

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**March 16, 2016**

**Open Forum:** Homeowner asked about cul-de-sac drainage

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:12PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Thursday of each month)

**Roll Call**

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Chantelle</b>
Present	Present	Arrived 7:45	Present						Present

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 1/14/2016 (No Feb Meeting)
  - b. Approved with Corrected number of \$40,102.40 for bad debt write off.
  
- II. **Adoption of the Agenda**
  - a. Approved with addition of vote for Easter event funds.
  
- 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 2016 Financials  
Audit Committee Expense – Over budget for February 2016
      - Minimum overage (\$185.23). Utilities were up and some funds are believed to be miss filed under ManagementMaintenance Committee Expense – Under budget for February 2016  
Publicity and Recreation Committee Expense – Under budget for February 2016  
Compliance Committee – Under budget for February 2016
    2. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
    3. Total Expenses were under the Total Income by \$10,452.21 for February
    4. 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. We are working on the next newsletter. It will go out a little bit late to accommodate a rec review on the Easter Egg hunt.
    2. The Annual Easter Egg Hunt is next weekend. We will be stuffing Easter eggs at 6pm on March 25th. The hunt will begin at 11am in Saturday, March 26th. We are hopeful that we will have lots of volunteers from Kentwood to help stuff eggs.
    3. We have had lots of rentals so far this year.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3<sup>rd</sup> Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. New violation program and software reviewed with entire board now that it is populated. Committee still formulating process.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. We have had a couple of tree concerns. Cloudy Skies Tree Service is checking them. We are voting on expenditures at this meeting
    2. We have a couple of plugged drains. We will be voting on expenditure for this at this meeting.
    3. The committee re-vamped the landscaping areas and adjusted timeframes these should be worked on.

4. Discussed when we should send out info for pool opening. Should have a board discussion regarding the pool. We thought May should be when we start interviewing for staff. We need to decide how many we are going to hire, and are we adding additional hours this year.

**IV. Treasurers Report**

- a. See financial table at end of document

**V. Unfinished Business:**

- a. Towing signs – Discussion continued.
- b. Preliminary Encroachment Plan – Discussion continued. Plan still under development.
- c. Cul-De-Sac Drain Maintenance

**VI. New Business:**

- a. Rules & Regulations Update – tabled to next meeting.
- b. Website Update
- c. Greenbelt Trees (Tract M-2) – Review proposal
- d. Easter Funds approval of \$350.
- e. Review meeting with City Manager and Covington Police Chief. Discussed follow up activities.

**VII. Association Manager’s Report:**

**VIII. Executive Session:**

- a. Called at 9:30pm to discuss legal feedback. Returned 10:05pm.
- b. Board will proceed with attorney’s recommendation to proceed with legal action.

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

2<sup>nd</sup>: Tracey

Linda	Tracey	Chele	Susan					
Yes	Yes	Absent	Yes					

**Motion 2:** Approve \$200 per month payable to Catch All for annual cul-de-sac drain maintenance

Motion by: Tracey

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 3:** Approve spending \$350 for Easter Egg Hunt

Motion by: Linda

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 4:** Approve bid of \$3,200 plus tax to remove trees from Greenbelt Tract M-2

Motion by: Tracey

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	No					

**Meeting adjourned at 10:07PM**

## Treasurer's Report March 16, 2016

**Month End Balance:**

Operating Fund	\$131,354.99
Reserve Account	\$ 39,801.66
Petty Cash	\$ 1,500.55
Delinquencies (see Month End Report for Details)	\$204,287.57
Total Monthly Expenses	\$ 19,241.05

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

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$ 29,402.84	\$ 32,051.09	-\$ 2,648.25
Maintenance Committee	\$ 15,225.02	\$ 10,217.44	\$ 5,007.58
Compliance Committee	\$ 333.34	\$ 0	\$ 333.34
Publicity / Recreation Committee	\$ 716.68	\$ 21.58	\$ 695.21
Payroll Taxes and Service	\$ 1,066.64	\$ 846.92	\$ 219.72
Overall Operating Expenses:	\$46,744.52	\$ 43,137.03	\$ 3,607.49

**Monthly Actuals** (by committee):

	<u>Budget</u>	<u>Actual</u>	over/under
Audit Committee:	\$13,584.75	\$13,769.98	-\$ 185.23
Maintenance Committee	\$ 7,612.51	\$ 5,194.44	\$ 2,418.07
Compliance Committee	\$ 166.67	\$ 0.00	\$ 166.67
Publicity / Recreation Committee	\$ 33.34	\$ 0.00	\$ 33.34
Payroll Taxes and Services	\$ 533.32	\$ 456.63	\$ 76.69
Overall Operating Expenses:	\$21,930.59	\$19,421.05	-\$ 2,509.54