

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
August 10, 2021
Via Zoom

To attend future meetings contact support@loxomamgmt.com for access details

Open Homeowner Forum: 7:03 pm

Christie Dean (lot 4-039) had questions about submitting a complaint. The timing between different steps in the process were discussed.

Tabita Almasan, a new resident at 1-222, has a problem in her cul-de-sac with clogged drains, and concerned about a utility vault broken open exposing the wiring near the corner of Timberlane Way and SE 265th. She was referred to the city as a source for more information.

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:18 pm
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Gloria	Dorian	Michelet	Vacant	Vacant	Chantelle
Present	Present	Absent	Absent	Present	Present			Present

- 1) **Approve Consent Agenda**
 - a) Approve Meeting minutes of 7.13.21
 - b) McBride Change Order #2 = \$4,904.66 (3 new doors) – 8.3.21 Approval
- 2) **Adoption of 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.**
 1. Review of the July 2021 Financials
 - Total Income was under the Total Expense by \$17,535.90
 - Maintenance was over budget by \$19,489.15 due to locker room repair payment
 - Audit was under budget by \$9,610.72
 - Compliance Committee was not reported (this means zero money used)
 - Pub and Rec Committee was under budget by \$467.50
 2. No new names were submitted for board membership.
 3. Chantelle reported passage of a new state law involving in-person meetings of associations like ours involving providing the option to attend remotely that could add expense and complication to our annual meeting. She is still researching and consulting about what this means for us and will have more to report at a later date.
 - b) **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 1. To accommodate the planned absence of one of its members on the regular meeting day, the committee met on August 3rd at 7 in the clubhouse.
 2. The next newsletter is due out October first, deadlines for submission would be September 23rd. As always, any ideas or input are welcome.
 3. Plans to restart community events were discussed. Gloria wishes to once again chair the Holiday Bazaar event as she did in 2019 and updated the Vendor agreement with an agreed upon raise in fees. Homeowners will now pay \$20 for the first table space and \$15 for each additional. Non-homeowners fees are \$25.00 for the first table and \$20 for each additional table space. Gloria will begin advertising for vendors when she gets back.

- 4. Halloween party plans are in the works. Michele has contact with some teen-age volunteers who could help with the games.
 - 5. The clubhouse is opening to rentals. Chantelle reported 3 potential booking dates. The earliest would be at the end of the month
- c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
- 1. The committee is still hampered by the absence of one of its members dealing with family health crises.
 - 2. Several complaints submitted through email were discussed.
- d) **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
- 1. Two tree issues to be voted on
 - 2. Pool pump has been approved. Install date is unknown at this time. Need to get an update from Aqua Quip.
 - 3. Need to get an update from McBride on the locker room remodel and when it's completion date will be
 - 4. Need a schedule for Catch All for this year.
 - 5. Since there were too few responses to the email circulated for a vote, we will need to vote tonight to pay for the re-stocking and shipping fees to return the pump to its manufacturer.
- Thank You to Chantelle for her detailed research on this issue.

4) **Treasurers Report**

- a) See Attachment 1

5) **Unfinished Business:**

- a) Sidewalk Repair Concern —Chantelle shared the sidewalk maps with degrees of damage done by tree roots and erosion with pictures to illustrate numbered categories that is the result of work done by Michele and Susan.
- b) Pool Locker Room Repair Work —Work is proceeding and should be done by the end of August. Chantelle reported that the pool office is painted but is not sure the color is correct.
- c) Common Area Projects & Funding – Chantelle is still waiting for a response to schedule a meeting with a potential project manager.
- d) Clubhouse Security Cameras: Bids from other vendors are being explored.

6) **New Business:**

- a) Cloudy Sky Tree proposal – Tract K x2: The bid to remove a tree near 5-178 can be decided, but the bid to remove the tree near 5-174 needs to be revised

7) **Association Manager's Report:**

Elements of the Manager's report were discussed in Executive session.

8) **Executive Session (taken at 8:15pm – 8:32 pm)**

- a) Discussed financials and the results of delinquency letters. A number of residents have begun payment plans
- b) Chantelle will check with David to confirm that state pandemic restrictions on charging fines for violations have been lifted

9) **Table of Motions**

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Susan	Chele	Gloria	Dorian	Michele			
Yes	Yes	Absent	Yes	Yes	Yes			

Motion 2: Approve the re-stocking fee and shipping charge from Aqua Quip in the amount of \$1,299.11 to send the 3-phase pump back.

Motion by: Susan

2nd: Dorian

Linda	Susan	Chele	Gloria	Dorian	Michele			
Yes	Yes	Absent	Yes	Yes	Yes			

Motion 3: Approve the bid from Cloudy Sky to remove a tree next to 5-178 in the amount of \$2,934.90.

Motion by:
2nd: Dorian

Linda	Susan	Chele	Gloria	Dorian	Michele			
Yes	Yes	Absent	Yes	Yes	Yes			

Next meeting of the Board will take place on September 14th at 7:pm via Zoom.

Meeting adjourned at 8:32

August Treasurer's Report Month of July Balances 2021

Month End Balance:

Operating Fund	\$182,794.61
Reserve Account	\$151,404.82
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 0
Legal Fees	\$ 0
Utilities & Garbage & Phone	\$ 548.58
Street Lights	\$ 0
Water and Sewer	\$ 0
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 55.94
Coupons	\$ 16.25
Maintenance	\$ 30,730.91
Pool	\$ 608.56
Payroll/Taxes/Services	\$ 184.14
Security Patrol	\$ 1,434.40
Reserve	\$ 3,758.33