

Timberwood HOA Board Meeting

July 28, 2025 @ 6:30 PM

Meeting Agenda

Call to Order

Meeting called to order by Wayne Fusco at 6:32 PM.

Determination of Quorum

Wayne Fusco – Present

Sherry Snead – Present

Zach Crane – Present

Mark Heinz – Present

Mike Marimpietri – **Not Present**

Reading and Approval of Minutes

- Motion Raised by Mark Heinz – Approve the Minutes of the July 17, 2025 BOD Meeting.
 - Seconded by – Zach Crane
 - Motion approved by All.

New Business

New Clubhouse Rental Agreement

- Wayne explained that the current Rental Agreement would charge a higher-than-market fee for Owners to rent the clubhouse. A revised Rental Agreement would require a \$100 security deposit and \$75 deposit, both of which would be refunded if no damage or cleaning was required after an Event within the Clubhouse.
 - Motion raised by Mark Heinz – Adopt the new Clubhouse Rental Agreement, including waiving the rental fee for Members, with the caveat that page 2 of the Agreement can be modified as necessary without calling an additional BOD Meeting.
 - Seconded by – Sherry Snead
 - Motion approved by All.

Pool Bathroom Cleaning

- Wayne explained that SeaBreeze Cleaning provided a quote to clean the Clubhouse bathrooms twice a week for a cost of \$53/week.
 - Motion raised by Zach Crane – Approve the authority to utilize SeaBreeze Cleaning, including entering into a routine contract during months of heavy pool use, without an additional BOD meeting.
 - Seconded by – Mark Heinz
 - Motion approved by All.

PMSI Accounting Issues

- Zach explained that PSMI is performing transfers from the Money Market account used for Reserves purposes to the Checking account to cover items they deem as Operating

Expenses. However, much of the spending has been purposeful and project-based – items that should have been served from the Reserves. The journal entries present an incorrect picture of spending and lead to the idea that the Association is responsible for directly replenishing the money covered by these transfers. The June 2025 Balance Sheet presents the Reserves Total to be \$162,908.64, but this amount is over-represented by approximately \$41,000.

- Zach explained that the BOD plans to work through a process to identify line items that should have been allocated directly to the Reserves, then partner with PMSI to clean up the financial statements to make it easier to understand the Association’s current financial position.

Pool Chairs

- Tabled for further discussion w/ comparable quotes.

Pressure Washing Common Areas

- Wayne explained that a quote to pressure clean all common area sidewalks – Entrance, East Side of Pond, and Playground. The low-cost bidder was approximately \$2300.
- Wayne explained that the common area benches are aging and proving difficult to keep clean due to duck and other bird droppings. Other bench styles and materials are being considered and quoted for consideration at a future meeting.
- The BOD discussed general alignment with this spending but will surface the competitive quotes for transparency at a future meeting.

Next BOD Meeting – Thursday, September 24, 2025

Annual Meeting – TBD

Owner Comments

1. **Public Comment** – Go Karts and other recreational vehicles are driving on the streets in the neighborhood. Can the HOA do anything about these?
 - Wayne explained that the roads are public county roads, not under the authority of the HOA. If residents have concerns about the roads or equipment utilizing the roads, they should engage the St. Johns County Sheriffs office.
2. **Public Comment** – Trees on HOA Common Ground appear to be in need of trimming / removal to reduce liabilities during storms.
 - Wayne asked a Member to assist with providing a quote for this work. After received, he will seek competitive bids and bring the opportunity to the Board for consideration at a future meeting.

Adjourn

The meeting was adjourned at 7:17 pm.