

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
February 8, 2022
Via Zoom

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

Open Forum: One homeowner present to learn about the board process.

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:07 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month)

Roll Call

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

- 1) **Approve Consent Agenda**
 - a) Approve Meeting minutes of January 11, 2022
 - b) Ratify vote 1/12/2021 to approve legal violation letter to homeowner account.

- 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 December 2021 Financials
 - a. Total Income was under the Total Expense by \$1,790.13.
 - b. Maintenance was under budget by \$3,772.34.
 - c. Audit was over budget by \$352.57.
 - d. Compliance Committee was not reported (this means zero money used).
 - e. Pub and Rec Committee was under budget by \$150.00.
 - 2) Review of the January 2022 Financials
 - a. Total Income was over the Total Expense by \$12,188.48.
 - b. Maintenance was under budget by \$3,828.43.
 - c. Audit was under budget by \$2,580.85.
 - d. Compliance Committee was not reported (this means zero money used).
 - e. Pub and Rec Committee was under budget by \$536.67.
 - 3) No new names have been submitted and accepted for board membership for February
 - b) **Publicity & Recreation-meets monthly every 1st Tuesday at 7:00PM in the Timberlane clubhouse office. (pr@timberlanehoa.org)**
 1. Have not been able to get together to meet so will change to the 1st Tuesday at 7pm.
 2. No indoor events due to Covid, but still looking to do the Easter Egg Hunt. Will need volunteers to stuff and hide eggs.
 3. The Girl Scouts will have a drive through cookie sale the first Saturday in March.
 4. Google Workspace is changing their policies. Chele is working with Google to get not for profit approval to continue to use the program for free versus \$6/month per user.
 5. Discussion about opening the clubhouse to private rentals. Management will explore best practices for private facilities in the area and bring that to the board next month for consideration to reopen for rentals.
 - b) **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. We met with Chantelle to review our processes (old/recent) and determine a path forward. We had a few letters we asked Chantelle to prepare based on what we knew, and we have divvied up the remaining issues to inspect before next meeting.

- 2. We have a quote to replace boulders that have been moved, and place boulders by homeowner request. It is \$900 plus tax which may be less once final moves are determined.
- c) **Maintenance & Pool-meets as needed.** (maintenance@timberlanehoa.org)
 - 1. Put the pool room supplies and furniture back and threw away old and unnecessary items.
 - 2. Will need to remove the desktop items when the vendor comes back to lower the desk.

4) Treasurers Report

- a) See attachment 1

5) Unfinished Business:

- a) FDIC limit discussion. FDIC only insures up to \$250,000 per institution. Using an ICS sweep program will allow for any amounts over \$250,000 to be moved to a new banking institution to maintain insurability of all funds. The swept amount is still fully available to the Association but insured against bank failure.
- b) Discussed Eagle Asphalt Sealcoating meeting about reworking the asphalt walking paths. The work is so diverse location by location that they are unable to give a concrete number for the full project. The current bid is for replacing asphalt in six locations. He is bidding the project division by division since it is so labor intensive with the goal of removing the asphalt and replacing it with gravel for ease of maintenance. Board will walk and recommend updated scope for Chantelle to get updated quote.

6) New Business:

- a) Reviewed proposal from CatchAll to clean drains and culdesac mud at place of flooding.

7) Association Manager’s Report:

- a) Bulk rate lien filing issue in process. No update to discuss during executive session.

8) Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

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

Motion 2: Approve quote, not to exceed \$1,000 from Cedar County Landscaping for boulder movement.

Motion by: Chele

2nd: Susan

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

Motion 3: Approve implementation of the ICS program as presented by Alliance Associate Bank and transfer 50,000 to said account to maintain FDIC insurance.

Motion by: Chele

2nd: Dorian

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

Motion 4: Approve Catchall Cul-de-sac Cleaning bid in the amount of \$5,720

Motion by: Chele

2nd: Christie

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

Meeting adjourned at 8:57PM

Attachment 1 – Treasurers Report

**February Treasurer’s Report
Month of December 2021 Balances**

Month End Balance:

Operating Fund	\$ 64,076.04
Reserve Account	\$174,058.67
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14
Delinquents	\$249,868.73

Monthly Expenses:

Insurance	\$ 1,405.50
Legal Fees	\$ 699.43
Utilities & Garbage & Phone	\$ 1,439.92
Street Lights	\$ 2,588.37
Water and Sewer	\$ 420.46
Management Svcs.	\$ 5,000.00
Postage & Office Supplies, copies	\$ 1,258.79
Coupons	\$ 0
Maintenance	\$ 5,668.86
Pool	\$ 909.28
Payroll/Taxes/Services	\$ 201.77
Security Patrol	\$ 1,628.44
Reserve	\$ 3,758.33

Month of January 2022 Balances

Month End Balance:

Operating Fund	\$ 98,696.83
Reserve Account	\$185,294.89
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14
Delinquents	\$256,837.85

Monthly Expenses:

Insurance	\$ 1,405.50
Legal Fees	\$ 1,683.07
Utilities & Garbage & Phone	\$ 2,038.07
Street Lights	\$ 2,588.39
Water and Sewer	\$ 0
Management Svcs.	\$ 4,500.00
Postage & Office Supplies, copies	\$ 41.16
Coupons	\$ 1,769.45
Maintenance	\$ 5,061.86
Pool	\$ 428.05
Payroll/Taxes/Services	\$ 314.17
Security Patrol	\$ 1,985.48
Reserve	\$ 11,214.00