

# Timberlake Estates Property Owners Association

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

## QUARTERLY MEETING OCTOBER 12, 2009 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"> <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														
Announce purpose of meeting	Chairman														
Reading and approval of minutes not heretofore read <ul style="list-style-type: none"> <li>• 7/13/09 Minutes</li> </ul>	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="border-bottom: 1px solid black; padding: 2px;">Secretary</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Online Calendar Review</li> <li>• Next Quarterly meeting 1/11/10</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>• Request For Deed Restriction Committee Volunteers</li> <li>• HIR (Home Improvement Request) Reminder</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>• Balance Sheet</li> <li>• Investment Income</li> <li>• Taxes</li> <li>• Collections Status</li> <li>• Actual vs. Budget Review</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>• National Night Out Report</li> <li>• Status of updating Incident Reporting</li> <li>• Reminder to call Sheriff's Dept for suspicious activity</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>• 3<sup>rd</sup> Quarter Timbergram distributed - Nice Job Ann</li> <li>• Next Timbergram articles and advertising due 12/18/09</li> <li>• Garden Club Schedule</li> <li>• Lights at the Lake Event 12-?-09</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 Report</li> <li>• Trees, Catfish Order, Swings Report, Electric Box, Pavilion</li> <li>• Call for Lake Improvement Committee Volunteers</li> <li>• Call for trash can adoptions</li> <li>• Good Neighbor Award Recognition</li> </ul> </td> </tr> <tr> <td style="padding: 2px;">Chairman</td> <td style="padding: 2px;"> <ul style="list-style-type: none"> <li>• Board Elections</li> <li>• Currently working on Deed Restriction complaints</li> <li>• Call for committees</li> </ul> </td> </tr> </table>	Secretary	<ul style="list-style-type: none"> <li>• Online Calendar Review</li> <li>• Next Quarterly meeting 1/11/10</li> </ul>	Legal	<ul style="list-style-type: none"> <li>• Request For Deed Restriction Committee Volunteers</li> <li>• HIR (Home Improvement Request) Reminder</li> </ul>	Treasurer	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Investment Income</li> <li>• Taxes</li> <li>• Collections Status</li> <li>• Actual vs. Budget Review</li> </ul>	Security	<ul style="list-style-type: none"> <li>• National Night Out Report</li> <li>• Status of updating Incident Reporting</li> <li>• Reminder to call Sheriff's Dept for suspicious activity</li> </ul>	Communications	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Quarter Timbergram distributed - Nice Job Ann</li> <li>• Next Timbergram articles and advertising due 12/18/09</li> <li>• Garden Club Schedule</li> <li>• Lights at the Lake Event 12-?-09</li> </ul>	Lake	<ul style="list-style-type: none"> <li>• Lake Report</li> <li>• Trees, Catfish Order, Swings Report, Electric Box, Pavilion</li> <li>• Call for Lake Improvement Committee Volunteers</li> <li>• Call for trash can adoptions</li> <li>• Good Neighbor Award Recognition</li> </ul>	Chairman	<ul style="list-style-type: none"> <li>• Board Elections</li> <li>• Currently working on Deed Restriction complaints</li> <li>• Call for committees</li> </ul>	
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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.

### Meeting Summary

The meeting was called to order at 7:07 P.M. by Chairman Wayne Francisco. A quorum was established. Joanne Carter read the minute of the July 13, 2009, meeting. Motion to accept as made by George Franklin and seconded by Chic Hughes.

There were no committee Reports.

There was no unfinished business.

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Joanne Carter reported that the website was up to date with all Timberlake activities. The next quarterly meeting will be on Monday, January 11, 2010.

Wayne, legal chair due to Cindy's resignation, again asked for volunteers to help on the Deed Restriction Committee. He reported that the only HIR recently received and approved was for the new driveway and garage at the Orso residence.

Due to technical problems Mike Ruiz was unable to pass out printed copies of the TEPOA Budget Analysis and the TEPOA Balance Sheet through 10/12/09. He gave a verbal report. The current bank balance is \$40,937.58. Our 3 CD's in the amount of \$11,391.07 were renewed on October 7<sup>th</sup> for the shortest possible time due to the low interest rates. He stated that maintenance fees paid in full are now at 80% and that there still 45 accounts with an outstanding balance.

Wayne, Security chair due to Ernesto's resignation, reported that National night Out on October 6<sup>th</sup> was a great success with law enforcement presence, fire trucks, snow cones and giveaways. The Sheriff's Incident reports are up to date for 2008 and just about complete for 2009. Wayne stated that he would like to get crime reports and pass this information to residents as it becomes available. He also reminded everyone to watch out for your neighbors and to ask them to watch out for you. He reminded all to call the Sheriff's Department to report any suspicious activity. TEPOA has joined Crime Stoppers of Houston. They will provide signs, promotional material and updates on the TIPS program.

Ann reported that the 3<sup>rd</sup> Quarter Timbergram had been distributed. She was congratulated for doing such a great job on this publication. She reminded everyone that articles for the next Timbergram should be sent to her by Friday, December 18, 2009. She will also put crime report updates in future Timbergrams as it becomes available. The next Garden Club meeting is scheduled for Tuesday, October 20<sup>th</sup>, with a trip to Joshua's Garden/Nursery, and a Dutch lunch. Our annual Lights at the Lake is scheduled for Saturday, December 5<sup>th</sup>. Tentatively, Santa is to arrive on a fire truck. Ann reminded all that our annual Christmas Decorating judging will be on Saturday, December 12<sup>th</sup> and Sunday, December 13<sup>th</sup>.

Jane Plumlee passed out copies of the Lake Report. Unfortunately, pine bark beetles have attacked a number of pine trees at the lake. She will contact the County about cutting some of the pine trees on the edge of the ditch. She will also contact the County about a tree specialist contact to see what the proper procedure is for cutting and spraying for this particular pest. Our fish stocking at the lake is in step 2. 500 channel catfish will be delivered soon and next spring, bass will be purchased to complete restocking of the lake. We have ordered a swing set for the lake and it will be delivered and set in about 4 to 6 weeks. The electric work to the box at the lake (hopefully) should be completed this weekend and also a light similar to the one at the playground is tentatively set to be installed at the parking lot on the same pole as the electric box. It will be pointed toward the volleyball court & adjacent area and will have a locked off/on switch. A pavilion is still being considered and Jane asked for volunteers to check out the costs, etc. Barbara Godfrey questioned about the county mowing the ditches at the lake and said that it needed to be done more often. Wayne told us that the county does still mow the ditches at the lake, some of which are quite steep, and if we start mowing them, the county may quit mowing at all. Jane presented Good Neighbor Award gift certificates to the following neighbors for their volunteer work in our subdivision – Willie Horak, Marsha Burns, Marjorie Dickey, and Chic & Paula Hughes.

Wayne reminded all of the board elections coming up and to please get your nominations in. He hopes to have the ballots out by November 1<sup>st</sup>. He is currently working on Deed Restriction complaints and would appreciate any help. Also, if you are interested in being on the board, please feel free to contact any board member with any questions that you may have.

There was no new business, motions, resolutions or special programs. Willie Horak made a motion to adjourn. It was seconded by George Franklin.

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Meeting adjourned at 7:58 P.M.

Respectfully submitted,  
Joanne Carter, Secretary

## **Meeting Attendees**

Count	Last Name	First Name
1	Plumlee	Jane
2	Godfrey	Barbara
3	Dickey	Marjorie
4	Pavalock	James
5	Pavalock	Ann
6	Franklin	George
7	Hughes	Chic
8	Hughes	Paula
9	Horak	Willie
10	Horak	Elsie
11	Stewart	Ted
12	Stewart	Madge
13	Carter	Joanne
14	Ruiz	Michael
15	Francisco	Wayne