

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
March 18, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew, Louise Bourret and Glyndia Clark.

Homeowners present: Mr. Williams.

**1. Call to order and Introductions**

Board meeting called to order at 7:10 pm by Mr. Harris, President. The Board members introduce themselves to the new Board member, Mr. Lamberton.

**2. Approval of Agenda**

Ms. Bourret added two items to the Agenda: Message Board on the Website and Gate Schedule. Mr. Andrew made a motion to approve the Agenda. The motion was seconded by Ms. Clark and approved unanimously.

**3. Resident Forum**

No comments from residents.

**4. Approval of Meeting Minutes**

November 19, 2009: Ms. Clark made a motion to approve the November 19, 2010 Minutes. The motion was seconded by Mr. Andrew and approved by a majority of 4 members, 1 member abstained.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

Email from Landmarc "IT" person: Ms. Breen will look at the fee associated in adding the website address on our letterhead.

Picture of Bulletin Board: The Board members looked at the picture of the proposed Bulletin Board. After discussion, that kind of Bulletin Board would not work for our subdivision.

Email from Account in regards to Income Statement: Ms. Breen explained that an Income Statement is included in our Monthly Statement.

Email from account in regards to legal Status Report: After a brief discussion, the Board members agreed to have Mr. Harris call our attorney to discuss receiving a monthly status report without a monthly fee.

## 6. **Officers Reports**

*President:* Mr. Harris discussed the positions on the Board of Directors. It was decided that Mr. Lamberton will be Vice-President and Mr. Andrew will remain as Treasurer.

*Other Officers report:* Ms. Clark discussed the fact that trash was found at the Hickory Hill common area. No action can be taken at this point. Ms. Breen will check prices to add play equipment at the 2 common areas. This item will be added to the next Board agenda under “Old Business”.

## 7. **Committee Report**

Ms. Breen provided the latest decisions by the ACC.

## 8. **New Business**

2009 Draft Audit: Mr. Harris mentioned that the Replacement Schedule is an old version and should be updated. This item will have to be discussed further at the next meeting under “Old Business”. Ms Clark made a motion to table this item until the next meeting. The motion was seconded by Ms. Bourret and approved unanimously.

Letter to Armstrong Management: All Board members are satisfied by the letter. All members signed the letter and Ms. Breen will send it the next day.

Proposal from Freelance Graphics: After a brief discussion, the members discussed the option to use the other signs we have so that both sides of the signs can be used. Ms. Bourret made a motion to spend \$30 to have all signs done. The motion was seconded by Mr. Andrew and approved unanimously.

Proposal for Entrance and Island Features: The Board looked at the 3 proposals, ranging from \$6,000 to \$21,000. The Board wanted to pay \$1,000. A discussion ensued on trying to find money elsewhere, but that option was dropped. Mr. Lamberton mentioned that the Daisy Troop (girl scout) was looking for community projects to be done. The Board discussed having our landscaping company to do the hard work, like removing dead bushes and arranging the area, and have the Daisy troop plant flowers under parent’s supervision, as a community service. Mr. Andrew made a motion to pay \$900 to Back 9, our landscaping company, to arrange the area and remove dead bushes, and to spend \$100 on perennials to be planted by the Daisy Troop. The motion was seconded by Mr. Lamberton and approved unanimously.

Message Board on the Website: The Board looked at the proposal from a resident and decided it was not an option at this point.

Gate Schedule: Ms. Breen, Ms. Bourret and Ms. Clark will coordinate to talk to some of the neighbors they know of the Common Area on Overview to see if someone could take over the opening and closing of the gate.

## **9. Executive Session**

At 8:40 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 8:55 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. Lamberton and approved unanimously.

After exiting Executive Session, Mr. Lamberton made a motion to have Mr. Harris call our attorney to get a monthly status report for free or consider going to another attorney. The motion was seconded by Ms. Clark and approved unanimously.

Mr. Andrew then made a motion to approve the following decision. The motion was seconded by Ms. Bourret and approved unanimously:

- Lot xxx: continued to April;
- Lot xxx: if not corrected in the next 7 days, will be charged \$10 per day for up to 90 days;
- Lot xxx: violation was corrected;
- Lot xx: continued to April;
- Lot xxx: violation was corrected;
- Lot xxx: violation was corrected.

## **10. Adjourn**

The meeting was adjourned at 9:00 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Cedar Forest Elementary School  
April 15, 2010**

**Directors present:** John Harris, Larry Lamberton and Louise Bourret.  
**Homeowners present:** Ms. Billings.

**1. Call to order and Introductions**

Board meeting called to order at 7:30 pm by Mr. Harris, President.

**2. Approval of Agenda**

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

**3. Resident Forum**

No comments from residents.

**4. Approval of Meeting Minutes**

March 18: A small correction was made. Mr. Harris made a motion to approve the corrected March 18, 2010 Minutes. The motion was seconded by Mr. Lamberton and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

Fax from US Domain Licensing: This item is continued to the next meeting.

**6. Officers Reports**

No reports from the officers.

**7. Committee Report**

Ms. Breen provided the latest decisions by the ACC.

**8. Old Business**

Back 9 – Entrance & center Island proposal: This item was reviewed under the Action Item List and the Board asked Ms. Breen to further discuss with Back 9 the possibilities

at the Entrance and at the Center Island. Mr. Lamberton advised that the planting will be done by the Boy Scouts instead of the Girl Scouts.

2009 Draft Audit: The Audit is still wrong and needs to show the reserve schedule approved by the Board in November 2009. Ms. Breen will contact the Auditors.

Armstrong's Response to Escrow Fund: This item was discussed under the Action Item List. The Board elected to take no further action based on language in the original contract with Battlefield Management.

## 9. New Business

Hickory Hill Playground: The Board discussed adding spring riders to both playgrounds. Ms. Breen will get more information, and look at the possibility of having a handyman do the installation work.

Mr. Harris mentioned that the Spotsylvania Regional Medical Center is having it's Community Open House on May 15th, from 10 am to 2 pm. A note will be made to that effect on the website. Mr. Harris also mentioned, the County Yard Sale to be held on May 15 as well. Information about his event will also be provided on the website.

## 10. Executive Session

At 7:50 pm, Ms. Bourret made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Lamberton and approved unanimously.

At 8:20 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. Lamberton and approved unanimously.

After exiting Executive Session, Ms. Bourret made a motion to approve the following decision. The motion was seconded by Mr. Lamberton and approved unanimously:

- Lot ~~101\*\*\*\*~~: will be charged \$10 per day for up to 90 days;
- Lot ~~71:\*\*\*~~ will be charged \$10 per day for up to 90 days;
- Lot ~~\*\*\*:14~~: violation was corrected;
- Lot ~~\*\*\*432~~: violation was corrected;
- Lot ~~\*\*\*178~~: violation was corrected;
- Lot ~~\*\*\*129~~: will have 30 days ot get ACC approval and then will be charged \$50 per occurrence after 120 days.

## 11. Adjourn

The meeting was adjourned at 8:20 pm.

**Timberlake - Spotsylvania Homeowners Association**  
**Board of Directors Meeting**  
**Cedar Forest Elementary School**  
**May 20, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew, Louise Bourret and Glyndia Clark.

A few homeowners were present.

**1. Call to order and Introductions**

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

**2. Approval of Agenda**

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

**3. Resident Forum**

One resident mentioned that the day of the Yard Sale was also trash collecting day and he wanted to advise people to be careful, because some of his belongings were sent to trash.

**4. Approval of Meeting Minutes**

April 15: Ms. Clark made a motion to approve the April 15, 2010 Minutes. The motion was seconded by Mr. Harris and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list. It was mentioned that Ms. Breen will send us a sample of the legal status report that Landmarc could produce for us. Members also discussed the lighting at the playground on Hickory Hill and more cost information is requested. A homeowner then asked about lighting in the subdivision and a discussion ensued on this subject.

**6. Officers Reports**

President's report: Mr. Harris mentioned that Back 9 had a contract to seed some difficult area in the subdivision, but nothing is growing yet. Ms. Breen mentioned she contacted Back 9 about this, and they mentioned that they are still working on it. Mr. Andrew will get in contact with Back 9 to get further information from them on what they are doing.

Treasurer's Report: Mr. Andrew reviews a few points on the Balance Sheet and Budget.

Other Officers Report: Ms. Bourret mentioned that there had been a few cars that got broken-in in the subdivision, and advised that people should lock their cars at all times.

## **7. Committee Report**

Ms. Breen provided the latest decisions by the ACC. Five applications were approved during the last month.

## **8. Old Business**

Hartwood and Valley Crest Center Island Proposals: Members looked at both proposal and discussed a few points. Mr. Andrew made a motion to accept Hartwood's proposal. The motion was seconded by Mr. Lamberton and approved unanimously.

2009 Draft Audit: Members were satisfied with the changes and Mr. Harris signed the 2009 Draft Audit.

Spring Rider Toys: Members looked at a few different options for the Spring Riders. A discussion ensued between the members on this subject and it was decided that only one Spring Rider would be bought and installed to see what response it gets. Mr. Lamberton made a motion to buy the "Freddy the Frog" Spring Rider from BYO. The motion was seconded by Ms. Bourret and approved at a majority of 4 to 1.

## **9. New Business**

Beaver Removal (discussion only): It came to the attention of the Board that a Beaver is back in the pond, because water is getting higher. It was decided that at this point, there is no danger of flooding for any homeowners or streets, so no action will be taken at the present time.

## **10. Executive Session**

At 8:15 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 8:45 pm, Ms. Clark 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 decision. The motion was seconded by Mr. Lamberton and approved unanimously:

- Lot \*\*\*: will be charged \$50 and have work done by the County;
- Lot \*\*\*: will be charged \$10 per day for up to 90 days, or until there is evidence that the homeowner is working on the issue;
- Lot \*\*\*: will be charged \$10 per day for up to 90 days;

- Lot \*\*\*: violation was corrected, but a \$50 will be charged for next occurrence;
- Lot \*\*\*: violation was corrected;
- Lot \*\*\*: will be charged \$10 per day for up to 90 days;
- Lot \*\*\*: will be charged \$50 and have work done by the County;
- Lot \*\*\*: violation was corrected;
- Lot \*\*\*: violation was corrected.

## **11. Adjourn**

The meeting was adjourned at 8:45 pm.



**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
June 17, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew and Louise Bourret.  
**Homeowners present:** Amy Munro and Carmen Billings. Also present: Christian from Back 9.

**1. Call to order and Introductions**

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

**2. Approval of Agenda**

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

**3. Resident Forum**

No comments from the homeowners present.

**4. Approval of Meeting Minutes**

May 20: Ms. Bourret made a motion to approve the May 20, 2010 Minutes. The motion was seconded by Mr. Harris and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**6. Officers Reports**

President's report: No report from the President.

Treasurer's Report: Mr. Andrew mentioned that the Audit was received.

Other Officers Report: No other report from the Officers.

**7. Committee Report**

Ms. Breen provided the latest decisions by the ACC. One application was approved during the last month.

**8. Old Business**

Legal Status Report: Ms. Bourret made a motion to ask Landmark to provide the HOA with a monthly Legal Status Report, at the fee indicated. The motion was seconded by Mr. Andrew and approved unanimously.

Back 9 Contracts: Christian from Back 9 explained the problems he encountered while seeding some area. He mentioned his plan of action as soon as the seeding season comes back. Mr. Harris asked Christian to add Round-Up on the gravel path to the Hickory Hill Playground once in a while to remove the extra grass.

Light at Hickory Hill Playgroun: This subject is tabled until next month. In the meantime, Ms. Breen will investigate solar powered lights.

**9. New Business**

Management Contract: Mr. Harris mentioned that the contract needs to be for 1 year to avoid the January to December contract. The original contract was for 18 months in order to avoid renewal in January. Ms. Breen will relay the message to Landmarc.

**10. Executive Session**

At 7:45 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Harris and approved unanimously.

At 8:05 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 Mr. Harris and approved unanimously.

After exiting Executive Session, Mr. Andrew made a motion to approve the following decision. The motion was seconded by Ms. Bourret and approved unanimously:

- Lot \*\*\*: will be charged \$50 plus the cost of mowing the grass;
- Lot \*\*\*: violation was corrected, but a \$50 will be charged for the next occurrence;

**11. Adjourn**

The meeting was adjourned at 8:10 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
July 15, 2010**

**Directors present:** John Harris, Anthony Andrew and Louise Bourret.

**Homeowners present:** Carmen Billings, Mark Williams, Tammi Askeland and Nick Covert.

**1. Call to order and Introductions**

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

**2. Approval of Agenda**

Ms. Breen said that 2 subjects needed to be heard under New Business. Those subjects are “Use of School” and “Updated Fee Schedule from Parish, Houck & Snead. Mr. Andrew made a motion to approve the updated Agenda. The motion was seconded by Mr. Harris and approved unanimously.

**3. Resident Forum**

All homeowners present were happy about the new lines added by VDOT on Overview Dr. between Costner Dr. and Hickory Hill.

**4. Approval of Meeting Minutes**

June 17: Mr. Andrew said he didn’t have time to read the minutes, so the approval of the minutes will be tabled until next month.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**6. Officers Reports**

President’s report: No report from the President.

Treasurer’s Report: Mr. Andrew mentioned the amount of trash at the playground on Overview. Ms. Bourret said she would pick up the trash the next day.

Other Officers Report: No other report from the Officers.

**7. Committee Report**

Ms. Breen provided the latest decisions by the ACC.

## 8. Old Business

Lighting at Hickory Hill Playground: Solar lighting is not an option considering the price. A discussion ensued on solutions possible, but since no other incident of trash happened, the Board decided to keep monitoring the playground and take action later if it becomes a problem.

Management Contract: This subject will be discussed later under New Business, after the subject “Updated Fee Schedule from Parish, Houck & Snead”.

## 9. New Business

Updated Fee Schedule from Parish, Houck & Snead: Ms. Breen explained that Parish, Houck & Snead has a new Fee Schedule that would include a Status Report. Mr. Andrew mentioned he would like to see an example of the Status Report we would get from them. The Board decided to table this subject until next month, when we have an example of their Status Report.

Management Contract: Ms. Breen mentioned that she spoke with Ms. Fernett and the contract will be for a period of one year, until June 30, 2011. The Legal Status Report and expenses will probably be removed if the Board decides to go with Parish, Houck & Snead new Updated Fee Schedule. Mr. Andrew made a motion to approve the Management Contract until June 30, 2011. The motion was seconded by Ms. Bourret and approved unanimously.

Use of School: Ms. Breen mentioned that the School Board is requesting the HOA to pay a fee of \$50 per hour if we use their library for our meetings. A discussion ensued and the Board members decided to attend the next School Board meeting to be heard about this, and if it cannot be worked out, we will invite a member of the School Board to come see our facility. Ms. Breen will let us know the date of the next School Board meeting.

Massaponax Church Road Project (discussion only): Mr. Harris explained the project the County needs to do, and explained the road profile. A discussion ensued about the main entrance, the pond, and the entire project. A map is missing, so the discussion will resume at the next meeting when we have all the information.

## 10. Executive Session

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

At 8:15 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 Mr. Harris and approved unanimously.

After exiting Executive Session, Ms. Bourret made a motion to approve the following decision. The motion was seconded by Mr. Andrew and approved unanimously:

- Lot \*\*\*: violation was corrected, but a \$50 will be charged for the next occurrence;
- Lot \*\*\*: violation was not corrected, a fee of \$50 will be charged;
- Lot \*\*\*: violation was corrected, but a \$50 will be charged for the next occurrence;
- Lot \*\*\*: No action, ACC application was received.

## **11. Adjourn**

The meeting was adjourned at 8:20 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
August 19, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew and Louise Bourret.  
Approximately 15 homeowners were present.

**1. Call to order and Introductions**

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

**2. Guest Speakers**

Craig Curtis and Seth Bourne of Diversified Property Services explained the proposed project for widening Massaponax Church Road, and its effect on our common areas and our subdivision. A lot of questions and concerns were given, Mr. Curtis and Mr. Bourne took down the questions, will seek answers and come back at our next meeting to address them. A list of questions and concerns will be sent to the Board and posted on the website for all homeowners to see.

**3. Approval of Agenda**

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

**4. Resident Forum**

Some homeowners mentioned a problem with the grass schedule and the fact that they receive a letter after they have cut their grass. These homeowners will get in contact with Ms. Breen to avoid letters being sent. Another homeowners mentioned that dogs should be kept on leash and under control. A note will be made on the website to that effect. Also discussed, the right for commercial vehicles to park in our community.

**5. Approval of Meeting Minutes**

June and July 2010: Mr. Andrew made a motion to adopt the June & July 2010 Minutes. The motion was seconded by Mr. Harris and approved unanimously.

**6. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**7. Officers Reports**

President's report: No report from the President.

Treasurer's Report: No report from the Treasurer.

Other Officers Report: No other report from the Officers.

## **8. Committee Report**

ACC Report: Ms. Breen provided the latest decisions by the ACC.

## **9. Old Business**

Trash at Overview Playground: Ms. Breen mentioned that she contact Shifflett and that company offered the service of 2 trashcan pick-ups (one on the level of the playground and one on the level of the soccer field), for the price of \$25 a month. It is discussed that the trashcans will have to be locked at all times, Ms. Breen will contact Shifflett to see what they think. That expense could be taken out of Playground maintenance & repairs. Mr. Andrew made a motion to have Shifflett pick up the 2 garbage cans at the Overview Playground, with locked cans, for a fee of \$25 per month. The motion was seconded by Ms. Bourret and approved unanimously.

Parish, Houck & Snead Legal Status Report: Ms. Bourret made a motion to approve the Legal Status Report. The motion was seconded by Mr. Andrew and approved unanimously.

Meeting Place Discussion: Right now, there is no change in the fact that we still don't have a new place to do our meetings, and we are still on the lookout for a new facility. In the meantime, the September meeting will be held at the offices of Landmarc.

## **10. New Business**

2011 Reserve Fund Schedule, 2011 Draft Budget and 2010-2011 Tax and Audit Proposals: These 3 subjects were discussed briefly and tabled until the September meeting.

## **11. Executive Session**

At 8:35 pm, Mr. Harris made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Andrew and approved unanimously.

At 8:40 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. Harris and approved unanimously.

After exiting Executive Session, Mr. Harris made a motion to approve the following decision. The motion was seconded by Ms. Bourret and approved unanimously:

- Lot \*\*\*: the County will be called for mowing;
- Lot \*\*\*: violation was not corrected;
- Lot \*\*\*: violation was corrected;
- Lot \*\*\*: violation was corrected;
- Lot \*\*\*: violation was corrected;
- Lot \*\*\*: violation was corrected.

## **12. Adjourn**

The meeting was adjourned at 8:40 pm.



**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
September 16, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew, Louise Bourret and Glyndia Clark.  
3 homeowners were present.

**1. Call to order and Introductions**

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

**2. Approval of Agenda**

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

**3. Resident Forum**

Mr. Williams talked briefly about the soccer field.

**4. Approval of Meeting Minutes**

August 19, 2010: Mr. Andrew made a motion to adopt the Minutes from August 19, 2010. The motion was seconded by Ms. Clark and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**6. Officers Reports**

President's report: Mr. Harris talked about about the fact that no grass is growing in any of the areas that we contracted Back 9 to seed. He mentioned we should get a refund. Mr. Andrew suggested that we wait another month, but to advise Back 9. Mr. Harris also talked about the shrubs that were planted on the island at the main entrance. 2/3 of the plants are dead, and he asked Ms. Breen to contact Hardwood Landscape to come and re-plant at no charge.

Treasurer's Report: No report from the Treasurer.

Other Officers Report: No other report from the Officers.

**7. Committee Report**

ACC Report: Ms. Breen provided the latest decisions by the ACC.

## **8. Old Business**

Trash at Overview Playground (discussion only): The price to pick up the trash at the playground is \$300 a year. A discussion ensued on the need to have the trash pick-up all the time. The Board decided to wait and maybe hire someone if an occasion happens and the trash is heavier (like after the 4<sup>th</sup> of July week-end).

2011 Reserve Fund Schedule: The Reserve Fund Schedule was reviewed. Ms. Bourret made a motion to approve the 2011 Reserve Fund Schedule. The motion was seconded by Mr. Andrew and approved unanimously.

2010-2011 Tax and Audit Proposals: The Board reviewed the 3 proposals and discussed the differences. Mr. Harris mentioned that we should get more proposals, from at least 2 other firms. But since we need to adopt the Budget, he proposed to adopt it according to Robinson, Farmer, Cox Associates. This subject is tabled until next month, in order to get 2 more proposals.

2011 Draft Budget: The Board reviewed the Draft Budget and made few changes, mostly the 5% increase that comes to a total of \$149.10. The Board suggested to make that an even amount of \$149.00. Ms. Bourret made a motion to approve the 2011 Draft Budget, after the modifications mentioned at the meeting. The motion was seconded by Ms. Clark and approved unanimously.

Massaponax Church Road Project – discussion only: Mr. Harris explained briefly the project and the discussions from the previous meeting. So far, the Board did not get an answer. The 2 people that came to last meeting to take our questions are proposing to meet again and possibly explain on-site what is proposed. Mr. Harris proposed that we should wait for the answer and then decide if we need to meet with more people.

Meeting Place Discussion: Ms. Breen explained that so far all the places are not agreeable to have us hold our meetings. Still no answers from Southwoods. Mr. Harris suggested that the members think about places and make suggestions, but in the meantime, the meetings will be held at the offices of Landmarc.

At this point of the meeting, Mr. Harris proposed to stop briefly to jump to Executive Session for the hearing of one homeowner present, so that he can leave after his hearing.

At 8:05 pm, Mr. Harris made a motion to enter Executive Session to discuss one violation. The motion was seconded by Mr. Lamberton and approved unanimously.

At 8:10 pm, Ms. Bourret made a motion to exit Executive Session and resume the meeting. The motion was seconded by Mr. Andrew and approved unanimously.

## 9. New Business

Proposals for re-grading Overview Playground driveway and Proposals for re-seeding Overview Playground areas: These 2 subjects were reviewed together. The Board members discussed all proposals. A discussion ensued on the need to have the seeding done and also other options the Board could entertain to make that area look better. For the re-grading, Mr. Andrew suggested to see who did the work last year, to make sure we do not re-hire them, as it should have lasted longer. These 2 subjects are tabled until next month.

2011 Contract from Back 9 Landscaping: The Board briefly reviewed the contract and mention that Back 9 Landscaping does a good job of cutting the grass. Ms. Bourret made a motion to approve the contract with Back 9 for another year. The motion was seconded by Mr. Andrew and approved unanimously.

Request to PH&S for Collection Amount: Mr. Harris mentioned that we've collected slightly more, but we paid a lot of fees. A discussion ensued on using an attorney vs a collection agency. This subject will be moved to Old Business for the next meeting. Mr. Lamberton made a motion to stop sending anything new at the attorney and wait to get a report before deciding on the course of action. The motion was seconded by Ms. Clark and approved unanimously.

Soccer net: Mr. Williams mentioned that he could repair the soccer net for a price of approximately \$50, as previously done. Mr. Harris made a motion to spend up to \$100 for Mr. Williams to buy the soccer net. The motion was seconded by Mr. Lamberton and approved unanimously.

Yard Sale Ad: Ms. Breen mentioned that the HOA need to put an ad in the paper for the upcoming Yard Sale. Ms. Bourret made a motion to ask Ms. Breen to put an ad in the Free Lance Star for the Yard Sale. The motion was seconded by Mr. Harris and approved unanimously.

## 10. Executive Session

At 8:50 pm, Mr. Lamberton made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Andrew and approved unanimously.

At 9:10 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, Ms. Bourret made a motion to approve the following decision. The motion was seconded by Mr. Andrew and approved unanimously:

- Lot \*\*\*: 30 days to remove debris;

- Lot \*\*\*: violation was corrected.

## **11. Adjourn**

The meeting was adjourned at 9:10 pm.

**Timberlake - Spotsylvania Homeowners Association  
Board of Directors Meeting  
Playground on Overview Dr.  
October 21, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew, Louise Bourret and Glyndia Clark.

No homeowners were present.

**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 made a motion to approve the agenda. The motion was seconded by Ms. Bourret and approved unanimously.

**3. Resident Forum**

None.

**4. Approval of Meeting Minutes**

September 16, 2010: Mr. Harris made a correction to the minutes presents. Mr. Andrew made a motion to adopt the Minutes from September 16, 2010. The motion was seconded by Mr. Lamberton and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**6. Officers Reports**

President's report: Mr. Harris commented about the Community Yard Sale and mentioned there was a good turn out.

Treasurer's Report: No report from the Treasurer.

Other Officers Report: No other report from the Officers.

**7. Committee Report**

ACC Report: Ms. Breen provided the latest decisions by the ACC.

**8. Old Business**

Update on re-seeding project from Back 9: Re-seeding from Back 9 happened this day, the Board will wait and see how it goes.

Updated proposals from Hartwood – Overview Playground: The Board decided to wait and see what Back 9 does with the slope behind the basketball court and will advise later.

Answers to questions for the MCR Project: Mr. Harris discussed the comments made by the Engineer. There are still a lot of questions unanswered and the Board will invite more people to formally answer our questions.

Meeting place discussion: Ms. Breen mentioned she called a lot of places and haven't found a place that would accept a HOA meeting. Mr. Harris mentioned he will contact Tina-Marie Adams to see if Southwoods would be available for rent. Ms. Breen will contact the new hospital to see if they have a meeting place we could use. In the meantime, the meetings will be held at the Landmarc offices.

**9. New Business**

Information in regards to Urban Development Areas: Mr. Harris commented on the documents submitted, but explained that the County will eventually pick one of the sites proposed as Urban Development Area and there is nothing the HOA can do.

Collection Professionals Information: The Board looked at the information, but decided not to change anything at the present time.

**10. Executive Session**

At 8:10 pm, Mr. Andrew made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Lamberton and approved unanimously.

At 8:30 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. Lamberton and approved unanimously.

**11. Adjourn**

The meeting was adjourned at 8:30 pm.

**Timberlake - Spotsylvania Homeowners Association**  
**Board of Directors Meeting**  
**Landmarc Real Estate**  
**November 18, 2010**

**Directors present:** John Harris, Larry Lamberton, Anthony Andrew, 3 homeowners were present.

**1. Call to order and Introductions**

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

**2. Approval of Agenda**

Mr. Andrew made a motion to approve the agenda with the changes to New Business. The motion was seconded by Mr. Lamberton and approved unanimously.

**3. Resident Forum**

Homeowner Carmen Billings started a new business, Creative Memories as a consultant and would like her contact info put on the website. Ms. Breen stated she would get the information to Ms. Bourret to have it put on the website.

Homeowner Mark Williams would like to know if the board could come up with some Frequently Asked Questions in regards to ACC Rules and Regulations because he is always being asked by other homeowners what do in this case, or that case. It was suggested that since these homeowners have been asking him questions for him to start the list and present it to the board.

**4. Approval of Meeting Minutes**

October 21, 2010: Mr. Andrew made a motion to adopt the Minutes from October 21, 2010. The motion was seconded by Mr. Lamberton and approved unanimously.

**5. Manager Report**

Action Item List: The Board reviewed and commented each item on the list.

**6. Officers Reports**

President's report: No report from the President.

Treasurer's Report: Looking at the amount of delinquent accounts compared to last year, it seems the return on the investment is there.

Other Officers Report: No other report from the Officers.

**7. Committee Report**

ACC Report: No report from the ACC.

**8. Old Business**

Update on the MCR Project: It was decided to wait on the answers from the engineer and then decide to either invite them to the December meeting or possibly the annual meeting in January.

**9. New Business**

Planning for the Annual Meeting: The location of the meeting will be in the cafeteria at Cedar Forest Elementary School. It was decided to invite Emmitt Marshall, the new Crime Prevention Officer and Jeremy Beck and Becky Golden from the MCRP. It was also decided to purchase a \$50 Lowes gift card for a raffle, must be present to win and to send out the notice the first week in January to help ensure getting proxies back.

**10. Executive Session**

At 7:34 pm, Mr. Lamberton made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Andrew and approved unanimously.

At 8:30 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 Mr. Lamberton and approved unanimously.

After exiting Executive Session, Mr. Lamberton made a motion to approve the following decision. The motion was seconded by Mr. Andrew and approved unanimously:

- Invite Back 9 to the December meeting to discuss the re-seeding project.
- Lot \*\*\* – no penalty at this time, however next notice there will be a \$50 fee
- Lot \*\*\* – if lawn has not been re-established by April 15, 2011, then the due process will proceed.
- Lot \*\*\* – violation has been corrected.
- Lot \*\*\* – violation has been corrected.
- Lot \*\*\* – violation has been corrected.

**11. Adjourn**

The meeting was adjourned at 8:30 pm.