

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**January 12, 2017**

**Open Forum:** Discussion about rule to bring garbage cans in from street and late coupon books.

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:16 PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Thursday of each month)

**Roll Call**

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>	<b>Scott</b>	<b>Pat</b>	Vacant	Vacant	Vacant	<b>Chantelle</b>
Present	Absent	Present	Present	Present	Present				Present

- I. **Approve Consent Agenda**
  - a. Approve Board Meeting minutes of 10/13/2016 and organizational meeting minutes of 11/10/2016
  
- II. **Adoption of the Agenda**
  - a. Approved
  
- 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 December 2016 Financials
      - a. Total expenses were over the Total income by \$10,003.64 for December but \$30,200.31 under for the year.
    2. Audit Committee Expense – over budget for December 2016
    3. Maintenance Committee Expense – under budget for December 2016
    4. Publicity and Recreation Committee Expense – Under budget for December 2016
    5. Compliance Committee – Over budget for December 2016
      - a. \$8,896.26 down payment for cul-de-sac boulders
    6. No names submitted for empty board positions.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    1. First quarter newsletter ready to go. Will be mailed soon.
    2. Rentals for the month are covered.
    3. Next event is the Easter Egg Hunt April 16<sup>th</sup>.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3<sup>rd</sup> Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. Cul-de-sac boulder plan still in progress.
    2. 24 letters mailed after the holidays.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. Have some plumbing issues in the restrooms of the clubhouse that needs to be repaired.
    2. Waiting for bids for parking lot lights (need someone with a cherry picker truck)
    3. Cleaned out the pool area. There is a lot of rocks and garbage in the pool. Also, one lounge chair was broken and thrown in the pool.
    4. Vandals tore down the gutters on side of building by the pool. New gutters will need to be installed.
    5. Vandals tore off door knob on the outer shed. Dead bolt held, so nothing was taken.
    6. Outdoor power outlet by back shed had the cover torn off as well. Found 2 boys charging their cell phones at that outlet.
    7. Waiting for additional bids for sidewalk repair in front of the clubhouse.

8. Need to discuss the cleaning bids and what we are going to do.

**IV. Treasurers Report**

- a. See table at end of document

**V. Unfinished Business:**

- a. Parking and Towing/Cul de sac boulders, plan for installation detailed for the last two weeks of January.
- b. Clubhouse walkway repair, bidders have visited the property and bids forthcoming.
- c. Clubhouse coordinator, tabled until next meeting.
- d. Clubhouse cleaning contract discussion. Budget is \$500 per month and current company price has increased. No bid has been within budget so decision to reduce cleaning to one time per week.

**VI. New Business:**

- a. 2016 Year end bad debt
- b. 2017 projects discussion
- c. North parking lot and playground lights

**VII. Association Manager's Report:**

- a. 2017 coupon books were mailed late due to vendor process error. Printing company gave credit for error.
- b. BOD approved write off of year end bad debt of \$46,722.20, via email, ratified by vote below.

**VIII. Executive Session (8:34pm - 8:56pm )**

- a. Payment Plan request

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan	Scott	Pat			
Yes	Absent	Yes	Yes	Yes	Yes			

**Motion 2:** Approve entering into contract with Reliable Cleaning for once per week service, not to exceed \$550 per month.

Motion by: Chele

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Susan	Scott	Pat			
Yes	Absent	Yes	Yes	Yes	Yes			

**Motion 3:** Ratify email vote to write off 2016 year end bad debt of \$46,722.20.

Motion by: Chele

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Susan	Scott	Pat			
Yes	Absent	Yes	Yes	Abstain	Yes			

**Motion 4:** Approve contracting with Eldridge Services for Analysis and possible repair of lighting in back parking lot and pool area, with repair costs not to exceed \$6,500.

Motion by: Chele

2<sup>nd</sup>: Scott

Linda	Tracey	Chele	Susan	Scott	Pat			
Yes	Absent	Yes	Yes	Yes	Yes			

**Motion 5:** Approve homeowner payment plan Option #2, with \$1,176.78 to be paid from bank draft.

Motion by: Pat

2<sup>nd</sup>: No Second

**Motion 5:** Approve homeowner payment plan Option 2, #2

Motion by: Linda

2<sup>nd</sup>: Scott

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>	<b>Scott</b>	<b>Pat</b>			
Yes	Absent	No	Yes	Yes	No			

Meeting adjourned at 8:57PM

## Treasurer's Report January 12, 2017

**Month End Balance:**

Operating Fund	\$120,250.20
Reserve Account	\$ 46,921.58
Petty Cash	\$ 781.41

**July Expenses:**

Insurance	\$ 1,229.16
Legal Fees	\$ 46.34
Utilities & Garbage	\$ 3,108.05
Water and Sewer	\$ 3,222.25
Management Svcs.	\$ 5,203.33
Postage & Office Supplies	\$ 168.93
Coupons	\$ 4.33
Escrow Transfer Fees	\$ 750.00
Maintenance	\$ 4,733.83
Pool	\$ 537.55
Payroll/Taxes/Services	\$ 246.24
Security Patrol	\$ 2,300.16
Reserve	\$ 706.50