

**Timber Trails Community Association
Board of Directors Meeting
November 21, 2020**

Call to Order: The 11/21/20 meeting of the Timber Trails Board of Directors was called to order by President Rick Metzger at 8:00 am via Zoom. 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 LNC General Manager Robert Jones.

Approval of Minutes: October 10, 2020 Business Meeting - On a motion made by Joe Varacalli, seconded by Dave Carbone, all were in favor of approving the meeting minutes of October 10, 2020.

Approval of Minutes: October 17, 2020 Business Meeting - On a motion made by Joe Varacalli, seconded by Robert Ray, all were in favor of approving the meeting minutes of October 17, 2020.

Presidents Report: Rick Metzger updated the Board regarding the most recent BOT Meeting. The Club has again extended the "no guest" policy until the end of the year and then will revisit. Rick updated the board that there could be another possible case of the virus that could affect CC staffing, but the results of testing is not yet available. The LNC Budget has been approved by the Finance Committee and the BOG and is now in front of the LNC Trustees for approval.

Old Business:

- **Financial Report** - The Board reviewed the presented financial statements as of October 31, 2020.
- **Operating Account** - The balance sheet indicated assets totaling \$284,847, and liabilities totaling \$45,586. 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 October 31, 2020. Revenues including annual assessments, income from bar code stickers, late fees and dispatching fees totaled \$1,103,474 on a budget of \$1,101,656. Expenses totaled \$902,231 on a budget of \$970,193. 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.**

- **Contingency Fund Account** - The balance sheet indicated assets totaling \$124,974, and liabilities totaling \$0. Assets include cash in bank.

The Board also reviewed the Contingency Fund P&L report as of October 31, 2020. Revenues included \$447 in interest income.

- **TTCA Capital Reserve Fund Account** - The balance sheet indicated assets totaling \$775,172, and liabilities totaling \$330,967 (2020 road paving). Assets include cash in bank.

The Board also reviewed the TTCA Capital Reserve Fund P&L report as of October 31, 2020. Revenues included \$731 in interest income. The amount transferred into the account from operating funds as per the approved 2020 budget is \$113,000. The 2020 TTCA Paving Project invoice will be paid in November.

All were in favor of accepting the financial statements as presented.

- **Collection Report** - The Board reviewed the collection report as of November 14, 2020. At this time there are 4 TTCA Members that have not paid their 2020 TTCA Assessment. 2 of those Members owe only for 2020, 1 Member owes for 2019 and 2020, and 1 owes fees for several years and has been submitted to the attorney for collection. 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 and request/review a bringdown search.
- **Sales Data** - The TTCA reviewed the sales data as of 11/10/20 for TTCA. Timber Trails reported 65 resale certificates as of 11/10/2020, averaging approximately \$400,000. The highest sale at this time is a home on Leatherstocking at \$960,000, and the lowest \$165,000 on Old Creek Path.
- **Short Term Rental Discussion** - The Board discussed the last LNC Short Term Rental Committee meeting. The BOG and the BOT have approved the Club's new Temporary Membership Policy and the Membership will be notified shortly. The Tobyhanna Township Board of Supervisors is actively drafting their new ordinance regarding this subject and more public meetings are planned. The TTCA has requested data from Management regarding total check ins and vehicle numbers and that so the Board may determine the impacts of the short-term rentals on the community as a whole.
- **Open TTCA Vote Discussion** - The ballot results will be announced at the annual meeting this date, following the business meeting of the Board. The votes are not enough to continue with the by-law change, the vote will officially be closed and no amendment to the by-laws will occur.

From June minutes: "Currently the mail in votes total 280 votes. As per the by-laws via attorney interpretation, the TTCA needs 51% of votes to be cast. 2 votes per property = 1052 votes, need 51% or 536 votes.

The TTCA would need another 256 votes to be cast before or at the special meeting. Once the 51% is received, the majority vote would govern. Of the 280 proxy votes received the count was 138 in favor, 135 not in favor and 7 votes disqualified as the ballots weren't signed.

The Board will more than likely close the vote and announce the final numbers at the TTC Annual Meeting in November."

- **Garbage Update** - County waste continues to not finish all of the TT Route on Mondays. Their explanation to the delays is staffing and illness related to the COVID-19 pandemic. Management is managing it best they can by eblasting the information and helping with missed stops. The Board discussed dusting off the

possibility of centralized location for garbage drop off. Management will get on this as soon as possible.

- Code of Conduct Enforcement Update - None

New Business:

- **2019 Election Results** - Due to the US Postal Service challenges, many TTCA Members have not received their ballots to participate in the 2020 Board Election. The Board agreed that considering the Pandemic and the mail service, the election will be held open until December 21, 2020 to allow Members to vote. The Annual Meeting of the Membership will not be adjourned until the Board's next meeting so the Board can verify the vote and elect the 2021 Officers. The TTCA Membership will be advised of the election results for the 2021 Board of Directors via eblast after the Board closes the Annual Meeting.
- **Annual Meeting Preparation** - The board reviewed the correspondence from owners/questions submitted for discussion at the Annual Meeting. They reviewed the TTCA factual data for reporting and the 2021 Annual Budget for discussion.
- **Other Matters** - The Board requested Management contact the homeowner on the corner of Pioneer and Conestoga about the large pines that are impeding the site distance. The owner either needs to trim them back for safety reasons or the Timber Trails Community Association will trim them for them.

Adjournment - The TTCA Board of Directors adjourned the business meeting at 9:00AM in order to reconvene for the Annual Meeting of the Membership at 9:30AM via Zoom Webinar.

Respectfully Submitted,

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