

# Timberlane Homes Association, Inc.

## Meeting of the Board of Directors

### August 11, 2011

**Meeting Called By:** Bryan Lackey  
**Meeting Called To Order At:** 7:00PM  
**Meeting Purpose:** Regular Board Meeting

**Roll Call**

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Present	Absent	Present	Arrived Late-7:12	Present	Present	Present	Absent	Absent

- I. **Adoption of the Agenda**
  - a. All approve.
- II. **Guest Speaker:** Alan Barrie spoke in regards to Emergency Management Training with CERT (Community Emergency Response Team). Free sessions begin Thursday, September 22, 2011 with afternoon and evening sessions available.
- III. **Open Forum** (no questions from homeowners)
- IV. **Correction/Adoption Board Meeting Minutes**
  - a. Tabled until next month due to recording malfunction. All approve.
- V. **Treasurer's Report**
  - a. Money Market/Liquid Assets Balance regarding checks written for the month of July.
- VI. **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 2<sup>nd</sup> Thursday of every month).**
    1. Reviewing PSE invoices and payroll entries.
    2. Sent out over 30 liens for collection accounts.
  - b. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1<sup>st</sup> Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
    1. Continuing ongoing work tracking and updating complaint log and board compliance sweep log-next main focus will be unkempt vacant homes.
    2. Received help from two teenage girls that helped paint over graffiti. Thank you Ashley & Carrie!
  - c. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. The pool caulking is done and the leak appears to be fixed. The dry fit inspection has been rescheduled.
    2. There will be a purchase of a pressure washer as it is on sale and badly needed.
    3. Will be hiring an on-call handyman, but still talking about the position duties.
    4. Electrical bids will be obtained for security camera installation as well as possible installation of the hand dryers for the bathrooms.
    5. The roof has been cleaned and all known leaks caulked.
    6. Auburn Lock re-keying of the clubhouse has been started with some master key issues, scheduled to have the pool office, gazebo, and pump house re-keyed.
  - d. **Publicity & Recreation-meets monthly every 4<sup>th</sup> Tuesday at 7:00PM in the Timberlane clubhouse office.**
    1. National Night Out was a huge success with over 55 homeowners, the Chief of Police, 4 Deputies, and about 1/2 of the Covington City Council in attendance.

2. The newsletter will be published on 9/7 so they can be available to go out with the October billing statements by 9/15. All articles and committee updates need to be in by August 31.
3. New letterhead logo now in effect.
4. Allied Waste program still has had no takers.

**VII. Director Comments**

- a. Discussion on postage allocations, postage meter, and purchase order system-tabled to next workshop
- b. ACPC directors are looking into the insurance liability for the vacant abandoned homes that are not yet taken over by a bank, also additional matching paint is needed for the graffiti on the fences.
- c. Graffiti program should go back into newsletter-Tonja will write up an article for volunteering.
- d. Website renewal is due (\$14.95 annually), will need to set up a recurring PO for tracking.

**VIII. Table of Motions**

- a. **Motion 1:** Adoption of Association Policy changes-accept all changes as outlined with the exception of #40.

Motion by: Bryan  
2<sup>nd</sup>: Sam

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

- b. **Motion 2:** Setting of lien fees per outlined schedule.

Motion by: Bryan  
2<sup>nd</sup>: Linda

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

- c. **Motion 3:** Donate clubhouse space to Waddlers & Toddlers for a pre-school during the 2011-2012 school year starting in September.

Motion by: Tracey  
2<sup>nd</sup>: Chele

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

- d. **Motion 4:** Donate clubhouse space for Waddlers & Toddlers to start meeting weekly.

Motion by: Tracey  
2<sup>nd</sup>: Chele

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

- e. **Motion 5:** \$300 donation to Waddlers & Toddlers for supplies.

Motion by: Tracey  
2<sup>nd</sup>: Chele

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

- f. **Motion 6:** \$150 allocated to ACPC to purchase matching paint & supplies to finish covering the graffiti.

Motion by: Bryan  
2<sup>nd</sup>: Tracey

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

**Meeting adjourned at 9:21PM**