

**TIMBER RIDGE PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MINUTES–July 8, 2019 Meeting**

- PRESENT:** Joey Niolet, Cathy Eagan Gill, Nancy Hardenstein, Kim Reinike, Rebecca O’Dwyer, Charlie Reymond and Martin Miller
- ABSENT:** Cary Trapani, David Duggins
- OTHERS:** Steven Hammons, Misty Dienes & Terie Velardi – POA Staff

The July 8, 2019 TRPOA Board of Directors meeting was called to order by President Cathy Gill at 5:30pm. Cathy welcomed new director, Martin Miller.

- Minutes -** Motion to approve the May minutes was made by Rebecca O’Dwyer, second by Kim Reinike and approved by all present and by proxy.
- Financials-** Cathy reviewed financials with the board noting that our first certificate of deposit is maturing in the middle of July. Cathy reviewed options and rates, noting that the best terms available are for 13 months at 2.13%. A motion to reinvest the principal and earned interest was made by Rebecca O’Dwyer, second by Joey Niolet and approved by all. The financials were also approved by all present pending the CD rollover
- Collections-** Terie reviewed collections for May & June noting that we have collected 76.5% of the current year’s dues. We collected past dues on a property previously combined and now resubdivided. 140 reminders were sent to folks who typically always pay on time with a 60% response. We collected approximately \$1,700 of past years dues. There were 8 transfers in May and 3 in June bringing our monthly average to 5.3.; 34 access cards were reactivated during the two months.

COMMITTEE REPORTS:

Covenants - Nancy Hardenstein reviewed the covenant enforcement process noting that she has worked on covenants over the last year and after working with the office feels the process can be streamlined and more efficient. Nancy handed out a copy of the first letter currently used explaining subsequent letters are essentially the same but with a \$100 fine for each repeat violation. Nancy also handed out copies of the proposed series of letters in which she asked the board to review, comment, change and ultimately adopt. Nancy indicated the proposed first letter was tweaked to be a little bit softer. The second letter for a repeat violation will carry the \$100 fine and each subsequent letter will carry an increase in the total fine. For example;

- the first letter is a warning.
- the second letter will include a \$100 fine.
- the third letter, the total fine will increase to \$250 or \$150 fine.
- the fourth letter, (Final Notice before court action) the total fine will increase to \$500 or a \$250 fine.

In addition, Nancy created a checklist that can be inserted into our QuickBooks program and placed in the individual property owner’s files. The checklist is designed to make the process easier to review & communicate with the property owner, committee and board. The board reviewed the letters and made some minor tweaks to be consistent.

A motion to approve with the noted changes was made by Rebecca O'Dwyer and second by Joey Niolet and approved by all.

The second item Nancy discussed was the situation with waivers, noting the board had previously discussed that waivers make it very difficult to consistently enforce covenant violations. The biggest issue has to do with boat and trailer storage and secondly lot maintenance. It was noted that there are some blanket waivers relative to lot shape. Nancy asked the board how to proceed in cases where the shape of a lot prohibits an owner from complying. It was noted that waivers again dilute the process. The specific covenants were reviewed and when the word "shall", appears in the sentence, legally it means an absolute adherence to the specific covenant as opposed to may or should. Nancy posited the question; "are we going to grant waivers, or not?" If we do continue to grant waivers, are we going to eliminate some of the current ones? Martin asked if an attorney had ever looked at the waivers, noting that when he was doing his research, he was told that you must enforce the rule equally, or you can't. Discussion lead to removing all waivers; to finding location within the subdivision to allow for boat and trailer storage; to requiring members who have waivers a time frame to find a resolution where a waiver is no longer necessary as noted in a previous Board meeting. Issues with lot maintenance encompass out of town property owners not keeping their lots maintained as well as once a property is improved in any manner shall be maintained. Several properties post Katrina were razed and subsequently not maintained, either partially or in its entirety. Discussion centered on minimum requirements supported by the covenants that provide consistency and eliminates subjectivity, such as the 30' front yard setback. It was noted that the footprint of prior improvements may be available through the County tax office. The two criteria would determine the minimum standard relative to the street view. The remaining portion to the rear, if not maintained could be considered a living fence and not be required to be cleared. The 30' front setback, as identified from the city easement is an established standard and allows for consistent enforcement. Nancy suggested that she review covenants from other waterfront communities to see how they handle it.

No action taken, tabled for further discussion.

The Board reviewed repeat violations and directed the office to send final notices with pending court action, via certified mail to the property owners who have not responded.

Member Comments – Misty noted that the office has received several requests to utilize the pavilion at Treasure Point for weddings, graduation parties & sports banquets. A member sent in an e-mail praising one of our lifeguards noting how personable, respectful and accommodating when on duty. Steven noted that he has received many positive comments regarding the same lifeguard.

Architectural Review – One set of plans for new construction of an SFR was submitted and approved. Discussion on the tenure and terms of service of the committee members was addressed. It was suggested that the same criteria for board members be used; rotating 3-year terms with the allowance to serve subsequent years. It was noted that individuals with a specific skill set serve on the AR committee. The three members currently serving have served on the board of directors, know the covenants and offer consistency. No action was taken, up for further discussion.

Grounds & Maintenance –

Steven noted that several bids had been sent out and returned for several projects and noted below. He also noted K& R is cutting the 3 lots on Fairway that were donated to the POA.

Security -

Steven noted that the bid to install t-poles at the corner of Fairway and #7 green and the at the POA lot on Royal and Sycamore was given to AG Electric. He also noted that we have not yet received the address for the Royal Oak lot nor the Fairway location. Terie and Steven to follow-up with the City. Steven reported MMR has installed two new cameras at the point which are internet accessible. The SK-Net access system has been installed and is up and running at the tennis court. Overall the system is working great and has streamlined the process of adding and deleting users. Steven noted he received a request for the Pass Police in tracking down a vehicle suspected in a theft. Steven provided the camera footage to the police but has no information on the outcome, which is typical for the police not to share information on their investigations. If we need additional information from the police Kim Reinike has a great rapport and follows up. Kim noted that he has met with the new police chief noting they increased patrols in the subdivision.

Projects-

Quality Construction received the bid to replace the doors to both cottages and to build a covering over the doors. The covering over the steps will assist in alleviating the water splashing onto the cottages. Quality also received the bid and has built the benches at Treasure Point.

Pool-

Steven reported that the hinges at the base of the gate to the pool broke and we had to close the pool shortly after opening it for the season. With Charlie's assistance in providing a welder, we were able to get the gate fixed and reopen the pool before the holiday weekend. David Sprinkle from Backyard Escapes installed an auto water fill. A second step to the pool ladder was replaced.

Treasure Point – Two of the benches installed at TP were placed near the playground to prevent vehicles from getting close to the playground. It was suggested that reflective material be placed on the benches so they may be seen at night. Can't Be Beat Fencing received the bid to move the fence and gate at TP. The new posts have been ordered but a start date has not been determined. AG Electric received the bid for the electrical work and United Security will be moving the access card reader. Charlie asked if the board wants to consider paving the area leading to the gate once the fence is moved. Tabled until the fence is moved.

Tennis Court – All Seasons received the bid to widen the parking area at the tennis courts as well as installing a pad/ walk to the tennis court entrance. The resurfacing of the tennis court project is 99% complete. Am Tennis has a few items to address and should be completed in the very near future. Steven reported that the courts are getting a lot of use, especially basketball. It was noted that the lights are being left on overnight.

City Update - Joey noted that the City's short-term rental ordinance goes into effect on July 19th with a 90-day grace period. All applications are to be submitted by October 16th. The application and complaint form are located on the City's website. The City made it official in hiring Daren Freeman as the new Police Chief. Joey mentioned to the chief about the POA hosting a "Coffee with a Cop" event. Chief Freeman is opened to the idea. A date is TBD once we coordinate with PCI.

PCI –

Cathy noted that PCI is hosting a Poker Run and Music on July 20th.

OLD BUSINESS:

Community Involvement – PCI Poker Run, July 20th.

NEW BUSINESS:

Board Officers - Charlie made a motion to nominate the proposed slate of officers as; Joey Niolet, President, Nancy Hardenstein, VP, Rebecca O’Dwyer and Cathy Gill as treasurer. Kim Reinike second the motion and approved by all present.

Committee Assignments - Architectural Review – Rebecca O’Dwyer
City Liaison – Joey Niolet
Community Involvement – Nancy Hardenstein, Cathy Gill
Covenants – Nancy Hardenstein
Grounds & Maintenance – Martin Miller
PCI Liaison – Cary Trapani
Pool / Tennis Court – Martin Miller
Treasure Point – Charlie Reymond
Security – Kim Reinike

Banking Privileges - A motion to acknowledged and affirm, per the Associations By-Laws and covenants that the four officers and office manager are listed as signatories on the POA bank accounts was made by Kim Reinike, second by Charlie Reymond and approved by all.

There being no further business the meeting was adjourned at 7:15

Board Minutes respectively submitted by Terie Velardi, POA Staff.

NEXT MEETING – The next BOD meeting is scheduled for August 12, 2019 at 5:30 pm inside the PCIGC Banquet Room.