

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**July 9, 2019**

**Open Forum:** Discussion with homeowner about letter received.

**Meeting Called By:** Linda Caudle  
**Meeting Called to Order At:** 7:07PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

<b>Linda</b>	<b>Susan</b>	<b>Chele</b>	<b>Gerald</b>	<b>Gloria</b>	<b>Jenni</b>	<b>Dorian</b>	Vacant	Vacant	<b>Melissa</b>
Present	Present	Present	Present	Present	Present	Present			Present

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of June 11<sup>th</sup>
  - b. Ratify email vote approving Cloudy Sky Tree removal in the amount of \$6,722.20
  
- 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 June 2019 Financials
      - a. Total Income was over the Total Expense by \$7,858.59
      - b. Maintenance was under budget by \$2,610.72
      - c. Audit was under budget by \$3,510.68
      - d. Compliance Committee was under budget by \$166.67
      - e. Pub and Rec Committee was over budget by \$7.32 due to coordinator position now being listed under Pub and Rec
    - 2. No new names were submitted for board positions.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office.**
    - 1. Newsletter coming out really soon.
    - 2. Next event is National Night out and Jenni is sending out invites to get community leaders to attend. The event is August 6<sup>th</sup> at 6:00pm with a flashlight walk at 7:30.
    - 3. Gloria is working on getting vendors for the holiday bazaar in November.
    - 4. Discussed the need to add a rule about noise level in the contract.
  - 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.**
    - 1. Sent out 60 letters in the past two weeks. Have received some emails and calls as a result.
    - 2. Have a couple of chronic problem homes with neighbors complaining and letters/fines don't seem to be doing anything. Not sure what more to do.
    - 3. Have a couple of lots we need to measure to confirm encroachment or no encroachment.
  - d. **Maintenance & Pool-meets as needed.**
    - 1. Have a broken window on Pool deck side
    - 2. Had first maintenance check on furnaces and received several bids for needed repairs
    - 3. Did not hear from the gentleman that was going to help us with security cameras. Will be looking in to new ones on our own.
    - 4. Pool opened, and 4th of July did not affect the pool this year!
    - 5. There was a large party in the parking lot on the 4th. The drove over the filled ditch and over the edges

to gain access. Police were notified, but only told them they could not fire the fireworks in the parking lot but could on the street. Two board members spoke with the party goers and it was decided that there was really nothing they could do, as there were about 75 people drinking there. Safety was an issue for them.

6. Have a meeting schedule with the landscapers on July 19th to go over the areas that need to be maintained. They appear to be missing areas frequently.

**IV. Treasurers Report**

- a. See attachment 1

**V. Unfinished Business:**

- a. American Leak Detection is coming out July 23<sup>rd</sup> to perform the test.
- b. Catch All performed the approved drain repairs and vacuumed out the newly identified drains.

**VI. New Business:**

- a. Cloudy Tree bids for two lots motioned for approval.
- b. MacDonald Miller performed contracted furnace check and found a few issues they have provided quotes for.
- c. Backflow tested and found to have failed. GCF Backflow Service will repair after parts received.
- d. 2018 draft audit presented and discussed. Auditor suggested all reserve expenditures be noted in the meeting minutes. Also suggested that there be a reconciliation of the clubhouse rental income with the calendar/log and contracts. Also, that the board create a plan to address the special assessment recommendations presented in the latest reserve study.

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

- a. Had a drop-in delinquencies by 25 home owners.
- b. Accounting staff is working on first notices to those over a certain dollar amount.
- c. \$196,451.91 dues unpaid/in arrears, 229 owners more than 90 days past due.
- d. Office has been receiving calls regarding ACPC violation notices. ACPC committee also following up.
- e. Three new owners, one in division one and two in division five.

**VIII. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Gerald	Gloria	Jenni	Dorian		
Yes	Yes	Yes	Yes	Yes	Yes	Yes		

**Motion 2:** Approve Cloudy Sky Tree Service proposals for tree removal on two lots in the amount of \$1432.60.

Motion by: Chele

2<sup>nd</sup>: Gerald

Linda	Chele	Susan	Gerald	Gloria	Jenni	Dorian		
Yes	Yes	Yes	Yes	Yes	Yes	Yes		

**Motion 3:** Approve MacDonald Miller quotes in the amount of \$473.40 and \$558.90 for a total of \$1032.30 to repair HVAC issues.

Motion by: Gerald

2<sup>nd</sup>: Gloria

Linda	Chele	Susan	Gerald	Gloria	Jenni	Dorian		
Yes	Yes	Yes	Yes	Yes	Yes	Yes		

**Meeting adjourned at 8:05PM**

*Attachment 1 – Treasurers Report*

**June 2019**

**Month End Balance:**

Operating Fund	\$178,118.25
Reserve Account	\$ 57,995.55
Petty Cash	\$ 1,795.93
Bad Debt Allowance	\$149,863.14
Net Month End Income	\$ 24,322.96

**Monthly Expenses:**

Insurance	\$ 1,603.25
Legal Fees	\$ 1,343.60
Utilities & Garbage & Phone	\$ 897.76
Street Lights	\$ 2,274.47
Water and Sewer	\$ 540.72
Management Svcs.	\$ 4,450.00
Postage & Office Supplies, copies	\$ 572.78
Coupons	\$ 3.12
Maintenance	\$ 4,731.94
Pool	\$ 2,385.29
Payroll/Taxes/Services	\$ 635.19
Security Patrol	\$ 1,051.39
Reserve	\$ 1,000.00