

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**April 9, 2019**

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**Open Forum:** Discussion about a resident who is running for City Council and interest in helping Timberlane HOA  
 Discussion with homeowner regarding encroachments

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**Meeting Called By:** Linda Caudle  
**Meeting Called to Order At:** 7:15 PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

<b>Linda</b>	<b>Susan</b>	<b>Chele</b>	<b>Pat</b>	<b>Gerald</b>	<b>Gloria</b>	<b>Jenni</b>	Vacant	Vacant	<b>Melissa</b>
Present	Present	Present	Absent	Excused	Present	Absent			Present

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of March 12, 2019
  - b. Ratify email vote for Catch All Storm Drain repairs in the amount of \$1,957 + tax and disposal
  
- 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 March 2019 Financials
      - a. Total Income was under the Total Expense by \$365.05
      - b. Maintenance was under budget by \$1,266.61
      - c. Audit was over budget by \$5,067.30 Due to income tax payment and bad debt write off
      - d. Compliance Committee was under budget by \$166.67
      - e. Pub and Rec Committee was under budget by \$254.17
    - 2. Dorian Cook attending her third meeting and up for nomination.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office.**
    - 1. Newsletter is ready to email. Hard copies already mailed.
    - 2. Next event is Easter on Saturday April 20<sup>th</sup>.
    - 3. Need help stuffing Easter Eggs, Thursday, April 18<sup>th</sup> at 6pm. Have thousands to stuff.
    - 4. Need an approved budget of \$350 for Easter event spending.
  - 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.**
    - 1. Running late on this month's letters. Should be out by Monday of next week.
    - 2. Boulders have been moved and moved back in place.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    - 1. Met with vendor to repair furnace for office area
    - 2. Obtained bid to have furnaces and pool heater on a maintenance schedule which will need to be voted on tonight.
    - 3. Working on getting the camera working for the alarm system.
    - 4. Changed the batteries in several smoke detectors
  
- IV. **Treasurers Report**
  - a. See attachment 1
  
- V. **Unfinished Business:**

- a. Updated rules mailing. Bid to be revised to include three additional pages for pool mailing.

**VI. New Business:**

- a. **Discuss McDonald Miller HVAC Maintenance contract. Do we pay more**

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

- a. New collection rules to be mailed out soon.
- b. More people are signing up for ACH debit. Currently 249 owners more than 90 days past due.
- c. Compliance letters process is working.
- d. Pool pump – installed and AquaQuip and Orca working together, Roto Rooter to address leaking faucet
- e. CatchAll will be scheduling approved drain repairs in late April
- f. Cloudy Sky Tree performed several tree removals
- g. McDonald Miller repaired office HVAC system
- h. Pool opening and form sent to Linda for review, Sarah is coming back to work at the pool for the 2019 season

**VIII. Executive Session (7:50-8:00)**

- a. Discuss Bad Debt Write off

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

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

**Motion 2:** Appoint Dorian Cook to vacant board position effective May board meeting.

Motion by: Chele

2<sup>nd</sup>: Susan

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

**Motion 3:** Request budget of \$350 for Easter Egg Hunt

Motion by: Susan

2<sup>nd</sup>: Chele

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

**Motion 4:** Accept MacDonald Miller comprehensive contract for heating system maintenance.

Motion by: Susan

2<sup>nd</sup>: Gloria

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

**Motion 5:** Approve spending up to \$1,200 to Copy It Mail It for updated rules and pool mailing.

Motion by: Chele

2<sup>nd</sup>: Gloria

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

**Motion 6:** Motion to approve bad debt write off per attorney in the amount of \$308.43

Motion by: Chele

2<sup>nd</sup>: Susan

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

**Meeting adjourned at 8:05PM**

*Attachment 1 – Treasurers Report*

**April 2019**

**Month End Balance:**

Operating Fund	\$165,211.47
Reserve Account	\$ 54,939.29
Petty Cash	\$ 2,000.15
Bad Debt	\$149,863.14
Month End Income	\$ 27,012.83

**Monthly Expenses:**

Insurance	\$ 1,455.00
Legal Fees	\$ 868.00
Utilities & Garbage & Phone	\$ 1,681.12
Street Lights	\$ 2,592.58
Water and Sewer	\$ 829.83
Management Svcs.	\$ 4,975.00
Postage & Office Supplies, copies	\$ 132.59
Coupons	\$ 32.20
Maintenance	\$ 5,499.83
Pool	\$ 671.07
Payroll/Taxes/Services	\$ 543.53
Security Patrol	\$ 987.65
Reserve	\$ 1,000.00