

Park at Timberhill Owner's Association

Minutes of the Board Meetings

May 20, 2026

parkattimberhill.com

Call to Order

John Winckler called the meeting to order April 20, 2026, at 7pm. A quorum was confirmed, with Board Members, attendees and 15 proxies. Board members John Winckler (President), Tom Meier (Secretary), Kathryn Higley, Joanna Dunn, as were Steve Reese, Lara Ganon, Mary Yates, Sharon & Michael Mills were in attendance. Joel Howe (outgoing Treasurer) was absent. Also in attendance was Community Manager Charlotte Fleming & Sherrie Tate of Fleming Properties LLC.

Agenda

Old Business:

- Treasurer report (Joel)
- Delinquent accounts -Charlotte
- Payment Portal input – Sherri
- Recap on security Lights – Sherri
- Communication Problems – JohnW (President)
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New Business:

- Budget for 2026 - Board
- Board Member elections - Board
- Midyear & next annual board meetings
- Tree Trimming Updates - TomM
- Website maintenance - TomM
- Homeowner Concerns.
- Any other new business.

Discussions

- Previous Meeting's Minutes of May 23, 2025, were not reviewed but many of the old topics were discussed by the group attending.
- Treasurer report – Charlotte reviewed the 2025 activities briefly and had had problems contacting Joel this year. 2026 Proposed Budget by Charlotte indicates inadequate funding with current dues and expenses the HOA would be 2427.60 short, due to higher costs. A change of Dues from \$325 to \$340 would make 2026 'flat' for the year. Suggest that the Board hold a separate meeting for a detailed proposal review. Topics should include reduction in landscaping (\$14.4k) and Irrigation (\$11k) costs since that comprises most of the costs. Note that the Reserve study suggested that PATH should target ~ \$20,000.
 - Landscaping: Superior Landscaping will increase for 2027. Charlotte indicated she can check on other services, but Superior has held prices, does a good job, and responds quickly when called for a problem. [JohnW] Consider reducing water 10-20% for summertime, shrubs and trees are mature and should remain healthy with less water. Sherri to contact Superior to do. Also need a more detailed description of landscaping items covered within the current quote.
- Delinquent account update – One homeowner's money late due to communications with the Lawyers office but has been addressed. Other late homeowners are notified.
- An online payment Portal for HOA management [Sherri] - This function has had problems, and new systems are expensive (as high as \$6000). One has been found that which costs less, has free email for

HOA's, 3% Credit card cost for payments, and will be online for PATH end of June 2026. Everyone will receive a link to establish an account, for dues payment and/or email notifications

- Security lights – there were a few installs of flood and/or security lights that were requested to be changed back to the Homeowner Policy requirements. Thanks, the Neighbors appreciate the work. Note: code requirements are that illumination from the house is to not cast a light cone beyond the sidewalk. Lighting is to have limited brightness and/or have indirect reflected lighting off the wall and/or the ground. Please notify the HOA manager if a streetlight is out or flicking, so the city can be notified for repairs work
- Communication WRT mailing notice for semi-annual payments [Sherri] – This has been cleared up. Some people did not receive email notification, so many have switched back to the paper notification method, saying that it is a nice “Hard” notice to the house.

New business

- Budget for 2026 – the budget is currently positive but is projected to be ~\$900 short at the end of the year. Increases are due to general cost increases each year. Work is needed in the 2026 budget.
- Review of HOA fees – during the meeting it was proposed to increase the fees, but as noted in the discussions section, a separated evaluation of the Budget is needed by the new incoming Treasurer & Board members.
- Board Member elections – This year the positions of President, Secretary, and Treasurer are up for re-elections. Proposed and checked on many of the Proxies was Sharon Mills for President, Ann Warner for Secretary, and Steve Reese for Treasurer. SteveR made the motion to accept these three individuals and John Winckler second the motion. They will be working with the outgoing individuals to come up to speed on the historical aspects of their position.
 - With the change of board positions, the Bank needs a note within the Minutes to indicate that the position changes were discussed at the meeting. See the following statement for that info.

“The Board of Directors approves the following changes to the Bank accounts at Columbia Bank. Savings account ending in **6053 and checking account ending in **0204.

The following names need to be removed from both accounts: John Winckler and Thomas Meier. Charlotte Fleming is to remain Administrator on both accounts. Names to be added: Sharon Mills and Steve Reese.

- Grounds Keeping [TomM]
 - Trees - There was a discussion over managing the street shrub trimming of trees planted in the tree lawns. TomM noted that many of these trees need trimming to promote vertical growth and not large bushy growth at eyelevel [potential eye damage or glasses knocked off] or on the streetside, branches that are hit by the trucks. The city is not staffed enough to timely address the city needs, but Sherri will touch base with the city contact to see if something can be done. Until then, if there is something urgent, Tom Meier can show you the proper way to trim off the lower limbs. Now that the summer is here, major trimming should wait until cooler fall/winter condition.
 - Heaving sidewalks – the city has been notified [~2months ago] about the tree root damage to 4 properties, a few of which already have retainer wall damage.
 - Yard Maintenance – please address unkempt yards in order to keep our neighborhood attractive. Many homeowners have mentioned that they had move here because the community was nicely taken care of. Grass not mowed or edged, and bushes/trees that are scraggly or reach out into the sidewalk should be maintained as per the homeowner manual.
 - Solar Panels placement instructions need to be added to the HOA manual this year.

- HOA website – The Park at Timberhill website parkattimberhill.com was discussed by the board. The website needs periodic updates and content addition, so there will be a summary of work created in order to get a quote for maintenance. Please give the board input regarding any Content or navigation issues You would like to see addressed.
- Newsletter – a mail out newsletter to each house to update owner/tenant info to HOA will be sent out within a month. Please give feedback to the sender for further Board meeting discussions.

Next meeting

Meeting for board members will be TBD for updating new President and Secretary of past activities and to discuss the process of sending out a few bulletins to the HOA.

Approval of Meeting's Minutes

This Meeting minutes were reviewed agreed to by attending Board members.

Adjournment

The meeting was adjourned by Sharon Mills at 8:35PM. Tom Meier seconded the motion.

*Proxy name list was not available at the time of the meeting. Zoom recording did not work properly for the meeting.