



**OPEN SESSION OF THE BOARD OF DIRECTORS  
MEETING MINUTES  
January 23, 2023**

Upon due notice to the membership, the Open Session was held Monday, January 23, 2023, at the Community Clubhouse and via Zoom.

**CALL TO ORDER**

There being a quorum present, ***upon a motion duly made, seconded, and carried the Board called the meeting to order at 5:13 PM.*** The Chair of the Meeting introduced the Board and members present.

Board Members Present:	Joanne Fisher Janis Stevens Ben Adelstein Amanda Oberg	President Vice President Secretary Treasurer
Board Member Absent:	Alan Lustigson	Director at Large
Management de Novo, Inc:	Elizabeth J. Buenrostro Community Manager	
Others:	Numerous owners were in attendance	

**HOMEOWNER OPEN FORUM**

Owners did not have questions and thanked the Board for their tireless service to the community.

**APPROVE PRIOR MEETING MINUTES**

The Board reviewed the Open Session Minutes from November 15, 2022 and November 21, 2022. ***Upon a motion made, seconded and unanimously carried, the Board voted to approve the Regular Session Minutes of the meeting from November 15, 2022 and November 21, 2022, as presented.***

**EXECUTIVE MEETING DISCLOSURE**

The Board discussed legal matters, collections and enforcement matters during the Executive Meeting.

**FINANCIAL REPORTS**

October and November 2022 Financial Statements: Management prepares a packet with the financial activity. The following summary of the November 2022 financial statement is provided to highlight key data.

Operating Cash:	\$ 76,726.29
Reserve Cash:	\$916,431.17
Accounts Receivable:	\$ 12,409.75
Prepaid Assessments:	\$ 1,600.00
Net Proceeds:	\$ 3,409.95
YTD Income:	\$271,688.51
YTD Expenses:	\$255,572.17
YTD Proceeds:	\$ 16,116.34

***Upon a motion made, seconded, and unanimously carried the Board approved the presented October and November 2022 financials to place on file for CPA review.***

Report on Water and Utility Usage: Management provided the most up to date report on water and utility usage within the community. ***No action needed at this time.***

Collections: A full report was reviewed by the Board of Directors in the Executive meeting and ***no further action is needed at this time.***

#### **ARCHITECTURAL**

Architectural Matters: ***There were no applications to review. Upon a motion made, seconded, and unanimously carried, the Board ratified the previous approvals of the Architectural Committee.***

#### **MAINTENANCE AND ACTION ITEMS**

Document Update: A reminder to all owners to please return the ballots with their vote on the new draft CC&R and Bylaw documents. Owners were requested to please be sure to get your ballots back to the Inspector of Elections no later than the due date marked on the ballot. The vote will be held on February 27<sup>th</sup>, 2023 at the clubhouse.

Roof Repair Plan, Finance, Strategy: The Board discussed a financing strategy for the roofing repair work expense that included roof repair loan and Insurance feedback.

Spa Heater Replacement Proposal Approval: The Board to approve the replacement of the spa heater.

***Upon a motion made, seconded, and unanimously carried, the Board approved the proposal to replace the spa heater.***

Trip Hazard Repair Proposals: The Board reviewed a proposal from BPR Inc. to repair the trip hazards within the community. The total for all 223 items is \$14,950.00.

Also enclosed for the Boards approval is a trip hazard on the driveways of 9742, 9744, and 9746 Caminito Doha from Saber for a total of \$2,765.10. This is a critical safety hazard that needs to be taken care of.

***Upon a motion made, seconded, and unanimously carried, the Board approved the proposal A motion by the Board of Directors to approve the proposal from Saber for \$2,765.10***

Maintenance Company Proposals: Enclosed for the Boards review is a proposal from APEX Maintenance for the routine maintenance of the community. Management has also reached out to Protec for a proposal and is currently researching other companies as well.

Landscape Update and Report: Management awaits the update from Tim Hoover at Heritage Landscaping for the work they have done on the property in October and November. ***No action was needed.***

Inspection Reports: There were no inspections scheduled for November.

Other Business/ Correspondence: The Board reviewed correspondence received by Management since the last meeting.

Future Meeting Dates:

- February 27<sup>th</sup>, 2023
- March 27<sup>th</sup>, 2023
- April 24<sup>th</sup>, 2023
- May 22<sup>th</sup>, 2023
- June 26<sup>th</sup>, 2023
- July 24<sup>st</sup>, 2023
- August 28<sup>th</sup>, 2023

**Next Meeting Date and Adjournment**

The next Open Board Meeting of the Timberlane II Property Owners Association is scheduled for February 27, 2023 at the club house.

***Upon a motion duly made, seconded, and unanimously carried the meeting was adjourned at 5:53 P.M.***

Dated: 2/27/23

SB on behalf of the Board  
Recording Secretary