

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
February 12, 2015

Open Forum: Discussion about speed issue coming down the hill by the school. Referred back to the City. Chantelle suggested we ask paid patrol to monitor.

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:12 PM
Meeting Purpose: Regular Board Meeting

Roll Call

Linda	Tracey	Chele	Josh	Susan	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present	Present					

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 1/8/2014 – Approved
 - b. Emergency Tree Removal for \$2,800 – ratify email vote from 1/30/2015

- 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. Bad Debt write off, escrow fees, and
 - 2. Review of the January 2015 Financials
 - a. Audit Committee Expense – Over budget for January 2015
 - i. Bad Debt Write Off of 2014 (\$16,639.76)
 - ii. Lien filing fees bundled
 - iii. Escrow Transfer Fees not budgeted for
 - iv. Maintenance Committee Expense – Under budget for January 2015
 - v. Publicity and Recreation Committee Expense – Under budget for January 2015
 - vi. Compliance Committee – Under budget for January 2015
 - 3. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
 - 4. Total Expenses were under the Total Income by \$19,806.44 (due to first of year dues paid)
 - 5. No candidate names were submitted to be considered for the Board of Directors
 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 - 1. Newsletter went out successfully. Deadline for next newsletter is Sunday, March 15th.
 - 2. Working on fixing signs
 - 3. Easter Egg hunt scheduled for Saturday April 4th at 11am. Egg stuffing scheduled for Friday at 6pm.
 - 4. Need to approve spending of \$350 for Egg Hunt and \$100 for Earth Day
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1st Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. 34 Open active issues currently.
 - 2. Set a goal of no more than ten "new" ACPC found per month to get "up to date". This month there were not ten to add. Progress!
 - 3. 2014 addressed and closed 64 Issues, 2013 addressed and closed 48 issues, 2015 to date addressed and closed 12
 - 4. Planning to meet with Chantelle at Windermere office to strategize streamlining the letter/response process.

d. Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.

1. Broken window needed replacement. Window was broken from the pool deck.
2. The chain to the small parking lot needs to be replaced. Someone has broken the old chain.
3. There is a flooding issue in Div. 1 that will need to be addressed. We are waiting for the insurance assessment from one of the homeowners. The common area around this home has been landscaped and taken over as yard. This is an ACPC issue as well.
4. Refrigerator in the clubhouse needs either new seal for freezer, or needs complete replacement. Needs to be researched.
5. The pool deck has been broken in to. The pool cover was pulled off the roller. The crank from the roller is missing. Will need to order a new one.
6. Men's dressing room has a broken urinal. We will be putting up an Out Of Order sign until we determine if County will allow us to open. We have turned the water off to this urinal.
7. The side gate to the pool deck was lifted off the hinges to gain access. A lock and chain was purchased and installed to fix this situation (Thank you Chele!).
8. The camera system needs maintenance.
9. The surge protectors for the computers need maintenance or replacement.

IV. Treasurers Report

**Treasurer's Report
February 12, 2015**

Month End Balance:

Operating Fund	\$ 97,707.84
Reserve Account	\$ 33,285.87
Petty Cash	\$ 1,539.53
Delinquencies (see Month End Report for Details)	\$200,634.02
Total Monthly Expenses	\$ 36,915.74

Year-to-Date Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$ 15,281.50	\$ 31,163.52	-\$15,882.02
Maintenance Committee	\$ 7,573.34	\$ 5,265.94	\$ 2,307.40
Compliance Committee	\$ 83.33	\$ 0	\$ 83.33
Publicity / Recreation Committee	\$ 358.34	\$ 0	\$ 358.34
Payroll Taxes and Services	\$ 429.18	\$ 486.28	-\$ 57.10
 Overall Operating Expenses:	 \$ 23,725.69	 \$ 36,915.74	 -\$13,190.05

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V. Unfinished Business:

- a. Clubhouse tables and chairs – In process

VI. New Business:

- a. Vote on PR Funds for events.
- b. Board Position – Tracey intending to resign and her husband, Alex, would like to take her place.

VII. Association Manager’s Report:

- a. Met with fire extinguisher guy and they are renewed for one more year.
- b. Pool work bids – Rainier came through with a fence bid but was missing details.
- c. Chantelle on vacation March 24 – April 6.

VIII. Executive Session (if needed)

- a. Not needed

IX. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Yes	Yes				

Motion 2: PR to spend up to \$350 for Easter Egg Hunt and up to \$100 for Earth Day event.

Motion by: Tracey

2nd: Chele

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Yes	Yes				

Upcoming Meetings: Board Meeting & Workshop (2nd Thurs) – March 12, 2015 @ 7pm - TBD

Meeting adjourned at 7:41PM