

**SECOND TIMBERS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
February 06, 2024
5:30 PM
CPMG OFFICES**

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Rebecca Holmberg called the meeting to order at 5:30 pm.
Board Members present: Rebecca Holmberg, Colin McDaniel and Kathleen Oviatt
Board Members absent:
Minutes taken and transcribed Lakisha Newell
2. **HOMEOWNERS FORUM:** There was 1 owner present. Topics discussed were: Gutters/down spouts and graffiti.
3. **BOARD MEETING MINUTES:**
 - **Motion:** to approve the September 19, 2023 minutes with corrections was made by Colin McDaniel seconded by Kathleen Oviatt and passed unanimously.
4. **PRESIDENT’S REPORT:**
5. **FINANCIAL REVIEW:**
 - **Motion:** to accept the September 2023, October 2023, November 2023 and December 2023 financials, prepared by CPMG subject to final audit was made by Rebecca Holmberg, seconded by Colin Mcdaniel and passed unanimously
 - **Discussion:** the board will write off the due to due from on the balance sheet at the end of the year – this is best done once per year at the end of the year.
 - Purchasing Board Meeting Reminder Signs.
 - Annual Meeting date March 18, 2024 and Board Meeting Schedule.
 - Removing old mailboxes and repairing siding bids.
 - Moving handicap space over one spot allowing a loading zone for Mailman
 - The Board reviewed the attorney status report and the delinquency report.
 - Setting a Meeting with CPMG Finance Department.
 - Approved Landscape Contract
6. **UNFINISHED BUSINESS:**
 - **Discussions:** CPMG will secure bids to remove old mailboxes and repairing siding. Secure bids for sidewalk repairs. Secure bids on how to clean the siding/stairwells without soft/hard water pressure.
7. **NEW BUSINESS / TOPICS FROM THE BOARD:**
8. **ITEMS APPROVED BETWEEN MEETINGS:** None
9. **MANAGER’S REPORT:**
Violations/Fines: None
10. **CORRESPONDENCE/ Architectural Requests – None**

11. ADJOURNMENT: 6:32 pm

12. NEXT MEETING DATES: TBD - begins at 6:00 pm.