

Timberwood Mountain Estates Property Owners Association, Inc. (TMEPOAI)
1 Timberwood Drive
Marble, NC 28905
Board of Directors Meeting – Agenda - Minutes
March 12, 2016

In attendance: John Leder, Jim Dafoe, Lisa Lietz, Jennifer Murphy, Vinnie Occhiogrosso (by telephone)

Guests: Sandy Dafoe, Charles & Carmen Larson

Meeting Location: John Leder's residence

Meeting called to order at 10:03 a.m.

Treasurer's report

FINANCIAL SUMMARY	2015
Operating Income (includes pay in 2014 for 2015)	\$43,200.00
Expenses	-\$41,142.00
Net Surplus	\$2,058.00
Expenses in 2015 for road work or well tank	-\$10,953.00
\$5,900 Waldrup	
\$3,053 Crisp	
\$2,000 Rob Ranslow	
Net without Road or Tank	-\$12,861.00
Checking Balance	\$20,252.00
Savings Balance	\$33,511.00
	\$53,763.00

□ Discussion of billing from Duke Energy for electric power for Well 5 reserve tank. This should be a minimal expense. The POA has not been billed for the installation of power to the tank.

□ Lisa will send board members a financial update after recalculating late fees and after second invoices have been sent to lot owners still owing money.

□ Financials are in line with previous years.

□ Motion to accept Financials: Jim Dafoe

□ Second: John Leder

□ Unanimously accepted.

Old Business

Pursuit of Association fee from non-paying lot owners

- A list of lot owners the Association has filed Liens against has been sent to the Treasurer for review. Liens will not be filed against those making partial payments.
- There are currently 7 lot owners who have not paid anything this year. Lisa will update the late fee calculation and letters will be sent to them immediately. The letters often bring them to action to pay.
- One homeowner has a payment extension to March 1. We have not received payment yet.
- Timberwood Development has 6 lots they owe fees on. Timberwood Development has combined lots 6-7 into one lot without notification to any board member. Liens will be filed for amounts owing.
- Since it is necessary to file new liens, Jennifer and Sharon Crown will attempt to file the liens with the county clerk (if they are able to do so).
- Discussion of calculation of late fees (including interest). The Covenants will be updated to reflect current calculation of late fees.
- Lisa will send a late notice to Timberwood Development requesting full amount plus late fees (\$2,400). After that, liens will be filed.

New Construction

- The two new homes under construction – Riker and Smith – have both received their Certificates of Occupancy.

Modifications of Covenants and Bylaws

- As authorized during the Annual POA meeting in October 2015, we are authorized to modify the Covenants and Bylaws to reflect the change in the number of board members from 7 to 5, the number of board meetings held each year (3) and update late fee calculation. The modifications will be presented at the 2016 Board Meeting and the Bylaws and Covenants will be filed with the County Clerk.

Additional changes to the Bylaws include:

- Section 2 and Article 2 change annual meeting to 4th Saturday in October on bylaws.
- Section 5 order of business at annual meeting. Add acceptance of the last meeting minutes. For each officers report, acceptance of reports will be added. Resignation of officers before election of new officers (term ends after at end of annual meeting (not end of the calendar year).
- Section 8 and Article 5 (update of the # of board members) board is comprised of 5 members (4 officers and 1 one 3-Year director). Term of board members – term ends at the end of the annual membership meeting.
- Section 9 the board meets 3x per year (instead of quarterly). Dates to be determined.
- Jennifer will review all sections of the Covenants and Bylaws and check for any other updates needed. A draft of modifications will be

forwarded to the Board Members for review.

NEW BUSINESS

□ Timberwood Mountain Estates internet site has a number of virus problems in the email system with the current provider. Yahoo will not provide support to get it cleared up so it has been recommended we find a new internet website provider. Mocha Host is recommended as new web-host and has been recommended by Andy Rancourt as webmaster. Both John Leder and Jennifer Murphy have reviewed Mocha Hosts' website and also recommend. John will notify Andy to switch providers.

□ Motion to accept: John Leder

□ Second: Jennifer Murphy

□ Unanimously accepted

□ Road repair work will take place later this year after the ground settles to fix the road in two locations in front of the Crown's house where the north water line leak was fixed.

□ Well #5 notifications: Well #5 users currently have been receiving email notifications (via Andy Rancourt's internet connection) of failures/restoration on the old Well #5 system. The system needs to be updated to provide notifications for the new reserve tank and the actual Well #5 as the current system now reports status on Pump Station #5B. The new notification system will be set up by John Leder with the help of Skytek's internet service and will send messages for any problems with Well #5 at the new reserve tank (Pump Station #5b). If water levels drop below certain levels at the reserve tank, an email notification will be sent. Pump Station #2b is currently supervised by John Leder's Alarm company. There is no notification of any kind on Well #2. Additional equipment costs will be incurred – John Leder to advise.

□ John has received the following quote from Skytek for the internet service only: Installation will be \$150 per site – Skytek will provide the dish, mounting hardware, cable and junction box. Upon completion TMEPOA is responsible for the equipment. Should any equipment fail, Skytek will fix/replace antenna for \$100 service fee for each location. Fee is \$20 per month for each location for .5mbps and a public IP address is \$10 per month if needed.

□ Notification systems can be set up at each of the current well heads so we will know if there are any problems so action can be taken immediately. Since our community, as of today, will have approx 7 permanent residences (3 on Well #2 and 4 on Well #5) it will be paramount to have timely notifications when trouble is present anywhere.

□ John will continue to work with Skytek on this.

□ There are a number of dead trees that need to be cut down. Specifically above Well 3. Also below the Wiggins' house there are 2 trees that need to come

down. John has authorized Rob Ranslow to cut the trees down.

□ Jennifer Murphy is currently working on a new location for the 2016 Annual meeting scheduled for Saturday, October 22, 2016. The Blue Mountain Cafe is not available. The final Board meeting for 2016 will be held here on the mountain (location TBD) that morning from 10-12 with the annual meeting to follow from 1-4 pm. The new location will be included in the Annual Membership Meeting Notice in September. Food service if any TBD.

□ Jennifer Murphy and Nancy Riker are currently organizing a Social Committee for residents. Emails will be sent to all homeowners notifying them of upcoming events. This will help improve communication between residents and get more people involved in the Association. Several residents have expressed an interest in expanding the website to include more neighborhood news and neighbor contact information (on a secure page). A get acquainted event will be scheduled for late spring or early summer.

□ **Next meeting** will be held Saturday, July 2, 2016 at 10:00 am at Lisa Lietz's residence.

□ Motion to adjourn: Jim Dafoe

□ Second: Lisa Lietz

□ Meeting adjourned at 11:44 a.m.