

# TRLA BOARD MEETING APPROVED MINUTES

**June 16, 2006**

**PRESENT:** Duane Barbano, Ann Gilpin (by telephone), Linda Pedersen, Ted Rodda,  
David Skinner, Howard Williams, Bubba Ozee (Ranch Manager)

**ABSENT:** Richard Hawkins

A quorum being present the meeting was called to order by Howard Williams, Vice President at 9:15am.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

The TRLA meeting minutes from February 18, 2006, March 16, 2006 and May 26, 2006 were approved.

## **FINANCIAL REPORT**

<b>As of 5/31/06:</b>	<b>May 2006</b>	<b>FY05-06 YTD</b>	<b>FY 04-05 YTD</b>
<b>Revenue</b>	\$1,426	\$95,772	
<b>Expenses</b>	\$6,945	\$89,527	\$74,094
<b>Notes (Loans)</b>	\$695.56	\$7,641	

**Cash-on-Hand for  
Ranch Operations**                      \$8505.02

<b>As of 5/26/06:</b>	<b>FY 05-06</b>	<b>Previous Years</b>	<b>Disputed</b>
<b>Assessment Fees</b>			
<b># Landowners</b>	65	28	2
<b># Lots</b>	88	40	7
<b>Total Fees Due</b>	\$10,408	\$14,177	\$2,482

- Liens have been placed on 30 lots in April and May. Eleven lots had liens placed on them previously. All lots had past due balances of \$260.00 or more. Total amount of assessment fees involved = \$20,267.
- Bids for the asking price were accepted on each of the two TRLA put up for sale. The Woodland lot closes June 21<sup>st</sup> and the Sagebrush lot closes June 26<sup>th</sup>. Details will be made public once both properties close.
- Resolution of disputed assessment fees owed still in progress. Some of this amount will have to be written off, but current total unknown at this time.
- Expenses for June will have to be watched very carefully. Revenue from past due assessment fees is expected to be minimal. There is enough cash on hand to cover our average monthly expenses, but expect little reserve carryover for July.

## RANCH MANAGER'S REPORT

- Culverts: TRLA has never provided culverts for landowners at Association expense. In the past, landowners have paid for them in the past and the Association has provided the equipment and labor to put them in. It is no longer doing this.
- Brushhog: Have begun trimming brush on side roads and removing branches as necessary.
- Grading: Currently preparing side roads for gravel by grading to put crown back on them.
- Bathhouse improvements are complete except for installation of new hot water heater and a few additional plumbing repairs. Some cleaning issues need to be resolved.
- A landowner request for sharing the costs of gravel for a side road with the Association was discussed. At this time there is no money for gravel in the FY 05-06 budget. The Board needs to develop a policy regarding such requests. Tabled for additional research.
- An inventory of TRLA assets needs to be taken in the coming fiscal year.
- Current projects to be completed: rebuilding of pump housing, containment bunker for diesel fuel tank; fenced area for storage of gravel, cinders, etc. Most all materials have been purchased. Labor will be primary cost factor to complete these now.

## REVIEW OF CURRENT ACTION ITEMS

Date	Who	Item	Due
5/27/06	RH	Obtain update on Garcia case from Cassutt/Hays	ASAP
5/27	RH	Obtain update fm Cody Kelley re: 48A, misc. legal issues	ASAP

## OLD BUSINESS

**Sale of TRLA Lots:** Gallup Title and Coronado Title have raised separate issues related to respective to close of lots they are handling. Close for Sagebrush lot is June 26<sup>th</sup> and Woodland lot closes June 21<sup>st</sup>. Linda has taken care of Coronado's concern about legality of TRLA as a nonprofit corporation in NM. David and Linda will resolve Gallup Title's concern about TRLA Board involvement in sale of Sagebrush lot.

## NEW BUSINESS

Focus of this meeting was to bring new board members up to speed on current issues and further define roles and responsibilities related to these issues, answer any questions, set Board meeting dates, newsletter publication dates, etc.

### Roles & Responsibilities:

Architectural Committee & CC&R Violations & Enforcement	Ted Rodda & Duane Barbano
CC&R s & Bylaw Rewrite	Linda Pedersen & Duane Barbano

Finance Committee	David Skinner & Howard Williams
Legal	Richard Hawkins
Nominating & Election Committee	Ann Gilpin, David Skinner, H. Williams
Timberlake Times Newsletter	Duane Barbano & Howard Williams
Roads (48A)	Richard Hawkins, David Skinner, Ann Gilpin, Howard Williams
Website	Richard Hawkins, Ann Gilpin
Ranch House/Bath House	TBD

**Board Meeting Dates:**

Quarterly TRLA Board Meetings were set for the following Saturdays: July 22, 2006; October 21, 2006; February 17, 2007; and May 26, 2007 (Annual Membership Meeting.)

**Timberlake Times Newsletter Publication Dates:**

Timberlake Times will be sent to TRLA members on July 31, 2006; October 31, 2006; February 28, 2007; and June 2, 2007. Articles, stories of local interest and photographs are welcomed from all landowners. Duane Barbano will set date deadlines for articles in newsletters and communicate with board. Need to include roads and who to contact, survey/voting results, who new directors are and addresses, financial recap for 2005-2006, request for email addresses in order to move to electronic form of the newsletter, priorities for board actions, landowners contacting Mary Ray or board members when selling property, possibility of form letter for landowners to send to Cibola Commissioners on roads (depending on space). Howard is in charge of publication. Need to review policies/procedures for possibly charging for classified adds in newsletter.

**PUBLIC COMMENTS**

None. This was not a public quarterly Board meeting.

**REVIEW OF NEW ACTION ITEMS**

Date	Who	Item	Due
6/17/06	AG/DS	Develop draft letter for comments on Timberlake Road for possible inclusion in next TT newsletter	7/15
6/17	AG	Pick up website implementation from Richard	ASAP
6/17	AG	Research bulk mailing of Timberlake Times	7/22
6/17	BO	Assess dump truck & report results to Board	7/22
6/17	DS	Draft rewrite of Financial Policy & present to Board	7/22
6/17	DS	Distribute policy of Director's Liability Insurance	6/30
6/17	DS	Gather more information on Deer Run	7/22
6/17	DS	Provide Bubba with Jimmy Chavez's phone number	ASAP
6/17	DB	Research PA systems	7/22
6/17	DB	Set deadlines for Timberlake Times contributions, etc. & communicate to Board	6/30
6/17	LP/DS	Resolve Gallup Title/Coronado issues re: lot sales	6/19

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6/17	LP	Send 2/18/06 TRLA meeting minutes to AG	ASAP
6/17	LP	Draft personnel letter for Bubba	ASAP
6/17	LP/TR	Get Arch. Committee up to speed	ASAP
6/17	LP/TR	Draft letter re: CC&R complaint	ASAP
6/17	LP	Draft list of info for New Owner Packet for July Board Meeting	7/22
6/17	LP	Email options to TRLA well water issues to Board	ASAP
6/17	RH	Have Cody Kelly inquire from CID why AC stamp no longer being required	ASAP
6/17	RH	Find out from Cody Kelly how long restraining order is good for on landowner lot.	ASAP
6/17	RH	Distribute recent Restraining Order to Board members	ASAP
6/17	RH	Obtain in writing from C.Kelly opinion on way(s) to obtain landowner approval of CC&R/Bylaw rewrite	ASAP
6/17	LP	Notify Board members of time & place of Hays 6/28 meeting	ASAP
6/17	DS	Board Member Responsibilities	7/22
6/17	LP	New Owner Information Packet	7/22

### **Decision Making Process:**

Return to Robert's Rule of Order. When Board member is presented with a landowner's request for action there will be a waiting period of 7-10 days in order for the entire board to assess the situation, come to a decision, take a vote, and formally respond to the landowner. All votes will be recorded in meeting minutes. David Skinner moved, motion approved unanimously. When an internal board email is sent, we all will respond to acknowledge that message was received. David Skinner moved, motion approved unanimously.

### **AGENDA ITEMS FOR NEXT MEETING**

1. Set date for TRLA inventory
2. Create committee for Ranch House and Bath House assessment
3. Assessment of dump truck
4. Access to TRLA well
5. Set up personnel committee.

Ted Rodda moved to adjourn the meeting. Meeting adjourned at 12:55 pm.