

Timberlake – Spotsylvania Homeowners Association

Annual Meeting Lee Hill Elementary School January 25, 2007

Directors Present: Ken Billings, Joye Coffey, Will Robinson, and Michelle Wagaman

- I. Meeting called to order at 7:06 p.m.
- II. Joye Coffey provided a welcome on behalf of the Board of Directors. She thanked the homeowners for their attendance.
- III. Proof of Annual Meeting – The notice was mailing to all Timberlake homeowners on December 28, 2006.
- IV. Verification of Quorum – There is a quorum with 69 unit owners present or by proxy (44 unit owners needed).
- V. 2006 Annual Meeting notes were read by Michelle Wagaman.
- VI. Election of 2007 Board of Directors - John Harris, Andrew Sutter, Marcie Hyla, Cindy Combs, and Michelle Wagaman were nominated and elected. Appreciate was extended to the 2006 Board of Directors for their time and efforts.
- VII. Tina-Marie Adams, Managing Agent, was introduced and explained the role of Battlefield Management. Ms. Adams explained that her role is to help keep Timberlake a nice community. She drives through the neighborhood two times a month and sends violation letters as needed.
- VIII. 2007 Budget Review – Tina-Marie Adams, reviewed the 2007 budget and announced that a new landscaping company has been selected.
- IX. Old Business
 - a. Neighborhood traffic – Homeowners continued to be concerned about cut-through traffic through the neighborhood and speeding. The Virginia Department of Transportation requires 2/3 of homeowners on the affected street to agree to calming measures. The Board of Directors will look into this further through an ad hoc committee.
- X. New Business
 - a. Hart Rutherford of Tricord Companies discussed the proposed Summit Crossing development and the potential impact on the Timberlake community. To learn more, visit www.summitcrossingva.com.
 - b. Two proposed changes to the fencing requirements were discussed and voted upon. 75% of homeowners are needed to make these changes. The Board of Directors will look into pursuing these changes further as the majority of those present are in favor of privacy fences and vinyl fencing.
- XI. The \$50 Lowes gift card door prize was presented to homeowner, XX, of Lot #299.
- XII. Community Comments

- a. A homeowner requested the yard sale dates be changed to coordinate with the Lee's Hill community. The Board will look into this possibility.
- b. A homeowner expressed interest in planting in Timberlake common areas and forming a landscaping/gardening club. Planting in the common areas would require approval from the Architectural Control Committee (ACC).
- c. A beaver has built a large damn that is affecting a homeowners property. The homeowners association is permitted to have beavers moved and is working to do that to protect the property of all homeowners.

XIII. The meeting was adjourned at 7:51 p.m.

Timberlake – Spotsylvania Homeowners Association

Board of Directors Organizational Meeting Battlefield Management February 12, 2007

Directors Present: Cindy Combs, John Harris, Andrew Sutter, and Michelle Wagaman
Others Present: Tina-Marie Adams, Battlefield Management

- I. Organizational meeting called to order at 7:15 p.m. by John Harris, President.
- II. The slate of officers as determined at the January 25, 2007 Annual Meeting was reviewed:
 - a. President – John Harris
 - b. Vice President – Cindy Combs
 - c. Treasurer – Andrew Sutter
 - d. Secretary – Michelle Wagaman
 - e. Director at Large – Marci Hyla

Michelle Wagaman made a motion to accept the slate as presented. The motion was seconded by Cindy Combs and unanimously passed.

- III. Old Business
 - a. Traffic – The Board shares homeowners concerns about speeding and cut through traffic. Tina-Marie Adams will contact the Virginia Department of Transportation (VDOT) to inquire about calming techniques to include the implementation of four-way stops and increased fines for speeding. She will also ask about basketball goals in the roadway.
 - b. Bylaws and Covenants – The Board will work to obtain the binders containing the Timberlake bylaws and covenants as well as other related materials from the previous Board of Directors Joye Coffey, Ken Billings, and Will Robinson.
- IV. New Business
 - a. Sandwich Board Signs – Andrew Sutter received the sign for the corner of Massaponax Church Road and Hickory Hill Road from Joye Coffey. John Harris will now be responsible for placing this sign. Cindy Combs will coordinate with Marci Hyla and Ken Billings to obtain the sign for the corner of Hickory Hill Road and Overview Road.
 - b. Group Email List and Website – Michelle Wagaman will contact former president Joye Coffey regarding the status of the group email list and website maintenance. Cindy Barnett is the homeowner who volunteers to assist with the website.
 - c. Architectural Control Committee (ACC) – The Board is requesting that the ACC submit monthly summaries of received applications and decisions.
- V. The meeting was adjourned at 8:22 p.m.

Timberlake – Spotsylvania Homeowners Association

Board of Directors Meeting South Woods Community Clubhouse April 12, 2007

Directors Present: Cindy Combs, Marci Hyla, John Harris, Andrew Sutter, and Michelle Wagaman

Others Present: Tina-Marie Adams, Battlefield Management; Louise Bournet, ACC; Thomas Potter and Chris and Heather Wood, Homeowners

- I. Board meeting called to order at 7:02 p.m. by Mr. Harris, President.
- II. The minutes from the February 22, 2007 meetings were all approved as amended.
- III. Ms. Bournet presented a report of the requests reviewed by the Architectural Control Committee (ACC). Ms. Bournet also provided a listed of suggested guidelines to address satellite dish placement, POD storage units, playgrounds, dog runs, pools, and landscaping.

The Board delayed action until suggested revisions could be made and would act of those changes via email communications.

- IV. Massaponax Church Road Improvements – Mr. Potter inquired about the proposed improvements to Massaponax Church Road. Mr. Harris said that the Spotsylvania County contact for capital projects is Becky Golden. The Board of Supervisors is looking at options have has yet to make a decision regarding which road improvements to move forward at this time. Under consideration are intersection improvements and widening of the road between Overview Rd. and Hickory Hill Rd. in response to the new elementary school.
- V. Hearing – The Board of Directors heard from Mr. and Mrs. Wood, Lot 428, regarding an incomplete retaining wall, unscreened trash containers, and debris.
- VI. Old Business
 - a. Entrance Monument/Sign on Hickory Hill Road – The Billings property is no longer an option for an entrance sign. Mr. Billings has not returned multiple attempts to contact him.

Possible alternatives for the entrance monument were discussed. The Board decided to table the issue until the next meeting.

- b. Guidelines for Fence Changes –Ms. Adams provided a proposed mailing to allow the community to vote on the covenant change. The Board requested it be a postcard and that it issues be separate as one is a covenant change and one is a ACC change. The response deadline of June 19th was selected.

- c. Wireless Internet Access – Mr. Harris has not received a response from Gregory Hoskins of Local Connections, LLC regarding wireless high speed Internet access for the community.
- d. Timberlake Website – Ms. Combs has been in contact with webmaster Cindy Barnett. The yard sale date has been added to the site.
- e. Yard Sale – The yard sale date is May 5, 2007. Ms. Wagaman will send an email to homeowners advising them of the event. Mr. Harris will place an ad in The Free Lance-Star newspaper and be reimbursed the expense.
- f. Trash Collection – Ms. Adams reported that Davis Disposal will collect trash at the amenity lot but it needs to be bagged and they need a few days notice. Ms. Adams will discuss trash collection with the landscaper.
- g. Gate – Mr. Wood volunteered to reattach the hours sign to the gate. Mr. Sutter has been closing the gate every night and requested a rotation schedule be developed. Ms. Adams will call the gate installer regarding the alignment of the posts.
- h. Bylaws and Covenant Books – Previous Board Members were unable to locate their bylaw and covenant books for distribution to new Board Members. Ms. Adams will check meeting minutes and make copies for Board Members to update their personal books.
- i. Play Area – Ms. Adams will research prices for mulching the play area. Techno provided an estimate of \$1,000 for 25-yards and a three-inch base. The Board shared an interest in using recycled material.
- j. Traffic and Speeding – Ms. Adams will continue researching and pursuing a traffic calming study. It is her understanding that the Virginia Department of Transportation (VDOT) and Spotsylvania County would pay for such a study.

Mr. Harris motioned to request a traffic calming study be performed on Timberlake Road, Hickory Hills Road, and Overview Road and that the results of such a study be presented to the homeowners association. Ms. Hyla seconded the motion and it was unanimously approved.

VII. New Business

- a. Soccer Field Reservations – It was discussed that the first-come, first-serve policy is hard to monitor and the homeowners association has certain liabilities based on the field conditions. Mr. Harris requested a copy of the insurance policy for review.
- b. Magnetic Sign for Management Car – A homeowner requested that Battlefield Management purchase and use a magnetic sign on the company vehicle when conducting reviews of the neighborhood. Battlefield Management does not feel this is in the best interest of its employee safety and will not pursue this request further.
- c. Timberlake Newsletter – Ms. Wagaman and Ms. Combs will work together to develop a newsletter. Mr. Harris will provide a letter from the president. To help ensure the newsletter reaches as many homes as possible, Ms. Adams will include a request for email addresses in the fence mailing.

- VIII. Management Report – The financial reports, grounds maintenance, and correspondence were reviewed and all questions were addressed. Mr. Sutter and Mr. Harris indicated they have not been receiving financial statements.
- IX. Executive Session – Ms. Wagaman motioned to enter executive session at 9:20 p.m. to discuss three hearings. The Board came out of executive session at 9:40 p.m.
- a. Lot 15 Hearing – Ms. Hyla motioned to start fining the homeowners \$50.00 per occurrence for the trailer not being properly screened and placed on the side of the house. The fining was to begin from the April 12, 2007 meeting.
 - b. Lot 298 Hearing – The fort was not completed in the timeframe as determined at the February 22, 2007 meeting. Ms. Wagaman motioned the homeowner must reapply for the structure and a fine retroactive to the February 22, 2007 be implemented. Ms. Combs seconded the motion and it was unanimously approved.
 - c. Lot 428 Hearing – The Board discussed three items individually related to Lot 428.
 - i. Ms. Combs motioned that the homeowner complete and landscape the retaining wall to include replacing the blocks, covering dirt with vegetation and/or mulch before June 18, 2007. The motion was seconded by Ms. Wagaman. Mr. Sutter voted against the motion and Mr. Harris obtained from the vote. The motion carried by a vote of three to one.
 - ii. The Board took no action on the unscreened trash containers.
 - iii. Ms. Combs motioned to impose a \$50.00 fine per occurrence of debris from April 12, 2007. Ms. Hyla seconded and the motion was approved.
- X. The task review for the next meeting was completed.
- XI. The meeting was adjourned at 9:50 p.m.

Timberlake – Spotsylvania Homeowners’ Association
Board of Directors’ Meeting
South Woods Community Clubhouse
June 21, 2007

Directors present: Cindy Combs, Marci Hyla, John Harris, Andrew Sutter
Others present: Tina-Marie Adams, Battlefield Management; Louise Bournet, ACC;
Mike Kibler, homeowner

- I. Board meeting called to order at 7:00 p.m. by Mr. Harris, President
- II. Community comments were heard. Mr. Kibler wanted to know if there have been any clarifications to Article 5, Section 13. Mr. Kibler also wanted to know why he could not see the records regarding letters and hearings of other homeowners. Mr. Harris indicated that the Board would look into the matter of clarifying Article 5, Section 13, and that he would provide the citation regarding privacy as to why the records of other homeowners are not public.
- III. Cindy Combs offered a motion to approve the minutes of the April 12, 2007 meeting, which was seconded by Marci Hyla. The motion passed unanimously.
- IV. Ms. Bournet presented a list of approved and denied requests from the ACC, and described several of the approved projects.
- V. Old Business
 - a. Guidelines for fence changes – proposed changes were discussed. Cindy Combs asked if vinyl fencing comes in colors other than white, and if we should specify color in the guidelines. It was agreed that it should be left to the ACC. After further discussion, a motion was made by Andrew Sutter and seconded by Cindy Combs to add the word “wood” to the proposed changes in front of the words privacy and semi-privacy, to send the proposed changes to the homeowners with a response card due by August 17th, and to add a blank for homeowners to provide their email addresses on the return postcard. The motion was approved unanimously. John Harris asked that the proposed changes be sent at the same time as the newsletter, which Ms. Adams agreed to. Additionally, Cindy Combs motioned to provide a \$100 Lowes gift card to be given to the name drawn from all the homeowners returning the survey. The motion was seconded by Andrew Sutter and approved unanimously.
 - b. City welding and estimate for fixing the gate – various alternatives were discussed. The Board indicated that it would like to see estimates for several alternatives, including adding a wheel and fashioning a two-piece gate. Ms. Adams indicated that she would get the estimates.
 - c. Traffic calming survey – Ms. Adams indicated that Mr. White from VDOT had not yet provided results from the traffic calming survey. After discussion, a motion was offered by Marci Hyla, seconded by John Harris, instructing Battlefield Management to send a letter to VDOT requesting

their suggestions on where to place the stop signs. The motion passed unanimously.

- d. Revised ACC guidelines – John Harris asked Ms. Adams if other HOAs have wording regarding trash cans in their rules. Ms. Adams indicated that they do have the wording and would email it to the Board members for consideration. Mr. Harris suggested that the Board vote by email to change the wording regarding trash cans and that any new wording be included in the information being sent to homeowners. Cindy Combs made a motion, seconded by John Harris, to change the occurrences of the word “guidelines” to the word “rules”, and to change the size of regulated satellite dishes from 20” to 1m to come into compliance with FCC regulations. The motion passed unanimously.
- e. A new schedule for closing the park gate was decided among the Board members, with Louise Bournet being added to the rotation.
- f. Common area trash collection – Maintenance has indicated that they have taken the trash out once. Marci Hyla has taken it out three times, but needs bigger trash bags. The Board directed Mrs. Hyla to buy barrel liners and provide the receipt to Battlefield Management. Mrs. Hyla agreed to take out the trash from the park about once a month, with other Board members agreeing to watch for overflow and take it out if necessary.
- g. Sign at Hickory Hill and Massaponax Church – Mr. Harris indicated that due to prolific utility easements in the area, any sign would need to be removable. Ms. Adams was asked to get design ideas from Carousel Signs.

VI. New Business

- a. Summit Crossing – Mr. Hart Rutherford provided an update to the Board regarding the plans for the development, indicating that Tricord will go public with the plans in July and file for rezoning.
- b. Mr. Sutter asked that, due to the lateness of the hour, we take up topics of priority first, which the Board agreed to.
- c. HOA common area ideas for improvements – discussion indicated that a fence or some other kind of barrier needs to be erected to keep cars in the designated parking areas. Marci Hyla suggested we build tennis courts, but the Board felt that it was too expensive. Cindy Combs suggested adding a volleyball court and turning the soccer field into a baseball diamond. John Harris suggested adding a pavilion. Ms. Adams agreed to bring some estimates for those projects. The Board also agreed to concentrate funds on the common areas, so Ms. Adams would not need to investigate design ideas for the Hickory Hill sign.
- d. Ms. Adams informed the Board that Battlefield Management has been acquired by Armstrong Management, but that there would be no change to the Timberlake contract.
- e. At 9:30 p.m., Mr. Sutter departed.
- f. Grass cutting around storm water management areas – Mr. Harris provided photos of poor coverage in mowing, and suggested that the March 30th mowing may not have happened. Mr. Harris will follow up

with the contractor regarding the date in question and about more care being taken in mowing.

- g. Newsletter – Cindy Combs agreed to produce an online newsletter and Mr. Harris agreed to email content.
 - h. Discussion took place regarding the frequency of Board meetings. It was mentioned that the previous Board reduced meetings from monthly to bi-monthly, but that the current Board feels that to be inadequate to conduct the amount of business necessary. A motion to return to monthly meetings on the third Thursday was made by Marci Hyla, seconded by Cindy Combs, and it passed unanimously. Ms. Adams will continue to attend only bi-monthly meetings, but will provide a management update before all meetings. Also, Ms. Adams mentioned that she would need to receive minutes of meetings within a week so that she can respond to action items for management. The Board then agreed that it would be ideal for minutes to be sent within a week or two of all meetings. Ms. Adams will check on availability of the South Woods clubhouse for the additional meetings.
- VII. Management Report – The financial reports, grounds maintenance, correspondence and disclosure packets for new Board members were discussed and questions were addressed.
- VIII. At 9:55 p.m., Cindy Combs made a motion, seconded by Marci Hyla, to enter Executive Session to review the following items: collection reports, enforcements and hearings. Motion passed unanimously. At 10:09 p.m., Marci Hyla made a motion to return to regular session, seconded by Cindy Combs and passed unanimously.
- IX. The task review for the next meeting was completed.
- X. The meeting was adjourned at 10:13 p.m.

Timberlake – Spotsylvania Homeowners' Association
Board of Directors' Meeting
South Woods Community Clubhouse
July 19, 2007

Directors present: Cindy Combs, Marci Hyla, John Harris

Others present: Mike Kibler, homeowner

- I. Board meeting called to order at 7:00 p.m. by Mr. Harris, President
- II. Cindy Combs offered a motion to approve the minutes of the June 21, 2007 meeting, which was seconded by Marci Hyla. The motion passed unanimously.
- III. Ms. Bournet was not able to attend the meeting, and therefore there was no report from the ACC.
- IV. Old Business
 - a. The estimate for fixing the gate for the common area is \$970.00, which would provide the two-sided gate solution. Ms. Combs asked whether the gate would be fixed on site or taken down for repair. That is unknown at this point. There was some further discussion about the location of the gate, but it was decided that its present location is acceptable. Ms. Hyla made a motion to accept the estimate and approve up to \$1200.00 to make the repairs. Mr. Harris seconded the motion, which passed unanimously.
 - b. The trash receptacle language was included in the ACC rule revisions, but those changes lacked a revision date. Mr. Harris moved to date those rules effective July 19, 2007, which was seconded by Ms. Hyla. Passed unanimously. Mr. Harris asked if the revisions were distributed to homeowners, and Mr. Kibler replied that they were. Ms. Combs asked if they had been posted to the website, and agreed to check that and put them up if not.
 - c. Regarding the common area improvements, Armstrong management provided an estimate for a 20x36 pavilion, which was \$29,000 complete, including permits. This estimate was obtained as a comparison to the new pavilion in Kingswood subdivision. There was no estimate provided for the baseball diamond. The volleyball court cost estimates were provided, which totaled approximately \$2,000. There was extensive discussion regarding options for improving the common area, including alternative sizes for a pavilion, whether sand is a good choice for the volleyball court, and the amount of funds available for improvements. It was agreed among the board members that the pavilion was too expensive, but that the other improvements were worth further exploration. Mr. Harris made a motion to task Armstrong management with obtaining at least three estimates for installation of a softball field. Ms. Combs seconded the motion, which passed unanimously.
 - d. The board decided to take up the response to the Blevins letter in executive session.

- e. Mr. Harris provided an update regarding storm water management area mowing. He met with the owner of the company and together they looked at the areas that needed extra attention. There are several areas that are inaccessible to mowers, but there are areas along Hickory Hill that will be improved.
- f. Mr. Kibler was provided copies of the regulations regarding the release of confidential information in response to his request during the last HOA board meeting.

V. New Business

- a. The playground equipment is in very poor shape. The slides and benches have been burned, and there is a broken piece at the top of the slide. There was also discussion regarding the condition of the mulch in the playground, noting that the weed mat is showing in many places. Ms. Combs wondered what kind of mulch was used at the YMCA playground, as it becomes a solid surface and does not thin. Ms. Hyla made a motion to request Armstrong to obtain estimates for replacing the slides, fix the broken piece at the top of the slide, and contact the YMCA to determine the kind of playground surface used there and get estimates for same. Mr. Harris seconded the motion, which passed unanimously.
- b. The board entertained discussion regarding how to prevent more vandalism of the playground equipment, and decided that by giving adolescents an alternative place to congregate, we may be able to prevent some further damage. Mr. Harris motioned to purchase a picnic table, up to \$250.00, plus a chain, to be placed at the basketball court. The motion was seconded by Ms. Hyla, and passed unanimously. Ms. Combs agreed to investigate costs, and Mr. Harris agreed to use his personal vehicle to move the table.
- c. Mr. Harris explained that the landscaping company is unable to cut the grass at the Hickory Hill/Massaponax Church corner due to brush from a fallen tree. Also, one side of the intersection is unmowable due to muddy ruts cut into the ground from a school bus that drives through the area to back into the opposing driveway. Mr. Harris made a motion to ask VDOT to clear the brush and create a barrier to prevent the school bus from driving over the grass. Ms. Hyla seconds the motion and it passes unanimously.
- d. In response to a homeowner's query, Ms. Hyla made a motion to direct Armstrong to find out how to have a deaf child sign installed and to find out the cost for doing so. Mr. Harris seconded the motion which passed unanimously.
- e. The current voting results from the postcard ballots were discussed. Ms. Combs made a motion to display the current vote tallies on the neighborhood information signs, with Armstrong providing weekly updates to the board, and board members changing the signs as necessary. Mr. Harris seconded the motion and it passed unanimously.

- f. Mr. Harris asked that each board member contribute some kind of article or information for the online newsletter. Ms. Combs and Ms. Hyla agreed to provide something within the next two weeks.
- g. Mr. Harris made a motion to task Armstrong with providing the email addresses to the board of residents responding to the postcard ballots. The motion was seconded by Ms. Combs and passed unanimously.
- VI. Management Report – The financial reports and grounds maintenance were discussed and questions were addressed.
- VIII. At 8:37 p.m., Cindy Combs made a motion, seconded by Marci Hyla, to enter Executive Session to review the following items: collection reports, enforcements and hearings. Motion passed unanimously. At 9:00 p.m., Marci Hyla made a motion to return to regular session, seconded by Cindy Combs and passed unanimously.
- IX. The task review for the next meeting was completed.
- X. The meeting was adjourned at 9:03 p.m.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Armstrong Management Office
August 23, 2007

Directors present: Cindy Combs, John Harris, and Michelle Wagaman

Others present: Tina-Marie Adams, Armstrong Management, and Louise Bournet, ACC

- I. Board meeting was called to order at 7:20 p.m. by Mr. Harris, President.
- II. A motion to approve the minutes of the July 19, 2007 meeting was made by Ms. Wagaman and seconded by Ms. Combs. The motion passes unanimously.
- III. Ms. Bouret, on behalf of the Architectural Control Committee, provided an update on requests made between June 21, 2007 and August 23, 2007. Ms. Bouret requested to receive copies of violations to aid the work of ACC. Ms. Adams will review how the ACC was set-up to determine if this request can be accommodated.
- IV. Old Business
 - a. Softball Field Estimate – Discussion was tabled to the September meeting in order to receive additional quotes.
 - b. Playground Equipment Update - The contractor suggested using sandpaper to smooth the slides. Additional discussion was tabled to the Sept meeting
 - c. Deaf Child Sign – Ms. Adams provided information from the Spotsylvania County Planning Department which will be forwarded to the inquiring homeowner.
 - d. Picnic Table – The Board decided to wait until the spring to pursue adding a picnic table to the common area.
 - e. Entrance Sign on Hickory Hill Rd. – The Board decided to table this issue until the completion of the new elementary school in 2008. Improvements to Massaponax Church Road and the impact on the area are unclear at this time.
 - f. Hickory Hills Entrance – Ms. Adams worked with the Virginia Department of Transportation (VDOT) to have the brush removed to allow the landscapers to mow the area on Massaponax Church Rd. VDOT will not get involved with the ditch line and the tracks left by the school bus residing across from the entrance. The Board will discuss this topic again at the September meeting and may consider contacting the Spotsylvania County schools transportation office.
 - g. Calming Measures – Ms. Adams will follow-up to request an update on additional stop signs from VDOT.
- V. New Business
 - a. Resin Sheds – A homeowner inquired about allowing resin sheds in the community. The Board reviewed the covenants and ACC rules which stipulate no plastic and/or roofs for sheds. Mr. Harris will respond to the

- homeowner that the Board is not in favor of making such a change at this time.
- b. Timberlake Website – Ms. Combs shared that the Timberlake website and email are completely down. The host is unable to be located. Ms. Combs will look into new hosting options. We own timberlakhoa.com and will transfer it to a new website with a new host.
 - c. Fence Survey Results – A total of 155 homeowners responded to the survey. Changes to the covenants require 351 votes. The response rate was similar to that of the 2004 survey regarding street lights. Following discussion, the Board determined there was not sufficient participation from the community to change the existing policy at this time. Through random drawing of the responses, Lot #266 was selected as the recipient of the gift card.
 - d. Certificate of Deposit (CD) – Mr. Harris inquired about the status of a CD that recently matured. Ms. Adams stated that the CD automatically renewed and that she recommends leaving it as is at this time due to the option for one no penalty withdrawal.
 - e. Board of Supervisor Elections – Mr. Harris shared that candidates for the Berkley District seat have expressed an interest in addressing the Timberlake community. Ms. Adams will send all three candidates an invitation to address the community at the October Board of Directors meeting. All candidates will be provided 10 minutes to speak and will be followed by a question and answer session.
 - f. Fall Yard Sale – Ms. Adams will contact the Lee’s Hill community to determine the date for their fall yard sale. Based on support from homeowners at the annual meeting, Timberlake will schedule its yard sale for the same day. This information will be added to the newsletter in production.
- VI. Management Report – The financial reports and grounds maintenance were discussed and questions were addressed. Ms. Adams plans to deliver a draft budget to the Board at the September meeting.
 - VII. Executive Session – Ms. Combs motioned to enter executive session at 9:05 p.m. to review the following items: collection reports, enforcements, and hearings. The motion was seconded by Ms. Wagaman and passed unanimously. At 9:35 p.m. Ms. Wagaman motioned to return to regular session. The motion was seconded by Ms. Combs and passed unanimously.
 - VIII. Ms. Wagaman made a motion to remove collection balances of \$5.00 or less. Ms. Combs made a counter motion to remove only those balances of \$2.00 or less. Mr. Harris seconded and the counter motion was unanimously approved.
 - IX. The task review for the next meeting was reviewed.
 - X. The meeting was adjourned at 9:40 p.m.

Timberlake – Spotsylvania Homeowners’ Association
Board of Directors’ Meeting
South Woods Community Clubhouse
September 20, 2007

Directors present: Cindy Combs, John Harris, Marci Hyla, Andrew Sutter
Others present: Tina-Marie Adams, Armstrong Management; Louise Bournet, ACC;
David Richardson, homeowner

- I. Board meeting called to order at 7:05 p.m. by Mr. Harris, President
- II. Cindy Combs offered a motion to approve the minutes of the August 23, 2007 meeting, which was seconded by Mr. Harris. The motion passed with aye votes from Ms. Combs and Mr. Harris and abstentions from Ms. Hyla and Mr. Sutter.
- III. Old Business
 - a. Softball field and playground updates: Ms. Adams has contacted five companies to get comparative estimates, but has not yet received return calls. There is one quote so far for approximately \$10,000. Ms. Adams also spoke with our insurance company about including a dog run in the common area, which was a homeowner suggestion to Mr. Harris by email. The insurance company said that we would have to provide significant signage and must establish and distribute a policy prohibiting aggressive animals and breeds. Discussion ensued regarding how funds in our accounts are earmarked, and if they can be spent on a softball field. Mr. Harris noted that \$19,000 is identified as special projects. Mr. Sutter suggested we could put that money into playground equipment. Ms. Adams is still trying to confirm that AAA made the equipment currently in place. Ms. Combs suggested that we investigate expanding the playground, possibly expanding the area. Ms. Adams suggested that the Board consider moving the playground up and making the current location a parking area. Mr. Harris wondered if we would invite more vandalism by moving the playground up, and also inquired about the cost of tennis courts. Ms. Adams said she would get cost quotes for playground expansion and tennis courts.
 - b. Hickory Hill entrance/school bus: The school bus is still backing through the area making a large rut. Ms. Hyla made a motion, seconded by Ms. Combs to have Ms. Adams to draft a letter to the school board transportation office to ask the driver to find an alternate method of pulling into his/her driveway, as our landscaping contract has a provision to reseed entrances and the bus is destroying the seeding. The motion passes unanimously. Ms. Combs also suggested that if the attempt to resolve the problem with the school transportation office is unsuccessful that we consider asking VDOT to put down additional gravel on the area.
 - c. Stop sign update: The Board has received a response from VDOT regarding adding stop signs in the neighborhood. VDOT determined that

there are five locations eligible for multiway stops, however affected homeowners (those at the corner of each intersection) must be notified of the signs and be given opportunity to respond. The five approved locations are Hickory Hill at Overview, Timberlake at Overview, Timberlake at Swanson/Hickory Hill, Layton at Timberlake, and Hickory Hill at North Andover. Extensive discussion ensued regarding the five proposed locations, as well as two locations that were not approved by VDOT, the Cameo and Townsley intersections with Hickory Hill. Ms. Hyla motions and Mr. Sutter seconds directing Ms. Adams to send letters to all potentially affected homeowners and contact VDOT to find out why the Cameo and Townsley intersections were not approved as options. Motion passes unanimously.

- d. Website update: Ms. Combs indicated that the website has been paid for and that she is in the process of building the site. She is working on adding links.
- e. Board of Supervisors candidate responses: None of the candidates have gotten back to us, however we only asked for regrets. Mr. Harris indicated that he will call each one to confirm their attendance. He also noted that we need to notify the homeowners that the candidates will attend the next Board meeting. Ms. Combs said that she would send an email to the homeowner distribution list. Mr. Sutter suggested we amend the neighborhood signs to indicate the candidates' attendance.
- f. ACC rules review and adoption: Ms. Bournet provided the most recent version of the ACC rules, which is simply a merge of two previous documents. Mr. Sutter noted that the rules regarding satellite dishes indicate that 1 meter is approximately 20 inches, when in fact it should be 39 inches. Additionally, stockade is misspelled in the rules. Ms. Combs motions to approve the rules with the aforementioned corrections made. The motion is seconded by Mr. Sutter and passes unanimously.

IV. New Business

- a. Fall yard sale: Scheduled for October 13th. Ms. Combs will email information to the community, and Mr. Harris will place advertisements in the newspaper.
- b. Yard notices and violations: Mr. Harris informed the Board that he has been receiving complaints from homeowners regarding letters they have received for having unmowed grass. Mr. Harris wanted clarification of the standard for lawn height. Ms. Adams replied that the standard for acceptable lawn height is six inches or less, and that soon Armstrong will have the capability to include pictures along with the notices of violation. Mr. Harris also asked if violation notices were going out to homeowners who needed to reseed, and Ms. Adams responded affirmatively.
- c. New Techno schedule: Ms. Adams noted that we do not have a fall schedule from Techno at this point, and that Techno has not provided information regarding the last several mowings. The last schedule we have ended June 28, 2007. Ms. Adams indicated that she would follow up with Techno for a new schedule and the missing performance reports.

- d. Draft budget for 2008: Ms. Adams provided a draft budget for the Board to review before the October meeting. Mr. Harris asked why no covenant violation income is projected in the 2008 budget, despite income being collected in the past. Ms. Adams replied that it is because the income is not standard. Mr. Harris also questioned why the phone and fax budget dropped significantly from 2007 to 2008, and Ms. Adams indicated it was a cost savings from more reliance on electronic communication. Ms. Adams also noted that taxes indicated are higher than budgeted, per the recommendation of the auditor. The final audit could change that number. Mr. Harris asked what the difference would be between a 3% and a 5% increase in dues, and Ms. Adams agreed to run the numbers and provide them to the Board.
- e. ACC report: Ms. Bournet provided the Board with a list of all approved and denied applications. Ms. Combs asked why the deck at lot number 198 was denied. Ms. Bournet replied that the homeowner had not provided enough information and detail. Ms. Combs also asked Ms. Adams if Ms. Bournet could be notified if an ACC application is a new request or after the fact of a violation. Ms. Adams said that she could provide that information.

V. At 8:36 p.m., Ms. Hyla made a motion, seconded by Mr. Harris, to enter Executive Session to review the following items: collection reports, enforcements and hearings. Motion passed unanimously. At 9:43 p.m., Ms. Combs made a motion to return to regular session, affirming that the items discussed were limited to those authorized. The motion was seconded by Mr. Sutter and passed unanimously. After exiting Executive Session the Board voted on actions regarding the hearings. Ms. Combs motioned, seconded by Mr. Harris, to notify the owners of Lot 55 that any future occurrence of an above ground pool would result in an immediate fine of \$10 per day up to 90 days. Aye votes from Mr. Harris and Ms. Combs, abstentions from Mr. Sutter and Ms. Hyla. Mr. Harris motioned, seconded by Ms. Hyla, to notify the owners of Lot 59 that they must apply to the ACC for approval for their deck within one week of the hearing result letter or be fined \$10 per day up to 90 days. Also to address the unauthorized removal of trees, the homeowner will be required to plant at least 10 trees, 6-8' in height and no less than 2" in diameter no later than March 31, 2008 or pay a fine of \$900. The motion passed unanimously. Ms. Combs motioned, seconded by Mr. Harris, to notify the owners of Lot 61 that they must apply to the ACC for approval of their deck and fence, addressing the deficiencies of the previously denied application, within one week of the hearing result letter or be fined \$10 per day up to 90 days. Aye votes from Mr. Harris, Ms. Combs and Mr. Sutter, with an abstention from Ms. Hyla. Ms. Hyla motioned, seconded by Mr. Sutter, to notify the owners of Lot 128 that the yard must be seeded with top soil and evidence seen by October 31, 2007 or be fined \$10 per day up to 90 days. The motion passed unanimously. Mr. Sutter motioned, seconded by Ms. Combs, to take no action regarding Lot 190. The motion passed unanimously. Ms. Hyla motioned, seconded by Mr. Sutter, to notify the

owners of Lot 301 that painting the trim on the house and garage must be completed within 30 days of the hearing or be fined \$10 per day up to 90 days. The motion passed unanimously. Mr. Harris motioned, seconded by Ms. Combs, to notify the owners of Lot 340 that future occurrences of parking their camper at the property will result in a \$50 per occurrence fine unless management is notified and does not exceed 2 consecutive days for loading or unloading. The motion passed unanimously. Ms. Combs motioned, seconded by Mr. Sutter, that the owners of Lot 384 be notified that their siding must be cleaned with work completed by October 31, 2007 or be fined \$10 per day up to 90 days. The motion passed unanimously.

VI. The meeting was adjourned at 9:53 p.m.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
October 18, 2007

Directors present: Cindy Combs, John Harris, Marci Hyla, Andrew Sutter, and Michelle Wagaman

Other present: Armstrong Management - Tina-Marie Adams; ACC - Louise Bournet; Berkley Candidates for the Spotsylvania County Board of Supervisors - Emmitt Marshall, Gary Bullis, and Layton Fairchild; Homeowners - Steven Sessaman, Gregory Combs, Chris Monroe, Jason Rose, Heidi Ribel, and Kacey Conroy; Others: Mrs. Bullis

- I. Board meeting called to order at 7:00 p.m. by Mr. Harris, President.
- II. Presentation - The Berkley Candidates for the Spotsylvania County Board of Supervisors were each given ten minutes to address the homeowners followed by an informal question and answer session.
- III. At 8:25 p.m. the Board reconvened following a five minute recess at the completion of the candidate presentation.
- IV. A motion to approve the September 20, 2007 meeting minutes was made by Ms. Hyla and seconded by Ms. Combs. The motion was unanimously approved.
- V. Architectural Control Committee Report – Ms. Bournet provided the Board with a list of recent applications, approvals, and denials. Regarding satellite dishes, Ms. Bournet shared that the ACC prefers they be placed on the home and hidden from view when at all possible.
- VI. Old Business
 - a. Softball Field and Playground Equipment Update: Mr. Harris shared with the homeowners present that the Board is seeking ways to improve the community common areas. Ideas that are being considered include a softball field, tennis courts, volleyball court, dog run, and additional playground. Ms. Adams provided an update on the difficulty receiving bids. Mr. Monroe shared that activities requiring a smaller number of people such as volleyball or tennis courts are more likely to be used than having to field two softball teams. Ms. Adams provided two proposals for the construction of new playground equipment. Neither proposal included swings. Tennis courts would cost between \$25,000 and \$50,000 depending on the cost of asphalt. Mr. Monroe suggested hiring individual contractors to do the different aspects of tennis court construction to save money. Timberlake currently has \$19,000 available in the special fund. Ms. Combs will use the polling feature available at www.timberlakehoa.com to survey the community regarding their preferences. The issue will be on the agenda for the 2008 annual meeting.
 - b. Stop Sign Update: Ms. Adams provided the Board with an update on their request for additional stop signs in the community. Mr. White with Spotsylvania County coordinated with the Virginia Department of

Transportation (VDOT) to conduct an assessment of the intersections requested by the Board. Due to the nature of their locations, the Cameo Rd. and Townsley Rd. intersections with Hickory Hill Rd. do not meet requirements for additional stop signs. Letters to the affected homeowners were to mail either Friday, October 19, 2007 or Monday, October 24, 2007. Ms. Hyla made a motion which was seconded by Ms. Combs endorsing the installation of multi-way stop signs at the five intersections approved by VDOT: Hickory Hill Rd. at Overview Rd; Timberlake Rd. at Overview Rd.; Timberlake Rd. at Hickory Hill Rd./Swanson Rd.; Layton Dr. at Timberlake Rd.; and Hickory Hill Rd. at North Andover Ln.

- c. Common Area Gate: Mr. Sutter will contact the volunteer homeowner regarding the gate at the common area not being opened and/or closed on several recent occasions. He will also provide the homeowners contact information to the Board and property manager. The “Closes at Dusk” sign is missing and Ms. Adams will have it replaced and screwed onto the new gate.
- d. Fall Yard Sale – Ms. Wagaman shared that there appeared to be a good turnout for the fall yard sale on October 13, 2007. Ms. Adams indicated there was strong interest from the homeowners. Ms. Combs will add the spring yard sale date to the website. Timberlake community yard sales occur the second Saturdays in October and May.

VII. New Business

- a. 2008 Draft Budget: The Board reviewed the 2008 draft budget proposals presented by Ms. Adams for a 3%, and 5% increase. The 5% increase would increase annual homeowner dues to \$130.00, an increase less than \$6.00 over the 2006 amount. The social activities funds were reduced from \$150 to \$100 and the website funds were increased from \$250 to \$300. It was motioned by Mr. Sutter and seconded by Ms. Combs to approve the budget with a 5% increase and changes where indicated. The motion was unanimously approved.
- b. Annual Meeting Planning: Ms. Adams is waiting for a response from Lee Hill Elementary School where the Board would like to host the 2008 Annual Meeting. The second choice is the Lee Hill Center off Route 2. Ms. Adams will contact the Fredericksburg Christian Academy regarding their availability. Ms. Combs inquired if the annual bill could include a request for email address. Ms. Adams indicated all invoices will not go to a lock box and will not be processed at their office. The newsletter accompanying the statement will urge homeowners to email timberlakehoa@yahoo.com or sign-up at www.timberlakehoa.com.
- c. Welcome Committee: Mr. Harris brought up the idea of starting a welcome committee who would meet with new homeowners to explain the covenants and ACC process. He volunteered to initiate this activity. Ms. Wagaman volunteered to rewrite the welcome letter that is currently mailed to new residents.

VIII. Management Report: Ms. Adams provided the management report and addressed questions from the Board

- IX. Executive Session: At 10:15 p.m. Ms. Combs motioned to enter Executive Session to review the following items: collection reports, enforcements, and hearings. The motion was seconded by Mr. Sutter and unanimously approved. At 10:50 p.m., Ms. Combs motioned and Ms. Hyla seconded to return to regular session, affirming that the items discussed were limited to those authorized. Ms. Hyla motioned and Ms. Combs seconded to approve the following actions as stated:
- a. A decision regarding Lot 436 will be deferred to the November meeting per the homeowners request. Mr. Harris will respond via a letter also at the homeowners request.
 - b. Lot 298 has 30 days from October 18, 2007 to remove the dirt pile in the backyard. There will be a \$10.00 fine per day up to 90 days thereafter.
 - c. No action was taken regarding Lot 351 as the broken fence panel was repaired.
 - d. Action regarding Lot 402 will be deferred to the November meeting.
 - e. Lot 384 will incur a \$50.00 fine per future occurrence of their trash receptacles not properly stored out of view.
 - f. Lot 320 has 30 days from October 18, 2007 to repair the missing slats on the front porch and will be fined \$10.00 per day up to 90 days thereafter.
 - g. No action was taken regarding Lot 312 as the disabled vehicle was no longer on the property.
- X. The meeting was adjourned at 10:54 p.m.