

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
January 19, 2021

Open Forum: Unable to get the link out to the homeowners due to management transition.

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:04PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Gloria	Dorian	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present	Absent					Present

- 1) **Approve Consent Agenda**
 - a) Approve meeting minutes of November 10, 2020
 - b) Ratify email vote to approve moving Money Market Reserve account from CIT Bank to new Money Market Reserve account with Alliance Association Bank.
 - c) Ratify email vote to approve maintenance expense to repair roof leak near outdoor furnace vent.
 - d) Ratify email vote to approve a bit from Aqua Quip in the amount of \$1,787.50 for replacement of pool drain cover in accordance with VGBA

- 2) **Adoption of the Agenda**
 - a) Approved

- 3) **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. (audit@timberlanehoa.org)**
 1. Review of the December 2020 Financials
 - Total Income was over the Total Expense by \$2,041.57
 - Maintenance was under budget by \$2,442.35
 - Audit was over budget by \$1,734.83
 - Compliance Committee was under budget by \$33.37
 - Pub and Rec Committee was under budget by \$255.87
 2. No new names were submitted for board positions.
 3. Transfer of all funds from Agynbyte to Loxoma has occurred (with a few bumps in the road)
 - b) **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office. (pr@timberlanehoa.org)**
 1. Nothing to report with everything still closed due to COVID.
 2. No content for a newsletter so will postpone for now.
 - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office. (acpc@timberlanehoa.org)**
 1. We have received a couple of email complaints.
 2. No letters sent in late December due to holidays and management transition. Expect to get acquainted with new system and start reviewing and following up on issues in January/February.
 - d) **Maintenance & Pool-meets as needed. (maintenance@timberlanehoa.org)**
 1. Nothing to report this month. More to come after management transition.

- 4) **Treasurers Report**
 - a) See attachment 1

- 5) **Unfinished Business:**
 - a) Pool Repairs – on hold for locker room repairs. Moving this to the management report for future tracking.

- b) MacDonald-Miller - quote for replacement, Pump Motor and Bearing Assembly need replacing. On hold, moving this to the management report for future tracking.
- c) Pool Women's Locker Room – hold for later in the year to reassess Covid-19 requirements. Moving this to the management report for future tracking.
- d) Culdesac drain repairs – Linda researching for a civil engineer to help with. Will move this to management report for future tracking.
- e) Food Trucks have been generally on hold for the winter. Our amazing volunteer, Callie, will post to Facebook once they restart.

6) New Business:

- a) City Parking Proposal: The City is looking to restrict parking on one side of the street in Division 5. Susan, on behalf of the board, will respond to the City by email to be included in the public comment requesting the no parking signs be installed on the side of the streets with the mailboxes and not on the side they are suggesting in Division 5. All are in agreement that we have to protect as much parking as possible in our tightly built community.
- b) Updating security cameras: Batteries keep dying and two have been stolen. Chantelle will reach out to Brinks to update the system administration contacts and ask for a contact for additional cameras, that are hardwired, to be researched after management transition completed. Tabled until February or March.

7) Association Manager's Report:

- a) New Management transition update: There are a number of balances on the aging report that are attributed to owners who are no longer part of the community. Chantelle has a call to the Association CPA to ask how to best manage these balances. There have been approximately five owners who have sold their homes before the transition and the records were not updated. This has postponed the ability to get the books accurately set up for balances to be added to the portal for homeowners to view.

8) Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Chele

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Absent				

Meeting adjourned at 8:40PM

Attachment 1 – Treasurers Report
Month of December Balances 2020

Month End Balance:

Operating Fund	\$126,405.02
Reserve Account	\$128,734.50
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 1,604.59
Legal Fees	\$ 905.00
Utilities & Garbage & Phone	\$ 860.37
Street Lights	\$ 2,617.79
Water and Sewer	\$ 0
Management Svcs.	\$ 4,733.50
Postage & Office Supplies, copies	\$ 3,873.10
Coupons	\$ 0
Maintenance	\$ 5,238.96
Pool	\$ 671.07

Payroll/Taxes/Services	\$ 545.92
Security Patrol	\$ 1,332.36
Reserve	\$ 0