

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**September 14, 2017**

**Open Forum:** Discussion about property lines.  
Discussion about trouble tenant causing neighborhood trouble.

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:30PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Thursday of each month)

**Roll Call**

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>	<b>Pat</b>	Vacant	Vacant	Vacant	Vacant	<b>Chantelle</b>
Present	Arrived 8:30pm	Present	Present	Present					Present

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 8/10/2017
  
- 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 August 2017 Financials
      - a. Total Expenses were over the Total Income by \$6,802.56.86 for August
      - b. Income was \$6.379.86 under budget
    2. Audit Committee Expense – Under budget for August 2017
    3. Maintenance Committee Expense – Over budget for August 2017
      - a. Pool supplies and payroll – \$2,361.32 over budget
      - b. Janitorial Services – \$328.33 over budget
    4. Publicity and Recreation Committee Expense – Under budget for August 2017
    5. Compliance Committee – Under budget for August 2017
    6. No new applicants for open board positions.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    1. Newsletter articles are due this Friday, 9/15. The newsletter will go out around 10/1.
    2. We have 3 upcoming rentals and the rental assistant has been fantastic. We still need to get an email setup for the assistant so we can streamline the rental process and have better communication.
    3. The Halloween Party is scheduled for October 28th from 3-6pm. We would like the board to approve \$500 for this event.
    4. The annual bazaar is scheduled for Nov 4th from 9-4 with Santa pictures from 11-2. We are still looking for vendors and will need volunteers to help man the raffle table and Santa pictures. An ad has been placed in the Covington reporter. Susan will be spending approximately \$100 on 4 new signs to help advertise the bazaar.
    5. The annual meeting is on Nov 9th. Are we going to offer a door prize again this year? The PR committee will help setup and have coffee and cookies available for attendees.
  - 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. Planning on moving one boulder that was identified as placed on a water system flush valve. Working with Covington Water District.
    2. One more boulder to install at the same time.

- 3. Came up with an idea to monitor homes for sale and when found check them against encroachments. When encroachment/sale match made send letter to homeowner and realtor notifying them that the encroachment must be rectified upon sale. Waiting for feedback on this idea.
- 4. Still trying to find a good cadence between inspections and letters.
- d. Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
  - 1. Pool is now closed for season
  - 2. Have some trees coming down this week

**IV. Treasurers Report**

- a. See full details at end of this document.

**V. Unfinished Business:**

- a. Clubhouse walkway repair/replacement scheduled for October 28/29<sup>th</sup>. Pre-construction meeting October 21<sup>st</sup>.
- b. City storm water easement proposal is on hold waiting for email response from Ben Parrish.
- c. Timberlane facility use by Covington Police complete. Agreed for them to use the same key that is already secure. Will give them a security code and proceed.

**VI. New Business:**

- a. 2016 Audit emailed 9/5/2017 for board review. Vote to approve below.
- b. 2018 draft budget to be drafted. Board to meet October 3<sup>rd</sup> to review and update.
- c. Purple Lights Nights requested \$100 donation to support October program.

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

- a. Letters went out for compliance issues.
- b. Executive session will be required.

**VIII. Executive Session (8:11pm – 9:00pm)**

- a. Employee Policy Discussion; Legal; Encroachment

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan	Pat				
Yes	Absent	Yes	Yes	Yes				

**Motion 2:** Approve to 2016 Audit as presented.

Motion by: Chele

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Susan	Pat				
Yes	Absent	Yes	Yes	Yes				

**Motion 3:** Donate \$100 to Purple Lights Night Program

Motion by: Chele

2<sup>nd</sup>: Susan

Linda	Tracey	Chele	Susan	Pat				
Yes	Absent	Yes	Yes	Yes				

**Motion 4:** Approve PR Committee spending of \$500 for Halloween party.

Motion by: Chele

2<sup>nd</sup>: Pat

Linda	Tracey	Chele	Susan	Pat				
Yes	Absent	Yes	Yes	Yes				

**Meeting adjourned at 9:00PM**

## Treasurer's Report September 14, 2017

### **Month End Balance:**

Operating Fund	\$148,291.34
Reserve Account	\$ 53,509.79
Petty Cash	\$ 751.13
Delinquents	\$173,263.90
Month End Income	\$ 18,353.56

### **August Expenses:**

Insurance	\$ 929.06
Legal Fees	\$ 175.00
Utilities & Garbage & Phone	\$ 809.52
Street Lights	\$ 2,460.52
Water and Sewer	\$ 830.45
Management Svcs.	\$ 5,083.33
Postage & Office Supplies	\$ 78.96
Coupons	\$ 9.56
Escrow Transfer Fees	\$ 750.00
Maintenance	\$ 5,235.52
Pool	\$ 4,444.65
Payroll/Taxes/Services	\$ 473.36
Security Patrol	\$ 1,497.39
Reserve	\$ 816.67