

**SECOND TIMBERS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
September 19, 2023
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 and Colin Mcdaniel, Kathleen Oviatt
Board Members absent:
Minutes taken and transcribed by Virginia Johnson, CMCA, AMS, PCAM
2. **HOMEOWNERS FORUM:** There was 1 owner present. Topics discussed were: mailboxes,
3. **BOARD MEETING MINUTES:**
 - **Motion:** to approve the May 16, 2023 and July 18, 2023 minutes with corrections was made by Rebecca Holmberg, seconded by Colin Mcdaniel and passed unanimously.
4. **PRESIDENT'S REPORT:**
5. **FINANCIAL REVIEW:**
 - **Motion:** to accept the July and August 2023 financials, prepared by CPMG subject to 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.
 - **Motion:** to approve the 2024 budget with an \$85.00 increase with assessments moving to \$325.00 was made by Kathleen Oviatt, seconded by Rebecca Holmberg and passed unanimously. Note: this budget will be presented to the owners on November 8th 2023 at CPMG
 - The Board reviewed the attorney status report and the delinquency report.
6. **UNFINISHED BUSINESS:**
 - Discussions:** CPMG will secure bids to replace the mailboxes for buildings G and H as they have been broken into and post office is not delivering mail to these buildings. CPMG will also obtain bid to replace all mailboxes, in a central location.
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: 7:25 pm**
12. **NEXT MEETING DATES:**
Budget presentation to homeowners Meeting November 8, 2023 – 5:30 pm at CPMG

