

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**January 11, 2022**  
**Via Zoom**

*To attend future meetings contact [support@loxomamgmt.com](mailto:support@loxomamgmt.com) for access details*

**Open Forum:** No Homeowners present

**Meeting Called By:** Linda Caudle  
**Meeting Called to Order At:** 7:15PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

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

- 1) **Approve Consent Agenda**
  - a) Approve Meeting minutes of October and November
  - b) Approve 2020 Audit, ratify December email vote
  - c) Approve homeowner legal issue, ratify December email vote
  - d) Approve Greenbelt tree work, ratify October email vote
  
- 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](mailto:audit@timberlanehoa.org))**
    1. Review of the November 2021 Financials
      - a. Total Income was under the Total Expense by \$20,774.63, primarily due to locker room repair.
      - b. Maintenance was over budget by \$15,861.28, primarily due to locker room repair and tree servicing.
      - c. Audit was over budget by \$2739.52, primarily due to new security system installation and costs associated with sending out Annual Meeting packets.
      - d. Compliance Committee was not reported (this means zero money used).
      - e. Pub and Rec Committee was under budget by \$150.00.
    2. One new name was submitted and accepted for board membership, Christie Dean.
  - b) **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office. ([pr@timberlanehoa.org](mailto:pr@timberlanehoa.org))**
    1. No events or rentals.
    2. The newsletter is delayed until after this meeting, contributions welcomed, particularly for committee accomplishments.
    3. Discussion about holding annual Easter Egg Hunt. Covid regulations willing. Need help stuffing eggs and hiding them. Chele will reach out to her church and Covington Youth Council to see if we can find volunteers.
  - c) **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4<sup>th</sup> Thursday of the month at 7:00PM. ([acpc@timberlanehoa.org](mailto:acpc@timberlanehoa.org))**
    1. We are trying to coordinate a meeting with our new member Christie, but have had some scheduling challenges. Will be meeting as a group next week to review processes and possibly create new ones.
    2. Chantelle will send a list of letters Loxoma has sent to date so we can determine what needs to be inspected and new issues to address.
  - d) **Maintenance & Pool-meets as needed. ([maintenance@timberlanehoa.org](mailto:maintenance@timberlanehoa.org))**
    1. Pool room is done. The desk is a bit high and may be reduced next spring. Linda needs help putting things back in the pool room. Asked that the group pick a day to come help as a team.

**4) Treasurers Report**

- a) See attachment 1

**5) Unfinished Business:**

- a) Sidewalk Repairs – No Update; Reconnecting with Eagle on Options
- b) Pool Locker Room Repair Work – Complete
- c) Community Clean-up Day – Revisit in Spring 2022

**6) Association Manager’s Report:**

- a) Would like to meet with ACPC to discuss new processes for ACPC with Loxoma. Scheduled for January 19<sup>th</sup>.
- b) The office move did not go as planned and with the weather there were a lot of challenges. If calls were missed please accept a blanket apology.
- c) Bad Debt was not written off for 2021. There is no rule of thumb, but typically we write it off in December, so the new years books are clean. Can write it off at February’s meeting or wait until December 2022 and write off for both years.
- d) Discussed need to do a clubhouse cleanup and reorganize back room to assure floor outlined spaces are kept clear in accordance with fire marshal requirements.

**7) Executive Session (if needed)**

- a) Discuss legal lien fees and attorney’s suggested reduced fee structure.

**8) Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by:

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

**Motion 2:** Approve bulk filing of lien actions up to 50 accounts appropriate to manager’s delinquency report by Laurel Law Group in accordance with attorney’s feedback and reduced fee structure.

Motion by: Chele

2<sup>nd</sup>: Dorian

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

Meeting adjourned at 8:10PM

*Attachment 1 – Treasurers Report*

**January Treasurer’s Report  
Month of November Balances 2021**

**Month End Balance:**

Operating Fund	\$ 70,668.85
Reserve Account	\$170,278.25
Petty Cash	\$ 2,000.55
Bad Debt Allowance	\$149,863.14
Delinquents	\$247,694.05

**Monthly Expenses:**

Insurance	\$ 1,405.50
Legal Fees	\$ 1,395.00
Utilities & Garbage & Phone	\$ 1,514.82
Street Lights	\$ 2,588.37

Water and Sewer	\$	0
Management Svcs.	\$	5,000.00
Postage & Office Supplies, copies	\$	892.86
Coupons	\$	0
Maintenance	\$	25,994.20
Pool	\$	217.40
Payroll/Taxes/Services	\$	203.04
Security Patrol	\$	1,923.84
Reserve	\$	3,758.33