



**OPEN SESSION OF THE BOARD OF DIRECTORS
MEETING MINUTES**

January 25th, 2021

Upon due notice to the membership, the Open Session was held Monday, January 25, 2021 at 6:17 P.M. via Zoom following the Annual Election. There was not a Quorum present for the election so it will be convened on February 22, 2021 prior to the Open Meeting.

CALL TO ORDER

There being a quorum present, *upon a motion duly made, seconded, and carried the Board called the meeting to order at 6:17 p.m.*

Board Members Present:	Joanne Fisher	President
	Steven Morley	Vice President
	Dmitry Pasternak	Treasurer
	Matthew Hallisy	Director at Large
	Ben Adelstein	Secretary

Management de Novo, Inc: Elizabeth J. Buenrostro Community Manager

Homeowners: 15 owners were in attendance

CALLED TO ORDER & INTRODUCTIONS

The Chair of the Meeting called the meeting to order and introduced the Board members and Management to all of the members present.

HOMEOWNER OPEN FORUM

Owners were provided 3 minutes to address the Board of Directors on matters that have an impact on the community as a whole. Individual homeowner issues should be addressed to Management during the normal course of business to minimize the time constraints at the board meetings.

The following matters were addressed from owners: Concerns about relocation for termite extermination during Covid 19. The team will discuss this matter privately with owners that have health concerns. Owners mentioned they are thrilled to finally have the extermination to their homes and thanked the Board and said it was long overdue. It was noted that some of the elderly in the neighborhood are concerned when neighbors walking outside do not wear masks. They requested that neighbors wear masks while walking in the common areas.

Questions were had about gang mailboxes for safety. It was noted that a vehicle was broken into in the neighborhood, robbed and vandalized. The vehicle did have items inside, including valuables, such as tools and laptop, which made it a valuable target.

TLII THRIVING TOWER GARDEN UPDATE

Discussion regarding community’s tower garden and recent harvest event. It was an exciting event and a bountiful harvest. Another sell out event and tomatoes were requested. Winter harvest is different and slower growing so the next harvest will be in February not January.

The team was thanked for their efforts to bring healthy food to the community members.

Questions were asked about how the income and expenses are being documented, and there is a line item in the budget for the Thriving Towers to account for all income and expenses.

It was also noted that Jacques St. Cyr walks the community looking for lights out in a yellow vest, the Board thanked him for the help and he wanted owners/residents to be aware that he is on HOA business while doing the lighting inspections and changing bulbs and not a prowler.

EXECUTIVE MEETING DISCLOSURE

Legal Matters, Collections, Enforcement Issues, and Contracts were discussed

APPROVE PRIOR MEETING MINUTES

The Board reviewed the Open Session Minutes from December 14, 2020.

A Motion was duly made, seconded and unanimously carried to approve the Regular Session Minutes of the meeting from December 14, 2020 as presented.

FINANCIAL REPORTS

Dec. 2020 Financial Statements: On a monthly basis, Management prepares a packet with the financial activity. The following summary of the December 2020 financial statement is provided to highlight key data.

Operating Cash:	\$ 3,251.76
Reserve Cash:	\$ 849,326.76
Accounts Receivable:	\$ 5,480.76
Prepaid Assessments:	\$ 9,975.60
Nov. Net Income/(Loss):	\$ (18,728.55)
YTD Income:	\$ 311,564.41
YTD Expenses:	\$ 330,291.60
YTD Surplus/(Deficit):	\$ (18,655.19)

There were numerous questions on the December financial statement and therefore it was not approved at this time.

Collections

A full report was reviewed in the Executive meeting and no further action was needed at this time.

Reserve Study: It is necessary to approve the Level 2 Reserve Study Update in preparations for the budget upcoming budget. A proposal was enclosed from A Reserve Study Co in the amount of \$849.00.

A motion was duly made, seconded and unanimously carried to approve the proposals from A Reserve Study Co in the amount of \$849.00.

ARCHITECTURAL

9704 Caminito Doha: Consider application for slider window in balcony and there was detailed and lengthy discussion regarding this matter.

After lengthy review and discussion a motion was duly made by Dmitry Pasternak to approve this application, the motion died for lack of a second. Matt Hallisy abstained.

This application was denied partly due to concerns that this would impact a fire wall and the envelope of the unit.

Motion was duly made seconded and unanimously carried to ratify the activity of the Committee and the architectural approval for 9702 window replacements 9790 Caminito Doha solar installation, 10270 Cam Agadir .

Address	Arch. Description	Board Decision
9704 Cam Doha	Consider slider window in balcony	Deny
9702 Cam Doha	Replace windows	Approved
9790 Cam Doha	Solar Installation	Approved
10270 Cam Agadir	Replace windows	Approved

MAINTENANCE AND ACTION ITEMS

Termite Project Update: Update on the progress and schedule of the termite treatment from Hume & Co. Weekly Zoom calls have begun, which are designed to prepare residents for the tenting. We are working with Hume to ensure a successful program. The schedule is as follows:

Section	Zoom Meeting Date	Fumigation Date
1	January 19, 2021 at 6:00PM	February 1-3 2021
2	January 26, 2021 at 6:00PM	February 8-10 2021
3	February 02, 2021 at 6:00PM	February 16-18 2021
4	February 09, 2021 at 6:00PM	February 22-24 2021
5	February 09, 2021 at 6:00PM	February 22-24 2021
6	February 16, 2021 at 6:00PM	March 1-3 2021
7	February 23, 2021 at 6:00PM	March 8-10 2021

Landscape Matters: An inspection report was enclosed for Boards review and information. No further action needed at this time.

Mobayed Consulting Group: The Board reviewed a proposal from Mobayed Consulting Group to investigate structural engineering matters within the community.

Vendor	Work Description	Amount	Board Decision
Moyabed Consulting Group	Investigate structural engineering matters within the community	The fee for the first residence is \$750 the fee for the second & third residence is \$500 each and the fee for the fourth and fifth residence is \$250. For a total of \$2,250 for the site visit report and repair sketches.	Approved

A motion was duly made, seconded and carried to approve the proposal from Mobayed Consulting Group to be paid from the reserves.

Trip Hazard: BPR, Inc has provided a proposal to eliminate the trip hazards throughout the community in the amount of \$14,950.00. ***This matter was deferred to committee for further review.***

Mailboxes: The Boards considered and review potential locations for the cluster mailboxes. Lengthy discussion was had about the mailbox clusters and locations. It was noted that the existing mailboxes need maintenance and should be on the rotation of work with MaKowskis Maintenance. ***This matter was deferred to committee for further review and consideration.***

Proposal to Update CC&R's and Legal Documents: The Board has discussed the need to update the legal documents to bring them in line with the corporation's code and the HOA laws. A proposal was enclosed however; ***the matter is deferred for further review.***

Next Meeting Date

The next meeting of the Timberlane II Property Owners Association will be the Annual Election and the Open Board meeting will immediately follow on February 22nd, 2021, they will be held electronically via Zoom video conference.

A motion was duly made, seconded and unanimously carried to adjourn the meeting at 7:53 PM.

Dated: _____

Recording Secretary