

**TIMBERTON VILLAGE HOA**  
**REGULAR BOARD MEETING April 2, 2018**  
**MINUTES (Approved)**

Meeting called to order at 3:00 p.m. by Mike Burke, President

**Board Members present:** Mike Burke, Lloyd Gill, Vicki Derrenberger, Debbie Wills, Cynthia Blacketer (quorum)

**Village Residents present:** 6 individuals (see sign-in sheet on file)

- MSP to approve agenda as published (all ayes)

- MSP to approve Minutes from February 5, 2018 regular Board meeting.  
(all ayes)

**New Homeowners:** No new homeowners present.

**Comments from the chair:** Mike noted that we are busy this time of the year, preparing for the Annual Meeting and our need to recruit new volunteers.

**Comments from the floor:** None

**Formal Correspondence:** None received

**Committee Reports:**

ARC - Lloyd Gill

- No applications were received in the last two (2) months.

VMC - Debbie Wills

- The VMC committee met, drafted and completed a new landscape contract. More details under New Business.
- VMC is working on obtaining estimates to remove a woodpecker damaged maple tree located in the “Pocket Park”, common area at the southwest corner of Leighbrook & Heritage.

- New flowers are arriving this week. Volunteers will be planting them at the Village entry, northwest and southwest corners of Paradise Bay Road and Timberton Drive.
- Clean up is needed in the common area on the northeast corner of Timberton & Heritage. Mugo Pines need to be removed and VMC is working on obtaining estimates.
- All homeowners adjacent to these common areas will be notified of the work in advance.

#### FMC - Vicki Derrenberger

- Kathy posted the February & March Financials on the website and an email went out April 1st advising all homeowners. Other than normal operating expenses (electricity & landscape maintenance), the property tax bills (Fire Patrol Assessment for 3 parcels) were paid.
- All homeowners are current with their dues. The next invoice will be sent out in June with a July 1st due date.
- We have 2 CD's that mature in April. The treasurer will be moving funds from the checking account into these CD's: Move \$3,000 to reserve asset maintenance and repair; Move \$1,310 to reserve for uncertainties.
- Our bookkeeper, Kathy Kubesh, shared her Year End Estimate for the current budget year. She also prepared a proposed budget for 2018-19 based upon her estimated current year budget. Overall the outlook is very good.

#### **Old Business:**

- A. Action on trash complaint - After several attempts to contact the homeowners by mail, email and knocking on the door, Debbie and Vicki spoke with the homeowner. He advised he was using cardboard to deter weeds. The homeowner was advised they cannot leave trash or debris on their lot unless it was in a container. As the cardboard had been removed from the slope and the homeowner indicated he may try to use this method in the future, it was recommended he use mulch on top of the cardboard in the future. The issue appears to have been resolved at this time.
- B. Issue resolution process review update - SBCA has sent out a questionnaire asking all members their thoughts on several issues including a non-compliance policy. Once input has been received SBCA plans to make a decision on this issue. It is hoped, this decision will answer the questions of responsibility for resolving complaints - The individual Village or SBCA.

## **New Business:**

- A. Landscape Contract renewal - Debbie advised that our current contract is up for renewal as of July 1, 2018.
- VMC decided to go out for bids on a new contract. VMC reviewed the current contract and decided that revisions were needed. Working with volunteer homeowners, they decided to separate the pond and access road costs (storm water maintenance) from the landscape maintenance costs. A statement of work was also included which specified the work needed to be done in each of these two areas. Requesting two separate contracts would now allow two separate line items on the Budget. The contracts are currently out to bid, VMC has received 4 to date and expect to receive 1 more. Upon receipt of all bids, the board will announce a special board meeting to review and decide on which contract to accept.
- B. Board member status and communication to membership - Mike addressed the changes on the board and our need to solicit volunteers to serve on the Board.
- Currently, we have two positions that expire at the end of June. Mike Burke and Cynthia Blacketer. Cynthia has decided not to run as she has her home on the market. This position will be for two years.
  - Mike Burke is considering a run for either Lloyd's unexpired one year term or a new 2 year term.
  - Lloyd Gill, currently serving a two-year term, has advised that he would be resigning the end of June as his home is on the market and they will be relocating. This position will be for one year to complete this term.
  - Lloyd is also our Village ARC representative, therefore, we will need a volunteer to become our ARC representative. The ARC position does not have to be a board member. The ARC representative will also coordinate the Back Flow testing in the spring.
  - We need a volunteer to be the Block Captain for Emergency Preparedness on Timber Ridge.
  - We need two volunteers to be Welcome Greeters: One for Timber Ridge and a second for Timber Meadow.
  - Due to the number of volunteer needs in Timberton Village: It was decided that an email to the village should be sent out asking for volunteers for board positions; other volunteer needs, requirements and responsibilities will be included. Mike will take the lead on preparing this email.

C. Reserve study - Debbie and Vicki visually inspected the TVHA Assets.

- The Gazebo - structure is good
- Memorial Park Bench looks good
- Mailbox Clusters need some cleaning and moss scrubbing
- Retention and Detention Ponds - no issues
- Monuments - lights working; however, the main entry monument and one located up the hill on Timberton Drive will need some new caulking and all three need to be re-painted. As we still have paint, the VMC will solicit outside estimates or ask for volunteers to assist in this project.
- Proposed Budget 2018-19 - The Proposed Budget that Kathy prepared was discussed at this time. Since we are soliciting new bids on the landscaping maintenance contract and requesting a separate pond and access road contract, it was decided the budget would be finalized and accepted by the board **after** the landscape contracts have been discussed and accepted.

D. Annual meeting preparation plan - Meeting Scheduled: **Monday, June 25, 2018** at 4:00 p.m., Bay Club Auditorium. We have room access from 2-8 p.m. which includes set up and clean up. We need to let SBCA know of the room set up, equipment needed, actual meeting times, amounts of coffee, tea and water needed.

- Packets need to be **mailed by Monday, May 21, 2018** at the latest!
- Discussion continued on: budget, social costs, office & postage, etc.
- Cynthia advised, she has a check list on all the items needed for the mailings, what items we need at the meeting, sign-up sheets for the Social, what we have to buy for refreshments and what we currently have on hand.

**Comments from the Floor:** None

**Comments from the Chair:** None

- Next Regular Board Meeting will be on **Monday, June 4, 2018**, at 3:00 p.m. at the Bay Club.

MSP - Adjourn at 4:27 p.m. (all ayes)

Respectfully submitted,  
Cynthia Blacketer, TVHA Secretary