

# Timberlake Estates Property Owners Association

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

Quarterly Meeting, January 14,  
Cypress Creek Fire Department, Station 22, Cypress, Texas

Agenda Item	Discussion Leader														
Call to order	Chairman														
Confirm quorum <ul style="list-style-type: none"> <li>• Must be current on maintenance fees to vote and participate</li> <li>• Please conduct yourself in an orderly fashion or you will be asked to leave the meeting</li> </ul>	Chairman														
Installation of new board members	Chairman														
Reading and approval of minutes not heretofore read <ul style="list-style-type: none"> <li>• 10/8/07 Minutes</li> </ul>	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="border-bottom: 1px solid black; padding: 2px;">Secretary</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Christmas at the Lake Review</li> <li>• Online Calendar Review</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Legal</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Deed Restriction Focus areas</li> <li>• HIR Reminder</li> <li>• Deed Restriction violation updates</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Treasurer</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Monthly Spend Report</li> <li>• Previous quarter Income Report</li> <li>• CD updates</li> <li>• % of property owners who are not current on maintenance fees</li> <li>• Amount of money outstanding to TEPOA</li> <li>• Late notice mail out update</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Security</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Incident reporting update</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Communications</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• 2008 Directory Update and Request for Volunteers to Assist</li> <li>• Call for Timbergram articles</li> <li>• Call for email addresses</li> </ul> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Lake</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Lake improvement plans</li> <li>• Call for Pavilion Committee volunteers</li> </ul> </td> </tr> <tr> <td style="padding: 2px;">Chairman</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Annual Election Update</li> <li>• Call for committees</li> </ul> </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> <li>• Christmas at the Lake Review</li> <li>• Online Calendar Review</li> </ul>	Legal	<ul style="list-style-type: none"> <li>• Deed Restriction Focus areas</li> <li>• HIR Reminder</li> <li>• Deed Restriction violation updates</li> </ul>	Treasurer	<ul style="list-style-type: none"> <li>• Monthly Spend Report</li> <li>• Previous quarter Income Report</li> <li>• CD updates</li> <li>• % of property owners who are not current on maintenance fees</li> <li>• Amount of money outstanding to TEPOA</li> <li>• Late notice mail out update</li> </ul>	Security	<ul style="list-style-type: none"> <li>• Incident reporting update</li> </ul>	Communications	<ul style="list-style-type: none"> <li>• 2008 Directory Update and Request for Volunteers to Assist</li> <li>• Call for Timbergram articles</li> <li>• Call for email addresses</li> </ul>	Lake	<ul style="list-style-type: none"> <li>• Lake improvement plans</li> <li>• Call for Pavilion Committee volunteers</li> </ul>	Chairman	<ul style="list-style-type: none"> <li>• Annual Election Update</li> <li>• Call for committees</li> </ul>	Chairman
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New business, motions and resolutions <ul style="list-style-type: none"> <li>• Audit Committee Report</li> <li>• Budget Committee Report and budget approval</li> </ul>	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 October 8, 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.

Brett Basford announced the purpose of the meeting.

Pam Thompson asked Paula Hughes to report on the success of Lights at the Lake.

Pam Thompson reviewed the online calendar for the first quarter of 2008.

## Legal

Brett Basford asked for Deed Restriction Committee volunteers. No volunteers came forward.

Brett reported that there was a large number of HIR's approved last year and that is good that people are following the correct procedures for having improvements made to their property.

## Treasurer

Brett Basford presented the monthly spend report and the previous quarter income report. Brett explained the lien process. He reported that we were \$7,800.00 under budget for 2007.

## Security

Wayne Francisco reported on the New Year's Eve security and said he will bring a full report when he receives it.

Wayne gave an update on how we are tracking incidences in the neighborhood by means of an Incident Tracking Report.

## Communications

Ann Pavalock reported that we mailed out 158 Timbergrams last month.

Ann stated that a new directory will be published this year and that we will need help in distributing it. She asked that any changes in information be submitted.

## Lake

Robert Key reported that the bridge has been repaired and it is structurally sound. He called for lake improvement committee volunteers.

## Chairman

Brett Basford made a call for committee volunteers and stressed the importance committees will play in making our organization run more effectively. No volunteers came forward.

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

Bill Watts presented the Audit Report. The additional committee members were Jean Bahr and Jane Plumlee. Bill reported that the committee found all records to be in good order and commended Debbie Schifflet for a job well done.

Wayne Francisco presented the Budget Committee Report. The additional committee members were Phil Harmon and Ron Carter. The floor was opened for discussion and comments. Jane

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Plumlee made the motion to accept the budget as proposed. Bill Watts seconded. Motion approved.

A discussion took place regarding burning leaves in the neighborhood and the affects that this has on some property owners. Brett Basford gave suggestions that are county law to help those residents that are having problems.

Michael Polotko raised an issue about a home having heavy equipment parked in their driveway. He also brought up a noise control issue that he is having.

Phil Harmon made a motion to adjourn. It was seconded by Julia Gates and the meeting adjourned at 8:12 p.m.

## Meeting Attendees

Count	Last Name	First Name
1	Bahr	Jean
2	Basford	Brett
3	Carter	Ron
4	Cooper	Sue
5	Cooper	Jerry
6	Francisco	Wayne
7	Gaitz	Julia
8	Harmon	Philip
9	Harmon	Suggie
10	Hughes	Paula
11	Hughes	Chic
12	Key	Robert
13	Lundberg	Cindy
14	Pavalock	Ann
15	Plumlee	Jane
16	Polotko	Michael
17	Saneifard	Rasoul
18	Spires	Dale
19	Thompson	Pam
20	Watts	Bill