

# **TIMBERLAKE COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**Location: 933 Windsor Oaks – Clubhouse/Office**

Tuesday, November 16, 2021

6:00 p.m. {Please arrive prior to 5:55PM}

## **AGENDA**

**AGENDA (Presiding Officer may change the order of Agenda)**

**Mask and Social Distancing in tight group settings**

### **I. Call Board Meeting to Order – Meeting must start at 6:01PM**

- a. Quorum of the Board and Roll call.
- b. Those attending by ZOOM, must be on Camera, Have name and sign in the CHAT by Name. Please have name posted. Please arrive prior to 5:55pm as the room will be closed at 6:01PM, for the meeting to begin on time. ZOOM is not required and may not always be offered.
- c. Sign up prior to speak

### **II. Approval of Minutes from Previous Meetings**

- a. Oct 2021 / review and accept as presented

### **III. Treasurers Report**

- a. TOPs registration- Everyone should be registered at this time. Owners please do not drop payments at the office; please Pay online, Bill Pay from your Bank, or Mail to the VSA office.
- b. Aug 2021 IS/BS – Income Statement-Balance; Please review attached. TBLK is running a - \$30K deficit monthly, due to expenses out weighing the income, unpaid billings from 2020 brought into 2021, Audit and legal fees; and not having a balanced budget for at least the past three years, if not longer.
- c. Late notices for all Accounts with Balance are sent monthly with ongoing emails. The Board request accounts are Paid on time, and up to date. Accounts are being sent to Collections.
- d. The next two months TBLK BOD, will strictly be balancing the expenses and finishing the Audit of 2017-2020
- e. Board President will ask for someone to put the motion on the table to update the Late fee and collections.

### **IV. Presidents Report**

- a. Forensic Audit – still on going
- b. Decorum in the Board Meetings-
  - i. These meetings offer an opportunity for members to hear matters relating to the Association, although some discussions to specific topics will be limited. Homeowners' session is to hear from the Community in limited time slots, and the Board will take it under advisement. The Board will follow the Agenda that has been published; and will **not take questions** or comments during the Set Agenda.
- c. Transparency – The Best it has ever been.

- i. Holding regular Board meetings, posting information on the Website and the site office, having an accounting program that all Owners may see their Accounts, and the financials, is full transparency. For the first time in many, many years, all owners can see what the Community is doing through these avenues made available. Please sign into TOPs at least once a month and review the Timberlake Website at least once a month. IF an owner does this, the owner will be informed of what is happening in Timberlake.
- d. Community Exterior Inspections started the Week of October 25<sup>th</sup>. Those with exterior issues will receive letters in the Mail and email. The Board hopes everyone will work diligently to make the corrections noted.
- e. The board was very flexible in the last meeting, and there was much discussion of the FY2022 Draft budget proposal, that has been emailed and mailed to owners. The Board and management have answered over one -hundred emails, mostly positive, some not. Tonight, we will not be entertaining interruptions, and Owners signed up to speak, will be heard during the Homeowners session. Therefore, tonight the Board has on the agenda is the vote of the Budget for 2022.
  - i. Raise the dues the required amounts to help cover the expenses of the Deed Restricted Community, we all live in.
  - ii. Special Assess to **cover the balance of all the required expenses**. Information in Package for all owners to review
- f. Motion needed for Policy resolution 101 Assessment Collection update @ New Business
- g. Motion is needed to accept the presented FY 2022 Budget @ New Business
- h. Motion is needed for Policy Resolution for SA @ New Business

## V. **Committee Reports**

- a. Recreation
- b. ACC
- c. Enhancement = Will start doing Exterior Inspections by locations; Quads first

## VI. **Managers' Report**

- a. Calls regarding Parking were received. Parking issues- Please contact the non-emergency number of the VBPD for any of these issues.
- b. ACC forms may be obtained from the Site office, the website, or our office through email, for any changes to the Exterior of the home.
- c. Inspections

## VII. **Unfinished Business**

- a. Dock at Foxwood Lake – Tabled at this time

## VIII. **New Business**

- a. Motion needed for Policy resolution 101 Assessment Collection
- b. FY2022 Budget – President to ask for a Motion of the Business of the FY2022 Budget
  - a. Treasurer to make motion to Adopt the FY2022 BUDGET with the 5% increase, moving the Monthly assessments due on January 1<sup>st</sup>, 2022, to \$ 44.26; and to approve the Special Assessment as laid out the SA Resolution. (See attached Resolution and FY2022 Budget).
  - b. Board to discuss motion and resolution; Vote to be taken

- i. Motion to adopt the 5% increase, moving the Community Assessment of all Class A to \$ 44.26 per month, starting January 1<sup>st</sup>, 2022. Due and payable without demand on the first of each month.
- ii. Motion to adopt the Special Assessment to meet the shortfall of the FY2022 Budget; and needed Expenses of the Community

**IX. Homeowner Open Forum**

- a. Time for each owner is allotted at **3** minutes and everyone should have a turn, no side conversations and one person speaks at a time. Sign up with topic of discussion prior to the meeting. Board will take comments under advisement.

**X. Executive Session (if necessary)**

- a. Aged Owners report – 10/2021
- b. CCR Violations
- c. RV Final contract
- d. Atty Report – Auditor Reports

**XI. Adjournment**

**XII. Announcements-** Next Meeting January 18<sup>th</sup>, 2022, 6pm

- a. Please review Web site for continual updates and information, please click and review all TABs.
- b. Information forms need to be returned to VSA; please register for TOPs, for all your accounting needs.
- c. ALL MEETINGS are the third Tuesday, of any month, in person, at 6:pm, unless the meeting has been canceled. (normally July is cancelled for Summer Break)