

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

Open Forum: Discussion about sign

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:18 PM
Meeting Purpose: Regular Board Meeting

Roll Call

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

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 2/12/2015 – Approved

- 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 February 2015 Financials
 - a. Audit Committee Expense – Over budget for February 2015
 - i. Business Insurance is spread through months, but paid in bundles
 - ii. Street lights are more this month
 - iii. Fire and Safety not budgeted for
 - b. Maintenance Committee Expense – Over budget for February 2015
 - i. Tree removal more than budgeted for
 - c. Publicity and Recreation Committee Expense – Over budget for February 2015
 - i. Money Transfer for Chairs and Tables
 - d. Compliance Committee – Under budget for February 2015
 - e. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
 - f. Total Expenses were over the Total Income by \$1,910.52
 - 2. 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. Upcoming events include Easter Egg Hunt, April 4th, and Earth Day, April 25th.
 - 2. Looking for cutting the balloon person to save money for Easter Egg Hunt. Need volunteers for the event and to stuff eggs April 3rd.
 - 3. Cleanup area in Division 2 planned for Earth Day. Need volunteers.
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1st Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Walkthrough on Saturday 3/7 was fruitful. Thanks to everyone who helped. ACPC has MANY cul de sacs to measure to determine if encroachments exist. Many were walked today and we confirmed some and ruled out many.
 - 2. Planning to spend time with Association Manager to review process, seek out ways to become more effective from a labor/time perspective.
 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Security cameras are repaired.
 - 2. Chain to small parking lot is replaced.

3. Looking at pumping all remaining drains and putting on a routine schedule for maintenance. Waiting for bid.
4. Found what looks to be like a solution for the gate opener requirement from the Health Dept.
5. Getting another bid for building the fence and gate that is required from the Health Dept.

IV. Treasurers Report

- a. See very last page for details

V. Unfinished Business:

- a. Clubhouse tables and chairs.

VI. New Business:

- a. 2014 Tax & Year End Audit – need review and signatures. Tabled for workshop for review.
- b. Petty Cash Account – Discussion about new debit card in Treasurer’s name.
- c. Manager Vacation – Chantelle on vacation from March 24th to April 6th.

VII. Association Manager’s Report:

- a. None to report.

VIII. Executive Session (if needed)

- a. Not Needed

IX. Items for Discussion at next Workshop

- a. Electronic lock system for clubhouse/pool area to reduce labor/loss issues.

X. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Josh	Susan				
Yes	Absence	Yes	Yes	Yes				

Motion 2: Move the petty cash and reserve accounts from Key Bank to Mutual of Omaha bank.

Motion by: Chele

2nd: Josh

Linda	Tracey	Chele	Josh	Susan				
Yes	Absent	Yes	Yes	Yes				

Upcoming Meetings: Board Meeting & Workshop (2nd Thurs) – April 9, 2015 @ 7pm - TBD

Meeting adjourned at 7:58PM

Treasurer's Report

March 12, 2015

Month End Balance:

Operating Fund	\$ 90,513.63
Reserve Account	\$ 33,747.28
Petty Cash	\$ 3,571.81
Delinquencies (see Month End Report for Details)	\$201,534.83
Total Monthly Expenses	\$ 25,878.83

Year-to-Date Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$ 29,131.75	\$ 46,413.35	-\$ 29,131.75
Maintenance Committee	\$ 15,146.68	\$ 14,057.31	\$ 1,089.37
Compliance Committee	\$ 166.66	\$ 0	\$ 166.66
Publicity / Recreation Committee	\$ 716.68	\$ 1,433.41	-\$ 716.73
Payroll Taxes and Services	\$ 858.36	\$ 831.47	\$ 26.89
Overall Operating Expenses:	\$ 46,020.13	\$ 62,794.57	-\$16,774.44

Monthly Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$ 13,850.25	\$ 15,249.83	-\$ 1,399.58
Maintenance Committee	\$ 7,573.34	\$ 8,791.37	\$ 1,218.03
Compliance Committee	\$ 83.33	\$ 0	\$ 83.33
Publicity / Recreation Committee	\$ 358.34	\$ 1,433.41	-\$ 1,075.07
Payroll Taxes and Services	\$ 429.18	\$ 345.19	\$ 83.99
Overall Operating Expenses:	\$ 23,725.69	\$ 36,915.74	-\$13,190.05