

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**January 14, 2016**

**Open Forum:** Homeowner asked about cul-de-sac drainage

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:15PM  
**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>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Chantelle</b>
Present	Arrived at 7:25	Present	Present						Present

- I. **Establish Officer Positions**
- II. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 10/08/2015
- III. **Adoption of the Agenda**
  - a. Approved
- IV. **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 2015 Financials  
Audit Committee Expense – Over budget for December 2015
      - Bad Debt write off was \$40,102.40. This was \$36,440.84 over budget. This cannot actually be planned in the budget too much. It is unknown how many will not pay dues. This however, needs to be written off each year. Total write off for 2015 was \$45,321.85.
      - Legal Fees were \$1,184.99 over budget – again, cannot be planned
      - Office Supplies were up slightly as well as Security Patrol
      - Street Lights were up another \$52.00 in December. Total bill for Street Lights is now \$2,369.54 per month.Maintenance Committee Expense – Under budget for December 2015  
Publicity and Recreation Committee Expense – Under budget for December 2015  
Compliance Committee – Under budget for December 2015
    2. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
    3. Total Expenses were over the Total Income by \$10,849.22 for December and \$14,123.46 under for the year.
    4. No candidate names were submitted to be considered for the Board of Directors
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    1. All events have been calendared. Nothing for Earth Day planned but it is open for consideration. Easter 3/26 is the next event. Rummage Sale 6/4, Trash and Bash 7/9, National Night Out 8/2, Halloween 10/29, Holiday Bazaar 11/5, Annual meeting 11/10
    2. Rentals were discussed and divvied up amongst members for management.
  - 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. New violation program and software discussed and expense to be voted on.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. We have had a couple of tree concerns. Cloudy Skies Tree Service is checking them. We are waiting for

a response back.

**V. Treasurers Report**

- a. See financial table at end of document

**VI. Unfinished Business:**

- a. Towing signs
- b. Preliminary Encroachment Plan

**VII. New Business:**

- a. Tree Work, review bid for greenbelt A (1-123 and 118)
- b. Violations process and software
- c. Rules resolution regarding common property use
- d. Homeowner request on living space expansion

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

- a. Security logs are in board email.
- b. Taxes have been started.
- c. Delinquency breakdown will change with the new software being used by Windermere,
- d. Met with Fire department and fire extinguishers will need to be updated.
- e. Monitronics system is up for bid. Will entertain bids.

**IX. Table of Motions**

**Motion 1:** Keep officers same as 2015:

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

Linda	Tracey	Chele	Susan					
Yes	Absent	Yes	Yes					

**Motion 2:** Approval of Consent Agenda

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

Linda	Tracey	Chele	Susan					
Yes	Absent	Yes	Yes					

**Motion 3:** Approve \$120 per month or 1,440 per year for TOPS violation software

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

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 4:** Approve Rules resolution 1.20.16 regarding common property use.

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

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 5:** Approve building plans submitted from lot 5-237.

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

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Presentation from Covington Chief of Police McCurdy regarding HOA outreach project

**Meeting adjourned at 8:20PM**

## Treasurer's Report January 14, 2016

### **Month End Balance:**

Operating Fund	\$ 88,430.87
Reserve Account	\$ 38,378.96
Petty Cash	\$ 1,500.43
Delinquencies (see Month End Report for Details)	\$204,328.79
Total Monthly Expenses	\$ 60,529.49

### **Year-to-Date Actuals** (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$176,418.00	\$228,964.62	- <b>\$52,546.62</b>
Maintenance Committee	\$ 97,380.00	\$ 97,135.60	\$ 244.40
Compliance Committee	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Publicity / Recreation Committee	\$ 4,300.00	\$ 1,215.43	\$ 3,084.57
Payroll Taxes and Services	\$ 5,150.00	\$ 6,377.51	-\$ 1,227.51
Overall Operating Expenses:	\$284,248.00	\$333,593.16	- <b>\$49,345.16</b>

### **Monthly Actuals** (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$16,267.75	\$54,445.10	- <b>\$38,177.35</b>
Maintenance Committee	\$ 7,573.26	\$ 4,998.30	\$2,574.96
Compliance Committee	\$ 83.37	\$ 0.00	\$ 83.73
Publicity / Recreation Committee	\$ 358.26	\$ 0.00	\$ 358.26
Payroll Taxes and Services	\$ 429.02	\$ 1,182.09	\$ 753.07
Overall Operating Expenses:	\$24,711.66	\$60,525.49	- <b>\$35,813.83</b>