



## Lake Timberline Board of Trustees

Meeting Date: 5/25/22

Called Special by Tony Huff

### Call to Order

Board member: Called the meeting to order at: 5:20p

### Roll Call

Members in attendance:

- Marcus Payne-President
- Ken Jones-Vice President-**Not in attendance**
- Cathy Fronick-Secretary
- Matt Crabtree-Treasurer
- Mark Williamson-Security
- Tony Huff-Maintenance
- Tammy Burns-Member At Large

### Approval of Minutes from previous meeting

Minutes read by Secretary Cathy Fronick

Motion to approve minutes made by:

Seconded by:

Minutes approved

## Reports from the Board

### President-Marcus Payne

- Discussion of overall staffing for Memorial Day Weekend Marcus suggests to hire before the holiday
- The Board confirmed office hours for holiday weekend. Post on FB and Website.
- Discussion of applications received for the front office. Marcus and Matt to do interviews
- Mark and Tony to have keys to every building and gate
- Marcus filled out a maintenance request for lights by bathrooms and maint yard
- Discussion of people stealing TP from shower house. Looking into lockable dispensers. Board agreed that supplies are part of general bathroom maintenance and to investigate costs of locking dispensers, if deemed cost effective, purchases could be made.

### Vice President-(not in attendance)

Treasurer- Matt Crabtree-no report

Maintenance-Tony Huff

- Gathering info and item list for maintenance to hire an auctioneer. Possibly June auction. Shared the agreement for the board to review
- Possible purchase skid steer with proceeds
- Discussion on gravel pricing/hauling. Received 2 bids, working on a 3<sup>rd</sup>.
- Tony and Marcus were approached by an individual from the community of possible hiring for security and presented to the board. Individual had turned in an application to the office. Application was passed around. Marcus made a motion and no one responded. This led to a discussion about security from Mark Williamson.
- Tony dismissed an employee from maintenance. Board was informed in text.

Security-Mark Williamson

- Will be posting job positions for front gate
- Job descriptions need to be posted.
- Scheduling meetings with employees as well as re-training/expectations
- Discussion of non-property owner calling in guests
- Discussed the need for employee handbooks
- Discussion about giving community members security hats and shirts to hand out covenant violations. Law enforcement is against this idea and it opens up Timberline for possible lawsuits. Marcus stated if we go this route the board would have to vote on the community members selected.

Secretary-Cathy Fronick

- Preparing letters of violation to be sent out
- Can we forward office calls to Cathy during the Holidays so she could help out the office?

Member At Large-Tammy Burns

Old Business

New business

Motion to adjourn: Tammy Burns  
Seconded: Mark Williamson

Meeting ended at: 6:36p.