

TIMBERLAKE COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES

Tuesday November 14, 2023

Current Board Members: Matt Flood, Brock Martin, Kathy Whitley, Brittaney Bullins, Barbara Stafford, Jim Gazard, Karen Gamble, Calvin Brown Jr., and Linda McCausland

I. Call to Order: Vice-President called meeting to order at 6 p.m, with the following in attendance:

Board members

Lisa Tsetsilas, Association Manager

A quorum was established with the following Board Members Present: Barbara Stafford, Calvin Brown Jr., Karen Gamble, Brittaney Bullins, Brock Martin, Kathy Whitley, Jim Gazard, Matt Flood, and Linda McCausland

II. Homeowner Forum

- a. **Property Enhancements-** If you received a letter regarding violations, please rectify. Pictures can be sent to Harrison and Lear as proof of rectification. Reach out to Harrison and Lear with any concerns or questions. Looking to create pride in neighborhood; Hoping to avoid the need to fine homeowners.
 - a. Harrison and Lear going around quarterly.
 - b. Concern of how elderly and disabled will rectify these violations. Encourage helping neighbors and community spirit. Financial assistance programs exist as well.
 - c. Checklist requested of what violations are
- b. Bill suggests appointing Board Member to chair each committee and reach out to homeowners to join.
- c. Question regarding budget- will be making trims to Budget by cutting out unnecessary expenses.
- d. Emails of board meeting will be made public so that members of the community can reach out.
- e. **Online meetings** requested. Possible zoom meeting Can send in questions prior to the meeting.
- f. **RV Lot-** Board looking for contracts and currently working on. Lot has been recently cleaned up.
- g. Any issues with monthly payments- Speak with Harrison and Lear
- h. 961 and 969 Banyon Drive- property line concern. Looking to get cleaned up behind the fence line. Poison ivy through the fences.
- i. Will have Harrison and Lear staff on premises 1-2 days a week in future. Will announce days.

III. Approval of Minutes

October 2023- Not currently available. Will approve at the December meeting.

IV. Reports

- a. **President- Matt Flood**
- b. **Vice President- Brock Martin**
- c. **Treasurer/Financial- Kathy Whitley**
- d. **Secretary- Brittaney**
- e. **ACC- Karen Gamble**
- f. **Clubhouse -**Calvin Brown Jr. to be handling keys for the clubhouse rental

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V. New Business

a. 2024 Proposed Budget- Board still reviewing. Budget will be reviewed and approved in executive session.

b. Continental

- To discuss whether to pay for chemicals upfront or as we go along. Will access chemical inventory and discuss with Continental before moving forward.

c. Janitorial Proposals- Will hire cleaners on an as-needed basis after rentals. Calvin Brown Jr. Will assess following clubhouse rentals.

d. Door replacement at Clubhouse- Will get more quotes and defer for now.

e. VSA Invoice- VSA sent invoice for Strongroom and postage fees. Harrison and Lear have not received all needed documents from VSA. Brock Martin makes motion to not pay invoice at this time. Kathy Whitley Seconds the motion. All Board Members in favor.

f. Mailbox- Cluster box on Spence Circle missing some doors. Board is working to determine whose responsibility- HOA or Post Office. Possible that the boxes are grandfathered in and can be covered by post office. This will allow HOA to reserve funds for other needs. Homeowner suggests filing for individual boxes. Board will explore this option as well.

g. Reynolds- renegotiating contract.

VI. Announcements

a. 2024 Meeting Schedule- to be discussed

b. Looking for licensed contractors in this area to avoid paying extra fee for contractors coming from Hampton. Reach out to Harrison and Lear if you have recommendations.

c. Email- Board members working on gaining access to Board email.

Associations@simplehoaliving.com email to Harrison and Lear

d. Kathy Whitley updated marquee. See for announcements.

e. Actively looking for community members to join committees:

a. Welcome- Committee to answer questions and welcome new members to the community

i. Homeowner would like Harrison and Lear to send out brochure for new homeowners.

b. Grounds- Take a look at issues on grounds as they come in. ex. Graffiti, trees, etc.

c. Social Events

d. Newsletter

e. Property Enhancements- Helping with checking for violations. Some policies will be updated.

f. Community Care- Committee for helping out our neighbors.

g. **Volunteers:** Debbie Soriano (open to anything), G. Guinn (everything except newsletter), J. Watkins (zoom, community care),

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VII. Executive Session- Jim Gazard motions to move into Executive session at 7:39 pm. Kathy Whitley Seconds. All in favor. Motion to leave executive session at made at 9:51 by Jim Gazard and approve the 2024 budget. seconded by Kathy Whitley. 2024 budget approved by all present 8-0.

Adjournment – meeting adjourned at 9:55pm

Submitted by:

Brittaney Bullins, Secretary

Approved: 1/16/2024