

**TALL TIMBERS HOMEOWNERS ASSOCIATION 2016 ANNUAL MEETING MINUTES**  
**AMERICAN LEGION MEETING ROOM**  
**NORTH BRANCH MN 55056**  
**April 30, 2017**

**I. ESTABLISHMENT OF A QUORUM:**

A roll call sheet was utilized (see **Appendix A**) with each Lot Owner in attendance in person asked to sign in next to their name and address. Those Lot Owners holding proxies for other TTHA members not in attendance were asked to sign in for the person whose proxy they held. Updated email addresses were requested from all association members. Of the 48 homes within TTHA, 37 Lot Owner's and/or proxies were present (29 Lot owner's and/or proxies are required for a quorum). For this meeting a motion will pass with 19 votes. Tom introduced the board. Tom Davis went over Roberts rules of order per the power point presentation

**II. CALL TO ORDER:**

The annual meeting of the homeowner's association was held on April 30, 2017 at the American Legion in North Branch, MN. TTHA President, Tom Davis, called the meeting to order at 6:08 p.m. TTHA Board members James Skroch, Ardy Bernier, Mike Selbitschka, Cory Bombard and Anne Weisinger were all in attendance. TTHA Board member Larry Erickson has moved from TTHA and resigned from the board. The annual meeting was conducted following the Robert's rules of order and Lot Owners were reminded only one vote per Lot will be counted. The use of an audio recorder to record the meeting minutes to assist in the generation and accuracy of the minutes was approved by general consent.

**III. APPROVAL OF THE 2016 ANNUAL MEETING AGENDA:**

Tom Davis asked if there are any proposed changes to the agenda; there were none. Jim Skroch made the motion to approve, Rob Sanvik seconded. The annual meeting agenda was approved by general consent.

**IV. APPROVAL OF THE April 17, 2016 ANNUAL MEETING MINUTES:**

Scott Johnson made the motion to approve; Rob Sanvik seconded. April 17, 2016 Annual Meeting minutes were approved by general consent.

**V. APPROVAL OF THE OPERATING GUIDELINES FOR THE MEETING:**

A review of Robert's Rules of Order was conducted before the meeting was called to order. The meeting was conducted under the TTHA By-laws and the Robert's rules of order. The operating guidelines were approved by general consent.

**VI. WELCOME REMARKS:**

Tom Davis welcomed all Lot Owners to the 2016 Annual Meeting.

**VII. ELECTION TTHA BOARD MEMBERS:**

Tom Davis explained why the board is looking for new members. The Board is seeking 4 individuals for a 3 year term.

**The TTHA association requires the election of new board members at the 2016 annual meeting. The association must elect a minimum of 2 new board members in order continue conducting business. Failure to obtain a minimum of 2 new board members with force the association to hire a management company, which may cost the association in excess of \$12,000 per year.**

Three TTHA members volunteered to serve on the board. Richard Zunker, Dave Ballinger, and Kassie Kolucci

Barry Mossberger motions to approve new board members. Jim Skroch seconded.  
New board members are approved by general consent

#### **VIII. TREASURER'S REPORT: (See Appendix B)**

Tom Davis presented the treasurers report and asked if there are any questions. Tom explained that any unused funds in the budget are moved into the general septic fund. Anne explained the designations on the fund. Karen Burke asked if a person leaves for several months in the winter if they still need to pump every three years. Tom and Anne explained that yes they do and that 3 year pumping is also a state law.

#### **IX. COMMITTEE REPORTS:**

##### **A. Architectural Control Committee:**

Mike Selbitschka presented one shed was built and one deck with no issues.

##### **B. Landscape Committee:**

Mike Selbitschka presented.

1. The landscape committee with again be looking for volunteers to help with mowing, trimming, and watering of the front entrance area.
2. Mike explained that TTHA members can sign up by emailing [TTHA@timbers.org](mailto:TTHA@timbers.org) to help out. Mike recognized and thanked the individuals who were responsible for tree trimming around the front entrance area.
3. Sue Berg asked about replacing some of the shrubs at the monument up front. Sue would like to help out with work on font monument area.
4. Nancy Schoon volunteered to help monitor watering the front monument area.
5. Mike asked association members to volunteer if they have ideas on how to improve the front monument area or other areas of the development.
6. Larry Schroepfer volunteered to help haul materials if needed.

##### **C. Septic Committee:**

Tom Davis presented.

- a. Next drain field inspections will need to be performed this year (2017)
- b. Lift station pumping
- c. Repairs made on common septic line behind 37331 Ivy Tr.
- d. Original installer of the TTHA drain fields walked all our drain fields and reported that the drain fields are in very good shape.
- e. The drain field have been mapped and the information is now on the TTHA website

##### **D. Value Added Assurance Committee :**

Jim Skroch presented. No formal complaints were filed in 2016

#### **X. NEW WEBSITE**

Jim explained that the new website is much more user friendly than the old website. Elaine Hals and Karen Burke asked for login help for the new web site. Anne offered instructions on how to log into the new website and change their password

**XI. UNFINISHED BUSINESS:**

A. Drain field Clearing

**XII. NEW BUSINESS:**

**A. PROPOSED BUDGET FOR 2017**

- i. Tom Davis seeks proposal to approve the 2017 budget
- ii. Vince Schoon made the motion to approve the TTHA 2017 budget Motion seconded by Dean Sullivan.
- iii. Karen Burke asked if dues are staying the same and Tom explained yes they are staying the same. Karen wanted to make sure that there was enough money in the septic fund to cover future costs. Mike Selbitchka explained that the drain field inspection demonstrated that they are in good shape and at this time we feel the dues are sufficient to cover future costs.
- iv. Motion passes by general consent

**XIII. ADJOURNMENT:**

Richard Zunker moved for the adjournment of the annual meeting. Motion seconded by Barry Mossberger. The meeting of the TTHA homeowners was adjourned by general consent at 6:59 p.m.

Appendix A:  
ROLL CALL

13

2016 TTHA Annual Meeting Roll Call - April 30, 2017 Appendix A to the meeting minutes						
Association Members	Lot Address	Email address on file	New Email address	Present in Person Please sign your name	Present by Proxy Proxy holder please sign your name	
Peek, Andrew & Sara	37295 Ivy Trail	andypeek34@gmail.com				
Peterson, Steve	7963 Iris Ave	stevepeterson6@msn.com		<i>Steve Peterson</i>		
Randall, David & Amy	37386 Ironwood Lane	randal10396@yahoo.com				
Randall, Stephan & Carol	37422 Hearthside Lane	southwoodpark@hotmail.com		<i>Stephan Randall</i>		
Sanvik, Robert & Gina	37295 Heritage Way	jensanvik@gmail.com		<i>Robert Sanvik</i>		
Schoon, Vince & Nancy	37324 Heritage Way	ejschoon@aol.com	X	<i>Vince Schoon</i>		
Schoon, Vince & Nancy	37447 Hallmark Drive	vnschoon@centurylink.net		<i>Vince Schoon</i>		
Schroepfer, Reelika & Lawren	8035 Iris Avenue	reelikaschroepfer@gmail.com				
Selbitschka, Michael & Carla	37396 Hearthside Lane	mike.vikingsvolleyball@gmail.com				
Skroch, James & Angela	37444 Hearthside Lane	skrochjam@gmail.com				
Sullivan, Dean & Charlene	8208 Iris Avenue	none on file		<i>Dean Sullivan</i>		
Thorsen, Cory & Joleene	37359 Ironwood Lane	cthorsen@live.com		<i>Cory Thorsen</i>		
Weisinger, Garry & Anne	7997 Iris Avenue	anne_weisinger@msn.com		<i>Anne Weisinger</i>		
Wentland, James & Linda	8066 Iris Avenue	ljwentland@earthlink.net **Email doesn't work				
Woods, Steven	37315 Heritage Way	steve.woods@delta.com			<i>KS</i>	
Zunker, Richard & Christine	8182 Iris Avenue	chrissykaz@gmail.com		<i>Richard Zunker</i>		

11

2016 TTHA Annual Meeting Roll Call - April 30, 2017						
Appendix A to the meeting minutes						
Association Members	Lot Address	Email address on file	New Email address	Present in Person Please sign your name	Present by Proxy Proxy holder please sign your name	
Ives, Karen & Andrew	8100 Iris Avenue	karent34@hotmail.com				
Jarosiewicz, Richard	37469 Hearthside Lane	markljaro@aol.com		<i>Richard Jarosiewicz</i>		
Johnson, Scott & Karen	37450 Hallmark Drive	karenljohnson88@gmail.com	<i>sjm06@gmail.com</i>	<i>Scott Johnson</i>		
Johnson, Timothy & Karla	37284 Heritage Way	Johnson37284@gmail.com		<i>Tim Johnson</i>		
Johnson, Tyler	37281 Ivy Trail	none on file				
Juntunen, Jim & Anja	37336 Ivy Trail	jamesjuntunen@gmail.com		<i>Jim Juntunen</i>		
Lindstrom, Jason & Kris	37346 Ironwood Lane	kris.lindstrom@hotmail.com		<i>Kris Lindstrom</i>		
Lorge, Paul & Karie	37339 Ironwood Lane	pklorge@izoom.net		<i>P. Lorge</i>		
Matz, Michael & Jillian	8227 Iris Avenue	birdman@izoom.net ** Email doesn't work	<i>MM</i>			
Mock, John & Debra	37456 Hallmark Drive	jddamock@izoom.net				
Moonen, Brandon & Kassand	37283 Heritage Way	kassycolucci@yahoo.com		<i>Brandon Moonen</i>	<i>Kassandra Moonen</i>	
Mossbarger, Barry & Linda	37317 Ironwood Lane	none on file		<i>Barry Mossbarger</i>		
Murden, Donald	37282 Ivy Trail	nancy.murden@yahoo.com			<i>Donald Murden</i>	
Nagel, Brett & Heather	37417 Hallmark Drive	brettheathernagle@gmail.com	<i>brettheathernagle@gmail.com</i>	<i>Brett Nagel</i>		
Nelson, Eugene & Ann	37421 Hearthside Lane	none on file				

12

2016 TTHA Annual Meeting Roll Call - April 30, 2017						
Appendix A to the meeting minutes						
Association Members	Lot Address	Email address on file	New Email address	Present in Person <small>Please sign your name</small>	Present by Proxy <small>Proxy holder please sign your name</small>	
Ballinger, Dave & Kay	8038 Iris Ave	dcbaily19@gmail.com		<i>[Signature]</i>		
Beckman, Matthew & Shelley	37428 Hallmark Drive	shelley.beckman@yahoo.com				
Berg, Terrance & Suzanne	37387 Hallmark Drive	terryandsue@izoom.net		<i>[Signature]</i>		
Bernier, James & Ardeth	37468 Hearthsides Lane	ardy90@hotmail.com		<i>[Signature]</i>		
Blanchard, Deborah	37323 Ironwood Lane	none on file				
Bombard, Cory & Amanda	37445 Hearthsides Lane	cory@bombard.net		<i>[Signature]</i>		
Brown, Matthew	37328 Ironwood Lane	mbrown2184@gmail.com				
Burque, Karen	37378 Hearthsides Lane	karenburque@yahoo.com		<i>[Signature]</i>		
Davis, Thomas & Julie	8144 Iris Avenue	thomas.j.davis@ge.com		<i>[Signature]</i>		
Dick, Rodney & Sara	37387 Ironwood Lane	kantwinn007@yahoo.com				
Formogey, Olga & Stanley	37298 Heritage Way	olga.vf@yahoo.com ** Email doesn't work			<i>[Signature]</i>	
Fulton, Warren & Linda	7894 Iris Avenue	lindajofulton@izoom.net				
Hals, Ronald & Elaine	7929 Iris Avenue	RWHALS@gmail.com		<i>[Signature]</i>		
Hero, Stephen & Donna	7932 Iris Avenue	donnahero@yahoo.com		<i>[Signature]</i>		
Hillestad, Jerome & Nancy	7978 Iris Avenue	hillestad533@gmail.com		<i>[Signature]</i>		
Hoard, James & Kara	37331 Ivy Trail	james.hoard@spps.org		<i>[Signature]</i>		
Hopp, Joseph & Traci	37298 Ivy Trail	joehopp3885@gmail.com		<i>[Signature]</i>		

## TALL TIMBERS HOMEOWNER'S ASSOCIATION PROXY

The By-laws of the Tall Timbers Homeowner's Association provide an opportunity for those who are unable to attend the Annual Meeting to appoint a proxy to act on their behalf.

This proxy is good for the TTHA Annual 2016 meeting scheduled for April 30, 2017 at the American Legion located in North Branch, Minnesota, and such other times as the meeting may be rescheduled or re-convened.

I/We Warren & Linda Futton and \_\_\_\_\_  
Lot Owner #1 Lot Owner #2 (if any)

7894 Iris Ave.  
(Lot Address)

do hereby grant my/our proxy to:

Steve Randall Name Hearthside Lane Address  
N. Branch, MN  
55056

\*\*\*A proxy holder must be specified.\*\*\*

The proxy holder may not hold a current seat on the TTHA Board of Directors. If there is not a specified proxy holder, the Board will not be able to honor the proxy.

This proxy carries with it the full right for the proxy holder to cast his/her votes as he/she sees fit or as I have instructed him/her to vote.

Signed:

Lot Owner/Co-Owner Warren & Linda Futton Date 4-30-17

Lot Owner Email Address lindafofutton@i200m.net

Proxy Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this proxy to the address below if you cannot attend the annual meeting or send it to the meeting with the designated proxy holder. Thank you.

TTHA  
P.O. Box 625  
North Branch, MN 55056

## TALL TIMBERS HOMEOWNER'S ASSOCIATION PROXY

The By-laws of the Tall Timbers Homeowner's Association provide an opportunity for those who are unable to attend the Annual Meeting to appoint a proxy to act on their behalf.

This proxy is good for the **TTHA Annual 2016 meeting scheduled for April 30, 2017** at the American Legion located in North Branch, Minnesota, and such other times as the meeting may be rescheduled or re-convened.

I/We Steve Woods and \_\_\_\_\_  
Lot Owner #1 Lot Owner #2 (if any)

37315 Heritage Way  
(Lot Address)

do hereby grant my/our proxy to:

Karla Johnson  
Name Address

**\*\*\*A proxy holder must be specified.\*\*\***

The proxy holder may not hold a current seat on the TTHA Board of Directors. If there is not a specified proxy holder, the Board will not be able to honor the proxy.

This proxy carries with it the full right for the proxy holder to cast his/her votes as he/she sees fit or as I have instructed him/her to vote.

Signed:

Lot Owner/Co-Owner Steve Woods Date 4/23/17

Lot Owner Email Address steve.woods@delta.com

Proxy Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this proxy to the address below if you cannot attend the annual meeting or send it to the meeting with the designated proxy holder. Thank you.

TTHA  
P.O. Box 625  
North Branch, MN 55056



**TALL TIMBERS HOMEOWNER'S ASSOCIATION PROXY**

The By-laws of the Tall Timbers Homeowner's Association provide an opportunity for those who are unable to attend the Annual Meeting to appoint a proxy to act on their behalf.

This proxy is good for the **TTHA Annual 2016 meeting scheduled for April 30, 2017** at the American Legion located in North Branch, Minnesota, and such other times as the meeting may be rescheduled or re-convened.

I/We David Randall and Amy Randall  
Lot Owner #1 Lot Owner #2 (if any)

37386 Ironwood Ln.  
(Lot Address)

do hereby grant my/our proxy to:

Paul Lorge 37339 Ironwood Lane North Branch MN 55056  
Name Address

**\*\*\*A proxy holder must be specified.\*\*\***

The proxy holder may not hold a current seat on the TTHA Board of Directors. If there is not a specified proxy holder, the Board will not be able to honor the proxy.

This proxy carries with it the full right for the proxy holder to cast his/her votes as he/she sees fit or as I have instructed him/her to vote.

Signed:

Lot Owner/Co-Owner David Randall Date 04/30/17

Lot Owner Email Address randall0396@yahoo.com

Proxy Holder's Signature Paul Lorge Date 04/30/17

Please return this proxy to the address below if you cannot attend the annual meeting or send it to the meeting with the designated proxy holder. Thank you.

TTHA  
P.O. Box 625  
North Branch, MN 55056

## TALL TIMBERS HOMEOWNER'S ASSOCIATION PROXY

The By-laws of the Tall Timbers Homeowner's Association provide an opportunity for those who are unable to attend the Annual Meeting to appoint a proxy to act on their behalf.

This proxy is good for the **TTHA Annual 2016 meeting scheduled for April 30, 2017** at the American Legion located in North Branch, Minnesota, and such other times as the meeting may be rescheduled or re-convened.

I/We UINER SCHOOL and NANCY SCHOOL  
Lot Owner #1 Lot Owner #2 (if any)

37324 HARTMAN WAY  
(Lot Address)

do hereby grant my/our proxy to:

UINER + NANCY SCHOOL 37447 HALLMARK DR.  
Name Address

**\*\*\*A proxy holder must be specified.\*\*\***

The proxy holder may not hold a current seat on the TTHA Board of Directors. If there is not a specified proxy holder, the Board will not be able to honor the proxy.

This proxy carries with it the full right for the proxy holder to cast his/her votes as he/she sees fit or as I have instructed him/her to vote.

Signed:

Lot Owner/Co-Owner Uiner School Date 4/30/17

Lot Owner Email Address UINER SCHOOL @ CONTACT LINK. NOT

Proxy Holder's Signature Nancy L School Date 4-30-17

Please return this proxy to the address below if you cannot attend the annual meeting or send it to the meeting with the designated proxy holder. Thank you.

TTHA  
P.O. Box 625  
North Branch, MN 55056

**TALL TIMBERS HOMEOWNER'S ASSOCIATION PROXY**

The By-laws of the Tall Timbers Homeowner's Association provide an opportunity for those who are unable to attend the Annual Meeting to appoint a proxy to act on their behalf.

This proxy is good for the **TTHA Annual 2016 meeting scheduled for April 30, 2017** at the American Legion located in North Branch, Minnesota, and such other times as the meeting may be rescheduled or reconvened.

I/We Don Murden and Nancy Murden  
Lot Owner #1 Lot Owner #2 (if any)

37282 Ivy Trail  
(Lot Address)

do hereby grant my/our proxy to:

Joe Hopp 37298 Ivy Trail  
Name Address

**\*\*\*A proxy holder must be specified.\*\*\***

The proxy holder may not hold a current seat on the TTHA Board of Directors. If there is not a specified proxy holder, the Board will not be able to honor the proxy.

This proxy carries with it the full right for the proxy holder to cast his/her votes as he/she sees fit or as I have instructed him/her to vote.

Signed:

Lot Owner/Co-Owner Donald R. Murden Date 4-29-17

Lot Owner Email Address nancy.murden@yahoo.com

Proxy Holder's Signature Joe Hopp Date 4-29-17

Please return this proxy to the address below if you cannot attend the annual meeting or send it to the meeting with the designated proxy holder. Thank you.

TTHA  
P.O. Box 625  
North Branch, MN 55056

**Appendix B:  
TREASURE'S REPORT**

2016 Budget v.s. Actual Expenses and 2017 Proposed Budget

**2016 TTHA Actual Expenses vs. Budget**

	2016 Actual	2016 Budget	Actual vs Budget
<b>INCOME</b>			
Association Dues	\$8,640.00	\$8,640.00	\$0.00
Shared Lift Station fees	\$400.00	\$400.00	\$0.00
Interest	\$220.51		\$220.51
<b>TOTAL INCOME</b>	<b>\$9,260.51</b>	<b>\$9,040.00</b>	<b>\$220.51</b>
<b>EXPENSES</b>			
Attorney Fees	\$0.00	\$ 300.00	(\$300.00)
Electric Utilities	\$1,660.98	\$ 1,400.00	\$260.98
Document recording Fee	\$46.00	\$ 92.00	(\$46.00)
Ins. American Family	\$553.00	\$ 600.00	(\$47.00)
Landscaping	\$26.10	\$ 400.00	(\$373.90)
Meeting Room	\$50.00	\$ 50.00	\$0.00
Misc. Expenses	\$0.00	\$ 200.00	(\$200.00)
Office Supplies	\$44.96	\$ 100.00	(\$55.04)
Post Office Box Fee	\$41.00	\$ 78.00	(\$37.00)
Postage	\$85.31	\$ 100.00	(\$14.69)
Printing	\$90.33	\$ 100.00	(\$9.67)
Septic Maint. (General)	\$1,227.59	\$ 400.00	\$827.59
Website Annual Fee	\$60.00	\$ 300.00	(\$240.00)
<b>TOTAL EXPENSES</b>	<b>\$3,885.27</b>	<b>\$4,120.00</b>	<b>(\$234.73)</b>
<b>NET INCOME</b>	<b>\$5,375.24</b>	<b>\$4,920.00</b>	<b>\$455.24</b>
Funds Allocated-Shared Lift	\$ 400.00	\$ 400.00	\$0.00
Funds Allocated-General Septic	\$ 4,520.00	\$ 4,520.00	\$0.00

**Bank Account Balances**

Checking Acct	\$904.75
Nonprofit Money Market	\$34,493.56
CD Investments	\$20,862.86
<b>Total</b>	<b>\$56,261.17</b>

**Fund Balances**

General Septic Fund	\$51,237.42
Lift Station Fund	\$1,791.00
General Reserve Fund	\$1,000.00
Legal Fund	\$1,328.00
Checking Account	\$904.75
<b>Total</b>	<b>\$56,261.17</b>

## TTHA 2017 Approved Budget

2017 Approved Budget	
<b>INCOME</b>	
Association Dues	\$ 8,640.00
Shared Lift Station fees	\$ 400.00
Interest	\$ -
<b>TOTAL INCOME \$ 9,040.00</b>	
Attorney fees	\$ 300.00
Electric Utilities	\$ 1,700.00
Document Recording Fee	\$ 50.00
Insurance	\$ 600.00
Landscaping	\$ 400.00
Meeting room	\$ 50.00
Misc. expenses	\$ 200.00
Office supplies	\$ 100.00
Post office box fees	\$ 82.00
Postage	\$ 100.00
Printing	\$ 100.00
General Septic Maint.	\$ -
Shared Lift pumping	\$ 400.00
Web Site	\$ 150.00
<b>TOTAL EXPENSES \$ 4,232.00</b>	
<b>NET INCOME \$ 4,808.00</b>	
Dedicated Funds: Lift station Fund	\$ 400.00
Dedicated Funds: General Septic Fund	\$ 4,408.00
<b>Total Dedicated Funds \$ 4,808.00</b>	

Submitted by:

Cory Bombard  
Secretary

 6-27-17

Approved by:

 6-27-17

Tom Davis  
TTHA President