

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
May 12, 2020

Open Forum: This meeting was held via Go To Meeting, the first virtual meeting of the board. If future meetings are to be held in this forum we will post a link so people can attend and observe online.

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:08 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Gerald	Gloria	Dorian	Vacant	Vacant	Vacant	Melissa
Present	Present	Present	Resigned	Present	Present				Present

I. Approve Consent Agenda

- a. Approve Meeting minutes of February 11, 2020
- b. Ratify email vote to approve landscape bid of \$852.50 to clean up and plant grass seed where hedges were removed in division one.

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 February 2020 Financials
 - a. Total Income was over the Total Expense by \$36,724.25 – Received additional monies due to insurance claim for burst pipes in women’s locker room.
 - b. Maintenance was under budget by \$673.79
 - c. Audit was under budget by \$3,896.10
 - d. Compliance Committee was under budget by \$33.33
 - e. Pub and Rec Committee was under budget by \$210.34
 - 2. No new names were submitted for board positions.
 - 3. Review of the March 2020 Financials
 - a. Total Income was under the Total Expense by \$17,797.83.
 - b. Maintenance was over budget by \$22,390.50 due to Locker room clean up
 - c. Audit was under budget by \$2,474.56
 - d. Compliance Committee was under budget by \$33.33
 - e. Pub and Rec Committee was under budget by \$255.83
 - 4. Gerald Korst has resigned from the board as of May 2, 2020. No new names have been submitted.
- b. **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 - 1. No events or rentals due to COVID-19 stay at home orders. Two planned rentals in June are TBD depending on Governor’s direction.
 - 2. Next newsletter is due out 7/1. Need content. Considering including meeting minutes from any online forum.
 - 3. Will be putting up signs around the clubhouse, stating that alcohol and fireworks are not permitted on common property, especially the clubhouse parking lot, in anticipation for fourth of July. We will take pictures of these signs and post them to the Facebook pages, the website and share them with the City of Covington Chief of Police.

- c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. We have not met for the past two months due to the COVID pandemic and Governors Proclamation. We will meet this month via web conference to discuss how to move forward in lieu of continued quarantine requirements.
- d. **Maintenance & Pool-meets as needed.**
 - 1. Accepted bid for pool deck maintenance
 - 2. One bid received for locker room repair and waiting for the second. No work being done due to coronavirus outbreak, but costs could be close to \$70k.
 - 3. Insurance money has been received for the locker room. Some repairs are needed that do not fall under the damage caused by the burst pipe. Unknown how much the difference will be at this point.
 - 4. Email vote approved bid to plant seed where shrubs were removed.
 - 5. Having Cloudy Sky look at a couple of tree issues
 - 6. A local volunteer has been sending a lot of info over to the city regarding the dumping of appliances and such that has been going on.
 - 7. Had roof leak repaired
 - 8. Camera batteries need to be replaced. Requested anyone going to the clubhouse, to please replace.

IV. Treasurers Report

- a. See attachment 1

V. Unfinished Business:

- a. Pool Repairs noted in inspection report–AquaQuip provided quote for pool repairs and we are awaiting a second bid for locker room repair.
- b. MacDonald-Miller submitted a quote for replacement of Pump Motor and Bearing Assembly.
- c. Received one quote for Pool Women’s Locker Room water loss repairs and are awaiting the second.
- d. There is a question if we can open the pool at all due to COVID and social distancing requirements.

VI. New Business:

- a. Insurance renewal quote shows a difference in price of \$50. Vote to approve.
- b. Discussed neighboring property easement request. A developer wants a permanent easement off of SE 268th for ingress/egress for a small development he is building near Jenkins Creek. Attorney will be contacted to be sure we have the option to approve, then neighborhood will be contacted for input.
- c. Discussed City easement questions for division five.

VII. Association Manager’s Report:

- a. Delinquencies are up, but not drastic. A lot of people reached out to sign up for ACH during March/April.
- b. There will be no statements produced this month since they will not be mailed out and no late fees assessed.
- c. Five lots have closed bringing in new residents. Home are selling during the pandemic.

VIII. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	yes				

Motion 2: Renew insurance with Philadelphia.

Motion by: Chele

2nd: Susan

Linda	Chele	Susan	Gloria	Dorian				
Yes	Yes	Yes	Yes	Yes				

Meeting adjourned at 8:10PM

Attachment 1 – Treasurers Report

**May Treasurer’s Report
Month of February and March Balances 2020**

<u>Month End Balance:</u>	<u>February</u>	<u>March</u>
Operating Fund	\$242,424.32	\$222,365.68
Reserve Account	\$ 66,561.09	\$ 67,780.49
Petty Cash	\$ 1,988.13	\$ 1,988.21
Bad Debt Allowance	\$149,863.14	\$149,863.14
Insurance Claim Income	\$ 53,255.96	

Monthly Expenses:

Insurance	\$ 1,603.25	\$ 1,603.25
Legal Fees	\$ 1,097.25	\$0
Utilities & Garbage & Phone	\$ 1,810.93	\$ 1,493.69
Street Lights	\$ 2,539.50	\$ 2,010.74
Water and Sewer	\$ 644.69	\$ 457.19
Management Svcs.	\$ 5,726.00	\$ 4,583.50
Postage & Office Supplies, copies	\$ 243.65	\$ 84.26
Coupons	\$ 3.12	\$ 6.24
Maintenance	\$ 4,801.87	\$ 4,926.23
Pool	\$ 2,211.32	\$25,816.69
Payroll/Taxes/Services	\$ 345.51	\$ 450.75
Security Patrol	\$ 1,188.66	\$ 547.68
Reserve	\$ 1,200.00	\$ 1,200.00