

TIMBERTON VILLAGE HOA
SPECIAL BOARD MEETING July 10, 2018
MINUTES (Approved)

Meeting called to order at 9:30 a.m. by President Mike Burke

Board Members present: Mike Burke, Debbie Wills, Vicki Derrenberger, Dave Teitjen, Lori Wilcox (quorum)

Village Residents present: Rick Hellewell, Dale Wills

The purpose of this meeting is to select officers for the 2018-2019 Fiscal Year, set the 2018-2019 meeting schedule and to discuss two outstanding complaints.

Also added to the agenda:

- Discussion regarding the hosting site for the Timberton website
- Transfer of 2017-2018 unspent VMC funds from Contingencies back to the Operating Budget Line item for VMC

Website Discussion:

Rick Hellewell recently informed the TVHA Board that the renewal for the hosting of the Timberton website needs to be done in August. The current 3-year renewal would be \$449.64. However, we do have the option of a 1, 2 or 3-year renewal, so those amounts would differ. The Domain Name Registration and Domain Privacy is also up for renewal in September and the estimated cost is approximately \$56.

Rick stated that he was making a host sharing proposal to the SBCA Communications Committee on July 11, 2018, which if approved by the SBCA Board of Directors, would allow Villages with their own standalone websites the option of moving their website to the SBCA hosting site for free. The villages would still be responsible for their Domain charges and the costs of maintaining their own websites. Rick stated that he will continue to do pro bono work for the Timberton website. Therefore, the cost required to maintain the Timberton.org site would only be the Domain Name/Domain Privacy renewal costs. Rick would also like to change the Domain Name from JustHost to GoDaddy.

Discussion included the possibility of contributing a small amount to SBCA should they decide to allow host sharing, as this would save Timberton a substantial amount by not having to pay for a standalone hosting site. Another option would be to renew our current host site for 1 year until it is known whether SBCA will allow us to share their host site.

Motion: To allow Rick to work with SBCA regarding the option for Timberton to host our website on their existing site. Rick would then handle the transfer of information. If this does not occur by August 1, 2018 we will renew the current host site for 1 year and reimburse Rick for the cost. Rick is also authorized to move the Domain Name from JustHost to his GoDaddy account. **MSP: All ayes.**

Election of Officers:

There is a need to fill 4 officer positions and 2 side positions (VMC Chair and Village-ARC). Discussion among the board members revealed that all returning Board Members were comfortable with the positions they held in the previous year and the newly elected board members discussed where they felt their skills could best be utilized. Mike Burke called for a vote on the following:

President – Mike Burke
Vice President – Dave Teitjen
Secretary – Vicki Derrenberger
Treasurer – Vicki Derrenberger
ARC Representative – Lori Wilcox
Vegetation Management Chairperson – Debbie Wills

MSP to accept the Board of Director Positions (all ayes)

Vicki stated that she would notify Rick (webmaster) as to the new director positions so that the website could be updated. A blast will also be sent out notifying all homeowners of the vote from the annual meeting, as well as today's vote for Board positions. Cynthia is currently on vacation but will update the Greeter Packets with this information upon her return.

Quarterly Meeting Schedule Discussion:

As a result of the vote at the annual meeting to change from bi-monthly to quarterly meetings we need to determine the new schedule. It was recommended that the meetings still be held on Monday from 3-5 PM. The meetings need to be once within each quarter but not necessarily at the same time during the quarter. Discussion revolved around the time needed to prepare the next fiscal budget and the annual meeting preparation.

Motion: To set the Quarterly Meeting Schedule for 2018-2019 as follows:

September 10, 2018
December 3, 2018
March 25, 2019
May 13, 2019
Annual Meeting June 24, 2019

MSP: All ayes.

Vicki will send an eblast to notify all Timberton homeowners.

Complaint Discussion:

The Board has received two formal complaints and discussion concerned what steps should be taken to resolve the issues. Complaint #1 concerned the condition of the front yard at 55 McKenzie Lane. It was noted that the weeds were over 4 feet tall, many large plants were dying, vines were growing into neighboring yards and tree branches were also extending onto neighboring roofs. Mike Burke has made an initial visit and spoke with the homeowner who stated their intention to begin cleaning up the yard over the previous weekend. The work was done and there is a noticeable improvement in the appearance of the front landscaping. Should the problem continue, Lori will make an additional visit as this is an ARC issue.

Complaint #2 concerned the condition of the yard and house at 52 Heritage Lane. It was noted that an increasing amount of household and yard items are being stacked in the driveway, at the entrance of the home and along the side of the garage. The vehicles that are parked in the driveway extend out into the street and there is a 5th vehicle which is being parked regularly on the street overnight. Weeds are growing in the gutters, the back-deck railing is broken and patched with a piece of plywood and the garbage can is always in sight on the driveway. As the acting ARC, prior to today's meeting, Vicki has spoken with the homeowners. The status as of today is that several carloads of the household items have been removed but some items remain. A follow-up letter will be sent summarizing the verbal discussion and will be specific regarding which CC+R's have been violated.

It was also noted that the landscaping at 24 McKenzie has gone untouched and weeds more than 3 feet are visible in the back and side yards. As this is a rental property it was recommend that a letter be sent to the homeowner notifying them of the situation.

A suggestion was made to put a discussion regarding the complaint process on the September 10th agenda. One project for the Board to work on this year is to have a formal process for dealing with complaints. This would address how contact is made with the homeowner (verbal then written) to inform them of a complaint, providing a timeframe to bring an issue into compliance (30 days) and addressing expectations of the complainant.

The board would also like to be proactive in dealing with issues before a formal complaint is received. A recommendation was made to send an annual and/or bi-annual eblast to all homeowners as a reminder of acceptable conditions for the appearance of lots and homes. CC+R's would be referenced.

Transfer of Funds from Contingencies to Operating Budget line for VMC:

The VMC Committee had some special projects planned that were not arranged prior to the end of the 2017-2018 fiscal year. Therefore, funds that had been budgeted remained unused at year end. The exact amount will not be known until the yearend report is completed. At that time any unused funds are moved into contingencies. It was **motioned** that the 2017-2018 yearend balance in the VMC budget line be moved back into the 2018-2019 VMC budget line for use on special projects. Vicki will provide the exact amount once the yearend reports are finalized.

MSP: All Ayes.

MSP to adjourn at 11:00 a.m. (all ayes)

Respectfully submitted,

Vicki Derrenberger, TVHA Secretary