**Timberleaf Home Owner’s Association**

**Annual Meeting –November 14, 2013**

In attendance

* Board Officers - Luke Chastain, Sandra Hester-Steele, Kirk Farmer
* Homeowners - Joe & Sue Brannon, Shannon Chastain, Linda Donahue, Arlene Gonzalez, Ken & Sharon Gram, Josh Helton, Willie & Mary Ray, Robert Steele, Jacob & Jennifer Taylor, Steve & Sherrie Vaughan

Welcome & Introductions

* Enjoy the pizza and soda ☺
* Great turnout – THANKS to everyone here!
* Introductions (name, address, number years in Timberleaf)

Treasurer’s Report - Sandra

* Current Account Balances: Main Checking = $14,862.67; Debit Card Checking = $7,056.20.
* *Correction to info shared at the meeting -* *HOA Bylaws require a Reserve Fund of $25,000 be maintained, not 25% of budget.*
* Reviewed Profit & Loss 2012-2013 Comparison – explained “negative” line items: these are items that were reimbursed from homeowners (for lawn care of vacant homes, collection costs for delinquent dues).
* “Mowing” budget includes upkeep of vacant homes – to help maintain overall neighborhood appearance, particularly for neighbors of these homes.
* Reviewed 2014 Annual Budget
	+ Question regarding high amount (25% of overall budget) allocated for Legal Fees. HOA has increased efforts to pursue collection of delinquent dues. Money must be spent up front to collect … if not, homeowners could choose not to pay, with no repercussions. Funds have been re-cooped from some homeowners. Some funds will be re-cooped at a later time, when the person sells their home and the outstanding dues are settled at closing.
	+ Budget includes $190 for “Committees”. Funds available for social activities for community. Past events have included Easter Egg Hunt, Halloween House Decorating Contest, Summer Cook-out, Wine Tasting Social. *Anyone interested in leading future activities should contact the Board.*
* Financial documents (as well as meeting minutes) will soon be posted to the HOA website (<http://www.timberleaf-hoa.net>).
* Attorney fees recently added to homeowners’ account for any collection costs or letters sent for covenant violations. This will help to reimburse HOA for attorney costs associated with these actions.

Code Enforcement - Kirk

* Kirk’s Approach to addressing Covenant & Regulations (C & Rs) violations:
	+ Talk to the homeowner first. Discusses options/plan to correct violation, set due date for correction.
	+ If issue is not resolved by due date, follow-up with written warning and revised due date for correction.
	+ If due date passes with no correction or notification of plan, next step is to either have the HOA repair the issue and send cost to the homeowner, or if necessary, involve the HOA attorney.

Open Forum

* Trees along entrance need to be pruned; Board will contact D-n-A Lawn Care.
* Blocked driveways (dangerous to kids playing, riding bikes, etc.) – this is a city ordinance issue – anyone can report to authorities (call Southwest Dispatch at 327-6411). The HOA board will talk to these homeowners to request they do not block the sidewalks with vehicles.
* Green Arrows recently painted on several driveways and near pond – these are markings from Citizen to clean the sewer system – no damage will be done to any property.
* Potential theft of AC unit at vacant home at 6530 Greenspire (neighbors have observed the AC unit has been disconnected from house). Sandra will contact mortgage company that recently acknowledged property ownership.
* Potential mosquito problem behind home recently sold at 6566 Glory Maple. Sandra will contact new owners to notify them of this issue.
* Front Entrance needs a “facelift”. All present agreed ☺. The Board will solicit bids to improve the appearance of the entrance signs and landscaping.
* Suggestion was shared to offer discount on HOA dues to the Board members for their service to the HOA. This must be an amendment to the bylaws.
* The bylaws are in need of a review/overhaul – they are the original from when the builder Centex managed the neighborhood.
* The Boards asks that ALL homeowners report any issues needing to be addressed (lights out on street or entrance, vacant homes in need of lawn care). We need everyone’s help to stay aware of issues.

Accepting Bids for 2014 Contract Services - Luke

* Bid submitted for Legal Services; will be reviewed by 2014 Board.
* Opened floor for any other vendors bids – none received.

Election of additional HOA Board Officers - Luke

* As per bylaws, Board minimum is THREE, maximum is FIVE.
* Three names submitted: Sandra Hester-Steele (returning board member), Linda Donahue and Sherrie Vaughan.
* Motion made and seconded; vote unanimous to accept three nominees.
* The new board will meet soon to determine who will fill which officer position.
* If interested in joining the board, please contact Treas/Sec@timberleaf-hoa.net.

Meeting Adjourned - Luke

*Minutes prepared by Secretary/Treasurer Sandra Hester-Steele.*

**HOA Board Contact Info**

President: President@timberleaf-hoa.net

VP/Code Enforcer: VP\_Code\_Enforcer@timberleaf-hoa.net

Secretary/Treasurer: Treas/Sec@timberleaf-hoa.net