

**Timberlake - Spotsylvania Homeowners Association**  
**Board of Directors Meeting**  
**Cedar Forest Elementary School**  
**February 19, 2009**

**Directors present:** John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Mr. Williams, Ms. McDonald, Ms. Sewell, Mr. Smith and Mr. Munro.  
Also present Ms. Breen from Landmarc Real Estate.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

Agenda is approved as submitted, some subjects may be added at a later time.

**3. Resident Forum**

Ms. McDonald mentioned that she paid her dues early, in November, and still got a late fee of \$15.00 because the check was not cashed on time, but that she was able to resolve the issue with Landmarc Management. It was explained that this is a problem that happened with the change of Management Companies.

Mr. Williams mentioned he will still do the basketball repairs as soon as the temperature improves and give the receipt to the Management Company for reimbursement. He also asked if the soccer nets could be moved closer to the bollards to make it easier for the kids to practice. This subject will be added to New Business, along with Reserving Soccer Field.

Mr. Williams also added that there are big stumps on the side of Massaponax Church Rd., where the construction area was, and is wondering if something can be done about it. This subject will be added to New Business along with the Standing Water issue.

Mr. Williams mentioned the pallets on the common area off of Hickory Hill, where some residents operate their ATVs. He asked if the new Management Company will do a visual inspection of the Common Areas, because some other issues need to be addressed also, like a shed off the trail on the right of the playground area on Overview Dr.

**4. Approval of Meeting Minutes**

December 18, 2008: Mr. Harris mentioned a few minor changes to the minutes. Mr. Harris made a motion to adopt the minutes of December 18, 2008, after modification. Ms. Clark seconded and the motion was approved unanimously.

## 5. Officers Reports

Mr. Andrew would like to see if something could be done in order to avoid raising the HOA fees next year.

Mr. Andrew also mentioned that there is a new recycling bin at Cedar Forest Elementary School for cans. Ms. Combs clarified that this recycling bin is for proceeds to Habitat for Humanity and not the school. The recycling of newspaper to profit the school will be added on the website.

## 6. Committee Report

Ms. Bourret submitted a report with the recent decisions made by the ACC.

## 7. Manager Report

Update on Management Transition: Ms. Breen mentioned that Landmarc just received the accounting information from Armstrong, and they only received part of it, as they did not provide the entire 2008 year. Ms. Breen also mentioned that some discrepancies appear on the financials provided by Armstrong, but information will be asked from Armstrong to clarify some issues. Ms. Breen will keep the Board updated when information is received.

Annual Meeting Date Change: The Management Company would like the Annual Meeting date changed from the 4<sup>th</sup> Thursday to the 3<sup>rd</sup> Thursday, due to a schedule conflict. A discussion ensued on the quorum required to make such a change. The quorum is 45 homeowners, either present or by proxy. The Management will draft a proxy to the effect of changing Article III, Section 1 of the Covenants to be able to hold the Annual Meeting on a date chosen by the Board of Directors, between the 15<sup>th</sup> and the 31<sup>st</sup> of January. The proxy will be sent by e-mail to the homeowners and added to the website in order to get the required amount of proxies.

Donation to Cedar Forest School: A discussion between the members arose to decide the right amount to be given as a donation to the School, who does not currently charge the HOA for the use of the Library for the monthly meetings. Mr. Harris made a motion to donate \$150 to Cedar Forest School. The motion was seconded by Ms. Combs and approved unanimously. Mr. Andrew will talk to the Principal of Cedar Forest to decide when such a donation be given and report on this at the next meeting.

2009 Revised Budget: Ms. Breen mentioned the modification on the Budget to reflect the Board's comments at the last meeting that the HOA does not have a storm water management pond.

Renewal of Techo Contract: The current contract is still valid until the end of the 2009 year. Techo has sent a new contract for 4 years and wants the HOA to sign it as soon as

possible. The Board wishes to get new bids in the fall, before making a decision on this contract. Ms. Combs made a motion to get bids in the fall for a new Lawn Service Contract for one year with one option to renew. The motion was seconded by Mr. Andrew and approved unanimously.

Paid Invoices: Ms. Breen mentioned that Landmarc Real Estate paid the Law Office of Chad Rinard, as this invoice had not been paid by Armstrong. Ms. Breen also mentioned that AllRec was paid the balance of the invoice for the new Playground Equipment.

## 8. Old Business

ACC Forms: Ms. Breen brought the forms that their Company usually uses for answering the homeowners. Ms. Sewell mentioned that she has a lot of forms, but all are under Armstrong's name. It was decided that Ms. Sewell will use the forms she has, but cut the bottom part of it to remove Armstrong's information.

VDOT (follow-up from Annual Meeting): Mr. Harris went through a document submitted to the HOA, an answer to some issues raised by homeowners at the annual meeting. VDOT has submitted the following answers:

- *Was a speed study done for Rt. 17 & 608 area:* None on record. Such study can be requested by our Board of Supervisor member. A discussion ensued on this subject and Ms. Bourret made a motion to ask the Management Company to have Mr. Marshall request a speed study for the area of Rt. 17 & 608. The motion was seconded by Ms. Clark and approved on a majority of 3 to 2.
- *Water in ditches causing ice on Rt. 608 and Low shoulder and broken edges on Overview:* The Local Maintenance Shop will schedule these repairs.
- *Edge lines to be placed on Overview dr. (between Cosner Dr. and the Subdivision):* A request will be submitted, but subject to funding.
- *Speed limit sign missing on Overview Dr. (between Cosner Dr. and the Subdivision):* A sign of 40 mph has been reinstalled.
- *"Left Turn Yield on green" sign placed on Rt. 608 at Rt. 17 signal:* The signal is still under Permit by the County and cannot be modified at this time.
- *Signal to be added at Rt. 17 & Thornton Rolling Rd.:* A study for this can be requested through the Board of Supervisor Member. The Board suggests that the homeowner who is interested in such a signal make a request directly to Mr. Marshall, our BOS member.
- *Sidewalks and/or biking paths leading to the Cosner's Corner Shopping Center:* These are things that need to be addressed during the public hearings.

Handyman charges refund: As a follow-up from the December Meeting, The Management Company will make the necessary research to see if the charges incurred by the HOA for Handyman services have been refunded.

Cedar Forest Exterior Lighting: Ms. Breen reported that the County Zoning Department advised the lighting is within Code.

## 9. New Business

April Meeting: Mr. Andrew made a motion to move this meeting to the 5<sup>th</sup> Thursday of the Month, instead of the 3<sup>rd</sup>, pushing the date of the meeting to April 30<sup>th</sup> (in order to avoid having the meeting during the Spring Break). The motion was seconded by Ms. Combs and adopted unanimously. Ms. Breen will contact the Principal to request the use of the School's Library for the meeting.

Standing Water Issue Behind Lot 117: Mr. Harris showed a map of the area and explained the problem at hand. The Board agreed the area was a natural drainage area and potentially contained wetlands. Thus, the Board is unable to take any action. Mr. Harris will respond to the homeowner of Lot 117 accordingly.

Standing Water in Easement HOA Granted to County along Massaponax Church Road: Management will contact the County to come back and finish the work the way it was before, as well as picking up the tree stumps and road sign left behind.

Reserving Soccer Field: The Board discussed this issue and decided to leave the Soccer Field use on a first come first serve basis. At the request of Mr. Williams, the soccer goals can be moved closer to the bollards.

Massaponax Church Rd. Expansion: Ms. Breen explained that the completion of this scheduled work will be completed by the spring of 2010.

Common Area off of Hickory Hill: Ms. Breen mentioned that an inspection of the whole subdivision will be made by the new Management Company. Ms. Fernet will contact the Board concerning this, so this subject is tabled until the next meeting. For the ATV violations at the Common area, a letter will be sent to the homeowner using the common area that the use of motorized vehicles are prohibited in the common areas and to pick up the pallets left behind. If the homeowner does not comply, the next step will be to put a sign "No Motorized Vehicles" at that place. If the homeowner still doesn't comply, the next step will be a violation hearing. Ms. Bourret made a motion to request the Management Company to send a letter to the homeowner using the common area with his ATV to stop and pick-up the pallets left behind. The motion was seconded by Mr. Andrew and approved unanimously.

## 10. Executive Session

At 8:35 pm, Ms. Bourret made a motion to enter Executive Session to discuss Collections, Violations, Late Fees and miscellaneous items. The motion was seconded by Mr. Andrew and approved unanimously.

At 9:10 pm, Ms. Combs made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

**\*\*\*Confidential: All lot numbers were removed for confidentiality purposes.\*\*\***

After exiting Executive Session, Ms. Bourret made a motion as follows; Ms. Combs seconded and the motion was approved unanimously:

- Lot xxx has until April 30<sup>th</sup> to complete the work. If bad weather is an issue, the homeowner will need to request for an extension.
- Lot xxx will be charged \$10 a day, up to an amount of \$900;
- Lot xxx has complied;
- Lot xxx has up to April 30<sup>th</sup>, then will be charged \$10 a day, up to an amount of \$900;
- Lot xxx has complied;
- Lot xxx has complied, however the compliance will be verified and if the homeowner is found not to have complied, he will be charged \$10 a day, up to an amount of \$900;
- All Late fee requests waiver requests were denied

The Board then discussed that a subject should be added for the next meeting, in order to review the improvements to be made to both Playground Areas, in order to get bids in time for May.

## **11. Adjourn**

The meeting was adjourned at 9:15 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
March 19, 2009**

**Directors present:** John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Mr. Williams, Ms. McDonald, Ms. Billings and Mr. and Mrs. Webber.  
Also present Ms. Breen from Landmarc Real Estate.

**1. Call to order and Introductions**

Board meeting called to order at 7:05 pm by Mr. Harris, President.

**2. Approval of Agenda**

Ms. Clark made a motion to approve the Agenda, as submitted. The motion was seconded by Ms. Bourret and approved unanimously.

**3. Resident Forum**

Mr. Williams mentioned he will attach the soccer goals to the ground so that they cannot be moved. Mr. Harris asked for the approximate cost so the Board could take a motion to have his expenses reimbursed as soon as possible. Mr. Harris made a motion to reimburse Mr. Williams' expenses for the hardware necessary to anchor and secure the soccer goals at the playground on Overview, up to an amount of \$250. The motion was seconded by Ms. Bourret and approved unanimously.

Mr. Williams also mentioned that the soccer field was used a lot recently, even during rainy days, because the County's soccer fields were closed. The Board discussed this situation briefly and a note will be added to our website to the effect that the Playground area on Overview could be closed during inclement weather.

**4. Approval of Meeting Minutes**

February 19, 2009: Mr. Andrew made a motion to adopt the minutes of February 19, 2009. Ms. Combs seconded and the motion was approved unanimously.

**5. Officers Reports**

Mr. Andrew mentioned that the financials for January and February 2009 seem adequate. Ms. Breen of Landmarc mentioned that the HOA might get short on postage eventually, the Board decided that if more postage is necessary, it will be addressed at that time.

Mr. Harris asked if the mowing of a particular lot in the neighborhood (requested by the Board at a hearing) was charged to that lot. Ms. Breen will verify and e-mail the Board.

Mr. Harris also asked if the cost of certified mail was charged to the homeowners. Ms. Breen replied it was not. The Board discussed the matter and Ms. Breen will prepare a policy resolution for the April meeting to that effect.

## **6. Committee Report**

Ms. Bourret submitted a report with the recent decisions made by the ACC.

## **7. Manager Report**

Proxy to Change Annual Meeting Language in Documents: The Board asked Ms. Breen to revise the proxy so that it is less confusing. Once the proxy is revised, it will be sent to homeowners in early May.

Action Item List: The Action Item List was reviewed and discussed, as well as it's format. It is mentioned to Ms. Breen that when she sends letters on behalf of the HOA, the Board should receive that letter by e-mail as well.

Paid invoices: The list of paid invoices is reviewed by the Board.

## **8. Old Business**

Donation to Cedar Forest: Mr. Andrew mentioned that Tuesday, March 24<sup>th</sup> at 7:00 pm is the 2<sup>nd</sup> grade concert in the gymnasium. Mr. Harris will see if he can be present, but Mr. Andrew is going, so he will be able to present the check if no one else from the Board can be present. The check will be prepared by Landmarc and Ms. Breen will get an enlarged copy of the check for the presentation.

Inspection of Subdivision by Landmarc: Ms. Breen enquired about the type of inspection that the HOA requires. Mr. Harris mentioned that the Board is looking for a visual inspection by foot, on any and all public streets or common areas of the subdivision. Ms. Breen will get Ms. Fernet contact the HOA about the inspection.

Playground area on Overview: The Board reviewed books for benches and/or picnic tables for both playground areas. The Board asked that Landmarc obtain 3 bids from different vendors by the next meeting. Ms. Bourret also mentioned that the drive leading up to the soccer field might need to be graded or additional gravel added. It has deteriorated with time and probably needs to be addressed in 2009. Ms. Breen will look at the situation.

Playground area on Hickory Hill: Signs need to be added to the area to avoid confusion, as some homeowners did not realize it was a common area for the subdivision. Ms. Breen

will look at what is needed and will e-mail the Board members for decision. Ms. Bourret made a motion to purchase signs for the new playground area, at a cost of up to \$250. The motion was seconded by Mr. Harris and approved unanimously.

Status of Transition: Ms. Breen reported that besides the Handyman Services issue and the inspection of the subdivision, the transition is complete.

Handyman Services: Ms. Breen mentioned that Landmarc's accountant will write a letter to take care of this issue as soon as possible.

Standing Water Issue: Ms. Breen advised that Rappahannock Construction Company Inc. (RCCI) was contacted regarding the ditches along Route 608. RCCI advised that they did not do any work along Route 608. The Board suggested to Ms. Breen that Landmarc should contact someone from the Utilities Department to try and determine which contractor installed the waterline to the school. The Board is concerned because the easement area granted by the HOA to the County is not in the same condition as it was before work was done and something needs to be done to correct the drainage, debris and remaining stumps.

## **9. New Business**

Replacement Fund Schedule for 2009: The document was reviewed by the Board and the following modifications need to be made:

- Play equipment's amount needs to be increased to \$20,000;
- 4 X 4 posts need to be changed to 6 X 6 posts, increase the amount to \$3,500 and change remaining useful life to 12 years;
- Tot Lot Overview needs to be changed to Tot Lot on Hickory Hill and the remaining useful life should be increased to 15 years.
- Gate at Overview should be added for an amount of \$2,500 with a remaining useful life of 15 years;
- Bridge at Hickory Hill should be added for an amount of \$2,000 with a remaining useful life of 10 years.

## **10. Executive Session**

At 8:35 pm, Ms. Bourret made a motion to enter Executive Session to discuss Collections, Violations, Late Fees and miscellaneous items. The motion was seconded by Ms. Combs and approved unanimously.

At 9:45 pm, Mr. Harris made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Mr. Andrew and approved unanimously.



**\*\*\*Confidential: All lot numbers were removed for confidentiality purposes.\*\*\***

After exiting Executive Session, Ms. Bourret made a motion as follows; Ms. Combs seconded and the motion was approved unanimously:

- Lot xxx has complied;
- Lot xxx has complied;
- Lot xxx has complied;
- Lot xxx is tabled until April's meeting;
- Lot xxx will be charged \$50 at the next occurrence for the trash can and the dismantled garage door on the grass should be removed within 2 weeks;
- Lot xxx has 60 days to return to original color or any color approved by the ACC;
- Lot xxx: late fee request is denied;
- Lot xxx: late fee request is denied;
- Lot xxx: late fee will be waived;
- Lot xxx: late fee will be waived;
- Lot xxx: late fee of \$11.16 will be waived;
- Lot xxx (homeowner): balance of \$1,178.93 from foreclosure will be written off;
- Lot xxx (bank): remaining balance of \$3.24 will be written off;
- Lot xxx: balance forward of \$9.26 will be written off;
- Lot xxx: balance forward of \$110.00 will be written off;
- Lot xxx: balance forward of \$15.87 will be written off.
- Lot xxx: balance forward of \$58.00 will be written off.

## **11. Adjourn**

The meeting was adjourned at 9:50 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
April 30, 2009**

**Directors present:** John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

**Homeowners present:** Mr. Williams, Ms. McDonald and Mr. Lechuga. Also present Ms. Breen from Landmarc Real Estate.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

Ms. Combs made a motion to approve the Agenda, as submitted. The motion was seconded by Ms. Bourret and approved unanimously.

**3. Resident Forum**

Ms. McDonald mentioned she has problems closing the gates of the Common Area on Overview on some evening, because of a few people arguing over the closing time. It was mentioned that Ms. McDonald should call the Sheriff's Office non-emergency number when that happens. Mr. Andrew will also make sure he goes on the closing time to help Ms. McDonald.

**4. Approval of Meeting Minutes**

March 19, 2009: Ms. Combs mentioned that the lot numbers should not appear on the minutes to be viewed by the public. A short discussion ensued about this. Mr. Andrew made a motion to adopt the minutes of February 19, 2009, with the lot number removed for the public copy. Ms. Combs seconded and the motion was approved unanimously.

**5. Officers Reports**

*President:* With the arrival of spring, Mr. Harris made the comment that he saw a lot of people who started working on their yards, and also quite a few people enjoying both common areas in the neighborhood.

*Treasurer – March 2009 Financials:* Mr. Andrew reviewed the March 2009 Financials and asked a few questions, but all points were clarified by Ms. Breen of Landmarc. Ms. Combs questioned the amount of faxes in the last month. A discussion arose between the members about finding an on-line fax service, which would be more cost-efficient. Those services work with a 1-800 number and you get the fax on your computer directly. Mr.

Harris mentioned he has information on some companies and will forward such to Ms. Breen of Landmarc. Ms. Breen will take care of getting the information necessary and enrolling the Association in a service, after e-mailing the Board members with the information. After a brief discussion about the budget, the expense necessary for the remainder of the year is covered by what was already budgeted. It was also mentioned that the fax expenses incurred by homeowners should be charged to said homeowner. Mr. Harris made a motion that fax charge incurred about a particular lot should be charged to said homeowner, retroactive to January 2009. The motion was seconded by Ms. Combs and approved unanimously.

## **6. Committee Report**

Ms. Bourret submitted a report with the recent decisions made by the ACC.

## **7. Manager Report**

Transition Property Inspection: The Board reviewed the documents provided by the Management Company and decided not to take any actions on this subject.

Policy Resolution of Certified Mail: The Board reviewed the document and made a few minor changes. Ms. Bourret made a motion to approve the Policy Resolution No. 01.02 – Covenant Enforcement Policy Resolution Amended and Restated 4/30/2009, as amended at the meeting. The motion was seconded by Ms. Clark and approved unanimously.

Action Item List: The Action Item List was reviewed by the Board.

Paid invoices: The list of paid invoices was reviewed by the Board.

## **8. Old Business**

Proposals for Hickory Hill and Overview Playgrounds: The Board reviewed all the proposals for correcting the hill at the Overview playground area and installing a walkway from the road to the bridge at the Hickory Hill playground. The Board then reviewed the proposal for the benches and picnic tables. Since there was only one quote, the Board requested that Landmarc get 3 full quotes for 2 benches and 2 picnic tables, each quote containing a picture of the item, the material, the way it will be anchored and the installation fee for each. The benches and picnic tables were tabled until the next meeting. Ms. Bourret made a motion to accept Keenscape, Inc. bid for the hill at the Overview Playground and the walkway at the Hickory Hill Playground, using crush & run material. The motion was seconded by Mr. Andrew and approved unanimously.

Update from Emmitt Marshall (discussion only): Ms. Breen mentioned that Mr. Marshall has asked about the speed study on Route 17 and is now waiting for the report from VDOT. Ms. Breen will get back to the Board as soon as Mr. Marshall gets the report.

Handyman Receipt: Ms. Breen contacted Susie Manch of Armstrong several times about this receipt and she still did not receive a check. The Board members asked Ms. Breen to e-mail Ms. Manch once a week, with a copy of that e-mail to the Board, until the check is finally received.

Sign for new tot lot: Ms. Breen brought the signs, but the wrong signs were ordered by Landmarc. Ms. Breen will try to return the signs. Ms. Combs will re-send Ms. Breen the e-mail containing the sign that was approved to be ordered by the Board at the last meeting.

County Update from Scott Powell (discussion only): When the work was done for the water easement, a swamp area was discovered when the work was done. This swamp area was corrected by the County. Mr. Harris will follow-up with VDOT to get a new update, as water is still standing in the ditchline.

## 9. New Business

Website update: Mr. Williams mentioned that some homeowners mentioned that the website was not clear enough as to where and how to submit their e-mail address to receive the news about meetings and other news. Ms. Bourret will make ask the Webmaster to add a place where it will be clearly mentioned.

## 10. Executive Session

At 8:30 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Combs and approved unanimously.

At 9:45 pm, Ms. Combs made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Bourret and approved unanimously.

**\*\*\*Confidential: All lot numbers were removed for confidentiality purposes.\*\*\***

After exiting Executive Session, Ms. Combs made a motion to approve the following decisions; Ms. Clark seconded and the motion was approved unanimously:

- Lot xxx: Board is not satisfied with the work done, the homeowner has 30 days to remove the dent and repair the garage door (1 Board member abstained from voting);
- Lot xxx will be charged \$50 at the next occurrence;
- Lot xxx has complied, but will be charged \$50 at the next occurrence;
- Lot xxx will be charged \$50 at the next occurrence, unless the homeowner e-mails the Management Company to mention his camper will be out for 48 hours;
- Lot xxx has complied;
- Lot xxx will be charged \$50 now;
- Lot xxx has complied;
- Lot xxx: this item is continued to the May meeting for status, with an update on progress requested to the homeowner prior to the meeting.

- Lot xxx has complied;
- Lot xxx: Board agrees to have the homeowner pay \$50 and the balance will be written-off.

## **11. Adjourn**

The meeting was adjourned at 9:50 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
May 21, 2009**

**Directors present:** John Harris, Cindy Combs, Anthony Andrew and Glyndia Clark.  
**Homeowners present:** Mr. Williams, Ms. McDonald and Mr. Clark. Also present Ms. Breen from Landmarc Real Estate.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

Ms. Clark requested an addition to the New Business. The topic of Leashed Dogs added. Ms. Combs made a motion to approve the Agenda, with added item. The motion was seconded by Mr. Andrew and approved unanimously.

**3. Resident Forum**

Ms. McDonald informed the Board that she has not encountered any problems with closing the gate.

Mr. Clark requested Landmarc to look into a home with high grass.

**4. Approval of Meeting Minutes**

April 30, 2009: Mr. Harris made a motion to approve the minutes. The motion was seconded by Ms. Clark and approved unanimously.

**5. Officers Reports**

*President:* No items to report.

*Treasurer* –No items to report.

*Vice President* – Ms. Combs questioned Landmarc who was responsible for payment of incorrectly ordered signs for the Tot Lot on Hickory Hill. After discussion Ms. Breen stated that she would request Landmarc to reimburse the HOA the cost of 170.10 for the error.

**6. Committee Report**

Ms. Combs submitted a report with the recent decisions made by the ACC.

## 7. **Manager Report**

Annual Meeting By-Laws Change: The Board reviewed the document and made two changes. Landmarc will send out letter to homeowners the following week.

Handyman Receipt: Armstrong has refunded the HOA.

Fax Charges: Ms. Breen is waiting to hear back from Ryan Fernet about a proposal to change the fax charges of the HOA contract with Landmarc.

Standing Water: Mr. Harris provided information that VDOT is to correct the standing water between the old pump station and the Timberlake main entrance before June 19, 2009. The “natural vegetation” will not be addressed due to future changes to Massaponax Church Road by the fall of 2010.

Action Item List: The Action Item List was reviewed by the Board.

Paid invoices: The list of paid invoices was reviewed by the Board.

## 8. **Old Business**

Proposals for Hickory Hill and Overview Playgrounds: The Board reviewed all the proposals for the benches and picnic table. The Board did not find any proposal acceptable. Ms. Breen is to contact All Rec and request a quote for 6 different style benches and matching picnic table.

Policy Resolution No 01.02: The Board reviewed the document. Ms. Clark motioned to approve the Policy Resolution. Mr. Andrew seconded the motion. A poll vote was taken and all present Board members voted Yes. Ms. Bourret was absent.

## 9. **New Business**

Leashed Dogs: Ms. Clark mentioned that she has seen several dogs running through the neighborhood unleashed and unsupervised. The Board has a discussion and will include in the next email a reminder that dogs must be leashed and supervised. Ms. Breen will contact Spotsylvania Country Animal Control to request early morning patrol of Timberlake.

Landscape Cutting Schedule: The Board discussed the common areas that are to be mowed by the Landscape Contractor. Landmarc has not received a cutting schedule as requested. Ms. Breen has only been able to leave VoiceMail messages with Landscape company.

**10. Executive Session**

At 7:54 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Clark and approved unanimously.

At 8:45 pm, Ms. Combs made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

After exiting Executive Session, Ms. Combs made a motion to approve the following decisions; Mr. Clark seconded and the motion was approved unanimously:

- Lot \*\*\*, No action taken.
- Lot \*\*\*, has complied, but will be charged \$50 at the next occurrence;
- Lot \*\*\*, has complied, but will be charged \$50 at the next occurrence;
- Lot \*\*\*, has complied, but will be charged \$50 at the next occurrence;
- Lot \*\*\*, work must be complete by June 15.

**11. Adjourn**

The meeting was adjourned at 8:46 pm.



**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
June 18, 2009**

**Directors present:** John Harris, Cindy Combs, Anthony Andrew, Louise Bourret and Glyndia Clark.

Around 20 homeowners were present at the meeting.

**1. Call to order and Introductions**

Board meeting called to order at 7:10 pm by Mr. Harris, President.

**2. Approval of Agenda**

It was proposed to reorganize the Agenda to have the By-Law Amendment moved right after Resident Forum. Mr. Andrew made a motion to approve the Agenda, with the reorganization proposed. The motion was seconded by Ms. Combs and approved unanimously.

**3. Resident Forum**

A homeowner mentioned a problem with a drainage easement, which Mr. Harris explained would either be the responsibility of VDOT or the County.

A new homeowner wanted to know why the HOA had a Management Company. Mr. Harris and Mr. Andrew explained the necessity for this HOA to have help for specific projects and violations, and also what they do for the money we pay.

A discussion ensued on the groundskeeper work, and the fact that the contract will expire at the end of 2009 and new bids will be requested this fall.

**4. New Business**

Amendment to the By-Laws Vote: Mr. Harris explained the reason for asking this amendment, to provide the HOA a choice of dates on which to hold the Annual Meeting. Ms. Breen of Landmarc compiled the proxies received and the By-Law Amendment passed at 44 votes against 1.

**5. Approval of Meeting Minutes**

May 21, 2009: Ms. Combs mentioned that a correction needs to be done in the May Minutes, because the name of Ms. Bourret is mentioned and she was absent from the meeting. Ms. Combs will verify her notes and have the appropriate name corrected. Ms. Bourret made a motion to vote the approval of the May Minutes by e-mail when the

information is received from Ms. Combs, in order to have the May Minutes posted on the website as soon as possible. The motion was seconded by Ms. Clark and approved unanimously. The minutes will be affirmed at the Board's July meeting.

## **6. Officers Reports**

*President:* 2 trees were down because of the storms a few weeks ago. VDOT removed the one at Hickory Hill and Massaponax Church Road. The one at the main entrance was cut up and removed by homeowners. The place where the tree was removed at the main entrance now needs to be mulched. Ms. Clark made a motion to approve spending up to \$20 to buy mulch for the main entrance. The motion was seconded by Mr. Harris and approved unanimously. Ms. Breen will see if the groundskeeper has any mulch left before the money is spent.

*Treasurer:* Mr. Andrew has no comments on the May 2009 Financials.

*Other Officers report:* No other comments were made by the Officers.

## **7. Committee Report**

Ms. Bourret submitted a report with the recent decisions made by the ACC.

## **8. Manager Report**

Amended proposal by All Rec: The pricing is not changed, so the HOA will not be taking any actions right now. A homeowner proposed we contact the County buyers to determine what vendors the County uses and ask them for a price. Ms. Breen will contact the County. Ms. Breen will also verify the cost of the Handyman for installing the tables and benches to compare the prices.

Sign Reimbursement by Landmarc: HOA was reimbursed for the signs.

Trust Fax: Ms. Breen explained why this option is not feasible.

July Board Meeting: Mr. Harris explained that the school might not be available for the July meeting. After a quick discussion, the Board decided to have the July meeting at the Playground on Overview Dr. in July as well because of the increased numbers of homeowners in attendance.

Action Item List: The Action Item List was reviewed by the Board. Ms. Breen will contact Mr. Marshall about the speed study on Route 17 between I-95 and Route 2 (in New Post).

Paid invoices: The list of paid invoices was reviewed by the Board.

## 9. New Business

E-mail from groundskeeper: Ms. Breen mentioned she got an e-mail from Techo about the following issues:

- *Ditch at Overview & Rt. 608:* Mr. Harris mentioned the ditchline will be addressed by VDOT;
- *Landscaping at Rt. 17 and Overview:* Ms. Breen will get clarification on exact location;
- *Trashcan and trash pick-up:* Trash is picked up by homeowners, no trashcan will be installed;
- *Mulch running down at playground area:* The Board believes it is for the Overview Playground; Ms. Breen will confirm the location and the HOA will talk about possible solutions for this problem at the next meeting. In the interim Mr. Harris asked that Ms. Breen contact contractors for proposals to divert the water away from the playground.

Sign at Hickory Hill Playground: Ms. Breen will ask the cost for the Handyman to install the post for the sign.

## 10. Executive Session

At 8:10 pm, Ms. Clark made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Combs and approved unanimously.

At 8:40 pm, Ms. Combs made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously. No decisions were taken in executive Session

## 11. Adjourn

The meeting was adjourned at 8:40 pm.

**Timberlake - Spotsylvania Homeowners Association**  
**Board of Directors Meeting**  
**Overview Drive Common Area**  
**July 16, 2009**

**Directors present:** John Harris, Cindy Combs, Anthony Andrew and Glyndia Clark.  
**Homeowners present:** Mr. Williams, and Mr. and Mrs. Voytek. Also present Ms. Breen from Landmarc Real Estate.

**1. Call to order and Introductions**

Board meeting called to order at 7:01 pm by Mr. Harris, President.

**2. Approval of Agenda**

Mr. Andrew made a motion to approve the Agenda. The motion was seconded by Ms. Clark and approved unanimously.

**3. Resident Forum**

Mr. Voytek shared with the Board his reasoning for placing a vinyl shed on his deck. The Board informed Mr. Voytek that he will need to meet with the ACC to resolve the violation and ACC denial for his request.

**4. Approval of Meeting Minutes**

June 18, 2009: Mr. Andrew made a motion to approve the minutes. The motion was seconded by Ms. Clark and approved unanimously.

**5. Officers Reports**

*President:* VDOT has not taken action on the draining issue near the main entrance. Mr. Harris will follow up with VDOT about the white line request from Hickory Hill /Overview Drive to Overview Drive/Cosner Drive.

*Treasurer* –Admin Expenses are over annual budget amount. Need to adjust next years budget. Action Item assigned to Ms. Breen to request a Contract Amendment to change the fax received charged from one dollar to ten cents. Reviewed check requests.

*Vice President* – Ms. Combs informed the Board on the Overview Common Area Gate Open/Close Duty due to resident being on vacation.

**6. Committee Report**

Ms. Combs submitted a report with the recent decisions made by the ACC. Discussion took place on using electronic notification to the ACC for request approval from Landmarc. The ACC is to review current process and consider changing to existing process used by Landmarc to reduce postage and copy expenses.

**7. Manager Report**

Annual Meeting Policy Resolution: The Policy Resolution will be changed to Amendment of By Laws.

Speed Study of Mills Drive: The Traffice Division is reviewing the speed study. Study was conducted at the end of July. Mr. Marshall should have an update at the August Board of Supervisors meeting.

Bench/Picnic Table Install: Cost provided for the Handyman used by Landmarc to install 2 benches and a picnic table will be \$250. Ms. Combs made motion to purchase the Benches and Picnic Table from All-Rec at the approximate cost of \$1,750 and installation at \$250 for a total of \$2,000. The motion was seconded by Ms. Clark and approved unanimously.

Tot Lot Post: Ms. Breen will provide cost for Handyman to install post at Hickory Hill Tot Lot at August meeting.

Action Item List: The Action Item List was reviewed by the Board.

Paid invoices: The list of paid invoices was reviewed by the Board.

**8. Old Business**

None.

**9. New Business**

Covenants: Homeowner asked why the HOA website does not have an electronic version of the covenants. Ms. Breen will scan and create a PDF of the Covenants and the web master will update website.

White Strip Roads: The Board will request that VDOT white strip Hickory Hill and Timberlake. Residents have noticed that since Overview received the white stripping that cars do not park as far out on the road as before.

**10. Executive Session**

At 8:26 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Clark and approved unanimously.

At 8:52 pm, Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

After exiting Executive Session, Mr. Andrew made a motion to continue all hearings until August. The motion was seconded by Ms. Clark and approved unanimously.

## **11. Adjourn**

The meeting was adjourned at 8:53 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
August 20, 2009**

**Directors present:** John Harris, Cindy Combs, Anthony Andrew and Louise Bourret.  
**Homeowners present:** Ms. Billings.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

It was proposed to add the following to the Agenda: Picnic table under Old Business and Use of School under New Business. Ms. Bourret made a motion to approve the Agenda, with the proposed changes. The motion was seconded by Ms. Combs and approved unanimously.

**3. Resident Forum**

No comments from the homeowner present.

**4. Approval of Meeting Minutes**

July 16, 2009: A few changes were proposed, mostly typos. Mr. Andrew made a motion to approve the July 16, 2009 Minutes, with the proposed changes. The motion was seconded by Mr. Harris and approved unanimously.

**5. Officers Reports**

*President:* Mr. Harris did not get any update from VDOT, but considering the budget, the ditch will be corrected eventually when VDOT has the funds necessary.

*Treasurer:* Mr. Andrew has no comments on the July 2009 Financials, other than the proposed flat rate for the faxes. Mr. Andrew would still like to use the available technology, like Trust Fax, to avoid higher costs. Ms. Breen will ask Ms. Fernet to attend the September meeting to discuss this issue.

*Other Officers report:* No other comments were made by the Officers.

**6. Committee Report**

No recent ACC decisions were reported.

## 7. **Manager Report**

Amendment to the By-Laws: The By-Laws need to be signed by the Secretary. Ms. Bourret signed the document.

Email from Chad Rinard regarding foreclosures: The Board reviewed the information sent by the Attorney.

New Collections Attorney: Ms. Breen explained that she was contacted by 2 Attorneys for our Collections. Mr. Harris asked Ms. Breen to do a spreadsheet to see the difference in fees between our current Attorney and the 2 proposals. This spreadsheet will be reviewed at the next meeting.

Proposal for Landscaping: The Board reviewed the proposals from Back 9 Landscaping and Hartwood Landscape, as well as Shawn Lawns and Lawn Solutions. Back 9 Landscaping's proposal is appealing. A discussion ensued and Ms. Breen will ask Back 9 Landscaping to revise its proposal to add mulch areas and to be more specific on the termination clause. In the meantime, the Board agreed to give a chance for Back 9 Landscaping to show their work by hiring them to seed the bare areas at the Playground on Overview Dr. Mr. Andrew made a motion to ask the Management to send a letter by Certified Mail to Techo by November 1, 2009, informing them that the HOA will not renew the landscaping contract with them; and to spend a one-time expense for hiring Back 9 Landscaping to seed the bare areas at the Playground on Overview Dr., the Overview entrance and the Hickory Hill entrance for an amount not to exceed \$1,000.

Action Item List: The Board reviewed the Action Item List. It was mentioned that the faxes should have the same rate as the copies. Also, Ms. Breen mentioned that the Handyman fee to install the post and put the sign up at the Playground on Hickory Hill is \$250. A proposal was sent to Mr. Harris for his signature. Mr. Harris will sign and return to Ms. Breen as soon as possible.

Paid invoices: The Board reviewed the list of paid invoices.

## 8. **Old Business**

Picnic Table Update: The final price for the purchase of 2 benches and 1 picnic table including freight and taxes is \$1,815.15, which is slightly higher than the estimate of \$1,750.00. Last month the Board authorized the expenditure of \$2,000.00, which included the estimate for the purchase price and \$250.00 for installation. As a result of the slight increase in final price, Mr. Harris made a motion to increase the amount of the total expenditure to \$2,100. The motion was seconded by Ms. Combs and approved unanimously.



**9. New Business**

Use of School: Ms. Breen mentioned that the County School Board now requests that all associations include the name of the school in their insurance. Ms. Breen will contact Nationwide Insurance and come back to the Board by e-mail to see if there is a fee attached to including the name of the school in the HOA's insurance.

**10. Executive Session**

At 7:45 pm, Ms. Bourret made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Combs and approved unanimously.

At 8:00 pm, Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Combs and approved unanimously. No decisions were taken in executive Session.

**11. Adjourn**

The meeting was adjourned at 8:00 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
September 17, 2009**

**Directors present:** John Harris, Cindy Combs, Anthony Andrew, Louise Bourret and Glyndia Clark.

**Homeowners present:** Ms. Billings, Ms. McDonald, Mr. Fanous, Mr. Ortiz, Mr. Londeree and Mr. Utterback.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

The title "Officers Report" will be moved to after the title "Managers Report". This will be a permanent change. It was also proposed to add the subject "Benches & Picnic tables and Hickory Hill Common Area sign" under the title "Old Business" and to add the subject "Pools" under the title "New Business". Ms. Bourret made a motion to approve the Agenda, with the proposed changes. The motion was seconded by Ms. Combs and approved unanimously.

**3. Resident Forum**

Ms. Billings mentioned that there is a Virginia's Holiday Lightfest to be held at Patriot Park from November 27, 2009 to January 1, 2010. This event is to benefit the American Red Cross. She mentioned that maybe this information could be added to the website for people looking for things to do during the Holiday period.

**4. Approval of Meeting Minutes**

August 20, 2009: A few changes were proposed. Mr. Andrew made a motion to approve the August 20, 2009 Minutes, with the proposed changes. The motion was seconded by Ms. Combs and approved unanimously.

**5. Committee Report**

Ms. Breen mentioned the latest decisions by the ACC Committee.

**6. Manager Report**

Action Item List: Ms. Breen mentioned the items on the list. Items noted:

- Ms. Breen will send an e-mail reminder to Techo for the storm water cutting, as the contract states it will be done in September;
- Ms. Breen also mentioned she didn't get any news from Mr. Marshall, so she will continue asking until there is news from the Board of Supervisors;
- VDOT will do the work in the ditch in the near future. As for adding road lines between Cosner Rd. and Hickory Hill, this will be done as soon as budget allows.

Collections Attorney Comparison Sheet: Ms. Breen mentioned that there is a slight problem with Chad, because of staffing issue and the fact that they handle too many subdivisions. The Board discussed the Comparison Sheet and decided to try another lawyer for the next 6 months to see how it goes. Ms. Bourret made a motion to send all new collection accounts to Janet Boyd for the next 6 months. The motion was seconded by Mr. Andrew and approved unanimously.

Back 9 Landscaping Contract with Changes: Ms. Breen explained that all changes were made to the contract with Back 9 Landscaping. The Board discussed some issues with the contract, mentioning that a map should be added to the contract and references made to that map for the regular mowing. The ditch at Hickory Hill & Overview will be added to the mowing area, as well as the Common areas. Ms. Breen will e-mail the Board with the map mentioning all the mowing areas and she will speak with Back 9 Landscaping again to see if the changes on the contract are accepted.

2010 Draft Budget: The Board reviewed the Draft Budget. A discussion ensued on the annual increase of the HOA dues and also on some particular lines. Ms. Breen will correct the amounts that need to be corrected and re-calculate the options with a 3% increase or a 5% increase in dues, and which amount can be allowed in the Capital Expenditure, for the proposed enhancements the Board has in mind for 2010. This item will be reviewed further at the next meeting.

Paid Invoices: The Board reviewed the Paid Invoices and more information is requested on the phone charges. Ms. Breen will re-invite Ms. Fernet to come to the next Board meeting to discuss these matters further.

## **7. Officers Reports**

*President:* No further comments.

*Treasurer:* No further comments.

*Other Officers report:* Ms. Bourret mentioned that someone was interested in advertising for a year on the website. Mr. Harris added that if this is the case, a line should be added to the Draft Budget to track the amounts we get for advertisements.

**8. Old Business**

Use of Cedar Forest Elementary School on schedule from September 2009 through May 2010: Ms. Breen mentioned that the schedule had been confirmed and the school will be available for those dates.

Benches & Picnic tables and Hickory Hill Common Areas new sign: Board members will meet at the Overview Common Area on Sunday at 6:00 pm to decide the location of the picnic table and the bench and then drive to the Common Area on Hickory Hill to decide the location of the bench. Mr. Harris will bring the sign so Ms. Breen can then give it to the handyman for installation.

**9. New Business**

Pools: Mr. Harris mentioned that he was asked by homeowners why the ACC does not allow the temporary inflated pools that are installed for the summer season only. He then mentioned that he spoke with other Board members on the phone and made some research on the restrictions by the County and necessary information. Mr. Harris proposed to modify the ACC rules with the necessary restrictions included. He distributed a text of the modification for the Board to review. Ms. Clark made a motion to refer the modified ACC Rules to the ACC Committee for their review and comments. Ms. Bourret seconded and the motion was approved unanimously. Mr. Harris will send the modified text to the ACC Committee.

Draft Audit: This item is tabled until next month, to give a chance to the Board members to read it.

Yard Sale: The next Community Yard Sale is October 10, 2009. Ms. Harris will take care of the ad in the newspaper, Ms. Combs will take care of the ad on Craigslist.

**10. Executive Session**

At 8:25 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Bourret and approved unanimously.

At 9:15 pm, Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

After exiting Executive Session, Ms. Bourret made a motion to approve the following decisions; Ms. Combs seconded and the motion was approved unanimously:

- Lot xxx: Ms. Breen will gather more information to bring to the Board at the next meeting, and notify the homeowner if he needs to come back;
- Lot xxx: reminder letter to be sent via first-class mail
- Lot xxx: reminder letter to be sent via first-class mail

- Lot xxx: this violation is tabled until the month of October for an update by Ms. Breen;
- Lot xxx: a 6-month delay is granted;
- Lot xxx: has not complied, will be charged \$10 per day;
- Lot xxx: this violation is cancelled;
- Lot xxx: Board asked Ms. Breen to advise the ACC that the Board encourages the ACC to approve the shed with the requirement that the addition/protruding structure be removed.

## **11. Adjourn**

The meeting was adjourned at 9:15 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
October 15, 2009**

**Directors present:** John Harris, Anthony Andrew, Louise Bourret and Glyndia Clark.  
**Homeowners present:** Ms. McDonald, Mr. Daniels of Back 9 Landscaping.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

It was proposed to add the subject "Letter from Chad Rinard" under the title "Manager's Report" and to add the subject "Pools" under the title "New Business". Mr. Andrew made a motion to approve the Agenda, with the proposed changes. The motion was seconded by Ms. Clark and approved unanimously.

**3. Resident Forum**

Ms. McDonald mentioned that the picnic table and the bench at the Overview Common Area look great, but unfortunately, the trash has increased a lot. The Board discussed the possibility of adding a sign "no littering" later, probably in the spring, since there should be less trash in the winter season.

**4. Approval of Meeting Minutes**

September 17, 2009: Ms. Clark made a motion to approve the September 17, 2009 Minutes. The motion was seconded by Mr. Andrew and approved unanimously.

**5. Manager Report**

Back 9 Landscaping Contract with Changes: The Board asked questions to Mr. Christian Daniels of Back 9 Landscaping, especially on the different methods used at different places for the seeding. Mr. Daniels explained the different types of soil, saying he will monitor the progress and come back to make adjustments to make sure the grass grows. The maps were also adjusted and areas added for the Contract. Mr. Andrew made a motion to approve the contract, as modified, for a period of one year. The motion was seconded by Ms. Bourret and approved unanimously.

Action Item List: The Board reviewed and commented each item on the list. The Board also discussed who will be invited at the Annual Meeting to speak. The Board would like to invite VDOT again, as well as people from the new hospital, Silver Companies to

explain the new intersection at the 7-Eleven, and also the Sheriff's Office because of recent beak-ins in the area.

At 7:45 pm, Ms. Breen left the meeting temporarily. The Board then discussed the phone/fax item on the list and it was proposed that Mr. Harris will contact Ms. Fernett directly to offer a flat rate of \$400 instead of the \$600 proposed by Ms. Fernett. Mr. Harris will let the Board know of the decision. At 7:50 pm, Ms. Breen came back to the meeting.

Letter from Chad Rinard: Mr. Rinard wrote a letter advising his firm will stop representing all Landmarc-managed Association and recommending Parrish, Houck & Snead instead. Ms. Breen also mentioned that Ms. Janet Boyd left the firm the Board had selected at the last month's meeting. Ms. Breen also recommended Parrish, Houck & Snead as legal representation for our HOA. Ms. Bourret made a motion to supercede the action taken at the September 2009 meeting to send all new accounts to Janet Boyd for a period of 6 months and made a motion to use Parish, Houck & Snead for the legal representation of the HOA. The motion was seconded by Mr. Andrew and approved unanimously.

Info from the Accountant Regarding AR Booked from Transition: Ms. Breen explained the "A/R – Prior" line on our Budget. This amount of \$5,731.13 is all general assessment receivable, late fee receivable, legal fee receivable, nsf receivables, etc. we had when Landmarc took over from Armstrong.

Info from the VAPOA in regards to Reserve Studies: Ms. Breen copied the Code section from the Virginia Property Owners Association Act for the Board's review. Since the Code Section does not mention that the Replacement Fund Schedule needs to be done by an Engineer, the Board is of the opinion that it is in compliance with the VAPOA.

Reserve Chart: The board made a few changes on the Replacement Fund Schedule 2009. This subject will be added to the next meeting's Agenda to be approved with the necessary changes.

Paid Invoices: The Board reviewed the Invoices paid in the last month.

## **6. Officers Reports**

*President*: The sign at the Hickory Hill Common Area is leaning. The post is too small. Ms. Breen will ask the handyman to use a 4 x 4 post for the sign. Mr. Harris mentioned the sign should be put behind the guard rail and only put in dirt, no concrete, because it is the VDOT right a way.

*Treasurer*: No further comments.

*Other Officers report*: No further comments.

**7. Committee Report**

Ms. Breen provided the latest decisions by the ACC Committee.

**8. Old Business**

2008 Draft Audit: The Board briefly reviewed the 2008 Draft Audit. Mr. Harris mentioned that the section about the Components of the Common Area is wrong and has never been revised in years. Mr. Harris made a motion to table this subject to the next meeting in order to review the differences in studies. The motion was seconded by Ms. Bourret and approved unanimously.

**9. New Business**

Pools: The ACC Committee's recommendation was to not approve the pools because of concerns of upkeep of the pools by the homeowners, and also because of County requirements. A discussion ensued and the Board was inclined to move forward the ACC Amendment regarding pools. Ms. Bourret made a motion to modify the ACC Rules as previously presented and to add "Temporary" in front of "Inflatable Pools" as written in the previously presented language. The motion was seconded by Mr. Andrew and approved unanimously.

An announcement will be made at the Annual Meeting in January and maybe try to get in touch with someone at the County Building Code to either come to the Annual Meeting or give us hand-outs about pools to give to the homeowners. The ACC Rules will be modified accordingly, including on the website.

2010 Draft Budget: The Board discussed the Budget and the necessity to increase the HOA dues by 5% this year, in order to add to our reserve for future improvement, as discussed at the meeting in September. A discussion ensued on this subject. Some minor changes were also made to the Budget. Mr. Harris made a motion to approve the 2010 Draft Budget, with an increase of HOA dues of 5%, and the minor changes noted. The motion was seconded by Ms. Bourret and approved by 3 members, with 1 member opposed.

**10. Executive Session**

At 9:05 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections, Violations, and miscellaneous items. The motion was seconded by Ms. Clark and approved unanimously.

At 9:15 pm, Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.



After exiting Executive Session, Ms. Bourret made a motion to approve the following decisions; Mr. Andrew seconded and the motion was approved unanimously for all lots, except for Lot 83 that was approved by a majority of 3 members, 1 member opposed:

- Lot \*\*\*: Ms. Breen will ask for 50% of the amount that was due;
- Lot \*\*\*: violation was corrected, but a fee of \$50 will be charged on future occurrences;
- Lot \*\*\*: violation was corrected, but a fee of \$50 will be charged on future occurrences;
- Lot \*\*\*: has not complied, will be charged \$10 per day for up to 90 days;
- Lot \*\*\*: has not complied, will be charged \$10 per day for up to 90 days;
- Lot \*\*\*: this violation is continued until the spring and will be put on the Agenda for the meeting in April 2010 for update;

## **11. Adjourn**

The meeting was adjourned at 9:35 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
November 19, 2009**

**Directors present:** John Harris, Anthony Andrew, Louise Bourret and Glyndia Clark.  
**Homeowners present:** Ms. Billings and Mr. Williams.

**1. Call to order and Introductions**

Board meeting called to order at 7:00 pm by Mr. Harris, President.

**2. Approval of Agenda**

Mr. Andrew made a motion to approve the Agenda. The motion was seconded by Ms. Clark and approved unanimously.

**3. Resident Forum**

Ms. Billings enquired about the speakers who will be at the Annual Meeting. Mr. Williams commented on the school bus routes and the lack of information disseminated to parents.

**4. Approval of Meeting Minutes**

October 15, 2009: Ms. Clark made a motion to approve the October 15, 2009 Minutes. The motion was seconded by Mr. Andrew and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list. The letter to terminate Techo services will be sent after the Thanksgiving week-end. Concerning the speed study on Route 17 from Route 2 at New Post to Cosner's Corner, Mr. Marshall will follow-up. Water is still standing along Route 608, still trying to get an update from VDOT. As for the phone/fax, John spoke with Gail Fernet of Landmarc and \$600 a year is the best she can do

Ms. Breen mentioned a list of the speakers lined-up so far for the Annual Meeting. Silver and the Sheriff's Office will attend. The Hospital is not sure. VDOT said no because of budget cuts and Fire/Rescue said no. Ms. Breen will send an e-mail as the meeting gets closer.

Ms. Bourret made a motion to ask Ms. Breen to contact Mr. Marshall to be present at the Annual Meeting. The motion was seconded by Mr. Andrew and approved unanimously.

Reserve Chart: Ms. Breen and Mr. Harris looked into the Reserve Chart and it has been revised and updated. Ms. Bourret made a motion to adopt the new reserve chart. The motion was seconded by Mr. Andrew and approved unanimously.

Handyman: Everything is completed.

Auditor's Report: Pages that needed to be corrected were corrected. Mr. Andrew made a motion to approve the corrected Auditor's Report. The motion was seconded by Mr. Harris and approved unanimously.

Pool language on ACC Guidelines: Mr. Harris mentioned the changes were approved last month by the Board. Fifty copies of the Guidelines will be made for distribution at the Annual Meeting.

## **6. Officers Reports**

*President*: Mr. Harris mentioned that the yard sale held on October 10 had a good participation. As well, Mr. Harris mentioned that Ms. Combs will not be coming back on the Board next year, so the Annual Meeting Notice should include that 1 position is available.

*Treasurer*: Mr. Andrew had questions regarding funding for future improvements. Mr. Harris mentioned that we still have cash on hand, so we are still good to set some money aside in the money market to be expensed in future improvements.

*Other Officers report*: No further comments.

## **7. Committee Report**

Ms. Breen provided the latest decisions by the ACC Committee and mentioned that so far the Committee is still looking for 2 new volunteers.

## **8. Old Business**

2010 Draft Approved Budget: Mr. Harris explained changes to the line items in the budget so as to increase the reserve line item required by the updated reserve study. Ms. Clark made a motion to approve the Draft Budget. The motion was seconded by Ms. Bourret and approved unanimously.

## **9. New Business**

Parish, Houck & Snead – Registered Agent: Mr. Harris mentioned that the fee for Parish, Houck & Snead to serve as the Board's Registered Agent, which the law requires, is \$100. Mr. Harris made a motion to have Parish, Houck & Snead serve as Registered Agent for the HOA, at a fee of \$100. The motion was seconded by Mr. Andrew and approved unanimously.

Friends of the Rappahannock: Mr. Harris explained that they deal with erosion control and they are interested in speaking to groups in the area. Ms. Breen will see if there is space at the Annual Meeting for another speaker. She will also ask Mr. Marshall to speak about sidewalks and fire station.

Ms. Breen also e-mailed Ni Village, who are proposing a live/work/play environment close to Massaponax High School, to see if someone can come to speak at the Annual Meeting, and received no response.

December Meeting: The Board will wait until the beginning of December to determine if a short meeting is required.

## **10. Executive Session**

At 8:00 pm, Ms. Bourret made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Andrew and approved unanimously.

At 8:25 pm, Ms. Bourret made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Mr. Andrew and approved unanimously.

After exiting Executive Session, Mr. Andrew made a motion to approve the following decisions; the motion was seconded by Mr. Harris and approved unanimously:

- Lot xxx: violation was corrected;
- Lot xxx: has until November 30<sup>th</sup> to comply, then will be charged \$10 per day for up to 90 days;
- Lot xxx: violation was corrected;
- Lot xxx: violation was corrected;
- Lot xxx: trailer has to be moved by the end of business on November 30<sup>th</sup> and then will be charged a \$50 fee per future occurrence;
- Lot xxx: paint has to be completed by May 15<sup>th</sup>, then will be charged \$10 per day for up to 90 days;
- Lot xxx: the 2 violations have been corrected;
- Lot xxx: Plan is agreed.

## **11. Adjourn**

The meeting was adjourned at 8:30 pm.