

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Landmarc Real Estate
March 1, 2012**

Directors present: Mr. Mark Williams, Ms. Karen Ross, Ms. Tina Smith, Mr. Charles Webber, and Mr. Michael Yearsley. Mr. Kevin Wheeler from Landmarc was present.

1. Call to order and Introductions

Board meeting called to order at 5:03 pm by Mr. Williams, President.

2. Approval of Agenda

- Mr. Williams requested to add discussion of the website to the agenda
- Mr. Yearsley requested to add discussion of certificates of appreciation for the past board members to the agenda
- Mr. Webber requested to add discussion of the creation of committees to the agenda

Ms. Smith made a motion to accept these additions. The motion was seconded by Mr. Webber and approved.

3. Resident Forum

- No residents present

4. Approval of Meeting Minutes

Ms. Smith made a motion to accept the minutes from the November meeting of the board. The motion was seconded by Ms. Ross and approved.

5. Officers Reports

- Mr. Wheeler provided the board with an overview of the financial reports.

Ms. Smith made a motion to accept the financial reports. The motion was seconded by Ms. Ross and approved.

6. Committee Report

ACC Report:

Two applications for fence modifications are under review

7. Manager Report

Mr. Wheeler:

- Has been canvassing the neighborhood for violations
- Is working on cleaning up the compliance log
- Is attempting to get “clean” documents regarding the land sale for signature
- Was contacted by a Mr. Tom O’Connell of the Fredericksburg Soccer League who asked to use the Timberlake soccer field for practice. The consensus of the board is that the field is for homeowner use and shouldn’t be used if homeowner’s are not involved
- Reported that the mulch is washing out of the Overview playground. The board asked Mr. Wheeler to investigate solutions for fixing the drainage problem and to get prices for replacement mulch.

8. Board Orientation

- Handbooks were distributed to the Board Officers
- Mr. Wheeler recommended that the Board Members utilize the Communities Association Institute (CAI) as a resource

9. New Business

- Website
 - Mr. Williams said that he was happy with the updates to the website
 - Mr. Williams urged the other Board Members to send links to Mr. Yearsley for inclusion on the site
 - Ms. Smith suggested offering volunteer hours to high school students and scouts for participating in the monthly trash pick-ups.
 - Mr. Yearsley mentioned the limitation of 1500 messages available under the current web hosting plan but said that it could be upgraded for a price. Mr. Webber suggested looking into Constant Contact
 - Establishment of a Facebook page was discussed
 - Mr. Yearsley will investigate a new hosting plan for the website which provides for greater e-mail messaging and the ability to restrict access to budget and other membership information.
- Certificates of Appreciation
 - Mr. Yearsley said that the Board should present certificates of appreciation to last year’s Board to recognize their contribution to the community.
 - Mr. Yearsley will create the certificates for approval at the next meeting.
- Committees
 - Mr. Webber would like the board to charter committees for communications and social activities.
 - Mr. Wheeler will obtain charter templates for the Board’s review.

10. Old Business

- Bollards for the walking path

Ms. Smith made a motion to table this issue and revisit if it becomes a problem again. The motion was seconded by Ms. Ross and approved.

11. Executive Session

At 6:52 pm, Mr. Williams made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Ms. Smith and approved.

At 7:22 pm, Mr. Williams 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. Smith and approved.

Mr. Webber made a motion to approve items "A"- "H". The motion was seconded by Ms. Smith and approved

Ms. Smith made a motion to lower the fee assessed for item "I". The motion was seconded by Ms. Ross and approved

12. Adjourn

At 7:27 pm Ms. Smith made a motion to adjourn. The motion was seconded by Ms. Ross and approved.