

Timberlake-Spotsylvania HOA
Minutes of the Meeting of Board of Directors

Date: Thursday, October 20, 2005
Location: Southwoods Clubhouse, Southwoods Subdivision
HOA Board Members Present: Joye Coffey, Tom Hoover, Will Robinson, Andrew Sutter, and Michelle Wagaman
Others Present: Ken Billings, Cindy Combs, ARC
Homeowners Present: Ron and Donna Sewell

7:00 P.M. – Meeting called to order by Joye Coffey

Initial Items:

- Minutes from August 18, 2005 meeting were read by Michelle Wagaman and accepted as read by the Board

Community Comments:

- Homeowners attending out of curiosity.

Old Business:

- **Discussion Regarding Sample ARC Guidelines** – Cindy and Mike reviewed the sample guidelines provided by Jeannine Knecht (Battlefield Management) from another neighborhood. They are to type up their suggestions and email to Joye for review. This will be an item for our November meeting. Cindy's neighbor has expressed interest in serving on the ARC and will try to attend the November meeting.
- **Covered Ditch** – Cindy inquired regarding a request to install a covered ditch. It's felt this is a VDOT issue and homeowners must make application to them.
- **Children at Play signs** – It is the Board's understanding that the appropriate paperwork was submitted by Jeannine Knecht (Battlefield Management) to the Transportation Director for presentation to the Board of Supervisors (per letter dated September 6, 2005). Three signs will be installed, one at each entrance to the neighborhood (at a cost of \$200 each). The Board requests that Battlefield Management check the status of this project.
- **Entrance Sign** - Ken Billings will no longer be relocating to Roanoke, VA and expressed interest in continuing to place the entrance sign on his property. It is his understanding that a location has been determined and we're waiting on a second survey and easement paperwork from our attorney. Neighbor Joseph M. Kier (Lot # 277) expressed concern that the proposed location gives the appearance that his home is "outside" the Timberlake Community. Due to the amount of money and time already put into the current proposed location, it is not feasible to make changes. Ken also stated that there are limited location possibilities for both properties due to the underground cables and wires.
- **Survey** – A survey was mailed to all Timberlake residents the end of September. The survey response deadline is November 1, 2005. Michelle Wagaman is

collecting the surveys from Battlefield Management for tabulation and will provide the results to the Board at the November meeting. As of October 13th, over 100 surveys had been returned. The winner of the \$50 gift card to Lowe's is Julie Handley (Lot # 238). Michelle will purchase the gift card and mail to Ms. Handley.

- **Fall Yard Sale** – Community yard sale was held Saturday, October 8th. Despite the rain, several homeowners participated and enjoyed quality sales. The Spring yard sale will be held the second Saturday in May 2006.
- **Management Contract Review** – Joye Coffey made a motion to maintain Battlefield Management as the property managers for the Timberlake Community. The motion was second by Ken Billings, all in favor, and the motion passed.

New Business:

- **Board Nomination** – As Ken Billings is no longer leaving the Timberlake Community, Tom Hoover motioned he be re-instated to the Board of Directors. Will Robinson second and the motion passed unopposed.
- **Thru Traffic** – Joye Coffey addressed neighborhood concerns regarding Hickory Hills Rd. being used as a cut-thru to Massaponax Church Rd. The Board requests that Battlefield Management contact VDOT for suggestions to reduce non-resident traffic as well as speeders. The suggestion was made to consider the creation of “calming zones.”
- **Community Newsletter** – Joye Coffey requested that Board members submit articles and topics for the December issue of the community newsletter. Suggestions included: survey results, annual meeting reminder, winter safety tips, and contact information for area law enforcement.
- **Board Meetings** – The Board meeting scheduled for November 17th will have a lot on the agenda. Items to be discussed include: survey results, 2006 budget, ARC suggestions, and 2006 Annual Meeting. There will not be a December meeting.

Management Report:

- Board member questions were addressed and no further issues were identified.

7:35 P.M. – Convened Executive Session

8:15 P.M. – Meeting Adjourned

Timberlake-Spotsylvania HOA Minutes of the Meeting of Board of Directors

Date: August 18th, 2005

Location: Southwoods Clubhouse, Southwoods Subdivision

HOA Board Present: Christine Kuney, Joye Coffey, Michelle Wagman, Martha Greenwalt, Tom Hoover, and Andrew Sutter

Others Present: Cindy Combs (ARC), Mike Kibler (ARC), and Jeannine Knecht/Battlefield Management

Initial Items:

- 7:00 pm Meeting called to order by Joye Coffey
- Minutes from 22 July 05 read by Christine Kuney and accepted by board

Old Business:

Homeowner Inquiries

- Homeowners contacted board about creation of an Online Message Board. Based on the issues with the previous online board, board voted not to create a new message board. Homeowner also contacted board about Advertisers Alley being free to Homeowners. Board discussed and decided fee is nominal and should be charged. Board President will respond to those homeowners that inquired.

Entrance Sign

- Sign on hold. The homeowner that agreed to have sign placed on property is moving. Board spent \$1000.00 already to have property marked and surveyed. Will see if new Homeowners might agree to have sign there.

ARC

- ARC was provided with a sample of guidelines used in other communities for review and possible adoption in Timberlake

New Business:

Homeowner Survey

- Board to develop a survey to send to homeowners to request input on various issues
- Sent via email and postal
- On or around 01 Nov 05

Child at Play signs

- As a result of Homeowner interest, a motion was made to have three child at play signs posted at each entrance of Timberlake at a cost of \$200.00 a sign.
- Martha Greenwalt made a motion, all in favor, motion passed.

No-Solicitation Signs

- Homeowner requested “No Solicitation” signs be posted at the entrance. Board discussed and agreed that with various school and activity fundraising, it should be up to the individual homeowner to decide whether or not they wanted to participate.

Yard Sale

- Fall Yard sale will be held on second Saturday in October.

Battlefield Management

- Jeannine resigned effective 8/18/05. Our new Property Manager will be Kim Blasko.

Management Report:

- No issues or exceptions identified

8:00 – Convened Executive Session

Adjourn: 9:00pm

**Timberlake-Spotsylvania HOA
Minutes of the Meeting of Board of Directors**

Date: Thursday, July 21, 2005
Location: Southwoods Clubhouse, Southwoods Subdivision
HOA Board Members Present: Ken Billings, Joye Coffey, Tom Hoover, Will Robinson, and Michelle Wagaman
Others Present: Jeannine Knecht/Battlefield Management
Homeowners Present: Linda Percy, Cristin Rozewicz, and Herb and Leigh Patterson

7:03 P.M. – Meeting called to order by Joye Coffey

Initial Items:

- No minutes from June 16, 2005 meeting as there was no quorum

Community Comments:

- Homeowners inquired about aboveground blow-up pools, covenant enforcement, and making ACC applications.
- Homeowners also inquired about “slow children at play” street signs and expressed an interest in sharing the expense of such signs with the HOA. Jeanne is to research the options and make a presentation to the Board at the August meeting.

Old Business:

- **Entrance Sign** - Ken Billings has accepted a new position and will be relocating to Roanoke, VA. Therefore, there is not enough time to get the necessary permits approved by the county before the sale of the house. The sign will be placed on hold until the new owners can be approached.
- **Landscape Contract** – Landscaper approached Joye regarding services/contract. We will bid out upcoming contract and award to low bidder.
- **2004 Audit** – Joye signed and returned the audit as there were no questions from the Board.
- **Online Message Board** – In response to a homeowners email to the Webmaster, the Board re-addressed adding a bulletin board to our website, www.timberlakehoa.com. It is the Board’s decision not to include a bulletin board at this time. Joye was to respond to this homeowner.
- **Online Advertising Fee** – In response to a homeowners email to the Webmaster, the Board reviewed its existing policy of charging \$10 for a 6-month online ad. The homeowner feels the service should be free to residents. The Board does not want the website to be burdened with numerous advertisements and feels that charging a small fee is appropriate at this time. Joye was to respond to this homeowner.

New Business:

- **2004 Virginia Corporation Income Tax Return** – Joye signed and returned as there were no questions from the Board.
- **Soccer Field Maintenance** – The Board approved paying two neighborhood teens (Suttons) to clean the soccer field/park area \$10.00 per week (total). They are to supply the gloves and trash bags for this effort. Joye was to contact them to confirm.
- **ACC** – Cindy Combs' neighbor has expressed an interest on serving on the Architectural Control Committee. We must verify that the existing three members wish to remain on the committee.

Management Report:

- Board member questions were addressed and no further issues were identified.

8:04 P.M. – Convened Executive Session

8:55 P.M. – Meeting Adjourned

Timberlake-Spotsylvania HOA Minutes of the Meeting of Board of Directors

Date: May 19, 2005

Location: Southwoods Clubhouse, Southwoods Subdivision

HOA Board Present: Christine Kuney, Joye Coffey, Michelle Wagaman, Ken Billings, and Andrew Sutter

Others Present: Jeannine Knecht/Battlefield Management, Cindy Barnett/Website,

Homeowners: Carmen Billings, Mike Kibler, Donald and Teresa Holman and Robert Washington

Initial Items:

- 7:00 pm Meeting called to order by Joye Coffey
- Waived meeting minutes from 19 May 2005

Community Comments:

- Homeowners inquired about streetlights, speed bumps and pool. Board explained that due to lack of homeowner participation in voting no new amenities had been added.
- Homeowners attended due to notices posted on the new signs
- Asked questions about the ARC process

Old Business:

Block Captains

- Contact all volunteers and assign sections for Block Captains

Entrance Sign

- Met with Builder, limited options as to placement. Picked location, Ms. Utility coming to check once building starts it should take about two weeks. Battlefield needs to draw up legal documents.

Neighborhood Block Party

- Handed out fliers for distribution
- Discussed games, Andrew will rent equipment for horseshoes, badminton and volleyball
- Show up an ½ hour early for set up

Community Yard Sale

- 1st weekend in May and October for Community Yard sale. Consistency will keep neighborhood informed.

New Business:

Landscape Contract

- Email from landscaper about his services. Will bid out upcoming contract and award to low offeror. However, will answer his email to acknowledge.
- Will Landscape in front of new Entrance sign after the sign is installed. Will decide what type of landscaping after sign is built.

Management Report:

- Discussed questions board members had about the collection process.
- No further issues identified.

7:45 – Convened Executive Session

Adjourn: 8:05 PM

Timberlake-Spotsylvania HOA Minutes of the Meeting of Board of Directors

Date: March 17, 2005

Location: Southwoods Clubhouse, Southwoods Subdivision

HOA Board Present: Christine Kuney, Joye Coffey, Will Robinson, Tom Hoover, Michelle Wagaman, and Andrew Sutter

Others Present: Jeannine Knecht/Battlefield Management

Initial Items:

- 7:00 pm Meeting called to order by Joye Coffey
- Waived meeting minutes from 17 February 2005

Old Business:

Entrance Signs

- Michelle made a motion to accept contractor proposal, Joye seconded. Motion carried. Motion to get easment and survey done if necessary made my Will and seconded by Joye, all in favor, motion carried.

Beaver Problem

- Motion made by Tom and seconded by Michelle to have Wye Creek remove obstruction and have beavers trapped. All in favor, motion carried.

Mulch Playground

- After review of three bids, Christine made a motion to accept Wye Creeks proposal of \$984.00 to mulch playground, Joye seconded. All in favor, motion carried.

New Business:

Neighborhood Block Party

- Voted to do a neighborhood vice individual street party.
- Location: Soccer Fields When: June 5th
- Put information on Website and include in Newsletter

Community Yard Sale

- Michell will find out when Lee's Hill's yard sale, better turn out on same day

Newsletter

- Joye is working on the next newsletter
- No funds budgeted this year for distribution

- Block Captains and volunteers will deliver the next newsletter

FAQ's for Website

- Reviewed Michelle's FAQ content for upload on the website
- Michelle will make edits and provide to webmaster for update

Management Report:

- Due to time restraints, briefly reviewed financial reports and preliminary budget

8:00 – Convened Executive Session

Adjourn: 8:25pm



**Timberlake-Spotsylvania HOA
Minutes of the Meeting of Board of Directors**

Date: April 21, 2005

Location: Southwoods Clubhouse, Southwoods Subdivision

HOA Board Present: Christine Kuney, Joye Coffey, Will Robinson, Tom Hoover, Ken Billings, and Andrew Sutter

Others Present: Cindy Barnett and Jeannine Knecht/Battlefield Management

Initial Items:

- 7:00 pm Meeting called to order by Joye Coffey
- Waived meeting minutes from 17 March 2005

Old Business:

Entrance Signs

- Property Marked, builder needs to check out location

Beaver Problem

- Resolved. It took a 4 man crew two days to clear

Mulch Playground

- Installed, looks great

Community Yard Sale

- Joye will put advertisement in the paper

Newsletter

- Ready for distribution

Neighborhood Block Party

- Chrissy volunteered to organize
- Location: Soccer Fields When: June 5th
- Information on Website and include in Newsletter

New Business:

Bulletin Boards for Entrances

- Voted on Dry Erase A Frame design, none opposed
- 1 at each entrance
- Pre-made signs: Annual Meeting, Monthly Meeting and Yard sale
- Rider for each sign to have website address

Website

- Email Cindy a copy of newsletter and pool information
- ARC link needs information
- Pictures of Amenities – Andrew to provide
- Write up for Advertisers Alley, 6 month auto drop off \$10.00, interested homeowners can contact a board member
- Test send email to old addresses on file

Management Report:

- Due to time restraints, briefly reviewed financial reports and preliminary budget

8:00 – Convened Executive Session

Adjourn: 8:15pm

Jose Coffey

Joyce Coffey
3-17-05

**Timberlake-Spotsylvania HOA
Minutes of the Meeting of Board of Directors**

Date: February 17, 2005

Location: Southwoods Clubhouse, Southwoods Subdivision

HOA Board Present: Christine Kuney, Joyce Coffey, Ken Billings and Will Robinson

Others Present: Michelle Wagaman, Andrew Sutter, Cindy Combs, Cindy Barnett and Jeannine Knecht/Battlefield Management

Initial Items:

- 7:00 pm Meeting called to order by Ken Billings
- Waived meeting minutes from November, 2004

Old Business:

Entrance Signs

- Adding new signs was discussed, all agreed to have Jeannine get the cost for matching the original brick sign at the main entrance, only on a smaller scale.
- Main entrance sign → Andrew will check to see if lights are working and report to Jeannine
- Jeannine to contact lawyer about getting an easement from Ken and Carmen Billings – all agreed

Beaver Problem

- All agreed to have Jeannine get bids on removing the debris from the drainage site; Mr. Law will trap the beavers

Common Area

- Trash at basketball court – Ken agreed to pick up on Saturday and check on until next meeting

Block Captains

- Need to get together with those that have volunteered
- Add information to the website to get more volunteers

New Business:

Board Elections

- Christine nominated Andrew and Michelle as new board members, Ken seconded, motion was carried
- Ken nominated Christine as Secretary; seconded by Will; motion carried

- Christine nominated Andrew as Treasurer; seconded by Joye; motion carried
- Joye nominated Will as Vice-President; seconded by Christine; motion carried
- Christine nominated Joye as President; Tom Hoover (by email) nominated Ken as President; after a brief presentation by both a vote was taken and Joye was elected as President

ACC

- Cindy Combs volunteered for the ACC
- Christine made a motion to send Michael Kibler a letter saying that if he does not respond, within 7 days from receipt of letter, he will be removed from the ACC and asked to send back all ACC files; Ken seconded; motion carried
- Christine nominated Cindy Combs as chairperson of the ACC; Joye seconded; motion carried

Website

- Discussed design of website agreed on layout
- Cindy Barnett had a question about paying for domain – need to talk to Tom Hoover
- Christine to get information on around the area sites
- Will to get information on children's activities
- Joye to provide a President welcome letter

Common Area

- Jeannine to get bid for mulch for playground area
- Will agreed to look at playground to see if there needs to be any repairs

Management Report:

- Due to time restraints, briefly reviewed financial reports and preliminary budget

Adjourn: 9:00pm