

**Timberlane Homes Association, Inc.**  
**Board Meeting**  
**December 14, 2014**

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:08PM  
**Meeting Purpose:** Regular Board Meeting

**Open Forum:** Two residents came in to ask for new information and offer volunteer help

**Roll Call**

Linda	Tracey	Chele	Tonja	Josh	Kristi	Susan	Chantelle	
Present	Present	Present	Absent	Absent	Present – left at 7:55pm	Present	Present	

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 10/9/2014 and 11/13/2014 – Approved
  
- II. **Adoption of the Agenda**
  - a. Approved
  
- III. **Committee Reports/Current Work Summary**
  - a. **Audit & Nominating-meets on an as needed basis and is not open to the public due to the sensitive nature of the documents they review.**
    - 1. See attached Treasurers Report – at the end of this document.
    - 2. Review of the November 2014 Financials
      - a. Audit Committee Expense – Under budget for November 2014
        - i. Escrow transfer fees higher than expected
        - ii. Office Supplies shows a \$1,002.53 expense. This is for printing and mailing the annual meeting notice
    - 3. Maintenance Committee Expense – Over budget for November 2014
      - a. Roof repair needed to be done to stop leak. Also, due to the wind storm, additional trees were in need of removal.
      - b. Requested redistribution for payment to Cloudy Sky from Landscaping Contract funds to Tree Removal funds.
    - 4. Publicity and Recreation Committee Expense – Under budget for November 2014
      - a. Additional income was also brought in by committee with Christmas Bazaar
    - 5. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
    - 6. Total Expenses were under the Total Income by \$2,022.22
    - 7. 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. Just set all events for 2015: Easter Egg Hunt 4/4, Earth Day Cleanup 4/25, Community Rummage Sale 6/27, Trash & Bash 7/11, National Night Out 8/4, Halloween Party 10/24. Also blocked calendar for Church Memorial day and Halloween events.
    - 2. Divided up tasks. Susan will own website and signs, Tracey will own Facebook and Rental coordination.
    - 3. Newsletter articles due December 15<sup>th</sup>.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1<sup>st</sup> Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
    - 1. 46 letters sent out for issues. Improving processes and communication plans.
    - 2. Updated process and need to review it amongst committee and Chantelle to be sure it is supporting the improvements for increased efficiency.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**

1. The leak in the clubhouse roof had been repaired. It shows no signs of leaking.
2. Bids have been received to do a more permanent repair on the roof. These bids need to be reviewed.
3. We received a bid to patch the back wall in the clubhouse and put in an 8" base border to eliminate the chair and table racks from punching holes in the wall.
4. We had a fence company come out to review our Health Dept. issues with access to the pool. We expect to hear recommendations from them at the beginning of the year.
5. We are pumping 5 drains this week (weather permitting). We are also asking about a maintenance plan for all of our drains instead of having to wait until rainy season and check each one. We also have 2 cul-de-sacs that have some flooding issues, but do not have drains. The cost to put in just one drain is around \$6,000. We will be waiting on these two as there is no money to do this. Hopefully we can fix this situation when we are able to re-grade and re-pave.

**IV. Unfinished Business:**

- a. Pool Work – Waiting for ideas and plans for some sort of compliance with access.
- b. Newsletter changes in 2015 – Going green and using Mail Chimp list sign up for hard copies, email copies preferred.

**V. New Business:**

- a. Tree Removal (192<sup>nd</sup> & 269<sup>th</sup> St) – ratify email vote on 10/31/2014
- b. Cul-de-sac Drain Cleaning – ratify email vote 11/26/2014
- c. Clubhouse Tables and Chairs

**VI. Association Managers Report:**

- a. Many New Owners sent welcome packets
- b. Security logs submitted for November. Have received a homeowner complaint asking for improvement with additional security.
- c. 2015 reserve study update complete.
- d. Annual fire inspection complete. Forwarded information to BOD for feedback at workshop.

**VII. Executive Session: Start 7:53pm, End 8:00pm**

- a. Vote to write off bad debt.

**VIII. Items for Discussion at next Workshop**

- a. Common Area Encroachment – Tabled to January

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Tracey

Linda	Tracey	Chele	Tonja	Josh	Kristi	Susan		
Yes	Yes	Yes	Yes	Yes	Yes			

**Motion 2:** Approve \$2,416.35 bid to remove dead trees at 192<sup>nd</sup> and 269<sup>th</sup>.

Motion by: Kisti

2<sup>nd</sup>: Tracey

Linda	Tracey	Chele	Tonja	Josh	Kristi	Susan		
Yes	Yes	Yes	Absent	Absent	Yes	Yes		

**Motion 3:** Approve \$2,687.85 for cul de sac drain cleaning for flooding drains.

Motion by: Kristi

2<sup>nd</sup>: Tracey

Linda	Tracey	Chele	Tonja	Josh	Kristi	Susan		
Yes	Yes	Yes	Absent	Absent	Yes	Yes		

**Motion 4:** Approve NTE of \$3,000 for new tables and chairs for the clubhouse, pending lowest cost option. Purchase to be completed when Audit confirms cash flow can support it.

Motion by: Kristi

2<sup>nd</sup>: Tracey

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Tonja</b>	<b>Josh</b>	<b>Kristi</b>	<b>Susan</b>		
Yes	Yes	Yes	Absent	Absent	Yes	Yes		

**Motion 5:** Approve bad debt write off of \$16,639.79 with the larger balances being sent to collections.

Motion by: Tracey

2<sup>nd</sup>: Chele

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Tonja</b>	<b>Josh</b>	<b>Kristi</b>	<b>Susan</b>		
Yes	Yes	Yes	Absent	Absent	Absent – left at 7:55	Yes		

Meeting adjourned at 8:03pm

## Treasurer's Report December 11, 2014

**Month End Balance:**

Operating Fund	\$ 71,198.68
Reserve Account	\$ 32,597.57
Petty Cash	\$ 1,500.00
Delinquencies (see Month End Report for Details)	\$209,812.64
Total Monthly Expenses	\$ 19,632.30

**Year-to-Date Comparison** (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$147,989.64	\$180,363.62	-\$32,373.98
Maintenance Committee	\$ 82,380.11	\$ 76,353.07	\$ 6,027.04
Compliance Committee	\$ 916.63	\$ 0	\$ 916.63
Publicity / Recreation Committee	\$ 7,566.74	\$ 5,263.59	\$ 2,303.15
Payroll Taxes and Services	\$ 4,656.74	\$ 4,462.91	\$ 193.83
 Overall Operating Expenses:	 \$201,303.56	 \$199,175.58	 \$2,127.98