

## BOARD OF DIRECTORS MEETING

Meeting of the Board of Directors is held on **Friday, February 26, 2016** at the Timber Hill Community Association Building at 8pm.

### I. Quorum Count

A Timber Hill Community Association meeting of the Board of Directors was held on Friday, February 26, 2016 at 8:14 P.M.

The following **Officers** were present:

1. Timothy Duncan, President
2. LaTonya Jackson, Vice President
3. Billy Higgins, Secretary

The following **Officers** were absent:

1. Anthony Mack, Treasurer -Excused

The following **Directors** were present:

1. Joanne Heyer
2. Muriel Geiersbach
3. LaTonya Jackson
4. Stacy Koehler
5. William Higgins

The following **Directors** were absent:

1. Ralph Pizzano –Excused

The following **property owners** were present: 8

There being a quorum of 5 board directors, the meeting was called to order at 8:15pm.

## II. Minutes

Motion to correct the minutes dated January 8, 2016, in section 1 “There being a quorum of 4 board members” needs to be changed to “There being a quorum of 6 board directors”

- ❖ Joanne Heyer - Motions
- ❖ Muriel Geiersbach -Seconds
- ❖ Unanimous

Motion to change the wording in section VII from “It was explained to the board that our online dues payments were not working, Stacy Koehler pointed out it should be and was voted on by the board, Billy Higgins stated he checked all of 2015 meeting minutes and could find no such vote, Stacy Koehler and Timothy Duncan suggested it may have happened in 2014.” to “It was explained to the board that our online dues payments were not working, Stacy Koehler pointed out it should be and was voted on by the board, Billy Higgins stated he checked all of 2015 meeting minutes and could find no such vote, Stacy Koehler and Timothy Duncan suggested it was on the previous website”

- ❖ Stacy Koehler - Motions
- ❖ LaTonya Jackson -Seconds
- ❖ 4 in favor – Joanne Heyer, Muriel Geiersbach, Stacy Koehler, LaTonya Jackson

*\*Secretary Billy Higgins stated he did not like this and thought it was revisionist history and insisted the original wording is what was discussed at the meeting. Anything said during a meeting is on the record and he questions the ethics of adjusting this record a month and a half later with no new information\**

Motion to accept corrected minutes

- ❖ LaTonya Jackson - Motions
- ❖ Joanne Heyer -Seconds
- ❖ 3 in favor – Joanne Heyer, Muriel Geiersbach, LaTonya Jackson

## III. Report of Officers

Timothy Duncan, President (See Attached)

Latonya Jackson, Vice President - no report

Billy Higgins, Secretary - no report

Anthony Mack, Treasurer (See Attached)

### November Report:

#### Interest:

Sweep Account	\$3.83
Capital Improvement	\$4.76
Certificated of Deposit	\$3.24

#### **Total interest on all accounts for - \$15.07**

Total expense for the month of January with transfers -	\$20,157.67
Community Dues as of 2/5/16:	\$71,388.59
Reserve as of 2/5/16:	\$22,383.90
Road Fee as of 2/5/16:	\$6,279.51
Dues prior to 2016 as of 2/5/16	\$1,510.00

III.A. Report of Administration, Tricia Nelson - (See Attached)  
Read by Timothy Duncan

#### IV. Report of Committee Chairman

Rose Aumick, Community Events Committee - no report

Leo Henneberger, Road Committee - no report

Vacant Chairperson, Pool Committee - no report

Vacant Chairperson, Hearing Committee - no report

We do not have a chairperson, but Sheila and Lane are on the Committee.

Linda Siano, CAPP Committee - (See Attached Report)

Vacant, Crime Watch Committee - no report

No active members, Everyone needs to keep their eyes open and Contact the State Police if necessary.

Muriel Geiersbach, By-Law Review Committee - No report

Bobbi Snyder, Gypsy Moth "AD HOC" Committee - No report

#### V. Unfinished Business

Motion to table Written Policy for Employee Performance Review until March Board Meeting.

- ❖ Latonya Jackson - Motions
- ❖ Joanne Heyer -Seconds
- ❖ Unanimous

Motion to accept Gypsy Moth Committee Policy and Procedure changing section 2 From "The By-Law Review Committee shall be comprised of three or more members of Timber Hill Community Association as determined by the Board of Directors." to "The By-Law Review Committee shall be comprised of one or more members of Timber Hill Community Association as determined by the Board of Directors." and changing section 3 from "Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the board." to "Committee Members shall serve for one year following their appointment at the annual meeting, subject to renewal by mutual agreement of the member and the board."

- ❖ Joanne Heyer - Motions
- ❖ Latonya Jackson -Seconds
- ❖ 4 in favor – Joanne Heyer, Muriel Geiersbach, Billy Higgins, LaTonya Jackson

Motion to not use the Gypsy Moth Suppression Program Application and hold on to it for future use.

- ❖ Latonya Jackson - Motions
- ❖ Joanne Heyer - Seconds
- ❖ unanimous-

*\*The Board of Directors was advised; the ad hoc Gypsy Moth Committee contacted multiple vendors on behalf of the association, obtained quotes and posed recommendations to the board before the Gypsy Moth Committee Policy and Procedure were in place. In order to sanction the Gypsy Moth Committee's previous actions and findings in their report on 1-8-16 it was recommended the board ratify the committee's previous actions and findings.\**

Motion to Ratify Gypsy Moths Committees previous actions and findings included in the 1-8-16 Gypsy Moth Committee Report

- ❖ Billy Higgins- Motions
- ❖ Joanne Heyer - Seconds
- ❖ unanimous-

Motion to rescind the following motion from meeting on 1-8-16; "Motion to create a \$35 special assessment for each property in THCA for 2016 Gypsy Moth Spraying."

- ❖ Stacy Koehler- Motions
- ❖ LaTonya Jackson - Seconds
- ❖ unanimous

Motion to sign contract with Bruce's Flying Service Inc, in the amount not to exceed \$25,000.00

- ❖ Stacy Koehler- Motions
- ❖ LaTonya Jackson - Seconds
- ❖ unanimous

*\*Stacy Koehler Departed at 9:45\**

Motion to accept By-Law Review Committee Policy and Procedure changing section 2 from "The By-Law Review Committee shall be comprised of three or more members of Timber Hill Community Association as determined by the Board of Directors." to "The By-Law Review Committee shall be comprised of two or more members of Timber Hill Community Association as determined by the Board of Directors." and changing section 3 from "Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the board." to "Committee Members shall serve for one year following their appointment at the annual meeting, subject to renewal by mutual agreement of the member and the board."

- ❖ Joanne Heyer - Motions
- ❖ Latonya Jackson -Seconds
- ❖ unanimous

## VI. New Business

Motion to renew the CD for 4 months

- ❖ Billy Higgins - Motions
- ❖ Joanne Heyer -Seconds
- ❖ Unanimous

Motion to accept Road Committee Policy and Procedure changing section 2 From "The Road Committee shall be comprised of three or more members of Timber Hill Community Association as determined by the Board of Directors." to "The Road Committee shall be comprised of one or more members of Timber Hill Community Association as determined by the Board of Directors." and changing section 3 from "Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the board." to "Committee Members shall serve for one year following their appointment at the annual meeting, subject to renewal by mutual agreement of the member and the board."

- ❖ Joanne Heyer - Motions
- ❖ Latonya Jackson -Seconds
- ❖ unanimous

Motion to have Tricia send a letter to Leo, relieving him as road committee chairperson

- ❖ LaTonya Jackson - Motions
- ❖ Joanne Heyer -Seconds
- ❖ unanimous

Motion to have our lawyer write a certified letter to James Ott, Mountain Tubing LLC & Mountain Resort Ski and Golf requesting they adhering to our license agreement.

- ❖ Joanne Heyer - Motions
- ❖ Latonya Jackson -Seconds
- ❖ unanimous

Motion to extend the meeting till 10:45

- ❖ Billy Higgins - Motions
- ❖ Muriel Geiersbach -Seconds
- ❖ unanimous

Motion to table approving purchasing 6 snow tubing lots until March board of directors meeting

- ❖ Billy Higgins - Motions
- ❖ Joanne Heyer -Seconds
- ❖ unanimous

*\*In regards to the potential purchasing of the 6 lots, Tim Duncan will contact Anthony Mack to get information on additional finances and Tricia will work on the pricing and procedures\**

Motion to table End of year Documents/Taxes from Riley & Co. for approval until March meeting

- ❖ Muriel Geiersbach - Motions
- ❖ LaTonya Jackson -Seconds
- ❖ unanimous

Motion not to approve phone book solicitation upgrade

- ❖ Joanne Heyer - Motions
- ❖ LaTonya Jackson -Seconds
- ❖ unanimous

Motion to approve "ACH/DEBIT, in person at the administration building "revision in the late notice collection letter

- ❖ LaTonya Jackson - Motions
- ❖ Joanne Heyer -Seconds
- ❖ unanimous

Motion to approve paying for Gypsy Moth Spraying using unallocated funds

- ❖ Joanne Heyer - Motions
- ❖ Muriel Geiersbach -Seconds
- ❖ unanimous

Motion to approve Tricia's request to attend Collection Law 2016 Seminar, by Fred Prior Seminars On April 20<sup>th</sup> in Allentown Costing \$199

- ❖ Billy Higgins - Motions
- ❖ LaTonya Jackson -Seconds
- ❖ unanimous

Motion to extend meeting to 10:55

- ❖ Billy Higgins - Motions
- ❖ Joanne Heyer -Seconds
- ❖ unanimous

Motion for Tricia to to put advertisements out in papers, on the website and in the newsletter looking for pool lifeguards for 2016 season.

- ❖ Joanne Heyer - Motions
- ❖ LaTonya Jackson -Seconds
- ❖ unanimous

\*Put ladder on agenda for March\*

\*Put credit card consideration on agenda for next month\*

VII. Open Floor

\*Nothing was discussed during open floor\*

VIII. Closing Adjournment

Motion to close the meeting

- ❖ LaTonya Jackson - Motions
- ❖ Joanne Heyer -Seconds
- ❖ unanimous