

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
June 8, 2021
Via Zoom

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

Open Forum: Nothing added

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:03 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

Linda	Susan	Chele	Dorian	Gloria	Michelle	Vacant	Vacant	Vacant	Chantelle
Present	Present	Absent (excused)	Present	Present	Present				

- 1) **Approve Consent Agenda**
 - a) Approve Meeting minutes of 5/11/21
 - b) Insurance Renewal = \$19,698.00 (email approval on 5/25/21)
- 2) **Approve 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.**
 1. Review of the May 2021 Financials
 - a) Total Income was under the Total Expense by \$892.31
 - b) Maintenance was under budget by \$4,272.80
 - c) Audit was under budget by \$4,992.27
 - d) Compliance Committee was not reported (this means zero money used)
 - e) Pub and Rec Committee was under budget by \$150.00
 2. No new names were submitted for board membership
 - b) **Publicity & Recreation-meets monthly every 2nd Tuesday at 5:30PM in the Timberlane clubhouse office.**
 1. The 3rd Quarter newsletter is posted on Facebook. The printed versions will be out shortly.
 2. When the Clubhouse is once again available for rentals, we will need to hire a new rental coordinator. The committee suggests raising the pay rate from it's 2018 level of \$50 per rental at \$12.50 per hour for four hours, to \$60 per rental at \$15 for four hours.
 3. The Clubhouse will continue to be closed until all state restrictions are lifted.
 - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 The committee is still hampered by the absence of one of its members. Chantelle has agreed to send a letter to one owner where there is an especially bad violation.
 - d) **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. Have a greenbelt area that needs bricks and stickers removed. Need to purchase recycle bags and go remove the sticker bushes and bricks. Linda and Susan will do this job.
 2. Met with Josh from the city to discuss sidewalks. He stated that the sidewalks are Timberlane's responsibility, they are only responsible for ditches. He also noted that the reason that the ADA compliant corners were installed was due to the requirement of the grant to pave the main roads, that stated all street corners need to be ADA compliant. Did not matter if it connected to a sidewalk or not. I did ask him who was now responsible for those corners, since they connected them to "our" sidewalks.

He did not know the answer to that and will be speaking with his boss. I asked them to send us something in writing about the responsibility of the sidewalk and the corners both.

3. Further discussion is needed on the cul-de-sac drains. We need to decide if we are going to get a project manager or not, and how are we going to pay.
4. Need to get a date on when pool room repairs will begin, so I can coordinate some help in moving stuff away from the walls.
5. The door to the storage closet fell off yesterday. My husband David and I will do what we can to fix it.
6. I have not heard back from our alarm company with a bid for hardwiring the rest of the clubhouse. We need to contact them again to see if we can get that going.

4) **Treasurers Report**

- a) See attachment 1

5) **Unfinished Business:**

- a) Sidewalk repair concerns addressed in Maintenance committee report.
- b) Pool locker room Repair work: Chantelle reported on a list of details from the contractor requiring choices and information from the board regarding the repair work. Since the old color for the women’s locker room can’t be matched, a new one must be chosen among other details. He will provide us with materials to help make those choices.
The contractor needs to know about water shut offs for the building. The only one known now is the one for the entire building that is out near Timberlane Way, near the corner created by the entrance to the small parking lot.
The board declined to ask for an additional proposal to do some remodeling in the men’s locker at the same time the women’s is being re-built due to budget constraints. Board volunteers will meet on Sunday morning (June 16) to clean out the office and move what can be moved out of the pool office to make room for the contractors to work.
- c) Common Area Projects & Funding – Tabled. Chantelle had nothing to report about finding a Project Manager

6) **New Business:**

- a) 1. New hire for Rental Coordinator covered under discussion of Publicity & Rec. report
- b) The board approved Callie Nordell’s request for cookie vendor Low Rider to set up in the large parking lot on July 3rd from 1 to 3. She reported that professional demands on her time will hamper her ability to continue to book and publicize food truck visits to the large parking lot this summer.

7) **Association Manager’s Report:**

No report at this time.

8) **Table of Motions**

Motion 1: Approval of Consent Agenda

Motion by: Linda

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

Motion 2: Approval of posting the announcement for the part time position of Rental Coordinator and raising the rate to \$60 per rental which is \$15 per hour for a guaranteed four hours.

Motion by: Susan

2nd: Dorian

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

Meeting adjourned at: 8:16

**June Treasurer's Report
Month of May Balances 2021**

Month End Balance:

Operating Fund	\$192,815.17
Reserve Account	\$143,850.85
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14

Monthly Expenses:

Insurance	\$ 0
Legal Fees	\$ 158.00
Utilities & Garbage & Phone	\$ 1,073.27
Street Lights	\$ 2,535.70
Water and Sewer	\$ 0
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 62.76
Coupons	\$ 0
Maintenance	\$ 4,923.00
Pool	\$ 1,154.52
Payroll/Taxes/Services	\$ 207.25
Security Patrol	\$ 1,628.44
Reserve	\$ 3,758.33