

Timberlane Homes Association, Inc.
Annual Homeowners meeting
November 12, 2019

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:06PM
Meeting Purpose: Annual Meeting of Owners

Roll Call

Linda	Susan	Chele	Gerald	Gloria	Dorian	Vacant	Vacant	Vacant	Melissa
Present	Present	Present	Present	Present	Present				Present

- I. **Present Proof of Notice of Meeting**
- II. **Quorum Confirmation - 21 in person or 23 by proxy, Quorum not present**
- III. **Board Member Introduction/Roll Call**
- IV. **Adoption of the Agenda**
 - a. Approved
- V. **Approval of Prior Year Annual Meeting Minutes (Unavailable/No Quorum)**
- VI. **Election of 4 Board Meetings**
 - a. No Quorum. Had two interested parties but no quorum meant no vote. Encouraged both to attend three meetings as per policy, and to get to know the demand/requirements of being a volunteer Director, to be appointed.
- VII. **Committee Reports/Annual Accomplishments**
 - a. **Audit & Nominating-meets as needed, not open to the public due to the sensitive nature of the documents they review.**
 - 1. YTD 2019 Income is currently \$27,142.66 more than budgeted
 - 2. YTD 2019 Expense is currently \$10,263.76 more than budgeted
 - 3. YTD 2019 Reserve Contribution has been \$10,000.00
 - 4. We have had 1 new director added to the board and 1 resigned
 - b. **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 - 1. Published four newsletters including last December.
 - 2. Maintained and changed A Frame signs
 - 3. Maintained the website and Facebook page.
 - 4. Held four events: Easter Egg Hunt, Helped with Cleanup day, National Night Out, Halloween Party, and the Holiday Bazaar.
 - 5. Facilitated 27 Rentals and the clubhouse has also been donated to local not for profit organizations including the Girl Scouts, Churches and two memorials.
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. On average have sent out 40-60 letters per month (about 350 so far) notifying owners of violations to community rules.
 - 2. Have seen several improvements, but more importantly, have seen many homeowners notifying us of violations as they now know there is a process that is consistently managed.
 - 3. More than \$10,000 in fines have been booked to the financials (not necessarily paid) and those funds are used for compliance projects to protect greenbelts and common areas.
 - d. **Maintenance & Pool-meets as needed.**
 - 1. Repaired backflow system on pool
 - 2. Repaired leak in fill valve for pool
 - 3. Added 6 additional cameras around clubhouse

4. Dead tree behind sign at clubhouse has been replaced, thank you Girl Scouts.
5. Tree issues have been reviewed and resolved, including tree issues in larger section of Division 4 in October
6. Reviewed landscape areas with vendor to ensure all areas are being maintained
7. Replaced broken window on pool deck caused by kids throwing rocks
8. Did several clean up days in 2019
9. Got a new HVAC vendor for the clubhouse
10. Continue to look for grants for playground equipment

VIII. New Business:

- a. Presentation of 2020 Budget & Reserve Discussion
 - i. Discussion about cost for additional police patrol and suggestions from owners that we divert those funds elsewhere. Will place on a future board agenda for discussion.
 - ii. Discussion about costs and reserve study.

Meeting adjourned at 8:25PM

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
November 12, 2019

Meeting Called By: Linda Caudle
Meeting Called to Order At: 8:40PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Gerald	Gloria	Dorian	Vacant	Vacant	Vacant	Melissa
Present	Present	Present	Present	Present	Present				Present

I. Approve Consent Agenda

- a. Approve Meeting minutes of October 8, 2019
- b. Ratify email vote to approve bid by Cloudy Sky Trees LLC in the amount of \$4,959 to remove 3 diseased trees.

II. Treasurers Report

- a. See attachment 1 for October financial balances
 - 1. Review of the October 2019 Financials
 - i. Total Income was over the Total Expense by \$1,973.01
 - ii. Maintenance was over budget by \$9,114.89 due to tree removals and pool repair
 - iii. Audit was under budget by \$3,896.10
 - iv. Compliance Committee was under budget by \$166.67
 - v. Pub and Rec Committee was under budget by \$154.22

III. Designate Officers

- a. President: Linda Caudle
- b. Vice President: Susan Pearson
- c. Secretary: Chele Dimmett
- d. Treasurer: Linda Caudle

Linda	Chele	Susan	Gerald	Gloria	Dorian			
Yes	Yes	Yes	Yes	Yes	Yes			

I. Table of Motions

Motion 1: Approval of Consent Agenda
 Motion by: Gerald

Linda	Chele	Susan	Gerald	Gloria	Dorian			
Yes	Yes	Yes	Yes	Yes	Yes			

Meeting Adjourned at 8:45pm

Attachment 1 – Treasurers Report
October Financials

Month End Balance:

Operating Fund	\$147,150.12
Reserve Account	\$ 62,076.26
Petty Cash	\$ 2,000.08
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 0
Legal Fees	\$ 436.49
Utilities & Garbage & Phone	\$ 1,372.24
Street Lights	\$ 2,306.50
Water and Sewer	\$ 1,597.17

Management Svcs.	\$ 6,202.50
Postage & Office Supplies, copies	\$ 1,688.17
Coupons	\$ 2.75
Maintenance	\$ 15,934.99
Pool	\$ 617.41
Payroll/Taxes/Services	\$ 654.50
Security Patrol	\$ 508.56
Reserve	\$ 1,000.00