

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

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

Open Forum: No homeowners present

Meeting Called By: Linda Caudle
Meeting Called to Order At: 7:21PM
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 2/8/2022
 - b) Ratify email vote for ACC request for Front Yard Blocks – ACPC Approved 2/8/2022
 - c) Board reviewed attorney emails regarding one property and agreed to timeline for violation remediation recommendations.

- 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. No meeting this month.
 - b) **Publicity & Recreation-meets monthly every 1st Tuesday at 7:00PM in the Timberlane clubhouse office. (pr@timberlanehoa.org)**
 1. The Pub & Rec committee met at the clubhouse on its new regular meeting time (7 pm on the first Tuesday) March 1st. Susan, Gloria and Michele were present Marianne sent her regrets about a previous commitment preventing her attendance.
 2. While discussing plans for the upcoming Easter Egg Hunt, we located our stash of eggs and other items we have that we'll use that day stored in the archives closet. Besides candy we may buy bags to hand out to those who do not bring their own baskets and possibly a few more prizes. Gloria and Michele will research prize and candy sources and Michele may be able to recruit some boy scout volunteers. We will look into inviting a coffee truck to set up in the parking lot that morning.
 3. Gloria may be able to take over managing our website and face book page in a couple weeks.
 4. We brain-stormed about events for the rest of the year including
 - arranging a community movie night
 - a community clean-up with dumpsters in the parking lot
 - a celebration on pool opening day.

On the subject of encouraging resident attendance at board meetings, – however we publicize it -- it could be useful to include some explanations or a kind of glossary of terms and procedures that can be confusing to someone who has never attended a meeting.
 We would welcome feedback on these ideas and suggestions for other events or other ways we may encourage more community involvement.
 5. Additionally, on Sunday the A-frame sign at the corner of 185th St and Timberlane Blvd. was discovered vandalized and destroyed. One sheet of plexiglass was shattered and the heavy plastic frame broken and broken apart. We have just one usable poster left from it and one sheet of plexiglass with a broken corner that may be used to restore the missing plexiglass and poster from the A-frame in front of the clubhouse. Research into the

cost of replacement is ongoing.

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. ACPC met via Google Meet and discussed open issues and actions required before March meeting.
2. Chantelle sent over a report format and Chele converted it to Excel and added all new information, then uploaded to the ACPC drive for all committee members to access and update.
3. Chantelle was notified of its presence and the need for new letters.
4. We are slowly building a repetitive process that can be documented and followed for future meetings and violation management.
5. Lastly, we have a few homeowners asking ACPC to meet with them to discuss property boundaries and we will be scheduling those soon.
6. Chantelle asked for a clear list of where rock relocation and changes will be required in order to schedule the contractor. Susan will email details.

d) **Maintenance & Pool-meets as needed. (maintenance@timberlanehoa.org)**

1. Financials were delivered today so no report this month.

4) Treasurers Report

- a) No detailed report this month.
- b) ICS Account is set up, so movement of dollars over FDIC insured will be moved to protect insurability.

5) Unfinished Business:

- a) Discussed Sidewalk Repair estimate for Div 1 and scope mentions replacing asphalt. There was discussion of what the replacement would look like, and some members felt any old asphalt removed should be replaced with crushed gravel. Chantelle will gain clarification of the estimate and represent to the board. Again, this estimate is for Div 1 only in order to assure the plan will work for the community.
- b) Touched on tabled issues still in progress: Pool locker room repair, Community Cleanup Day
- c) Catchall Cleaned all Cul-De-Drains and is recommending twice yearly cleaning moving forward.

6) New Business:

- a) The board asked Chantelle to contact PSE to identify what it would take replace all bulbs in light poles Timberlane pays for.
- b) The City of Covington is requesting approval for PSE to replace bulbs in three light poles along Timberlane Way to LED in order to support improvements being made by the City. This appears to be at no cost. The board discussed and all agreed to give the required permission.
- c) Discussed Google discontinuing the legacy business email system that Timberlane has been enjoying for free for the past decade. Because we are not a charitable organization we are unable to continue the free service and the lowest cost option is Google Business Starter for \$6 per user per month. Discussed other service providers that are at similar costs and would require migration which the board does not have the bandwidth to manage. Board agreed to transition to Google Business Starter and Chele will identify payment options and share with Audit and Chantelle to plan for payment.
- d) Discussed the state's plan to reopen and how that will affect clubhouse rentals and the 2022 pool plan for reopening. Chantelle to speak with David to get recommendations of any contract language to protect the Association based on the changing environment. Maintenance committee to begin discussion about a 2022 pool season.
- e) Discussed PSE Retrofit program suggesting programs for improving efficiencies in homes and the clubhouse.

7) Association Manager's Report:

- a) Has been working the system to get delinquency letters and statements out.
- b) Working on bulk rate lien filing process to clean up 2021 year-end.
- c) Have a good number of homes on payment plans.

8) Executive Session (8:57pm – 9:05pm)

- a) Discussion on legal feedback regarding property in violation of rules. ACPC to review as a committee and provide commentary promptly.

9) 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		

Next meeting to be held **in person** at the Clubhouse April 12, 2022 beginning at 7:00pm

Meeting adjourned at 9:06PM

DRAFT