

Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

Quarterly Meeting, October 10, 2011 Cypress Creek Volunteer Fire Department, Station 22, Cypress, Texas

Agenda Item	Discussion Leader														
Call to order	Chairman														
Confirm quorum <ul style="list-style-type: none"> • Must be current on maintenance fees to vote and participate • Please conduct yourself in an orderly fashion or you will be asked to leave the meeting 	Chairman														
Announce purpose of meeting	Chairman														
Approval of minutes not heretofore read – Published in the Timbergram – Corrections? <ul style="list-style-type: none"> • 4/11/11 Minutes 	Secretary														
Installation of new board members – January Quarterly Meeting Only –	Chairman														
Committee Reports – None	Board and Committee Chair(s)														
Unfinished business	Chairman														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-bottom: 1px solid black;">Secretary</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • 2011 TEPOA Schedule of Events • October – Board Nominations Letter Send Out • Lights at the Lake – 12/11/11 5:30 to 7:30 pm • Online Calendar Review • Next Quarterly meeting 1/9/12 </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Legal</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • 2011 Focus on Deed Restrictions – Committee Erin, Veyra • Notice to Property Owners - Process • Request For Deed Restriction Committee Volunteers • HIR (Home Improvement Request) Reminder </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Treasurer</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Treasurer's Report • Balance Sheet • Actual vs. Budget Review • Investment Income – Higher Interest Rates • Collections Status </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Security</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Current Incidents • National Night Out Highlights Review • Reminder to call Sheriff's Dept for suspicious activity </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Communications</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • 4th Quarter Timbergram distributed - Nice Job Ann • Next Timbergram articles and advertising due 12/18/11 • Garden Club Update • Directory – Work still in progress </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Lake</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Bryan cleaned the lake again – Thanks Bryan • Lake Report - Bryan Discuss • Call for Lake Improvement Committee Volunteers • Call for trash can adoptions </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Chairman</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Call for Board Position Nominees • Alternatives to the Board • Call for committees • Questions and closing </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> • 2011 TEPOA Schedule of Events • October – Board Nominations Letter Send Out • Lights at the Lake – 12/11/11 5:30 to 7:30 pm • Online Calendar Review • Next Quarterly meeting 1/9/12 	Legal	<ul style="list-style-type: none"> • 2011 Focus on Deed Restrictions – Committee Erin, Veyra • Notice to Property Owners - Process • Request For Deed Restriction Committee Volunteers • HIR (Home Improvement Request) Reminder 	Treasurer	<ul style="list-style-type: none"> • Treasurer's Report • Balance Sheet • Actual vs. Budget Review • Investment Income – Higher Interest Rates • Collections Status 	Security	<ul style="list-style-type: none"> • Current Incidents • National Night Out Highlights Review • Reminder to call Sheriff's Dept for suspicious activity 	Communications	<ul style="list-style-type: none"> • 4th Quarter Timbergram distributed - Nice Job Ann • Next Timbergram articles and advertising due 12/18/11 • Garden Club Update • Directory – Work still in progress 	Lake	<ul style="list-style-type: none"> • Bryan cleaned the lake again – Thanks Bryan • Lake Report - Bryan Discuss • Call for Lake Improvement Committee Volunteers • Call for trash can adoptions 	Chairman	<ul style="list-style-type: none"> • Call for Board Position Nominees • Alternatives to the Board • Call for committees • Questions and closing 	
Secretary	<ul style="list-style-type: none"> • 2011 TEPOA Schedule of Events • October – Board Nominations Letter Send Out • Lights at the Lake – 12/11/11 5:30 to 7:30 pm • Online Calendar Review • Next Quarterly meeting 1/9/12 														
Legal	<ul style="list-style-type: none"> • 2011 Focus on Deed Restrictions – Committee Erin, Veyra • Notice to Property Owners - Process • Request For Deed Restriction Committee Volunteers • HIR (Home Improvement Request) Reminder 														
Treasurer	<ul style="list-style-type: none"> • Treasurer's Report • Balance Sheet • Actual vs. Budget Review • Investment Income – Higher Interest Rates • Collections Status 														
Security	<ul style="list-style-type: none"> • Current Incidents • National Night Out Highlights Review • Reminder to call Sheriff's Dept for suspicious activity 														
Communications	<ul style="list-style-type: none"> • 4th Quarter Timbergram distributed - Nice Job Ann • Next Timbergram articles and advertising due 12/18/11 • Garden Club Update • Directory – Work still in progress 														
Lake	<ul style="list-style-type: none"> • Bryan cleaned the lake again – Thanks Bryan • Lake Report - Bryan Discuss • Call for Lake Improvement Committee Volunteers • Call for trash can adoptions 														
Chairman	<ul style="list-style-type: none"> • Call for Board Position Nominees • Alternatives to the Board • Call for committees • Questions and closing 														
New business, motions and resolutions	Chairman														
Special programs – none	Chairman														
Close – motion to adjourn	Chairman														

TEPOA Articles of Incorporation, 11/12/85, Article Four

The specific and primary purpose for which the Corporation is organized is to own, operate and maintain recreational property exclusively for the use and benefit of its members, and to enforce, defend and maintain those deed restrictions in effect and filed of record in the Real Property Records of Harris County, Texas for the Timberlake Estates, Section One, a subdivision of Harris County, Texas as such deed restrictions may be in force at this time or as amended from time to time.

Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

Meeting Summary

The meeting was called to order at 7:10 PM by Wayne Francisco. A quorum was established. The minutes of the prior meeting were read by Wayne. A motion was made to accept the minutes.

Wayne stated that the online calendar was up to date. The board asked for nominations of neighbors to be nominated to the board. The annual Lights at the Lake is set for 12/11/11 between 5:30 to 7:30PM. This year Santa will be at the lake, and everyone is invited to join in with the fun. Paula Hughes, resident, asked for volunteers to assist with lighting the park. The next quarterly meeting was set for 01/09/12.

Erin Perek discussed the Deed Restrictions Committee, and asked for volunteers. Erin mentioned there would be an E-Blast asking for a call to help with this committee. The board also discussed a possible need for a neighborhood management company to help run the neighborhood. This company would help keep the neighborhood's issues in order. Erin mentioned that there were very few people in the neighborhood volunteering to help with the Deed Restriction Committee. Wayne also reminded the neighbors to respectfully submit a HIR (Home Improvement Request) form prior to beginning a project on their home.

Wayne discussed the Treasurer's report since the Treasurer position has not been filled. The TEPOA's total capital is approximately \$80,000. Wayne also discussed an idea to possibly change banks to get a higher interest rate. HOA fees collected up to this point are about 85% fulfilled.

There were no current crimes in the neighborhood that were reported. National Night Out was a big success with possibly the best turnout the neighborhood has seen. Wayne gave a reminder for neighbors to call in any suspicious activities they see.

The 4th quarter Timbergram was completed by Ann Pavalock, and was mailed out. Ann also mentioned there would be an Annual Garage Sale for the neighborhood the weekend of 10/14-10/16. She also mentioned the Garden Club meeting would be held 12/18 from 11AM-1PM. Any new articles for the next Timbergram need to be submitted by 12/18 also.

Bryan Adair mentioned the lake came down about 12 inches, but recently came back up 4 inches with the recent rain. He also talked about not using the pump for the lake since it might cause a strain on all of the neighbor's home water wells. He only used enough water over the course of the summer to keep the fish alive. Bryan also recently cleaned out the lake. He also talked about getting the landscape company to weed eat around the lake to clean out some of the dead weeds.

Wayne asked for a call of volunteers to the board. The neighborhood needs volunteers to step up and take positions on the board. The board discussed a possible need for a neighborhood management company. The pros and cons of such a company were discussed with all who attended the meeting. The cost would be \$10,000 to \$12,000 a year. The pros would be the help in keeping the deed restrictions in place, not having to constantly find volunteers for the board, and collecting old HOA fees. The cons would be the price of such a company, even though it does fit our budget. At 7:55 the meeting was adjourned.

Meeting Attendees

Count	First Name	Last Name
1	Bryan	Adair
2	Daniel	Bean
3	Ron	Carter
4	Wayne	Francisco
5	Martin	Hernandez
6	Maria	Hernandez

Timberlake Estates Property Owners Association

TEPOA • P.O. Box 452 • Cypress, TX, 77410-0452

Count	First Name	Last Name
7	Ron	Koen
8	Ann	Pavalock
9	James	Pavalock
10	Erin	Perek