

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
June 9, 2011

Meeting Called By: Bryan Lackey
Meeting Called To Order At: 7:01PM
Meeting Purpose: Regular Board Meeting

Roll Call

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Present	Present	Present	Absent	Present	Present	Present	Present	Present

I. Adoption of the Agenda

a. Bryan motions to adopt agenda as outlined, 2nd by Tracey. All approve.

II. Guest Speakers

a. Officer Eric Gagnon (pronounced like canyon only with a "G").

1. Initial contact was Officer Joe Mercklich, who took another position and is now unable to dedicate the time to our off duty patrols. Off-duty police patrols will now be overseen by Officer Ganyon and will include a pool of around 6 off-duty officers.
2. Wants homeowner and board input on what our expectations are for Timberlane off-duty patrolmen to concentrate on. Items brought up included crimes in progress, suspected drug activity, graffiti, vandalism, and parking issues on public streets.
3. The more time the patrols can spend on building relationships within our community, the more they can find out who is causing the problems, and can then focus on resolving those problems.
4. Homeowners should temper expectations regarding being able to completely eliminate issues such as graffiti due to how the cases are handled in the court system. For example, the "CC" graffiti artist was arrested, and with 78 charges against him, received no jail time, does not appear to have completed any restitution, and has since committed additional offenses.
5. The officers have the legal authority to go and speak with a group of kids hanging out on the corner, but without reasonable suspicion, cannot start an investigation, demand ID's, nor demand that they provide information about crimes occurring in the neighborhood.

b. Joseph T. Cimanomo, Jr.

1. Running for City Council Position #1 in the election held in November 2011. Has lived in Covington since he was 13 years old and is a graduate of Kentwood High School.
2. Wants to see more parks in Covington, a farmer's market, and the Kent School District partnering with the Covington Library and promoting reading, writing, and community involvement.
3. Would like an endorsement from Timberlane and would enjoy hearing from Timberlane homeowners.

c. Angela Meeks, Angela's Accounting and Tax Services (AATS)

1. Has been working on a tracking system for the money being spent for clear accountability and ability to track receipt details using a purchase order system.
2. All expenses must be submitted via the PO form even if being spent on a budgeted item. All PO's will be signed by a committee chair, the accountant, and the treasurer prior to the money being spent. The PO will then be assigned a number which will allow all receipts to be track-able.
3. The receipts can then be attached to the signed PO for a check reimbursement.
4. The PO can be submitted weeks or even months in advance and the turn-around time is expected to be only 1 week (due every Monday morning-will be available by the next Monday afternoon).
5. Petty cash can be used for smaller dollar amounts and has its own form to be completed and signed for receipt tracking.

- III. **Correction/Adoption of May 12, 2011 Board Meeting Minutes**
 - a. Adopting with minor formatting changes as noted, motioned by David and 2nd by Linda. All approve.
- IV. **Treasurer's Report**
 - a. Money Market/Liquid Assets Balance-in Tonja's absence, update given by David regarding checks written for the month of May.
- V. **Committee Reports/Current Work Summary**
 - a. **Audit & Nominating-meets monthly at 7:00PM in the Timberlane clubhouse office on the Monday prior to the Board meeting (held on the 2nd Thursday of every month).**
 - 1. Review of Profit & Loss Statement-Budget vs. Actual for May.
 - 2. Discussed changes to the approved annual budget for the remaining two quarters of the year.
 - 3. Accountant has collected \$20,000 in past due homeowner fees over the past two months.
 - 4. The current net gain from budget to actual was due to the board of directors having to spend most of the 1st and 2nd quarters updating and acquiring new contracts with new vendors. Going forward, in the latter half of the year, we will not see the same net gain from revenue to expense as experienced in the 1st two quarters.
 - 5. Added into the budget for the purpose of understanding the impact to the Timberlane HOA association is an expense scenario to replace all mail boxes without raising the cost in the homeowners dues, of which is around \$70,000 to replace all mail boxes. If the Timberlane HOA did move forward without raising the cost to the HOA members as shown, it would put the annual budget in red for the year of about \$50,000.
 - b. **Architectural Control & Policy Compliance (ACPC)-meets weekly at 10:00AM in the Timberlane clubhouse office every Wednesday.**
 - 1. Reviewed lessons learned from compliance sweep completed June 4 (what worked well and what did not).
 - 2. Found direct contact with homeowners worked well for getting them to understand the rules.
 - 3. Hard to implement as quickly as we would like-this time the sweep was more of a warning. Additional enforcement walk-throughs will be scheduled in future meetings.
 - 4. Will continue to utilize newsletter as a way to educate residents on rules in place.
 - c. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. **Pool:** The pool has a leak likely at the skimmers and we may need to pursue American Leak Detection to find the location. Initial permit was issued for the **large pool only** but has stipulations.
 - 2. **Rekeying the Building:** After getting bids from different vendors we have decided to go with Auburn Key and Safe, and will get that started after the Thursday workshop.
 - 3. We will be looking for volunteers to do some general cleanup and maintenance on the HOA building and Pool area.
 - 4. **Camera Installation:** homeowner volunteers available to install this month.
 - 5. **Landscaping Contractor:** following up with Cloudy Skies and verifying areas of landscaping.
 - 6. **Janitorial Contract:** following up with Durango and verifying cleaning is being done to contract.
 - 7. **Covington Water Backwash Test:** arranged to have Pat's Plumbing come out and they finished the backwash test-turns out we have two backwash valves and previously only one had been tested.
 - d. **Publicity & Recreation-meets monthly every 4th Tuesday at 7:00PM in the Timberlane clubhouse office.**
 - 1. Trash & Bash scheduled for Sat., July 9th from 8AM-2PM, clean up and picnic with raffle, food, bouncy houses, etc. All volunteers for this event welcome!
- VI. **Open Forum**
 - a. More questions for Officer Ganyon regarding neighbor's suspected drug activities. He encourages all residents report suspicious activities to 911 and if possible, get a case number, keep a log or take photos for off duty patrols-but do not confront them yourself.
 - b. For graffiti-photograph if possible and report it. If the offender is known, get a case #. (Also let the HOA

office know about it as well and the ACPC committee can keep the pictures/location in a log book with complaint photos for the off-duty patrols.)

- c. For neighbors with derelict vehicles violating our CC&R's on private property (also violates City of Covington municipal code): 1.) Tabs are obsolete. 2.) State of disrepair or eyesore. 3.) Sheriff must be called to have towed from private property. If left on city streets (curbed streets), city will tow away. If left on our cul-de-sacs/greenbelt areas-HOA can have towed after leaving notice.
- d. Timberlane residents should note that our vendor, Royal Towing will tow away junk cars for free. Also proper storage of vehicles needing repair or with obsolete tags is allowed inside garages or outside with a proper manufactured car covering (not a tarp).
- e. Officer Ganyon concluded with encouraging the residents to continue to take the neighborhood back by removing graffiti quickly, reporting crimes (call 911 even if there is a non-emergency-they will direct it to the non-emergency line for you), and enforcing the CC&R's.

VII. **Director Comments (none)**

VIII. **Table of Motions**

- a. **Motion 1:** To modify both policy #45 and #46 where the fines/fees are removed and replaced with "all costs associated with the clean-up plus a 20% administrative fee". Full original policies read as follows:
 - 1. #45-For yard clean up, the person(s) who do the clean-up is/are to be paid \$50.00 per hour, per person(s) with a 4 hour minimum per person(s). Homeowners will be billed \$100.00 per hour, per person(s) with a 4-hour minimum per person(s). If a police officer is needed the full cost will be charged to the homeowner.
 - 2. #46-For graffiti removal the person(s) who does the removal is/are to be paid \$25.00 per hour per person(s) with a 2 hour minimum per person(s). Homeowners will be billed \$50.00 per hour, per person(s) with a two hour minimum per person(s). If a police officer is needed the full cost will be charged to the homeowner.

Motion by: Bryan
2nd: Jeanne

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Absent	Y	Y	Y	Abstain	Y

- b. **Motion 2:** To approve amended budget plus additional costs as noted to allow maintenance committee to move forward. (3rd QTR will reflect change from \$12K to \$27K for additional groundskeeping costs and tree maintenance/removal changes from \$8K to \$15K)

Motion by: Bryan
2nd: Tracey

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Absent	Y	Y	Y	Y	Y

- c. **Motion 3:** Re-keying expense will be higher than budgeted. (approx. \$1500=final cost) Will be added to 3rd QTR budget.

Motion by: David
2nd: Linda

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Absent	Y	Y	Y	Y	Y

Meeting adjourned at 9:14PM