 2 days from meeting) would go home type/listen/email minutes get response from board members (within 2 days/ 5 day turn-around) Members will 'reply all' corrections and as long as there are no concerns corrections are made and then resent.
- b. Discussion regarding how to run future meetings and where to have homeowner input. Expecting the nature of the first few meetings to be a little crazy. Specifically list rules of meeting get agreement then move forward with the meeting.
- c. Comments to an Attorney should be made by one contact and the information sent to all board members and approved before the initial contact is made. Attorney is to reply all the directors. Communication to the attorney is a need to know basis only. Attorney is to word information that is presented to the homeowners.
- d. Chele will send out a code of ethics form to all will give her feed back.

V. Executive Session 9:13-9:23

- a. Cindy's unemployment issues.
- b. See Motions 2 and 3

VI. Miscellaneous

- a. Bryan mentions the need to upgrade our technical equipment.
- b. Integrating both websites, is this a possibility?
- c. Research the legality and all issues concerning the mounting and using the cameras for prosecuting criminal activity on our property.
- d. Approval of November 23, 2010 minutes. See Motion 4
- e. Wendy contact Paychex regarding payroll. See Motion 5

Table of Motions.

Motion 1: David Boyovich motions to bring in a Forensic Auditor from Wilson and Associates to do an initial audit of 6 hours for \$660.00.

2nd: Tracey Nichols

Bryan L	David B	Wendy B	Marissa D	Chele D	Tracey T	Tracey N	Gerry D	Ted C
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motions pass unanimously

Motion 2: Tracey Thompson motions to move to executive session regarding unemployment issues. 9:13 pm

2nd: Wendy

Motion passes.

Motion 3: Chele as contact for Employment security for Cindy Ramsdell.

2nd: Bryan Lackey

Bryan L	David B	Wendy B	Marissa D	Chele D	Tracey T	Tracey N	Gerry D	Ted C
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion 4: Tracey Thompson motions to approve the minutes from 11/23/2010

2nd: Tracey Nichols

Motion passes

Motion 5: Wendy as contact for Paychex to complete payroll for November

2nd: David

Bryan L	David B	Wendy B	Marissa D	Chele D	Tracey T	Tracey N	Gerry D	Ted C
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Meeting adjourned at 9:33, next meeting on December the 9, 2010.