

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
May 12 2015

Open Forum: None

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:14 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Thursday of each month)

Roll Call

Linda	Tracey	Chele	Susan	Vacant	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present						Present

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 4/14/2016

- II. **Adoption of the Agenda**
 - a. Approved with addition of New business to include Trash and Bash and 2015 Audit

- 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 April 2016 Financials
 - a. Total Expenses were under the Total Income by \$2,038.77 for April and \$12,716.24 under for the year.
 2. Audit Committee Expense – Under budget for April 2016
 - a. HOA Management Fees will show over budget of \$120 for the rest of 2016 due to the new online access to accounts. Next year we will place this monthly charge in the budget
 3. Maintenance Committee Expense – Over budget for April 2016
 - a. Additional tree removal not budgeted for
 4. Publicity and Recreation Committee Expense – Under budget for April 2016
 5. Compliance Committee – Under budget for April 2016
 - a. Police Patrol was pulled out of Compliance and put in to Audit where it belongs
 6. Income
 - a. We received an additional \$1,172.71 over the budgeted amount with Assessments
 - b. We received \$1,255.46 in Late Fee Income
 - c. We received \$1,000 in Escrow Transfer Fees
 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 1. The newsletter has been mailed out and posted to the website. The next newsletter will go out around July 1st.
 2. We have lots of upcoming rentals. Both June and August at pretty much full.
 3. Our next event is Trash n Bash on July 9th. The publicity and recreation committee thinks the board should discuss possible changes to this event due to lack of home owner involvement.
 4. National night out is planned for August 2nd.
 5. At this time we don't have plans for a rummage sale in the parking lot.
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3rd Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. Still working through how to get used to TOPS Go and how to properly communicate to each other and to Chantelle.
 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**

1. No meeting was held in April
2. Chantelle gave an update to the pool maintenance and the hiring process for pool staff.

IV. Treasurers Report

- a. See details after table of motions

V. Unfinished Business:

- a. Tow signs discussed. Considering additional tow companies.
- b. Preliminary encroachment plan removed from agenda until ACPC ready to move forward.
- c. Rules and Regulations update complete and draft will be sent to board for final review this month.
- d. Chantelle to send updated ACH debit form for update on website. Website overall continues to need to be reviewed for update.
- e. Clubhouse facility use agreement to be approved by the City has been reviewed by attorney and was reviewed by the board. Chantelle to get minor changes completed, completed exhibits and send final approved document to the City for approval.
- f. Discussed Clubhouse poolroom use for on duty police officers to do paperwork and take a “pit stop”. Questions regarding increase in insurance costs to be clarified by Chantelle before determining how to move forward.
- g. Pool Opening. Continues to be discussed for final planning.

VI. New Business:

- a. Insurance renewal. There is an additional insurance option to cover equipment. Chantelle to get details and approval will be discussed via email and ratified in June.
- b. Annual Trash and Bash. The board determined to cancel this event this year due to reduced homeowner volunteers and reduced homeowner participation.
- c. 2015 Audit – Tabled to June. Will revisit via email for review in June.

VII. Association Manager’s Report:

- a. Nothing new to report

VIII. Executive Session (Called 8:39pm, return 9:10pm)

- a. Discussion of encroachment and legal issue. No decisions made.

IX. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Motion 2: Move forward with presenting clubhouse use agreement to the City of Covington with noted minor changes and completed exhibits.

Motion by: Tracey

2nd: Susan

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Meeting adjourned at 9:15PM

Treasurer’s Report May 12, 2016

Month End Balance:

Operating Fund	\$144,243.49
Reserve Account	\$ 41,224.89
Petty Cash	\$ 1,500.67

Delinquencies (see Month End Report for Details)
Total Monthly Expenses

\$205,099.88
\$ 21,833.49

Year-to-Date Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	<u>Over/Under</u>
Audit Committee:	\$ 63,572.36	\$ 59,243.89	\$ 4,328.47
Maintenance Committee	\$ 30,450.04	\$ 23,907.20	\$ 6,542.84
Compliance Committee	\$ 666.68	\$ 0.0	\$ 666.68
Publicity / Recreation Committee	\$ 1,433.36	\$ 265.89	\$ 1,167.47
Payroll Taxes and Services	\$ 2,133.28	\$ 2,122.50	\$ 10.78
Overall Operating Expenses:	\$ 98,255.72	\$ 85,539.48	\$ 12,716.24

Monthly Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	<u>Over/Under</u>
Audit Committee:	\$ 14,876.42	\$ 13,276.51	\$ 1,599.91
Maintenance Committee	\$ 7,612.51	\$ 8,358.87	\$ -746.36
Compliance Committee	\$ 166.67	\$ -337.20	\$ 503.87
Publicity / Recreation Committee	\$ 683.34	\$ 224.71	\$ 458.63
Payroll Taxes and Services	\$ 533.32	\$ 310.60	\$ 222.72
Overall Operating Expenses:	\$ 23,872.26	\$ 21,833.49	\$ 2,038.77