

Timberlake Estates Property Owners Association

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

Quarterly Meeting, October 8, 2007
Cypress Creek 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														
Installation of new board members - n/a	Chairman														
Reading and approval of minutes not heretofore read <ul style="list-style-type: none"> • 7/9/07 Minutes 	Secretary														
Announce purpose of meeting	Chairman														
Committee Reports	Board and Committee Chair(s)														
Unfinished business <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Secretary</td> <td style="border-bottom: 1px solid black;"> <ul style="list-style-type: none"> • Christmas at the Lake Review • Online Calendar Review </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 • HIR Reminder • Deed Restriction violation updates </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"> • Monthly Spend Report • Previous quarter Income Report • CD updates • % of property owners who are not current on maintenance fees • Amount of money outstanding to TEPOA • Late notice mailout update </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"> • National Night Out Report Out • Incident reporting update </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"> • Call for Timbergram articles • Call for email addresses </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"> • Lake Treatment Update • Other lake improvement plans </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"> • Annual Election Update • Audit & Budget Committee - call for volunteers • Call for committees </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> • Christmas at the Lake Review • Online Calendar Review 	Legal	<ul style="list-style-type: none"> • Deed Restriction Focus areas • HIR Reminder • Deed Restriction violation updates 	Treasurer	<ul style="list-style-type: none"> • Monthly Spend Report • Previous quarter Income Report • CD updates • % of property owners who are not current on maintenance fees • Amount of money outstanding to TEPOA • Late notice mailout update 	Security	<ul style="list-style-type: none"> • National Night Out Report Out • Incident reporting update 	Communications	<ul style="list-style-type: none"> • Call for Timbergram articles • Call for email addresses 	Lake	<ul style="list-style-type: none"> • Lake Treatment Update • Other lake improvement plans 	Chairman	<ul style="list-style-type: none"> • Annual Election Update • Audit & Budget Committee - call for volunteers • Call for committees 	Chairman
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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.

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Meeting Summary

Chairman Brett Basford called the meeting to order at 7:05 PM. A quorum was confirmed.

Secretary

Pam Thompson read the minutes from the July 9, 2007 general meeting. A motion was made by Bill Watts and seconded by Phillip Harmon to accept the minutes as read. Motion passed and the minutes were accepted.

Pam Thompson discussed the upcoming Lights at the Lake event and gave specifics and items needed. Pam reviewed the online calendar.

Legal

Jeff Gunn gave a report on the Immers property on Craigwood. The lawn has been mowed and there is a dumpster on-site. James Pavalock reported that both the inside and the outside of the house is being cleaned up.

Phillip Harmon reported on how he e-mailed the county regarding a missing stop sign. He said within 35 minutes the stop sign was replaced.

Jeff Gunn said that we will be trying to focus on our top ten deed restriction violation properties to be cleaned up.

Treasurer

Debbie Shifflet presented the bank statement and the budget vs. actual numbers.. The checkbook balance reported was \$41,905.33. The CD balance is \$32,700.54. Debbie said our taxes were filed and we had to pay \$372.00.

Security

Wayne Francisco presented the report we filed after National Night Out and spoke about the success of National Night Out. Wayne gave the Incident Call Report and pointed out the decline in the number of calls over the last three years.

Communications

Ann Pavalock said that 158 Timbergrams were sent out via U.S. mail last quarter.

Lake

Robert Key reported on the cleanup of the fish kill. The company that treated the lake has paid for the clean up. He is waiting for bids on the repair or replacement of the bridge.

He announced that the lake workday will be November 10th.

Robert reported that we will be putting new signs at the lake.

Chairman

Brett Basford announced that three people have volunteered to run in the annual election.

Brett asked if there were any volunteers for the Audit and Budget Committees. Phillip Harmon and Bill Watts volunteered. Brett reviewed what is involved on both committees.

Brett also reported that no one volunteered to form a committee to get the money offered by United Way. He stressed the importance of committees to the success of the neighborhood.

New Business

There was no new business.

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Phillip Harmon made a motion to adjourn. It was seconded by Bill Watts and the meeting adjourned at 7:43 p.m.

Meeting Attendees

Count	Last Name	First Name
1	Basford	Brett
2	Carter	Ronald
3	Francisco	Wayne
4	Gunn	Jeff
5	Harmon	Suggie
6	Harmon	Philip
7	Key	Robert
8	Pavalock	Ann
9	Pavalock	James
10	Shifflet	Debbie
11	Spires	Dale
12	Stathakos	Donna
13	Taylor	Homer
14	Thompson	Pam
15	Watts	Bill