

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**July 13, 2021**  
**Via Zoom**

*To attend future meetings contact [support@loxomamgmt.com](mailto:support@loxomamgmt.com) for access details*

**Open Forum:**

**Meeting Called By:** Linda Caudle  
**Meeting Called to Order At:** 7:02 PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

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

- 1) **Approve Consent Agenda**
  - a) Approve Meeting minutes of June 8, 2021
  - b) Ratify 6/29 email vote for McBride Change Order #1 = \$1,937.69 (mens room vents, closet door painting)
  
- 2) **Adoption of the Agenda**
  - a) Approved
  
- 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](mailto:audit@timberlanehoa.org))**
    1. Review of the June 2021 Financials
      - Total Income was over the Total Expense by \$3,135.04
      - Maintenance was under budget by \$6,351.20
      - Audit was over budget by \$4,606.22
      - Compliance Committee was not reported (this means zero money used)
      - Pub and Rec Committee was under budget by \$150.00
    2. No new names were submitted for board membership
    3. 372 Delinquent accounts totalling \$246,015.74
  - b) **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office. ([pr@timberlanehoa.org](mailto:pr@timberlanehoa.org))**
    1. No events and no rentals.
    2. No response for rental coordinator hiring request on Facebook. If anyone knows of someone who may be interested it would help a lot.
    3. Newsletter deadline end of July (23<sup>rd</sup>), please submit anything of interest in the community or schools.
    4. Discussed reopening the clubhouse to those waiting to rent and discussed food trucks using the parking lot.
  - 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. ([acpc@timberlanehoa.org](mailto:acpc@timberlanehoa.org))**
    1. Half of the committee is still out of state. Need to implement new software so team can begin new process of letters and fines.
    2. Urgent issues are temporarily being managed by Loxoma.
  - d) **Maintenance & Pool-meets as needed. ([maintenance@timberlanehoa.org](mailto:maintenance@timberlanehoa.org))**
    1. Bricks have been cleared from greenbelt. Huge thank you to Susan and George Pearson for helping me!
    2. Still no word from the city regarding the written confirmation that they will not pay for sidewalks, nor any info on grants.
    3. Sent a note to vendor who bid out the drains to wait for information and that it will be coming from Chantelle. A decision still needs to be made on how we are moving forward.
    4. Everything was moved in the pool room and construction has started. Thank you to all board members for your

help. We are still waiting on paint color selection and the bid for replacing the doors.

5. The storage room door was temporarily repaired (thank you David Caudle). But a new one is still probably necessary.
6. I still have not heard back from our alarm company with a bid for hardwiring the rest of the clubhouse. We need to contact them again to see if we can get that going.
7. There is a meeting scheduled Wednesday with the landscapers to go over areas not being kept up.

**4) Treasurers Report**

- a) See attachment 1

**5) Unfinished Business:**

- a) Sidewalk Repair Concern – Michelle and Sue walked around and took a few notes and will send them to Chantelle. Replacement of paved walkways and making adjustments for tree roots will require extensive costs. It was suggested that we should get a quote for ripping up the pavement and replacing with a gravel path. A path in the greenbelt Tract D in division 5 appears to require minimal maintenance. Will refer vendors to that path to see if we can duplicate this design in the place of current asphalt paths.
- b) Pool Locker Room Repair Work – Discussed material being used for repairs.
- c) Common Area Projects & Funding – working with a project manager to help us plan projects and how to move forward on funding but the person we want to work with is incredibly backed up with work and is not available for preliminary planning until the end of August.
- d) Rental Coordinator Position & Rate Increase – discussed increasing pay rate.
- e) Pool Pump through Aqua Quip – incorrect pump ordered and received by Aqua Quip. They want to charge a large restocking fee before replacing with the correct part. We are pushing back on that quote because there is no verification that it was an issue on the HOA’s part that led to the incorrect part being ordered.

**6) New Business:**

- a) Clubhouse Facility Use Request by someone who wants to run a dance class. Asked if the regular fee would apply. Suggested that if he gives discounts to Timberlane residents we can give him a discount on the regular fee.
- b) Cloudy Sky Tree Bid / Tract B – a tree fell on a homeowners fence and the tree company came to inspect the area and other trees along that tract. The one that fell was the only dead tree, but he did find some problem trees further down the tract. Vote to approve tree removal bid.

**7) Association Manager’s Report:**

- a) Eight new homeowners in the community.
- b) Discussed email from homeowner regarding playground. Costs for repair/replacement of existing equipment is insanely high. We can qualify for a grant but we must come up with the first \$30k which would only cover the slide. Board member patched the slide and volunteer removed the graffiti, but further replacement will have to fall under the community property improvement plan discussed above.
- c) Discussed HOA attorney fee rate sheet.
- d) Another homeowner has started a payment plan to bring dues up to date.
- e) Sent out 165 delinquent letters to homeowners with balances over \$60.
- f) A lot more activity on people signing up on the portal and making payments.

**8) Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Gloria	Dorian	Michelle			
Yes	Yes	Yes	Yes	Yes	Yes			

**Motion 2:** Approve bid by Cloudy Sky Tree Service \$1,739.20 to remove three trees in division 5, tract B.

Motion by: Chele

2<sup>nd</sup>: Sue

Linda	Chele	Susan	Gloria	Dorian	Michelle			
Yes	Yes	Yes	Yes	Yes	Yes			

**Meeting adjourned at 8:26PM**

*Attachment 1 – Treasurers Report*

**July Treasurer’s Report  
Month of June Balances 2021**

**Month End Balance:**

Operating Fund	\$191,126.55
Reserve Account	\$147,627.28
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$128,744.37

**Monthly Expenses:**

Insurance	\$ 1,803.00
Legal Fees	\$ 440.00
Utilities & Garbage & Phone	\$ 986.46
Street Lights	\$ 2,519.06
Water and Sewer	\$ 429.49
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 139.44
Coupons	\$ 27.53
Maintenance	\$ 5,125.01
Pool	\$ 624.11
Payroll/Taxes/Services	\$ 207.25
Security Patrol	\$ 1,670.64
Reserve	\$ 3,758.33