

**Timberbrook Homeowners Assn.**

**Bi-Monthly Official Publication**

**Areas 1, 2, 3, 4**

**August 2008**



# ***Timberline***

**Timberbrook HOA mailing address:  
PO BOX 140075, Broken Arrow, OK 74014  
[www.timberbrookhoa.com](http://www.timberbrookhoa.com)**

## **Board of Directors**

**E-mail: [tbhoa@timberbrookhoa.com](mailto:tbhoa@timberbrookhoa.com)**

<b>President</b>	Keith Deaver	355-2298
<b>Vice President</b>	Joanna Martin	355-2443
<b>Treasurer</b>	Kay Schwartz	286-7225
<b>Secretary</b>	Ann Carter	355-6621
<b>Rules &amp; Regs &amp; Timberline</b>	Anita Hundley	355-8950
<b>Social</b>	Brian Kuester	695-5026
<b>Pool</b>	Sheri Travis	355-3313

(or [sheri.travis@cox.net](mailto:sheri.travis@cox.net))

## **\*\*\*SPECIAL NOTICES\*\*\***

**HOA Board Meeting                      Sept 9, 2008 - 7PM**

***\*\*Board Member Elections\*\****

***Please see additional information inside.***

**Common Grounds Curfew: 10PM - 7AM**

**Please report any violators to the Sheriff's Office**

**Helpful #: Wagoner Sheriff's Office - 918-485-3124**

# Timberbrook HOA Board Meeting Minutes

August 12, 2008

Meeting called to order at 7:05PM. July minutes read and approved.

**Vice President's Report:** Joanna Martin

Joanna reported that Timberbrook 4 was sprayed for mosquitoes this month.

**President's report:** Keith Deaver

The tile will be selected for the clubhouse based on the durability of the product and soon installed.

**Pool Report:** Sheri Travis

Sheri is proud to report a very successful summer season at the pool! The water watchers were very appreciated and a huge thanks for all their time and effort! This will be done again next year so please consider volunteering. This summer saw our highest attendance in years, and the support of the water watchers makes all the difference!

**Rules and Regulations:** Anita Hundley

Board elections will be held at the September meeting! Please review the information in this Timberline and consider getting involved. We will be in need of a Treasurer for this next year. Kay Schwartz, our current Treasurer will be working with the new board member to train them and will be available to help them as needed. Kay noted that some bookkeeping experience would be a plus.

**Old Business**

Thank you to all the volunteers that helped clean up a yard for a neighbor in need.

**New Business**

Keith would like a group of volunteers to help rewrite and amend the covenants and bylaws. Please let us know if you can be on this special committee and help with this update.

A neighbor at the meeting complained of a septic tank in Timberbrook 4 that was caved in and not being addressed. They were referred to the city of Broken Arrow Action Line.

**Neighbors caught doing good deeds!**

Kelli and Russ Wycoff! Caught weeding and watering the front entry! Thank you! The Lawsons! Caught working year-round for a long time to maintain the gorgeous 61<sup>st</sup> St. entry close to their home! Thank you! Please let any of us know if you catch a neighbor doing a good deed. There are so many unsung heroes that do so much for so many right here in our neighborhood that deserve our thanks. We are lucky to have you, thanks again.

Meeting adjourned at 8:25PM.

## Help Prevent Street Flooding — Locate the French Drains!

We need the help of those who have been in this neighborhood for a long time. We are aware that in the late 70's several French Drains were installed around the neighborhood. By the condition of our streets after heavy rain, we believe these drains are in great need of maintenance.



If we could locate and map all of the French drains, we could work together to devise a plan for rehabilitating the drains to help maintain the safety of our streets during inclement weather.

If you know the location of any of these French drains, please contact Keith at 355-2298 or e-mail [tbhoa@timberbrookhoa.com](mailto:tbhoa@timberbrookhoa.com).

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## Help Beautify Our Main Entry!



Monetary donations for trees to be planted along the main entry way are very welcome. Please donate any amount of money towards a tree fund.

We will select varieties that are hearty and drought-tolerant, but will also add interest and color to the landscape. They'll also need maintenance in their first year or two after planting, so volunteers to water the trees will also be appreciated.

Contact Keith Deaver at 355-2298 or e-mail [tbhoa@timberbrookhoa.com](mailto:tbhoa@timberbrookhoa.com) for information.

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## Board Member Elections — September 9, 2008

Becoming a board member is a great way to get involved. There are nine board member positions serving one-year terms, and we need at least three more volunteers at this point. Please see the enclosed flyer for more information.

**See Insert**

Timberline of Timberbrook  
P.O. Box 140075  
Broken Arrow, OK. 74014

**Board Member  
Elections  
Sept. 9, 7PM**

«Postal number»

«AddressBlock»

PRESORTED STANDARD  
U.S. POSTAGE  
PAID  
BROKEN ARROW, OK  
PERMIT NO. 673

>>> **IMPORTANT MEMBER DOCUMENT**<<<<  
**PLEASE KEEP FOR FUTURE REFERENCE**

# *Board Elections*

## *September 9th*

Board members for the coming year (beginning in November) will be elected during the Sept 9th meeting. There are nine board member positions serving one-year terms.

Many of you have served in the past, and we appreciate your service — we would also be thrilled to see your faces again! Many homeowners are new to the neighborhood, and their fresh ideas would be welcomed.



Merely contact any current board member if you are interested in becoming a board member. Nominations may also be made during the meeting, though nominees must be present to accept.

Even if you are not ready to become a board member, your presence and voice at the monthly meetings would be a great contribution to the neighborhood. There are also several committees (Rules/Regulations Review, Flood Control, Pool, etc.) on which you might serve. This would be a great way to be involved in the investment you made when you became a member of this neighborhood.

*Please see the back of this Insert for details on the many board member positions that you may be interested in.*

There are a lot of decisions to be made regarding the ongoing maintenance, upkeep, and improvements for the Timberbrook neighborhoods. Come be a part of it all.

We hope to see you!

**Important: We will need to fill one of our key board member positions this year — Treasurer. Please see reverse of this flyer for more detailed information.**

## Timberbrook HOA Board of Directors

There are 9 positions on the THOA Board of Directors. Some of these positions are required Officer posts, others are designated as needed.

For the coming year, we are needing at least three additional Home-owners to volunteer as a board member. Below is a list of the required and traditional offices held by THOA board members.

### Officer Positions Required by our By-Laws:

- President - Presides over all meetings, signs official documents on behalf of the Association, enforces Association rules and board decisions, and has often coordinated necessary neighborhood work days, etc.
- Vice-President - Acts in the place of the President, if needed, and has recently functioned as a key point of communication with area Jurisdictions (City, County, etc.).
- Secretary - Records meeting minutes and keeps other records, as needed.
- Treasurer - This is a key position that will need to be filled for the coming year.
  - \* Duties: Performs all book keeping, prepares budget documents, manages bank accounts, provides letters to closing agencies when homes are being sold/purchased, collects annual dues, files liens, and many, many other duties.
  - \* Recommended qualifications: some book keeping experience, experience with using Microsoft Excel, and attention to detail.
  - \* *PLEASE contact the board if you are interested in this important role or if you know of anyone you might recommend.*

### Other Board Member Positions Traditionally Held:

- Social Director - Coordinates social events for the neighborhood, such as the Christmas decorating contest, the Spring garage sale, the July 4th event, and other events as directed by the board.
- Clubhouse Director - Coordinates clubhouse usage, some cleaning, identifies needed areas of upkeep, etc.
- Pool Director - Establishes pool rules and schedule and oversees the lifeguards.
- Common Grounds Director - Coordinates the usage of the playing fields, monitors all other common areas (tennis courts, clubhouse, etc.), oversees mowing and maintenance of common areas.
- Rules/Regulations Director - Maintains documentation of By-laws and Restrictive Covenants for the Association along with any other duties as required by the board.