

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
September 8, 2016

Open Forum: None

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:10PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Thursday of each month)

Roll Call

Linda	Tracey	Chele	Susan	Vacant	Vacant	Vacant	Vacant	Vacant	Chantelle
Present	Present	Present	Present						Present

- I. **Approve Consent Agenda**
 - a. Approve Meeting minutes of 8/11/2016
 - b. Ratify 8/17/2016 email vote to approve Employers Liability Practice insurance renewal in the amount of \$1,300.

- 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. August 2016 Financials sent too late for review. From Association report:
Total Expenses were under the Total Income by \$4,543.88 for July and \$58,090.06 under for the year.
 - a. Audit Committee Expense – Under budget for August
 - b. Maintenance Committee Expense – Under budget for August
 - c. Publicity and Recreation Committee Expense – Under budget for August
 - d. Compliance Committee – Under budget for August
 - 2. No names were submitted for empty board positions.
 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 - 1. We have had trouble with several renters not taking care of or leaving the clubhouse on time. We have several more upcoming rentals that will hopefully take better care of the clubhouse.
 - 2. The articles for final newsletter of 2016 are due to Susan by September 15. If you have any ideas on content please let Susan know. We are looking for articles on the annual meeting and recent committee activities.
 - 3. We are working on both the Halloween party and the holiday bazaar. Patti Merry will be assisting with the bazaar again this year. If you have ideas or want to help with either event please let Tracey know.
 - 4. Discussed possible rental coordinator again.
 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3rd Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Sent culdesac inventory and maps to Association Manager to get quotes for barrier installation.
 - 2. Association Manager contacted Royal Towing to tag cars in chronic problem culdesac. This seemed to resolve the problem for now. Suggest we fast track entering into an agreement with them for periodic enforcement patrol.
 - 3. Draft towing MOU sent to board and Association Manager for review. Suggest legal review.
 - 4. More than 50 letters sent out this month for compliance issues. TOPS Go is still a bit time consuming but expect it to get easier.
 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane**

clubhouse office.

1. Pool is now closed for the season.
2. Waiting for report from the Health Dept. regarding the pool. Unfortunately, they came before Aqua Quip could fix the coping and the light.
3. Coping repair for the pool quote of \$461.55 approved by committee.

IV. Treasurers Report

- a. See end of minutes for details

V. Unfinished Business:

- a. Rules and Regulations – Tabled to October
- b. Parking violations and towing. Paid off duty police patrol has confirmed they can tag cars parked out of compliance in the common areas using our stickers. Chantelle to draft an agreement giving them guidelines once we have finalized the agreement with Royal Towing. Chantelle to reach out to Royal Towing to begin service.
- c. Greenbelt easement boulders quote and inventory reviewed. Chantelle to confirm best price from vendor and email out to board. Once price approved communication to homeowners to include Facebook post, website post, and mailbox flyers with date of installation. Royal Towing to be on alert to remove any cars parked in an easement when boulder drop planned.
- d. Clubhouse – walkway repair and playground chips. Reviewed one bid for concrete repair. More bids to come.

VI. New Business:

- a. None

VII. Association Manager’s Report:

- a. Working on budget worksheets for board review. Chantelle to send out worksheets and meeting scheduled for 9/22 if needed to discuss/update.
- b. Putting together bad debt write off for end of year approval.
- c. Clubhouse lighting repaired and rewired. Was a time consuming process.

VIII. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Tracey

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Motion 2: Approve entering into agreement with Royal Towing utilizing Memorandum of Understanding presented, with edits, for tagging and towing vehicles parked in common areas out of compliance with Timberlane rules.

Motion by: Chele

2nd: Tracey

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Motion 3: Approve spending \$337.20 on playground chips dropped as close to playground as possible.

Motion by: Tracey

2nd: Susan

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

Meeting adjourned at 8:22PM

**Treasurer’s Report
September 8, 2016**

Month End Balance:

Operating Fund	\$142,517.29
Reserve Account	\$ 44,072.61
Petty Cash	\$ 781.29
*Delinquencies	\$211,820.95

August Expenses:

Monthly Expenses	\$ 30,074.21
Financials received too late to include details.	