

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
June 18, 2015

Open Forum: One homeowner asking for signs on streets for “traffic does not stop”. Referred to City.

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:20PM
Meeting Purpose: Regular Board Meeting

Roll Call

Linda	Tracey	Chele	Josh	Susan	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Absent	Present					Present

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 5/14/2015 – Approved
 - b. Ratify email vote of 6/9/2015 for Trash and Bash funding of \$500

- 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.**
Review of the May 2015 Financials
 - 1. Audit Committee Expense – Over budget for May 2015
 - a. Business Insurance paid – budget allows monthly but paid quarterly
 - 2. Maintenance Committee Expense – Under budget for May 2015
 - 3. Publicity and Recreation Committee Expense – Under budget for May 2015
 - a. Newsletters no longer printed unless requested
 - 4. Compliance Committee – Under budget for May 2015
 - 5. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
 - 6. Total Expenses were under the Total Income by \$4,064.84 for May
 - 7. Total Expenses for the year are under the Total Income by \$27,848.81
 - 8. No new nominees for open board positions
 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 - 1. Discussed having Enumclaw Recyclers pick up Rummage Sale.
 - 2. Trash and Bash planning going on.
 - 3. Newsletter in process, deadline for articles have passed.
 - 4. Discussion on rentals
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1st Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Site visits to follow up on letters complete. Log will be updated soon.
 - 2. Finished inventorying greenbelts. 120 noted encroachments to address. Committee to come up with working plan to discuss with Board and legal for approval.
 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Pool inspection is tentatively scheduled for June 30th.
 - 2. We are waiting to hear when the new gate will be installed.
 - 3. We will still need to put together a packet for homeowners regarding the pool.
 - 4. We need to clean up the pool deck and paint new borders.

5. We need to figure out the floor scrubbing machine and train the cleaning folks on its usage.

IV. **Treasurers Report**

**Treasurer's Report
June 18, 2015**

Month End Balance:

Operating Fund	\$ 102,539.09
Reserve Account	\$ 35,126.48
Petty Cash	\$ 1,500.00
Delinquencies (see Month End Report for Details)	\$ 211,764.53
Total Monthly Expenses	\$ 20,480.35

Monthly Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	<u>over/under</u>
Audit Committee:	\$ 12,850.25	\$ 14,768.59	\$ 1,918.34
Maintenance Committee	\$ 9,073.34	\$ 5,241.37	\$ 3,831.97
Compliance Committee	\$ 83.33	\$ 0	\$ 83.33
Publicity / Recreation Committee	\$ 358.34	\$ 257.78	\$ 100.56
Payroll Taxes and Services	\$ 429.18	\$ 212.61	\$ 216.57
 Overall Operating Expenses:	 \$ 22,794.44	 \$ 20,480.35	 \$ 2,314.09

Year-to-Date Actuals (by committee):

	<u>Budget</u>	<u>Actual</u>	<u>over/under</u>
Audit Committee:	\$ 73,431.25	\$ 91,108.51	\$ 17,677.26
Maintenance Committee	\$ 39,366.70	\$ 34,264.58	\$ 5,102.12
Compliance Committee	\$ 416.65	\$ 0	\$ 416.65
Publicity / Recreation Committee	\$ 1,791.70	\$ 428.71	\$ 1,362.99
Payroll Taxes and Services	\$ 2,145.90	\$ 1,855.31	\$ 290.59
 Overall Operating Expenses:	 \$ 117,152.20	 \$ 127,657.11	 \$ 10,504.91

V. **Unfinished Business:**

- a. Clubhouse rental process to be reviewed. Will add issues regarding new tables and chairs and no allowances of standing on chairs.
- b. Will schedule a meeting to discuss cleaning issues and use of floor polisher.
- c. Inspection to be June 30th and Chantelle specified it cannot be delayed.
- d. Review of King County fees notification.
- e. Discussed pool work party and items to complete. Planned for 6/27.

VI. **New Business:**

- a. Review tree removal bid for greenbelt in division 5.
- b. Reviewed draft of Pool use policy and rules.
- c. Discussed pool opening plan provided permit attained.
- d. Discussed purchasing additional chairs and table racks.
- e. Discussed drain cleaning bid. Tabled decision for next board meeting.

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

- a. Reviewed written report.

VIII. **Executive Session** (if needed)

- a. None required

IX. **Table of Motions**

Motion 1: Approval of Consent Agenda

Motion by: Linda
2nd: Tracey

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

Motion 2: Approve tree removal bid for removal of greenbelt tree near Lot 5-213 in the amount of \$2031.31.

Motion by: Tracey
2nd: Susan

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

Motion 3: Approve the purchase of table and chair dolly's for an amount not to exceed \$650.00

Motion by: Tracey
2nd: Susan

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

Upcoming Meetings: Board Meeting & Workshop (2nd Thurs) – July 9, 2015 @ 7pm - TBD

Meeting adjourned at 9:30PM