

Timber Trails Community Association
Board of Directors Meeting
May 9, 2020

Call to Order: The 5/9/20 meeting of the Timber Trails Board of Directors was called to order by President Rick Metzger at 9:32am. Board Members present were Dan Bernheim, Dave Carbone, Rick Metzger, Connell McGill, Robert Ray, Barry Trachtenberg and Joe Varacalli. Also, in attendance was TTCA Manager Wendi Freeman and Lake Naomi Club General Manager Robert Jones.

Approval of Minutes: **January 25, 2020 Business Meeting** - On a motion made by Joe Varacalli, seconded by Dave Carbone, all were in favor of approving the meeting minutes of January 25, 2020.

Approval of Minutes: **March 14, 2020 Business Meeting** - On a motion made by Joe Varacalli, seconded by Barry Trachtenberg, all were in favor of approving the meeting minutes of March 14, 2020.

Presidents Report: Rick Metzger updated the Board regarding the past two BOT Meetings and the meeting of the BOG. The topics of these meetings involved the anticipated opening schedules of the Lake Naomi Club, the safety measures being put into place and the expected impacts on the operating budgets.

Old Business:

- **Financial Report** - The Board reviewed the presented financial statements as of March 31, 2020. The balance sheet indicated assets totaling \$1,187,873, and liabilities totaling \$462,612. Assets include cash in bank, the Annual Assessment Receivables, prepaids and intercompany funds that are due from other entities. The liabilities included accounts payable, monies due to the Lake Naomi Club for contractual expenses and capital reserve, and accrued expenses for anticipated expenses for which the monthly bills had not yet arrived.

The Board also reviewed the P&L report with budget comparison as of March 31, 2020. Revenues including annual assessments, income from bar code stickers, late fees and dispatching fees totaled \$1,0534,638 on a budget of \$1,055,083. Expenses totaled \$367,486 on a budget of \$405,529. Snow plowing and ice control was considerably under budget due to a light winter. Hopefully that will continue through November and December of 2020. **All were in favor of accepting the financial statements as presented.**

- **Collection Report** - The Board reviewed the collection report as of April 30, 2020. At this time there are 45 TTCA Members that have not paid their 2020 TTCA Assessment. 39 of those Members owe only for 2020, 5 Members owe for 2019 and 2020, and 1 owes fees for several years and has

been submitted to the attorney for collection. The board reviewed the letters that will be sent to those unpaid along with their current monthly statements. **On a motion made by Dave Carbone, seconded by Barry Trachtenberg, all were in favor of the letter and they will go out as soon as possible.** Club Packets will not be distributed to any TTCA Member that is not current with their Timber Trails assessments. Dan Bernheim will check with the TTCA Attorney Nick Haros on the status of the collection efforts with account number T624 who is past due several years.

- **Sales Data** - The TTCA reviewed the sales data as of 5/1/20 for both TTCA and PPCA. Timber Trails reported 5 resale certificates as of May 1, 2020, averaging approximately \$300,000. The PPCA had 29 sales as of May 1, 2020, the highest sale price being \$1,163,700 for a lake front home in Lake Naomi.
- **Garbage Update** - Garbage collection continues to become heavier as many TTCA Members are in house during the Covid - 19 shut down. County Waste has been doing a good job with the collection with very few missed stops.
- **Code of Conduct Enforcement** - Considering the heightened occupancy in Timber Trails, it has been relatively quiet, with most folks staying in. The only complaints have been some dogs off leash and a few minor noise issues.
- **Speed Signage Updates** - The speed limit signs were ordered however arrived smaller than anticipated. Maintenance will order PennDOT regulation size signs, they will be mounted on wooden posts to match the street signs. There will be one sign posted on the in and out side of Blockhouse Road, 1 at the end of Blockhouse Road on Conestoga and 5 will be spaced around the Conestoga Circle. The smaller signs will be mounted underneath the existing stop signs. The Board approved stop bars at all stop sign locations along with two cross walks on Centennial, not to exceed \$500.
- **Roadside Maintenance** - Rick Metzger will meet with Maintenance Supervisor Scott Hall to discuss the spring/summer schedule for completing the tree pruning and the roadside cutting for 2020. The swales also need to be tended along with some pothole repair.

New Business:

- **2020 Reserve Fund Activity** - Rick updated the Board that he had verified with accounting that the TTCA lines of credit are in place and active through 2022. The Board reviewed the roads presented by Scott Hall that will be scheduled for re paving in 2020. Preliminary numbers for the paving index were reviewed and the Board agreed to put the roads as presented out to bid. There are currently proper funds on hand to complete the 2020 paving. Should the bids come in on the lower side, the Board will consider adding additional roads into 2020. The TTCA Reserve Study is currently being updated to increase costs and the lives of all items are being reviewed.

- **COVID-19 Issues** - The Board discussed the Bar Code Stickers that are held by delinquent TTCA Members and LNC Club Members that have not paid. These Bar Code stickers will be disabled until proper payments have been made. The Board also discussed the use of Tall Timber Beach which is owned by the TTCA and operated by the Lake Naomi Club. On the advice of Timber Trails counsel, it was agreed that the TTCA would mirror the policies of the Lake Naomi Club. Rental Guests will be limited to 30 days, scannable, pictured Id badges will be issued to TTCA Owners without Club Membership for Tall Timber Lake and beach use based on the Club's Family Membership. Rental Badges will also be issued, again in 30-day increments for rental guests. The Board also reviewed and discussed the updated rental check in policies as presented by management and agreed that the extra control was needed. The new rental policies and Badge Id information will be sent to the TTCA Membership prior to opening weekend.

- **Lake Naomi Club Questions & Concerns** - The Board asked Lake Naomi Club General Manager Robert Jones many questions regarding the LNC Amenities including guest policies (no guests for 2020 season), Gold Course Opening in the yellow phase, beach monitors and badge scanning, tennis opening, Membership while staying at the Mountaintop Lodge (none for 2020). The Board also discussed with Robert the anticipated plans for Kids Kamp, pickle ball, pools and beaches. Robert also reported that even with the unknown for the 2020 season, 80% of the Membership has renewed. The Club is anticipating and calculating budget number in the event the other 20% is not received. Robert also reported that the Lake Naomi Clubhouse will remain open for take out and the Club is hoping to open the Timber Trails Clubhouse for the season, however staffing could hinder that process as the Club will not be bringing in international staff for the 2020 season.

Adjournment - The TTCA Board of Directors adjourned the business meeting at 11:45AM. The next meeting of the Timber Trails Board of Directors is scheduled for June 13, 2020 at 10:00Am via Zoom.

Respectfully Submitted,

Wendi Freeman, CMCA, PCAM
Association Manager
Timber Trails Community Association