

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
August 13, 2019

Open Forum: Discussion regarding non-compliant home and legal options available to demand compliance.
 Comment of appreciation for new paving although wishing it went past school zone.

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:33PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

| | | | | | | | | | |
|--------------|--------------|--------------|---------------|---------------|--------------|---------------|--------|--------|----------------|
| Linda | Susan | Chele | Gerald | Gloria | Jenni | Dorian | Vacant | Vacant | Melissa |
| Present | Present | Present | Present | Present | Present | Present | | | Present |

I. Approve Consent Agenda

- a. Approve Meeting minutes of 7/9/2019
- b. Ratify email vote to spend \$3636.60 for tree service by Cloudy Sky Tree Service
- c. Ratify email vote to spend up to \$200 for National Night Out

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 July 2019 Financials
 - a. Total Income was under the Total Expense by \$6,867.53
 - b. Maintenance was over budget by \$10,314.30 due to tree removals, pool leak, window and street drain repair
 - c. Audit was under budget by \$1,011.48
 - d. Compliance Committee was under budget by \$166.67
 - e. Pub and Rec Committee was over budget by \$32.16 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 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 - 1. Newsletter went out, 30 hard copies mailed. The Facebook post had 497 reached and 272 engagements. Next newsletter out September 1st and deadline for contributions August 27th.
 - 2. 20 rentals so far, one more this month.
 - 3. Next event is Halloween and Jenni is organizing.
 - 4. National Night Out had a total of about 65 people including 9 city council members, fire fighters and police officers. The mayor showed up and some city commissioners as well, in addition to some people running for election. No food left over but lots of glow sticks left over that can be used for Halloween.
 - 5. Gloria is coordinating the Holiday Bazaar and responding to requests for vendor applications. She emailed all prior vendors to get more interest. The date of the event is November 2nd (first Saturday of November.)
- c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Sent out 59 compliance requirement letters last week. This past week we have had three communications from homeowners challenging the notices. Followed up on one, two to go.
 - 2. There are several issues that are being ignored that are also city ordinance violation. Tuning them in to

code compliance for assistance.

- 3. One of the rocks has been replaced by a homeowner with a bollard. Need to figure out where the rock went.
- 4. There is a fence from a non-Timberlane home that has fallen into the green belt. Trying to figure out how to send them a letter.

d. Maintenance & Pool-meets as needed.

- 1. Broken window has been repaired
- 2. Looked into security cameras. Have 2 options, depending on what we want to do.
- 3. Have had several pool issues in regards to rough housing and cursing. I did have a couple of kids out for 2 weeks, unless they were accompanied by one of their parents.
- 4. Have had several tree issues, but are taking care of them. One being the email vote we did last week.
- 5. Met with the landscapers and reviewed the area in need of help.
- 6. Road paving caused some issue with one of the sidewalks. Paving folks put powder over it after the tar has dried. There are continued concerns about it being safely walkable and not slick during cold/hot days with the local school being a walking only school. Will continue conversations with the city.
- 7. Bought a new lock for the back, pool gate, as our current one keeps disappearing. Of course, found our current one about 3 hours after buying a new one and having it keyed to fit our existing keys. So, we now have an extra.
- 8. Door from back room was left unlocked. We might need to re-key so only master keys open. All doors are getting old, we might need to start planning for replacing all doors and door knobs.
- 9. Archive room door needs some repair.
- 10. Have a couple of areas in need of street patching. Have sent Greg out to repair
- 11. Hedge at corner of 191st and 267th needs to be cut back. Need to know who is going to be responsible for cutting back. Owner or HOA. It is currently covering over the sidewalk.

IV. Treasurers Report

- a. See attachment 1

V. Unfinished Business:

- a. Cracked skimmers identified by American Leak Detection. Repairs to be scheduled after pool season.
- b. Still waiting for quotes from MacDonalld Miller on minor furnace repairs before scheduling.
- c. GCF Backflow to perform repairs by end of August.

VI. New Business:

- a. **Discussion about officially marking cul de sacs as fire zones to reinforce no parking rule in support of emergency vehicles. Chele to review issue with the City to determine what limitations/requirements would apply and report back.**

VII. Association Manager’s Report:

- a. New collection policy in place and delinquencies late fees posted.
- b. 219 home owners more than 90 days past due (drop of 10 from June). Working with a few owners who have requested payment plans.
- c. Six new owners noted.

VIII. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Gerald

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

Motion 2: Buy ring security system with six cameras spending up to \$1,000.

Motion by: Gerald

2nd: Jenni

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

Meeting adjourned at 8:35PM

Attachment 1 – Treasurers Report

**August Treasurer’s Report
Month of July Balances 2019**

Month End Balance:

| | |
|----------------------|--------------|
| Operating Fund | \$163,556.63 |
| Reserve Account | \$ 59,015.34 |
| Petty Cash | \$ 1,979.63 |
| Bad Debt Allowance | \$149,863.14 |
| Net Month End Income | \$ 17,455.43 |

Monthly Expenses:

| | |
|-----------------------------------|--------------|
| Insurance | \$ 1,603.25 |
| Legal Fees | \$ 0 |
| Utilities & Garbage & Phone | \$ 1,084.82 |
| Street Lights | \$ 2,238.94 |
| Water and Sewer | \$ 347.91 |
| Management Svcs. | \$ 4,450.00 |
| Postage & Office Supplies, copies | \$ 0 |
| Coupons | \$ 9.36 |
| Maintenance | \$ 16,662.19 |
| Pool | \$ 2,948.62 |
| Payroll/Taxes/Services | \$ 1,190.26 |
| Security Patrol | \$ 1,051.41 |
| Reserve | \$ 1,000.00 |