

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Landmarc Real Estate
October 18th, 2012**

Directors present: Mr. Mark Williams, Mr. Michael Yearsley, Mr. Charles Webber and Ms. Karen Ross were present. Ms. Tina Smith was absent. Mr. Kevin Wheeler from Landmarc was present. There were no 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

No changes proposed.

Mr. Yearsley made a motion to accept the agenda. The motion was seconded by Ms. Ross and approved.

3. Resident Forum

No residents present

4. Approval of Meeting Minutes

Approval of August meeting minutes

Ms. Ross made a motion to accept the minutes from the September 2012 meeting of the Board. The motion was seconded by Mr. Williams and approved.

5. Officers Reports

President

- Nothing to report

Treasurer

- Nothing to report

Secretary

- The new website is up and running. The new hosting plan was \$177.14 for 3 years, 80% cheaper than old website. This price also includes a 3 year renewal of the timberlakehoa.com domain name.

6. Committee Report

ACC Report

- One request to add on to house, add escape window, and entry door- approved.
- One request to paint shutters blue- approved

Social Committee Report

- The Weenie Roast was a big success. There were about 40 homeowners present. The children enjoyed playing together while the adults socialized. Some people exchanged items that were not sold at the Community Yard Sale earlier in the day.

Communications

- There is now a Mom's Group established on Facebook.

7. Manager Report

Mr. Wheeler:

- Complaints about cars parking on the grass are being addressed.

8. New Business

Internal Complaint Policy Resolution 2012-01

- Resolution outlines the process for Association Members to resolve complaints against the Association
- 17 pages of resolution needs to be mailed to residents

Ms. Ross made a motion to accept resolution 2012-01. The motion was seconded by Mr. Williams and approved.

Access to Association Books and Records Resolution

- Resolution establishes the procedure for access to Association records by the Association Membership.

Mr. Williams made a motion to approve the Access to Association Books and Records resolution. The motion was seconded by Mr. Webber and approved.

2012-2013 Audit Engagement Letter

- The price quoted by Mercer Trigiani is \$1,100 to perform the Association's audit and \$295 to prepare the Association's tax return. This is a total increase of \$35 over last year's price.

Mr. Webber made a motion to accept Mercer Trigiani's bid to audit the HOA books and prepare the Association's tax return. The motion was seconded by Ms. Ross and approved.

2013 Management Contract

- LandMarc's proposal for 2013 is \$1273 higher than last year, less than 2%.

Mr. Webber made a motion to accept LandMarc's contract for 2013. The motion was seconded by Ms. Ross and approved.

9. Old Business

2013 Landscaping Services Contract

- Back 9 is the least expensive option of all of the bidders.
- The other bids were significantly more expensive.
- Back 9 did an acceptable job in 2012.

Ms. Ross made a motion to accept Back 9's proposal for 2013. The motion was seconded by Mr. Webber and approved.

2013 Budget

- Changes made to "grounds improvement" and "grounds maintenance" to account for the increase in the contract with Back 9.
- Dues for 2013 will remain the same.

Mr. Webber made a motion to approve the 2013 budget. The motion was seconded by Ms. Ross and approved.

10. Executive Session

At 8:01 pm, Mr. Williams made a motion to enter Executive Session to discuss Collections and Violations. The motion was seconded by Mr. Yearsley and approved.

At 8:42 pm, Mr. Williams made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized.

Case "A" is approved with changes

The motion was seconded by Mr. Webber and approved.

11. Adjourn

At 8:42 pm Mr. Williams made a motion to adjourn. The motion was seconded by Mr. Yearsley and approved.

Approved: _____