

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
March 12, 2019

Open Forum:

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

Roll Call

Linda	Susan	Chele	Pat	Gerald	Gloria	Jenni	Gretchen	Vacant	Melissa
Present	Present	Present	Excused	Present	Excused	Present	Absent		Present

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of January 8, 2019 (February cancelled due to snow)
 - b. Ratify Cloudy Sky Tree bids for tree care near four lots in the amount of \$7,052.80

- II. **Adoption of the Agenda**
 - a. Approved with additions

- 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 2019 Financials
 - a. Total income was under the total expenses by \$1,450.56
 - b. Maintenance was over budget by \$6,326.26 due to tree removals after storms
 - c. Audit was under budget by \$2,806.05
 - d. Compliance Committee was under budget by \$166.67
 - e. Pub and rec committee was under budget by \$254.17
 2. No new names were submitted for board positions but did receive an email from a new resident (Dorian) that she would like to volunteer in the community
 - b. **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 1. No events since last meeting.
 2. Next event is April 20th, Easter Egg Hunt. Stuffing eggs Thursday, April 18th starting at 6pm. All help welcome.
 3. New newsletter due out April 1st. Content needed by March 27th.
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. Got access to Caliber and started managing compliance issues. Sent 24 letters out March 8th.
 2. Rock relocation complete, however at least one has been pushed back by a local resident. Will send letter stating it needs to be returned during next round and monitor for parking violations.
 3. Will review one request given at the meeting to move one rock back to accommodate vehicle for disabled resident.
 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. Had a few more trees reported as needing care. We have our tree service scheduling
 2. Waiting for report and bid from Catch All to repair a broken drain and if they found the two drains they thought needed digging up.
 3. Still trying to find a contractor who will come and look at our furnaces. The old contractors have dropped us and nobody seems to want to pick up new business. Never heard of this before, but will

continue to search.

4. Thank you to George Pearson and Susan Pearson for scheduling the dumpsters and helping folks bring in tree debris from the storms on two separate weekends.

IV. Treasurers Report

- a. See attachment 1

V. Unfinished Business:

- a. Storm Drain Cleaning completed 2018
- b. Collection policy and implementation to be voted on.

VI. New Business:

- a. New rule regarding yard signs addressing size discussed.
- b. New rules regarding encroachments for both chapter 5 and chapter 13 discussed.

VII. Association Manager’s Report:

- a. Delinquencies increasing month over month. New collections policy will be available for action.
- b. 151 owners set up on Owners. Currently 237 owners more than 90 days past due.
- c. ACPC committee trained on Caliber Compliance Software and working on notices and tracking.
- d. 9 new homeowners in the community.
- e. Pool pump installed, and leaking faucet being approved.
- f. Cloudy Sky Tree has been out to remove many trees after the storm.
- g. Office furnace not operating correctly. Currently trying to find a vendor to repair but they are all booked out until April.

VIII. Executive Session (8:30 – 8:34)

- a. Discuss bad debt write offs.

IX. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	
Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	

Motion 2: Adopt new collections and assessment policy.

Motion by: Gerald

2nd: Jenni

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	
Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	

Motion 3: Adopt new rule regarding signs.

Motion by: Jenni

2nd: Gerald

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	
Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	

Motion 4: Adopt new rule for Chapter 5 regarding ACPC/encroachments.

Motion by: Gerald

2nd: Jenni

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	
Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	

Motion 5: Adopt new rule for Chapter 13 greenbelts and greenbelt entrances/easements.

Motion by: Jenni

2nd: Gerald

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	

Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	
-----	-----	-----	---------	-----	---------	-----	--------	--

Motion 6: Approve bad debt write for three accounts in the amount of \$5471.29
 Motion by: Gerald
 2nd: Jenni

Linda	Chele	Susan	Pat	Gerald	Gloria	Jenni	Gretchen	
Yes	Yes	Yes	Excused	Yes	Excused	Yes	Absent	

Meeting adjourned at 8:35PM

Attachment 1 – Treasurers Report

Report for February 2019

Month End Balance:

Operating Fund	\$153,684.74
Reserve Account	\$ 53,920.76
Petty Cash	\$ 2,000.07
Bad Debt	\$149,863.14
Month End Income	\$ 25,646.82

Monthly Expenses:

Insurance	\$ 1,418.05
Legal Fees	\$ 456.00
Utilities & Garbage & Phone	\$ 1,376.93
Street Lights	\$ 2,135.81
Water and Sewer	\$ 829.83
Management Svcs.	\$ 4,450.00
Postage & Office Supplies, copies	\$ 212.22
Coupons	\$ 6.24
Maintenance	\$ 13,366.50
Pool	\$ 397.27
Payroll/Taxes/Services	\$ 362.37
Security Patrol	\$ 987.67
Reserve	\$ 1,000.00