

Timberlake Estates Property Owners Association

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

Quarterly Meeting, January 8, 2007
Cypress Creek Fire Department, Station 22, Cypress, Texas

Agenda

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														
Installation of new board members	Chairman														
Reading and approval of minutes not heretofore read <ul style="list-style-type: none"> • 10/9/06 Minutes 	Secretary														
Announce purpose of meeting	Chairman														
Committee Reports <ul style="list-style-type: none"> • Budget Committee Report – Wayne Francisco, Robert Gates, Dago Garza • Audit Committee Report – Kathy Gates, Steve Beverding, Axel Kirchgessner 	Board and Committee Chair(s)														
Unfinished business <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;">Secretary</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Online Calendar Review • Christmas at the Lake update </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"> • Invoice letter mailout update • Late notice mailout update • 2006 Budget vs. Actuals report • 2006 Income Report • CD updates </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"> • New Year's Eve Security Report Out • Incident reporting update • Request for Neighborhood Watch involvement suggestions </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"> • Timbergram Update • Call for email addresses </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"> • Deed Restriction Focus areas • Deed Restriction violation updates </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"> • Bid for maintenance of lake </td> </tr> <tr> <td>Chairman</td> <td> <ul style="list-style-type: none"> • The year in review - accomplishments • The year ahead - one "project" from each board member • Website update – call for additional information </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> • Online Calendar Review • Christmas at the Lake update 	Treasurer	<ul style="list-style-type: none"> • Invoice letter mailout update • Late notice mailout update • 2006 Budget vs. Actuals report • 2006 Income Report • CD updates 	Security	<ul style="list-style-type: none"> • New Year's Eve Security Report Out • Incident reporting update • Request for Neighborhood Watch involvement suggestions 	Communications	<ul style="list-style-type: none"> • Timbergram Update • Call for email addresses 	Legal	<ul style="list-style-type: none"> • Deed Restriction Focus areas • Deed Restriction violation updates 	Lake	<ul style="list-style-type: none"> • Bid for maintenance of lake 	Chairman	<ul style="list-style-type: none"> • The year in review - accomplishments • The year ahead - one "project" from each board member • Website update – call for additional information 	Chairman
Secretary	<ul style="list-style-type: none"> • Online Calendar Review • Christmas at the Lake update 														
Treasurer	<ul style="list-style-type: none"> • Invoice letter mailout update • Late notice mailout update • 2006 Budget vs. Actuals report • 2006 Income Report • CD updates 														
Security	<ul style="list-style-type: none"> • New Year's Eve Security Report Out • Incident reporting update • Request for Neighborhood Watch involvement suggestions 														
Communications	<ul style="list-style-type: none"> • Timbergram Update • Call for email addresses 														
Legal	<ul style="list-style-type: none"> • Deed Restriction Focus areas • Deed Restriction violation updates 														
Lake	<ul style="list-style-type: none"> • Bid for maintenance of lake 														
Chairman	<ul style="list-style-type: none"> • The year in review - accomplishments • The year ahead - one "project" from each board member • Website update – call for additional information 														
New business, motions and resolutions	Chairman														
Special programs – none	Chairman														
Close	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

Meeting called to order at 7:05 p.m. Quorum confirmed. Jeff Gunn stated that you must be current on your dues in order to vote and you must conduct yourself in an orderly fashion or you will be asked to leave.

Secretary. Pam Thompson read the 10/09/06 quarterly meeting minutes. George Franklin made the motion to accept the minutes as read. Ted Stewart seconded. Motion accepted.

Committee Reports.

- Budget Committee Report. The Budget Committee Report was presented by Jeff Gunn. Each area of the budget was reviewed. Kathy Gates asked if the riprap for the walkway at the lake would be rock or concrete. Robert Key responded that it will be concrete and will be a permanent solution to the problem with the walkway. He stated that there would be no leaching of chemicals into the lake. George Franklin stated that he believes it is a safe solution for the lake.

There was no further discussion regarding the budget and Jeff Gunn asked for a motion to accept the budget as presented. Cheryl Kirchgessner made the motion to accept. Jane Plumlee seconded. Motion approved.

- Audit Committee Report. Axel Kirchgessner presented the 2006 Audit Committee Report. He stated that everything looked good. The committee recommended that Quick Books be purchased for ease of bookkeeping. They also recommended that some of our funds be transferred to a money market account. George Franklin asked where Quick Books would be installed if purchased. It was established that it would be installed on the current Treasurer's computer and could be removed and reinstalled when necessary.

Secretary. Pam Thompson presented a review on the success of Lights at the Lake.

Treasurer. Debbie Shifflet presented an update on the Invoice letter mailout as well as the late notice mailout. She also presented the 2006 Budget vs. Actuals report and the 2006 Income Report as well as a CD update.

Communications. Ann reported that we are still trying to increase our e-mail database for the Timbergram.

Security. Jeff Gunn presented a report on the patrol that took place on New Year's Eve. He reported that Wayne is in the process of tracking incidences.

Legal. Jeff announced that the focus area this quarter will continue to be property maintenance.

Lake. Robert Key reported that he is looking at the lake for safety concerns. He will be talking to the game warden regarding the fish population and how to increase it. The big project this year will be putting riprap on the walkway to the island. He asked that any questions or ideas concerning the lake be directed to him.

Paula Hughes asked that the swing sets be addressed. She stated that they are a liability and a safety concern and she would like to see them removed. George Franklin asked how many people from Ravensway attended the Lights at the Lake function. Pam Thompson and Paula Hughes responded that to their knowledge people from Ravensway did not attend. Chic Hughes requested that the lake signs that are posed in the trees be brought down to a more visible level.

Timberlake Estates Property Owners Association

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

Chairman's Report. Jeff Gunn stated that the online calendar has been updated for 2007 and that the website has a lot of useful information available to the residents.

New Business. None.

Willie Horak made the motion to adjourn. George Franklin seconded. Meeting adjourned at 7:47 p.m.

Meeting Attendees

Count	Last Name	First Name
1	Bahr	Jean
2	Beverding	Steve
3	Burns	Marsha
4	Dickey	Marjorie
5	Franklin	George
6	Gates	Kathy
7	Gates	Robert
8	Godfrey	Barbara
9	Gunn	Jeff
10	Harmon	Philip
11	Harmon	Suggie
12	Horak	Willie
13	Hughes	Chic
14	Hughes	Paula
15	Key	Robert
16	Kirchgessner	Axel
17	Kirchgessner	Cheryl
18	Long	Colleen
19	Long	Phil
20	Pavalock	Ann
21	Plumlee	Jane
22	Shifflet	Debbie
23	Stewart	Madge
23	Stewart	Ted
24	Taylor	Homer
25	Taylor	Mildred
26	Thompson	Pam
27	Watts	William