

Timbers Civic Association, Inc.

Executive Board Meeting

Tuesday, 12 March 2013

1. Call to order: 7:15 p.m. at Starbucks
2. Roll call of officers: President, Donna Sengelaub; Treasurer, Jacqueline Rhynard; Secretary, Sue Tant
3. Reading of minutes of the previous meeting by the Secretary
4. Treasurer's Report
 - a. Account Balance: \$6072.43 as of 2/7/13 bank statement; \$6183.32 as of 3/12/13 register
 - b. Expenditures: receipts to be provided for printing expenses for the packets that were distributed to each homeowner in February (approximately \$116) and for the recreation cleanup held on 9 March to include the chipper and brush cutter and food (approximately \$534).
 - c. Budget. Insurance is due on 27 March in the amount of \$613.00. We are unsure when association dues are due. Need to check the bylaws. The fiscal year calendar runs April 2013–March 2014. The bylaws contain a spending limit, and requests by committees to spend over that amount must be decided by a vote.
 - d. Other: The Timbers Association's Personal Property Return contains the Tax No. D01095603. We do not know if this number allows us to accept donations like a nonprofit. The Timbers bank account is with the Bank of Annapolis (located across from the Severna Park Library). This bank is merging with the First National Bank in April. Board members discussed the signatures on the account. Currently it is just the Treasurer. Action taken to see what the bylaws state. Should the other board members also be signatures for continuity?
5. Report of Committees
 - a. Bylaws: Presented by the President as the committee chair, John McGinnis, was unable to attend. The committee is currently circulating drafts of the bylaws within the committee. The committee looked at other area community bylaws. The bylaws contain the duties of the board members, voting for new board members, etc. A final version, which will be easy to understand and probably shorter, will be circulated to all community members for comment and then adopted by a vote.
 - b. Budget and Finance: Presented by the Treasurer as the committee chair, Ivan Caplan, was unable to attend. This committee needs more members. The Treasurer demonstrated several spreadsheets she and Ivan reviewed that captured each lot owner and dues paid for the last four

years. An additional spreadsheet displayed revenue and expenses. The goal is to create a new spreadsheet that is simple but ensures we accurately account for all revenue and expenses.

- c. Recreation and Development: Presented by the Secretary as the committee chair, Hank Sengelaub, was unable to attend. The committee met on 6 March. Committee members discussed park maintenance and will gather quotes they had previously received for hiring a service. The committee discussed capital improvements: out 1 year, 3 years, and 5 years. The 1 year plan starts with playground equipment, a swing set (to include an infant/toddler swing) and perhaps a sandbox. Ideas were presented for 3 and 5 years that included building onto the playground (seesaw, etc.), a gazebo, permanent tables, grill, a well and a new sign. The committee then discussed how they should prioritize projects for presentation to the community association. It was agreed that we would start with the playground. Park maintenance will include mowing and neighborhood cleanups of leaves and the woods. Park cleanup is scheduled for Saturday, 9 March. The President recommended that we have another cleanup in a couple of weeks since the first cleanup was a success and we have momentum and suggested that we remove the remainder of the climbing frame and the tree stump behind the backstop. In addition, the wooden sign where announcements are posted may need repair and should be located near The Timbers sign.
 - d. Fundraising: This committee has not met yet. Committee will research grants and whether we have 501 status to accept donations.
- 6. Reading of Communications: None
 - 7. Unfinished Business: We need increased participation in all of the committees and we need to have another big community meeting. This has been tentatively scheduled for Wednesday, 17 April at 7:00 p.m. at Starbucks.
 - 8. General Discussion: None
 - 9. New Business: The next board meeting is scheduled for Tuesday, 9 April.
 - 10. Good and Welfare
 - 11. Adjournment.