

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Landmarc Real Estate
April 18th, 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. There were three homeowners present.

1. Call to order and Introductions

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

2. Approval of Agenda

- Yard-of-the-Quarter Program proposal added to new business
- Presentation of Certificates of Appreciation to past year's board members added to old business
- Neighborhood Watch added to old business

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

3. Resident Forum

Residents voiced concerns about petty crimes occurring in HOA common areas

4. Approval of Meeting Minutes

Ms. Smith made a motion to accept the minutes from the March 15st 2012 meeting of the board. The motion was seconded by Ms. Ross and approved.

5. Officers Reports

- President
 - Several concerns have been sent in by residents via the website.
 - Contacted Sheriff's Dept in response to vandalism at Overview Dr. playground basketball court.
 - Fred Transit will pick up residents of Timberlake on Overview Dr. if they call 24 hours in advance.
- Treasurer
 - Some items on the monthly financial report are already at 200% of the yearly budget

- According to Kevin Wheeler of Landmarc this is mainly due to proxies being sent early in the year for the land sale, also increased violation notices added to office/postage costs
- Secretary
 - 1 March minutes posted to website
 - FAQ questions posted to website
 - Website had 1847 page views in March by 913 unique visitors
 - Questions on meeting notice requirements at last meeting
 - Two types of meetings defined in HOA covenants
 - Member meetings require notice via mail
 - Board meetings do not require notice per covenants however State Law requires notice. Monthly time and location are noted in yearly mailing and changes are sent via e-mail which meets law's requirements

6. Committee Report

ACC Report:

- Requests for extending fences and removing trees and installing cement slab- both approved.
- Another ACC committee member is needed

7. Manager Report

Mr. Wheeler:

- There are no specific rules regarding the maintenance of houses to include mold, mildew, paint condition, etc currently in the HOA charter. Board may want to address this
- Foreclosed house on East Forester cannot be touched regarding grass, etc. Mr. Williams contacted County Code Compliance but they are legally not allowed to touch it.
- Many houses have grass that hasn't been mowed. Will wait one week to send notices due to recent dry weather.
- Committee charters changed and ready for approval
- Mailbox violations are not going to be pursued

Motion to review proposals for updates to ACC Rules and Community Property Rules made by Mr. Williams seconded by Mr. Webber and approved

8. New Business

- Several trees around the "new" beaver pond are dead.

Motion to remove dead community trees during next Community Clean-up made by Mr. Williams, second by Ms. Ross and approved

- The Basketball Court at the Overview Playground has proven to be an attractive nuisance. It has been vandalized on several occasions.

Motion to remove basketball hoops made by Mr. Williams, seconded by Ms. Smith and approved.

- Many residents of Timberlake have a misconception that the HOA is “out to get them” and that the Community Manager is being “picky” about rules. The Yard of the Quarter program is a way for the Board of Directors to provide some positive reinforcement and feedback to the membership and encourage them to exceed the minimum standards as required by the HOA covenants.
 - Board of Directors (BoD) appoints Yard of the Quarter (YotQ) Coordinator
 - Community Manager selects YotQ during normal community inspections
 - BoD members are not eligible for YotQ
 - Community Manager notifies BoD of selection so that BoD has chance to observe yard prior to January, April, July, and October BoD meetings
 - BoD votes on motion to approve YotQ
 - YotQ Coordinator notifies Resident of selection, takes picture of yard, sends picture of yard to Communications Committee for display on Timberlakehoa.com website and other media, invites Resident to February, May, August, or November meeting to be recognized, presents YotQ certificate at meeting.

Motion to enact YOTQ program made by Ms. Smith, seconded by Ms. Ross and approved

9. Old Business

- Certificates of Appreciation were presented to the following former Board of Directors members in recognition of their service to the Association and its members.
 - Carmen Billings
 - Sylvia Williams

Motion to approve charter of Communications Committee made by Mr. Webber, seconded by Ms. Smith and approved.

Motion to approve charter of Social Committee made by Mr. Webber, second by Mr. Williams and approved.

- People on the new committees need to be appointed by the Board
- Soccer Field/Tot Lot drainage
 - Quote from Back 9 for drains/chutes and replacing mulch

- Board asked Mr. Wheeler to get other quotes
- Notice of HOA looking for landscaper for SF/TL work. *must be licensed and insured and should contact Landmarc
- Neighborhood Watch
 - Information is out there on website
 - Need watch captain and street captains
 - Deputy will advise volunteers
 - NW signs were vandalized
 - Timberlake signs were vandalized
 - Need to know what is expected of a volunteer
 - Mr. Williams will look into setting up an informational meeting
- Mr. Wheeler is looking into getting a dumpster for May yard sale

10. Executive Session

At 8:07 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 8:26 pm, Mr. Williams made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized.

The following decisions were made in Executive Session:

- To answer “yes” on Case “A”
- To send seven past-due accounts to collections

The motion was seconded by Ms. Smith and approved.

11. Adjourn

At 8:27 pm Mr. Yearsley made a motion to adjourn. The motion was seconded by Ms. Smith and approved.

Approved: _____