

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**April 13, 2021**  
**Via Zoom**

*To attend future meetings contact [support@loxomamgmt.com](mailto:support@loxomamgmt.com) for access details*

**Open Forum:** Nothing added

**Meeting Called By:** Linda Caudle  
**Meeting Called to Order At:** 7:13 PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

Linda	Susan	Chele	Gloria	Dorian	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present	Present					Present

- 1) **Approve Consent Agenda**
  - a) Approve Meeting minutes of March 9, 2021
  - b) Ratify email vote from 4/1/2021, for pool pump replacement by Aqua Quip in the amount of \$11,246.43
  
- 2) **Adoption of the Agenda**
  - a) Approved
  
- 3) **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. ([audit@timberlanehoa.org](mailto:audit@timberlanehoa.org))**
    1. Review of the February 2021 Financials
      - a. Total Income was over the Total Expense by \$449.36
      - b. Maintenance was under budget by \$1,076.56
      - c. Audit was under budget by \$3,450.41
      - d. Compliance Committee was not reported (this means zero money used)
      - e. Pub and Rec Committee was under budget by \$150.00
    2. Review of the March 2021 Financials
      - a. Total Income was over the Total Expense by \$4,728.13
      - b. Maintenance was under budget by \$4,377.04
      - c. Audit was under budget by \$5,527.07
      - d. Compliance Committee was not reported (this means zero money used)
      - e. Pub and Rec Committee was under budget by \$150.00
    3. One new name was submitted for interest – Michelle Bradford.
  - b) **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office. ([pr@timberlanehoa.org](mailto:pr@timberlanehoa.org))**
    1. No events planned until Covid is fully mitigated.
    2. The Newsletter is posted on Facebook. Was not emailed due to personnel limitations.
    3. The Girl Scouts would like to use the clubhouse again. All agreed this is approved provided they follow all required Covid safety precautions.
    4. Lowrider Cookies will be using our covered entryway at the clubhouse for their cookie sales.
  - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4<sup>th</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office. ([acpc@timberlanehoa.org](mailto:acpc@timberlanehoa.org))**
    1. Nothing to report due to half of the committee being out of town.
    2. Need to connect with Loxoma to learn the new software. Will schedule closer to the end of the month.
  - d) **Maintenance & Pool-meets as needed. ([maintenance@timberlanehoa.org](mailto:maintenance@timberlanehoa.org))**
    1. Meeting with another vendor about improving the cul-de-sac drains this Thursday.

**4) Treasurers Report**

- a) See attachment 1

**5) Unfinished Business:**

- a) Sidewalk Repair Concern – Chantelle talked with the City and they sent us back our map, but what wasn't clear was what on that map belonged to the City and what was association property. Chantelle and Linda to follow up to get clarity.
- b) Clubhouse Repair – gutters and drains have been cleaned out, all open seems have been filled. Went into the closets to look for evidence of leaks and everything is bone dry. Cosmetics issues look old and not due to recent rains.
- c) Pool Locker-room Repair work. Covid measure requirements are still in place but they have completed training so there is less need for oversight and the \$104k proposal has been reduced to under \$90k for repairs.
- d) 2022 Reserve Study Update is complete and was emailed to some of the board members and will be forwarded to the others by Chantelle for review.
- e) Common Area Projects & Funding is being discussed with the attorney to put together a solid plan under the new WUCIOA law for board review and possible presentation to homeowners.

**6) Association Manager's Report:**

- a) Tax extension was filed so September 15<sup>th</sup> is the plan.
- b) Payment plans are all current with two new being discussed.

**7) Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Yes				

**Meeting adjourned at 8:13PM**

*Attachment 1 – Treasurers Report*

**April Treasurer's Report  
Month of February Balances 2021**

**Month End Balance:**

Operating Fund	\$205,670.69
Reserve Account	\$128,765.01
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

**Monthly Expenses:**

Insurance	\$ 1,418.50
Legal Fees	\$ 0
Utilities & Garbage & Phone	\$ 1,311.26
Street Lights	\$ 2,628.39
Water and Sewer	\$ 157.35
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 0
Coupons	\$ 0
Maintenance	\$ 8,436.54
Pool	\$ 837.22

Payroll/Taxes/Services	\$ 335.89
Security Patrol	\$ 2,984.52
Reserve	\$ 3,758.33

## April Treasurer's Report Month of March Balances 2021

### Month End Balance:

Operating Fund	\$203,980.89
Reserve Account	\$136,298.72
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

### Monthly Expenses:

Insurance	\$ 1,418.50
Legal Fees	\$ 315.51
Utilities & Garbage & Phone	\$ 1,739.56
Street Lights	\$ 2,535.70
Water and Sewer	\$ 129.18
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 20.25
Coupons	\$ 0
Maintenance	\$ 5,105.40
Pool	\$ 867.88
Payroll/Taxes/Services	\$ 313.78
Security Patrol	\$ 1,417.44
Reserve	\$ 3,758.33