

# Timberlane Homes Association, Inc.

## Meeting of the Board of Directors

### September 11, 2014

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:06PM  
**Meeting Purpose:** Regular Board Meeting

**Open Forum:**

**Roll Call**

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Tonja</b>	<b>Josh</b>	<b>Kristi</b>			
Present	Present	Present	Absent	Present	Present			

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 8/14/2014 – Approved
  
- II. **Adoption of the Agenda**
  - a. Approved
  
- III. **Unfinished Business:**
  - a. Clubhouse doors to pool – review bid from August
  
- IV. **New Business:**
  - a. 2013 Year End Draft Audit
  - b. 2015 Budget Preparation – Dues Increase based on (CPI)
  - c. 2014 Year End Audit and Tax Engagement
  - d. Purple Lights Nights.
  - e. New Laminated signs.
  
- V. **Committee Reports/Current Work Summary**
  - a. **Audit & Nominating-meets monthly at 9:00AM in the Timberlane clubhouse office on the first Monday of the month.**
    - 1. See attached for Treasurers Report
    - 2. Review of the August 2014 Financials Audit Committee Expense:
      - o Includes unbudgeted amount of \$2500.00 in the Audit category, which should be an expense in the Accounting and Tax Service category. This will be corrected.
    - 3. Maintenance Committee Expense:
      - o Includes \$1,086.00 actual cost in the Tree Removal category against a budget (amortized) of \$333.33
      - o Includes \$478.24 in the Pot Hole Repair category – category added in 2014, with labor provided by volunteer Greg McLean
    - 4. Overall monthly and yearly totals against budget (Treasurer’s report) reviewed
    - 5. Total Expenses were over the Total Income by \$5,912.38
    - 6. Reviewed Audit Committee Expenses in preparation for the 2015 budget submittal
    - 7. No candidate names were submitted to be considered for the Board of Directors
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    - 1. PR is working on planning the Halloween party and the Holiday bazaar. The bazaar has been moved to Nov. 8th and will be from 9 am to 4 pm. The application for vendors is available on our website. We doing Santa pictures at the bazaar again this year as well.
    - 2. The newsletter is almost ready for the final edit and should be in homeowner’s mailboxes by Oct 1.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1<sup>st</sup> Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
    - 1. Letters went out late, but the letters that do go out are doing good in the community.
    - 2. Some people are ignoring letters and racking up fines. We are addressing those legally.

3. We do have issues to discuss regarding common area encroachments and the legal process for addressing them.
- d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
  1. Tree complaints in Div. 5 and Div. 4 are complete.
  2. Patch repair of the leak in the roof is complete.
  3. Asked By-Ear Construction to give us a bid for patching the back wall of clubhouse and hole in women's restroom ceiling. They suggested an 8" baseboard to reduce the damage in the future due to the carts for chairs and tables banging on the wall.
  4. City has not mentioned anything more regarding the bi-fold curtain/door, so we are not moving forward on this. It shall remain in place unless the city comes back with written notification.

**VI. Items for Discussion at next Workshop**

- a. Budget
- b. Make a Difference Day process
- c. Encroachments

**VII. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 2:** Approve bid from By Ear Construction in the amount of \$4,322.28 to turn clubhouse back wall doors into walls and windows and install locks on windows to restrict pool access from main hall.

Motion by: Tracey

2<sup>nd</sup>: Linda

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 3:** Approve 2013 Audit.

Motion by: Linda

2<sup>nd</sup>: Kristi

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 4:** Increase monthly dues in accordance with CC&R's based on the August CPI index.

Motion by: Chele

2<sup>nd</sup>: Josh

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 5:** Approve contracting Cagianut Company for 2014 audit and tax preparation for an estimated amount of \$2500.

Motion by: Linda

2<sup>nd</sup>: Kristi

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 6:** Approve donation of \$100 towards Purple Lights Night.

Motion by: Linda

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Tonja	Josh	Kristi			
Yes	Yes	Yes	Absent	Yes	Yes			

**Meeting adjourned at 7:52PM**

## September Treasurer's Report September 11, 2014

### Month End Balance:

Operating Fund	\$ 63,709.16
Reserve Account	\$ 31,916.79
Petty Cash	\$ 1,500.00
Petty Case Use:	
Delinquencies (see Month End Report for Details)	\$230,139.18
Total Monthly Expenses	\$ 23,049.29

### Year-to-Date Comparison (by committee):

	Budget	Actual	over/under
Audit Committee:	\$110,216.29	\$119,968.22	-\$9,751.93
Maintenance Committee	\$ 59,773.40	\$ 51,592.00	\$8,181.40
Compliance Committee	\$ 666.64	\$ 0.00	\$ 666.64
Publicity / Recreation Committee	\$ 5,616.72	\$ 3,345.54	\$ 2,271.18
Payroll Taxes and Services	\$ 3,386.72	\$ 3,281.82	\$ 104.90
Overall Operating Expenses:	\$179,659.77	\$178,187.58	\$1,472.19
Paid Dues/Percentage:	\$180,486.64	\$171,110.89	69% paid

### **NOTES:**

Dues percentage paid includes dues paid for entire year 2014.