

Timber Lake HOA

July 29th, 2026 Emergency Minutes

1. **Call to Order:** At 6:35 pm at Treasurer Carrie Crosby's house, the emergency meeting was called to order.

Quorum present with President Jen Swan and Secretary Eve Linton in attendance.

Meeting to discuss funding for the upcoming road repairs, review the projected 2025-2026 budget/projected expenses, and discuss future proceedings for delinquent HOA fees and collection procedures.

I. **Business** was discussed as follows

- A. It was determined that late fees for HOA dues may not exceed \$25; any homeowner who has overpaid will be credited.
- B. As part of next year's annual notification of assessment, it was determined that the doorhangers are to be replaced with an HOA fee invoice sent by mail to all residents and owners of rental properties.
- C. The process of collecting HOA fees was updated as follows:
Notice of annual assessment and invoice will be mailed in December, with fees due January 31st.
Monthly invoices with an additional \$5 late fee will be sent to unpaid owners until May, when a NOLA (notice of late assessment) will be included in the mailing.
If payment is not received by June 30th, our legal representative will send out "intent to lien" letters.
If assessments and late fees are not paid within 30 days of that letter, the HOA's attorney will commence lien proceedings.
- D. It was decided that QuickBooks will be added to the budget for future HOA bookkeeping and invoicing.
- E. HOA website has been updated to include a statement that a credit card processing fee of 3% will be charged to the homeowner if they choose that payment option.

Action items:

1. Carrie will reach out to the asphalt company to negotiate/reduce project costs to fit into the budget. If a reduced price can't be obtained, road repairs will be prioritized based on need.

Adjournment: 8:10

Respectfully submitted by Eve Linton, Secretary