

## Timberwood HOA Board Meeting

May 28, 2025 @ 6:30 PM

### Meeting Agenda

#### Call to Order

Meeting called to order by Wayne Fusco at 6:30 PM.

#### Determination of Quorum

Wayne Fusco – Present

Sherry Snead – Present

Zach Crane – Present

Mark Heinz – Present

Mike Marimpietri – **Not Present at Roll Call. Mr. Marimpietri Arrived at 6:36 PM.**

#### Reading and Approval of Minutes

- Motion Raised by Mark Heinz – Approve the Minutes of the April 9, 2025 BOD Meeting.
  - Seconded by – Sherry Snead
  - Motion approved by All.

#### New Business

##### **Election of Board**

- Wayne explained that Mike Marimpietri was elected to the BOD during the April 9 2025 meeting. With the election of a new Director, the BOD desires to re-elect all Director positions.
  - Motion raised by Zach Crane – Elect directors into BOD positions as follows:
    - Wayne Fusco – President
    - Sherry Snead – Vice President
    - Mike Marimpietri – Secretary
    - Zach Crane – Treasurer
    - Mark Heinz - Director
  - Seconded by – Mark Heinz
  - Motion approved by All.

##### **Adoption of Resolution 25-01 - Establishing Hurricane Protection Specifications**

- Wayne explained that the community is required to establish documented specifications for hurricane protection equipment to ensure Members understand the types and materials that are considered acceptable. Resolution 25-01 drafted with legal input and posted with the May 28 Agenda.
  - Motion Raised by Mark Heinz – Pass Resolution 25-01 as written.
    - Seconded by – Zach Crane
    - Motion Approved by All.

### **Adoption of Resolution 25-02 – Establishing Association of Expenditure Authorization**

- Wayne explained that it has been common practice for the Board to spend or authorize the spending of Association funds between Board of Director meetings when the spending was for routine upkeep of the Community or emergency needs where delaying spending would result in additional expense or risk to the Community. Mike confirmed that this spending has been typical for Boards serving throughout the past 10+ years.
- Wayne noted that while this spending has been a general accepted practice, the Community would benefit from additional structure associated with the process.
- Resolution 25-02 was written, with legal input, to outline the authorization to spend Association funds between Board of Director meetings within specific limits. This resolution was posted with the agenda for the May 28, 2025, meeting without the specific spending limits listed.
- The Board discussed ideas for appropriate spending limits during the meeting and aligned-to limits of single expenses up to \$500 and cumulative spending of \$1000 per month. These limits were written into Resolution 25-02 prior to calling for a motion to pass.
  - Motion Raised by Sherry Snead – Pass Resolution 25-02 as written, including limits of single expenses up to \$500 and cumulative spending of \$1000 per month.
    - Seconded by – Mark Heinz
    - Motion Approved by All.

### **Adoption of Resolution 25-03 – Social Media Usage Policy**

- Wayne explained that the Community uses social media as a way to encourage neighborhood interaction and engagement but does not generally serve as official means of Board communication. The primary social media platform currently used by the Association is the Facebook group, “Timberwood Landing (HOA OFFICIAL), created on April 2, 2020. This group includes general rules which all Members must agree to prior to participating but does not outline an enforceable policy for establishing the process of moderation.
- Resolution 25-03 was written, with legal input, to establish such structure. This resolution was posted with the agenda for the May 28, 2025 meeting.
- Wayne explained that this resolution would enable day-to-day moderation of comments in violation of the Policy. Additionally, the Policy establishes a process of formally removing a Member from the Association’s social media accounts. Removal from the group would require a motion by the Board at a BOD meeting.
  - Motion Raised by Zach Crane – Pass Resolution 25-03 as written.
    - Seconded by – Mark Heinz
    - Motion Approved by All.

## **Adoption of Resolution 25-05 – Reimbursement of Director Expense**

- Wayne explained that it has been common practice for members of the Board, as well as other Members of the community, to be reimbursed for their actual expenses incurred in the performance of their Association duties. Mike reiterated that this has been common practice for many iterations of Timberwood Landing Boards and currently allowed in the community Bylaws.
- Wayne explained that a member of the community has been confusing compensation and reimbursement, thus raising repetitive allegations that he was profiting from his director position. Wayne assured the Board and Members in attendance that he has only been reimbursed for actual expenses, nothing more. But he agreed that establishing a clear and official means of requesting and processing reimbursements during these situations would be valuable to the Community.
- Resolution 25-05 was written, with legal input, to establish the formal process of submitting, approving, and recording reimbursements. This resolution was posted with the agenda for the May 28, 2025 meeting.
  - Motion Raised by Mark Heinz – Pass Resolution 25-05 as written.
    - Seconded by – Zach Crane
    - Motion Approved by All.

## **Budget Update**

- Zach provided an update on TWL's Reserve Accounts.
- Zach provided an update on notable budget exceptions as of April 30, 2025:

### **06060 LEGAL**

- \$3793.79 over budget
- Another \$4631.50 will be reflected in May financials
  - \$5830.32 – Defense of the Association Against Allegations Raised by Tyler Marrs
  - \$401.65 – Liens
  - \$2360.00 – Resolutions

### **07050 POOL – MISCELLANEOUS**

- \$2405.60 over budget
  - Pressure Washing
  - Lock Replacement
  - Hinge Replacement
  - Replacement Pool Furniture

### **08040 GENERAL MAINT/REPAIRS**

- \$6343.65 over budget
  - Clubhouse Repairs

### **Audit Level Feedback**

- Wayne explained that there was a Motion passed on April 9 – “Finalize quotes for audits scoped for 5-, 6-, and 7-year durations, then proceed with spending Association funds on a professional audit.”
- Additional quotes and consultations have taken place, resulting in additional learning regarding possible audit scope.
- Lower priced quotes are for a “Governance Audit” to ensure the Association’s financial activities and statements are clear of mismanagement. Quotes for this level of audit range \$6000 - \$6800 for a scope of 3 years.
- Higher priced quotes are for a full transaction-by-transaction review of financial activities. Quotes for this level of audit are \$15,000 per year audited.
- Wayne asked for input from Members in attendance of the meeting. All Member comments stated that the community should not spend additional funds on this effort. No feedback from Members in attendance was in support of the audit.
  - Motion Raised by – Mark Heinze – Table the audit for further conversation and determination of scope.
    - Seconded by – Zach Crane
    - Approved by All.

### **Purchase of New Pool Chairs**

- Wayne explained that the Board intended to discuss the purchase of new chairs for the pool area at this meeting but noticed that the quotes posted with the meeting agenda are not comparable. The discussion on this item was tabled until comparable quotes are obtained.

### **Installation of Rain Gutters**

- Wayne explained that the Board discussed installing rain gutters on the clubhouse at the April 9, 2025 meeting and that the discussion was favorable to this project. During that meeting, Goode Brothers was the lowest bidder at \$1456, but Tyler Marrs stated that this price was high and requested additional quotes. An additional quote for this work was obtained from All Weather Contractors on May 2, totaling \$2795.
  - Motion Raised by Mike M – Approve the spending of association funds for the installation of Rain Gutters on the community clubhouse, awarding the work to Goode Brothers at an estimated cost of \$1456.
    - Seconded by – Zach Crane
    - Motion Approved by All.

### **New Pool Cleaning Quotes**

- Wayne explained that the size of the pool makes it difficult to maintain during periods of high-use. In the most recent excursion, a call to PMSI was made on Monday May 26 to inform them of the state of the pool. The community’s pool contractor, “The Pool Guy”, serviced the pool on Tuesday, May 27, but limited impact was seen after this service. “The Pool Guy” serviced the pool again on Wednesday May 28. During this service, it

was noted that one of the pool motors is not working correctly, leading to insufficient filtration.

- A secondary pool contractor, “Aquaman” is scheduled to fix the motor this week. After this repair, “The Pool Guy” will return for another service to prepare the pool for the weekend.
- Wayne explained that the Board is actively seeking quotes for new pool service companies.
- St. Augustine Pool Solutions is the first bidder and includes more detailed service and reporting, but at a higher cost than “The Pool Guy”.
  - The Pool Guy = \$600/month
  - St. Augustine Pool Solutions = \$750 - \$900/month
  - During quoting, St. Augustine Pool Solutions noted that the Association could save money long-term by upgrading the filters to a sand element filter. This would result in lower maintenance costs. St. Augustine Pool Solutions encouraged the Association to purchase the new filter from an alternate source to obtain it at a lower cost than they could provide.
- Two additional quotes will be sourced.
- Wayne announced that the pool will be closed for maintenance effective May 28, to help ensure the pool has the best chance of getting cleaned-up for the upcoming weekend.

### **Owner Comments**

1. **Public Comment** – How long can we keep a parked truck in the pool parking lot that is not functional?
  - We are aware of the situation and are looking into how to best address it. A resolution could potentially be adopted to establish rules and guidelines governing the use of the clubhouse parking lot.
2. **Public Comment** – Can we move the pool furniture into the clubhouse during the winter / off season to help protect it while not in use?
  - Yes. The current plan is to move the furniture into the clubhouse.
3. **Public Comment** – How can we better manage homes with “stuff” left in the front of their property?
  - The community does not currently have a Fine Committee, which is a key component to enforcement.
4. **Public Comment** – What is the status of the newly painted blue house?
  - The approved colors look very different now that they are on the house. The Owners are working with the Association to resolve the issue.

### **Adjourn**

The meeting was adjourned at 7:22 pm.