

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
September 14, 2021
Via Zoom

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

Open Forum: Discussion about compliance information and process

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:08 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Gloria	Dorian	Michelle	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present	Present	Present				Present

- 1) **Approve Consent Agenda**
 - a) Approve Meeting minutes of August 10, 2021
 - b) Ratify email vote 9/7/2021 approving Cloudy Sky Tree Proposal in the amount of \$3,967.55.

- 2) **Adoption of the 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. (audit@timberlanehoa.org)**
 1. Review of the August 2021 Financials
 - Total Income was under the Total Expense by \$7,890.39
 - Maintenance was under budget by \$1,533.98
 - Audit was over budget by \$5,953.27 due to insurance premium payment
 - Compliance Committee was not reported (this means zero money used)
 - Pub and Rec Committee was under budget by \$150.00
 2. No new names were submitted for board membership
 3. The board needs to start working on the 2022 annual budgets.
 - b) **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office. (pr@timberlanehoa.org)**
 1. Newsletter articles due soon so we can send that out.
 2. No rentals due to Covid numbers.
 - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office. (acpc@timberlanehoa.org)**
 1. Committee back together and need to train on the new system and process. Then compliance activities will resume.
 2. Urgent issues are temporarily being managed by Loxoma.
 - d) **Maintenance & Pool-meets as needed. (maintenance@timberlanehoa.org)**
 1. Still need to get an update from Aqua Quip on pump installation
 2. One tree issue came in yesterday. Need to have tree service check and bid.
 3. Need to speak to McBride about them parking in the garden area

- 4) **Treasurers Report**
 - a) See attachment 1

- 5) **Unfinished Business:**
 - a) Sidewalk Repair Concern – Chantelle met with Gary who gave some ideas of how the tree roots and uneven areas

could be managed. Waiting for a proposal from Gary on costs based on this being a 2022 project.

- b) Pool Locker Room Repair – Work pretty much complete. Walk through next week for sign off. Board discussed and approved payment to McBride from operating fund which accounts for 90% progress payment of the pool locker room.
 - c) Common Area Projects & Funding – Drains have been identified for replacement. Costs and how to pay for it will be discussed at upcoming budget meeting.
 - d) Pool Pump – Being installed tomorrow.
 - e) Clubhouse Security Cameras – Discussed two bids for improved security system to replace wireless ring system where we cannot keep up with the batteries. Motion 2 to accept ADT proposal.
 - f) Cloudy Tree Proposal – Discussed notification processes for when trees are felled near a home.
- 6) New Business:**
- a) Annual Meeting Preparation – Chantelle discussed process for holding Annual meeting via Zoom.
 - b) 2022 Operating Budget - October meeting will start at 6:30, via Zoom, and run long to discuss budget planning. Committee updates will be tabled for this meeting.
- 7) Association Manager’s Report:**
- a) Tax return complete, to be signed Friday.
 - b) Audit is still in process.
 - c) New payment plan set up for delinquent owner.
 - d) A few new owners have joined the neighborhood.

8) Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Gloria	Dorian	Michelle			
Yes	Yes	Yes	Yes	Yes	Yes			

Motion 2: Motion to approve bid from ADT in the amount of \$3,575.80 to install security camera system and enter into service contract for \$121.23 per month for monitoring.

Motion by: Chele

2nd: Susan

Linda	Chele	Susan	Gloria	Dorian	Michelle			
Yes	Yes	Yes	Yes	Yes	Yes			

Meeting adjourned at 8:42 PM

Attachment 1 – Treasurers Report

**August Treasurer’s Report
Month of August Balances 2021**

Month End Balance:

Operating Fund	\$167,749.48
Reserve Account	\$158,941.22
Petty Cash	\$ 1,933.20
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 7,914.50
Legal Fees	\$ 0
Utilities & Garbage & Phone	\$ 855.73
Street Lights	\$ 2,540.81

Water and Sewer	\$ 508.23
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 207.98
Coupons	\$ 14.04
Maintenance	\$ 9,497.03
Pool	\$ 569.31
Payroll/Taxes/Services	\$ 210.27
Security Patrol	\$ 1,586.24
Reserve	\$ 7,516.66