

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
May 11, 2021
Via Zoom

To attend future meetings contact support@loxomamgmt.com for access details

Open Forum: One homeowner present, no comments.

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:11PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

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

- 1) **Approve Consent Agenda**
 - a) Approve Meeting minutes of April 13, 2021
- 2) **Adoption of the Agenda**
 - a) Approved with addition to new business of assigning board position.
- 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)**
 1. Review of the April 2021 Financials
 - a. Total Income was under the Total Expense by \$6,626.78
 - b. Maintenance was over budget by \$6,729.62
 - c. Audit was under budget by \$4,794.55
 - d. Compliance Committee was not reported (this means zero money used)
 - e. Pub and Rec Committee was under budget by \$467.50
 2. Met with Michelle Bradford to discuss joining the board and what it entails. Tonight’s meeting will be her third, to qualify her for approval.
 - b) **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office. (pr@timberlanehoa.org)**
 1. Next newsletter due out June 1st. Welcome any and all content which should be in by end of May.
 - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office. (acpc@timberlanehoa.org)**
 1. Nothing really to add due to half of the committee out of town for family emergency
 - d) **Maintenance & Pool-meets as needed. (maintenance@timberlanehoa.org)**
 1. Couple of tree complaints were sent over to tree service. We are awaiting bid
 2. One issue sent to the landscapers and was taken care of.
 3. Reviewed the new bid for the locker room. Numbers are much lower this time, but it still does require a Covid Supervisor. However, it is now only \$80 per hour vs. the previous \$320 per hour. Total bid \$85,703.95 vs. the previous bid of \$104,315.06. That is a difference of \$18,611.11
 4. Still need to discuss with city the sidewalks and who’s responsible.
 5. Cul-de-sac drain bids came back at \$7,500 per drain. That would be a total of \$210,000 if we do all 28 drains. That is without the discount we would get for bundling them all together. I do not know at this time what the discount would be. We could also space them out and do them in sections.

4) Treasurers Report

- a) See attachment 1

5) Unfinished Business:

- a) Sidewalk Repair Concern. Chantelle emailed the city and their response was emailed to the board for feedback. Discussion was had regarding the drawing sent by the City. Susan and Linda to reach out to the City to ask that they meet with us to show how the measurements in the document line out on the physical street. Then those board members can report back at an upcoming meeting.
- b) Pool Locker Room Repair Work – we have an updated bid where Covid officer fees have come down to less than half but materials have increased in price.
- c) 2022 Reserve Study Update was emailed to board last week. Need to accept study as updated. Motion approved as made.
- d) Common Area Projects & Funding – Discussed the process to build a budget for improvement projects under WUCIOA. The HOA would have to formulate a plan, get bids to identify costs for the plan and then define a special assessment required to achieve the goals. The HOA would then hold a budget ratification meeting and 51% of the eligible homeowners would have to attend to Reject the plan. Discussed what projects should be planned and drainage and repaving cul de sacs appeared to be priority.

6) New Business:

- a) Vote on accepting Michelle Bradford as our newest board member.

7) Association Manager’s Report:

- a) Got a notice that landscaping rates will be going up effective June 1st.

8) Table of Motions

Motion 1: Approval of Consent Agenda

Motion by:

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Absent				

Motion 2: Award McBride Construction the project to repair the pool locker room damage with an estimated cost of 85,703.95. Final contract to be sent for legal review prior to final execution.

Motion by: Susan

2nd: Gloria

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Absent				

Motion 3: Accept the 2022 Reserve Study Update as presented.

Motion by: Chele

2nd: Susan

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Absent				

Motion 4: Accept Michelle Bradford as our newest Board Member effective May 12, 2021 following the May board meeting.

Motion by: Chele

2nd: Susan

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Absent				

Meeting adjourned at 8:23PM

Attachment 1 – Treasurers Report

**May Treasurer’s Report
Month of April Balances 2021**

Month End Balance:

Operating Fund	\$195,481.72
Reserve Account	\$140,074.25
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 0
Legal Fees	\$ 953.01
Utilities & Garbage & Phone	\$ 1,340.08
Street Lights	\$ 2,535.70
Water and Sewer	\$ 405.66
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 22.95
Coupons	\$ 0
Maintenance	\$11,926.34
Pool	\$ 6,253.60
Payroll/Taxes/Services	\$ 195.15
Security Patrol	\$ 1,923.84
Reserve	\$ 3,758.33