

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**August 13, 2015**

**Open Forum:** Discussion surrounding property encroachments.

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:25 PM  
**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 July 9, 2015 – Approved
  - b. 2016k reserve study update – ratify 8.6 email vote of approval
  
- II. **Adoption of the Agenda**
  - a. Add PR requesting funding for upcoming events.
  
- 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. No new Nominees for open board positions.
    2. Need further board discussion on how we are going to come up with funds for Reserves and road re-pavement.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    1. Trash & Bash wet well. We are brainstorming ideas for how to improve participation
    2. NNO was a huge success. The kids had a blast and the City of Covington police department did an amazing job!
    3. Currently working on planning for the Halloween party and considering moving it to October 31<sup>st</sup>.
    4. End of Summer rummage sale scheduled for September 26<sup>th</sup>.
    5. Holiday Bazaar planned for November 7<sup>th</sup>.
    6. Newsletter going out by October 1st, articles due September 15th.
    7. Susan will be spending \$20-30 to fix plexiglass for signs.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1<sup>st</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. Discussed improvements as a result of the process. Specifically stickering cars for tow after many letters went unanswered.
    2. Next is to discuss plan for common property encroachments now that they are all inventoried.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. There was no Maintenance Meeting in July, due to vacation schedules
    2. Pool opened on July 17th
    3. One of the lights fell out in the pool. We closed early and replaced (Thank You Alex White)
    4. Working on a couple of pool closing issues.
    5. The parking lot chain is too short. We need to replace with a longer one. It is much too hard for 1 person to lock it. Chele to ask for bid from neighbor to build gate.
    6. We had a flooding problem in the ladies locker room. A plumber was called out to repair. Roots and feminine hygiene products were found in the drain system. We were billed \$843.42 to repair. Tracey to create signs to not flush products and place trash cans in each stall.

- 7. Swing seat was slashed. Chele to find replacement and order.

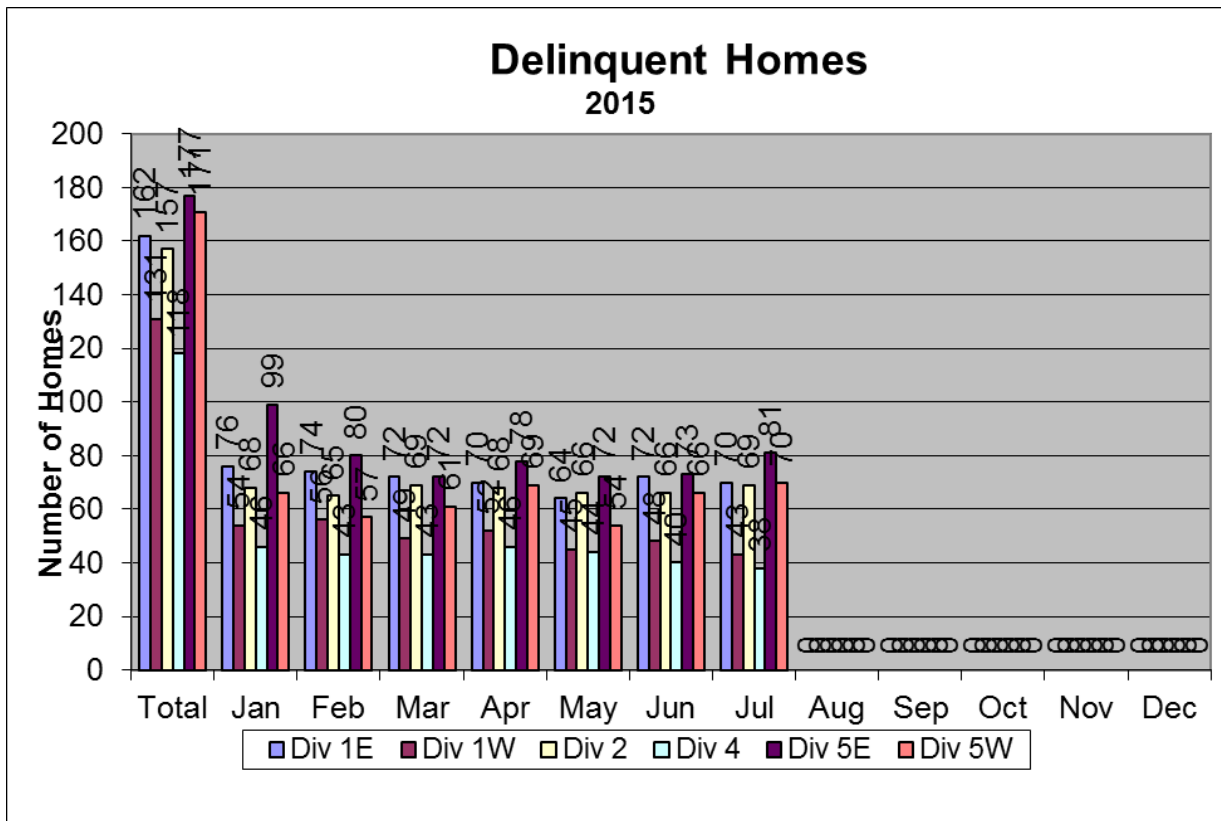
**IV. Treasurers Report**

**a. Review of the July 2015 Financials**

- Audit Committee Expense – Over budget by \$132.96 for July 2015
- Maintenance Committee Expense – Over budget by \$2,942 for July 2015
- Pub and Rec Committee Expense – Under budget by \$337.49 for July 2015
- Compliance Committee – Under budget by \$83.83 for July 2015
- Total Expenses were under the Total Income by \$2,684.35 for July 2015
- Total Expenses for the year are under the Total Income by \$38,183.77
- Percentage of Delinquent Homes for July is 41% (1% higher than last month)

**Month End Balance:**

Operating Fund	\$ 112,114.99
Reserve Account	\$ 36,055.44
Petty Cash	\$ 1,500.14
Delinquencies (see Month End Report for Details)	\$ 213,050.09
Total Monthly Expenses	\$ 26,429.72



**V. Unfinished Business:**

- a. Cul De Sac Drains. Ten more to clean and then the plan is to put them all on a maintenance schedule. Some still need to be found due to overgrowth. Need to vote for the costs for the final clean and the preventive plan.
- b. Tow Signs – bid review. Waiting for second bid. Tabled to September.

**VI. New Business:**

- a. 2016 Reserve Study – in process. Board asked to look at last year’s study to identify possible issues or questions for 2016 study.
- b. Late Fees – discussion. Moved to Executive Success.

- c. Rental Coordinator position. Discussion for paid position. Deferred to PR to develop a plan to present to the board.
- d. P/R funding for Halloween and Holiday Bazaar.

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

- a. Security logs sent to board members.
- b. Secretary of State Annual renewal signed and sent August 6<sup>th</sup>.
- c. Cleaning company re-trained on alarm and knows they are responsible for any police fees for false alarms.

**VIII. Executive Session (8:10 – 8:35)**

- a. Late Fee issue.

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Tracey

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

**Motion 2:** Approve bid for \$6,100 plus tax and disposal, to finish work on catch basins in various culdesacs.

Motion by: Tracey

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

**Motion 3:** Spend up to \$300 for Halloween party.

Motion by: Tracey

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

**Motion 2:** Spend up to \$150 for advertisement for the holiday bazar.

Motion by: Tracey

2<sup>nd</sup>: Linda

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

**Motion 2:** Petitions for account pay off relief must be submitted in writing to the Association and the homeowner scheduled to present request in person to the Board.

Motion by: Linda

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Josh	Susan				
Yes	Yes	Yes	Absent	Yes				

**Upcoming Meetings: Board Meeting (2nd Thurs) – September 10, 2015 @ 7pm - TBD**

**Meeting adjourned at 8:41PM**