

Timberlane Homes Association, Inc.

Meeting of the Board of Directors

January 11, 2018

Open Forum: Discussion about the city paving of 192nd Ave SE and SE 267th
 Discussion regarding mailboxes and mail theft
 Discussion regarding parking issues
 Discussion regarding graffiti

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:23 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Thursday of each month- see change below)

Roll Call

Linda	Tracey	Chele	Susan	Pat	Gerald	Vacant	Vacant	Vacant	Corey
Present	Present	Absent	Present	Present	Present				Present

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 11/9/17
 - b. Ratify email vote for tree removal of \$7,778.40

- II. **Adoption of the Agenda**
 - a. Approved as written

- III. **Committee Reports/Current Work Summary**
 - a. **Audit & Nominating-meets as needed, not open to the public due to the sensitive nature of the documents they review.**
 1. Review of the November and December 2017 Financials
 - Total Expenses were over the Total Income by \$28,236.76 for November
 - Income was \$5,972.3504 under budget for November
 - Total Expenses were over the Total Income by \$5,671.94 for December
 - Income was \$9,811.78 under budget for December

Audit Committee Expense – Over budget for November and December 2017

 - Professional Services was \$2,000.00 over budget due to Reserve Stud Sidewalk monies were classified incorrectly to Audit instead of Maintenance
 - Money sent in November to Agynbyte to open accounts for January

Maintenance Committee Expense – Under budget for November but over for December 2017

 - Sidewalk repair was completed and reclassified to December
 - Pool Supplies and Maintenance was double for December (not paid in November)

Publicity and Recreation Committee Expense – Under budget for November & over in December 2017

 - Clubhouse Coordinator paid for the quarter in December

Compliance Committee – Under budget for November and December 2017

 - Tops software fees were reimbursed as there was no access
 2. No new applicants for open board positions.
 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 1. We are still working on the newsletter. We want to include more information about the new management company.
 2. Our next upcoming event is not until the Easter Egg Hunt on March 31st
 3. We are in the process of figuring out the rental process and procedure with the new management company and will need to update the rental contract.

- c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3rd Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. We are waiting for the change over to the new compliance software program with Agynbyte
- d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. We have removed about 20 trees due to safety concerns or dead trees.
 - 2. One home has fence damage that we are negotiating repair.

IV. Treasurers Report

- a. See attachment 1

V. Unfinished Business:

- a. The bids the city received for the storm water easement proposal were higher than expected so the city is revisiting their plans.

VI. New Business:

- a. We are still working on the new processes with Agynbyte. Agynbyte recently received the information from Windermere and they are in the process of inputting all of our information into their systems. A couple of files seem to be missing and they need more information on these items.
- b. The new association manager is not available on the 2nd Thursday for our board meetings so the board is moving the regular monthly board meeting to the 3rd Tuesday of the month. Our next board meeting will be on February 20, 2018 at 7pm at the clubhouse.

VII. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan	Pat	Gerald			
Yes	Yes	Absent	Yes	Yes	Yes			

Motion 2: Approve Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan	Pat	Gerald			
Yes	Yes	Absent	Yes	Yes	Yes			

Meeting adjourned at 7:49PM

Treasurer's Report January 11, 2018

Due to transfer of funding to Agybyte, not all account numbers are available for this meeting, as I am only working off of Windermere numbers only. All numbers will be available for February meeting.

Month End Balance:

Operating Fund	\$Not out yet
Reserve Account	\$Not out yet
Petty Cash	\$Not out yet
Delinquents	\$190,693.75
Month End Income	\$ 14,921.60

November and December Expenses:

Insurance	\$ 2,500.34
Legal Fees	\$ 1,600.00
Utilities & Garbage & Phone	\$ 1,190.72
Street Lights	\$ 4,925.46
Water and Sewer	\$ 1,881.60
Management Svcs.	\$ 15,166.66
Postage & Office Supplies	\$ 1,305.57
Coupons	\$ 17.00
Escrow Transfer Fees	\$ 1,050.00
Maintenance	\$ 27,614.00
Pool	\$ 2,713.76
Payroll/Taxes/Services	\$ 476.82
Security Patrol	\$ 3,424.52
Reserve	\$ 1,633.34