
1ST QUARTER MEETING NOTES

In compliance with federal and local recommendations related to the COVID-19 risks, all TEPOA public events are canceled until further notice. The quarterly meeting notes of Director Presentations are being presented in this publication so you are able to read exactly what was to be spoken in an open meeting. We are working on an online solution for future meetings but are not ready to release at this time. We hope for the best of health to everyone during this perilous time. Please practice social distancing at all times.

Update 04/06/2020: In compliance with federal and local recommendations related to the COVID-19 risks, again, all public TEPOA events are canceled. The park will remain open. Our playground and picnic area will be shut down until further notice.

Timberlake Estates Property Owners Association

TEPOA • PO Box 452 • Cypress, Texas 77410-0452

Quarterly Meeting, Tuesday April 7, 2020 Agenda Cancelled Due to COVID-19 Health Threats

Call to order	Doug Keith, Chairman														
Confirm quorum	Doug Keith, Chairman														
Reading and approval of minutes not heretofore read. January 15, 2020	Trudy Dziadik, Secretary														
Announce purpose of meeting	Doug Keith, Chairman														
Committee – Yard of the Month, Discuss Holiday and Audit Committee creation	Trudy Dziadik, Committee Head Doug Keith, Chairman														
Unfinished business, Department Reports <table border="1"><tr><td>Secretary</td><td>• Trudy Dziadik</td></tr><tr><td>Legal</td><td>• Cyndy Lester</td></tr><tr><td>Treasurer</td><td>• Sally Walters</td></tr><tr><td>Security</td><td>• Patrick Traynor</td></tr><tr><td>Communications</td><td>• Jeff Hellig</td></tr><tr><td>Lake / Grounds</td><td>• N/A</td></tr><tr><td>Chairman</td><td>• Doug Keith</td></tr></table>	Secretary	• Trudy Dziadik	Legal	• Cyndy Lester	Treasurer	• Sally Walters	Security	• Patrick Traynor	Communications	• Jeff Hellig	Lake / Grounds	• N/A	Chairman	• Doug Keith	Doug Keith, Chairman
Secretary	• Trudy Dziadik														
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Treasurer	• Sally Walters														
Security	• Patrick Traynor														
Communications	• Jeff Hellig														
Lake / Grounds	• N/A														
Chairman	• Doug Keith														
New business, motions and resolutions – Design the Sign Contest	Doug Keith, Chairman														
Special programs- Lawn Care Assistance	Doug Keith, Chairman														
Close	Doug Keith, Chairman														

- Please conduct yourself in an orderly fashion or you will be asked to leave the meeting.
- Absolutely **no video recording or taking of pictures will be allowed**. Audio will be available for download at tepoacypress.com or you may record audio yourself.
- Minutes of the meeting will be published in print and in recorded media to the TEPOA website. If you participate it will be documented. If you do not want to be recorded and published questions can be addressed by using the contact page at tepoacypress.com. By participating at the meeting you are agreeing to these terms.

Agenda Mailed: Friday March 27, 2020 by either US Postal Service or Electronically.

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ARTICLE FOUR, TEPOA Articles of Incorporation, 11/12/1985

The specific and primary purpose for which the Corporation is organized is to own, operate and maintain recreational property exclusively for the use and benefit of its members, and to enforce, defend and maintain those deed restrictions in effect and filed of record in the Real Property Records of Harris County, Texas for the Timberlake Estates, Section One, a sub-division of Harris County, Texas as such deed restrictions may be in force at this time or as amended from time to time.

Meeting Summary

Purpose of Meeting

The purpose of this meeting was a quarterly meeting for quarter ending March 31, 2020.

Reading of Minutes

Links to the Annual Meeting dated Wednesday January 15, 2020 were sent in the March 27, 2020 Newsletter by USPS and electronically via email. A hard copy can be made available to non-email residents if needed. If there are suggestions please contact any Board Member.

Committee / Director Reports

Yard of the Month

Trudy Dziadik

Yard of the month winners in the first quarter are:

- January Marlen and Catarino Bazan at 12114 Timberlake Drive
- February Mark Seely at 12715 Drumwood Lane
- March Ernesto and Maria Robles at 12003 Timberlake Drive

And for April Charles and Marsha Zwerneman at 12811 Tall Forest Drive

On the Yard of the Month committee is Linda Bryan, Barbara Kyburz and myself, Trudy Dziadik. Presently Barbara is on a medical break and may not be able to join us for a couple months. If someone else would like to join in the fun we have once a month to drive around and look at yards and laugh a lot just call me at 281-795-1817 and we would be glad to have you.

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New Business

Design the Sign Contest

Have you noticed the Yard of the Month sign is hardly noticeable? Just doesn't seem to stand out any more? Well it has been decided we will have a Design the Sign Contest. We would like for young and old alike to design a sign and submit it in the contest. We will give you through June to submit your design; then our TEPOA board will announce the winner at the July Quarterly meeting. You can enter as many times as you would like but there will be only one winner chosen. If you would like to help us chose the winner let us know. A \$50.00 gift card will be presented to the winner at the quarterly meeting. We hope to have a lot of you enter. You don't have to be an artist – just have fun with it, and as always, age doesn't matter. Just enter!

Secretary

Trudy Dziadik

As Secretary of TEPOA, I will do my best to record the main points of the meeting. I would like to ask everyone to please state their name clearly before interjecting information at the meeting. I have a real problem remembering names and just because you know mine, doesn't necessarily mean I remember yours. This will help in having more accurate accounts in the minutes.

Vice Chairman/Legal

Cyndy Lester

First off, I would like to thank the attorneys for taking the time to meet with the board and discussing the current situation concerning the various law suits pending for violations noted by the previous board.

Moving forward, the current board has reviewed these lawsuits along with the attorneys and have determined that not all were warranted. Therefore, we have communicated to the attorneys which cases should be dismissed and which cases should continue the process of complying with the TEPOA guidelines and by-laws. All these cases are being worked on and moving along smoothly.

Thus far, everything has been a smooth transition in getting everything back in order and have worked diligently in cutting off the bleeding of funds from the TEPOA account towards frivolous lawsuits and we will continue to work together as a board to assure the community that the TEPOA funds will be used responsibly in the future.

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Treasurer

Sally Walters

As treasurer, I will be responsible for giving a breakdown of our expenses. Please be aware that we do not have all the banking information for the month of March, so I will give the breakdown for both January and February in a brief format for this online meeting. If you would like a complete breakdown, one will be available to be mailed out. Just send in an email request and one will be provided:

JANUARY:

Cash on Hand \$106,878.16

Mutual of Omaha - expenditure account managed by APM

Beginning Balance: \$12,452.88 Deposits: \$11,859.69 Withdrawals: \$2,507.50

Ending Balance: \$21,805.07

Outstanding checks still to clear: \$654.70

Available balance: \$21,150.37

FCCU Expenditure account

Beginning Balance: \$6,367.59 Withdrawals: \$250.00 Ending Balance: \$6,617.59

FCCU Money Market Account

Beginning Balance: \$79,056.83 Deposits: \$53.37 (interest) Ending Balance: \$79,110.20

FEBRUARY:

Cash on Hand \$111,278.10

Mutual of Omaha - expenditure account managed by APM

Beginning Balance: \$21,805.07 Deposits: \$6,531.00 Withdrawals: \$2,827.58

Ending Balance: \$25,508.49

Outstanding checks still to clear: \$100.00

Available Balance: \$25,408.49

FCCU Expenditure Account

Beginning Balance: \$6,617.59 Withdrawals: \$5.00 Ending Balance: \$6,612.59

FCCU Money Market Account

Beginning Balance: \$79,056.83 Deposits: \$46.82 (interest) Ending Balance: \$79,157.02

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New Business

Effective immediately: Any correspondence or payments will only be received at the following address.

Timberlake Estates Property Owners Association, PO Box 452, Cypress, Tx 77410-0452

Action Property Management will no longer be accepting payments.

Security

Patrick Traynor

In comprising the security report, I searched for eight verifiable categories of crime: Arrest, Burglary, Shooting, Arson, Theft, Assault, Robbery, and Vandalism. I used four different internet accessible websites: Spotcrime.com, Crimereports.com, FamilyWatchdog.com, and Areavibes.com. None of these websites showed any reportable crime statistics from Timberlake Estates. I do not consider the aforementioned websites to be all inclusive of possible committed crime in Timberlake Estates. Therefore, I always encourage residents to contact the Timberlake Estates Board if they have direct knowledge of crime committed in our neighborhood.

I would like to give a special mention to the website FamilyWatchdog.com. This website lists convicted sex offenders showing their face and address. Although Timberlake Estates lists zero registered sex offenders, there are many in the surrounding environs.

As always my fellow Timberlakians, be safe and practice social distancing in these trying times of the Corona Virus.

Communications

Jeff Hellig

I got hired back! Very happy about that, thank you all.

1. There is quite a bit of work ahead of us and we all decided a once monthly newsletter would be a great way to keep you all informed of our efforts and progress. 88 are in print and being mailed the balance are being delivered by email. Welcome back direct mail people, you folks are no longer the forgotten! If you have any questions, suggestions or comments let me know. 832-477-5210 or communications@tepoacypress.com.
2. You all will always know what we are doing... always

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New website, **TEPOACYPRESS.COM**

1. Board member email addresses. In order to simplify, offer transparency and create consistency each Board members' email address is the same as their office. Meaning the chairman is chairman@tepoacypress.com. And if maintained in 10 years it will be the same.
2. In the event you do not need to address a specific person **TEPOACYPRESS.COM** has an extensive and featured Contact Page
 - a. The Contact Form includes a file upload feature. If you are submitting an HIR for example just attach it to the outgoing message by uploading or by "drag and drop".
 - b. Our mailing address is listed as well. This may seem like a non-issue but for reasons such as Realtor contact and inquiries from outside the neighborhood it needs to be there.
 - c. A list of the Board of Directors Names and Emails.
3. Additional input forms on **TEPOACYPRESS.COM**
 - a. Home page has the request form for yard assistance, COVID-19 assistance or any other assistance for that matter.
 - b. Calendar page has an RSVP form for Executive Board meeting guests.
4. The following question has been asked of me in many phone calls and emails. "What is happening with the name of the website?" "Why did it change?" "Where do I go?"

Before I answer this question I must first clear something up. All last year whenever the Board was brought up in conversation everyone just rolled their eyes and said "Oh... the drama". I mean everyone, some just said it and listened anyway others reacted with what seemed a conditioned response. The "conditioned response" folks are the ones who I am speaking to right now. Any drama this year so far? That you are aware of? No. And there will not be any from this Board. There will be drama for sure, to expect any different would be naive. This has already been proven recently in a few posts on the Facebook page named "TIMBERLAKE ESTATES". All I ask of you to do is make a mental note of the drama's source, that's all - nothing difficult. In all of our communications so far we have bent over backwards to not create drama and for the well-being of the neighborhood we have agreed to continue these efforts. However, we also agreed that we will never back down from a question.

That being said, in answer to all of your questions: The website name TEPOA.ORG is currently the only property of Timberlake Estates Property Owners Association that has not been turned over to the residing Board of Directors. It was asked for starting the very day the election ballots were counted and the results were announced. An ex Board member is making the unproven claim that they own the name. They also claimed we

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could use it for an annual fee. We voted and decided unanimously to create a new site **TEPOACYPRESS.COM** that is more featured, more cost effective and also to leave the drama behind. That briefly sums it up and I really cannot go into much more detail because we are still investigating the issue.

Old Business

During the past several years I have noted that questions were asked but not answered at some Quarterly Meetings. I meant to bring them up at following meetings but as time went on my input was suppressed and ultimately eliminated. Looking back at quarterly meetings I found unanswered questions and would like to address them. I have done some research and would like to have the responses recorded into record.

Quarterly Board Meeting 04/02/2018

1. "The board was asked to save our records by backing them up into 'the cloud'. Axel is in the process of accomplishing this task."
 - a. I never saw the "cloud" feature initiated. Currently **TEPOACYPRESS.COM** has everything uploaded and available. In addition there is a password protected Board Member section that warehouses forms, un-redacted documents and information protected by privacy laws.

Quarterly Board Meeting 01/03/2019

1. Rebecca Stark stated that she would like to correct the statement in the 2018 Annual Minutes that the Management Company fired the previous Board, Monica Woodman shared that there was a conflict of interest with the Management Company and stated that TEPOA fired them. The Chairman will look into the contract from the Management Company and corrections to the Annual Minutes will be made if necessary. The statement in question was as follows: Annual Meeting Minutes 01/22/2018, "Julia Gaitz and Paul Lafferty registered their concerns about hiring a management company, even for partial assistance. Axel reminded us that in 2013 a management company was voted in and hired; however, in 2014 the newly-elected Board fired them without the approval of the property owners."
 - a. At this time I could only find an email between the Chairman of that time and the CEO Mark Moody of Preferred Management Services. The topic of the response email was to answer the question: An ex Board member is claiming to have been told the details of our separation (paraphrasing) in which he answered: "After we mutually terminated our agreement, I received three phone calls and one email from your community. All were from individuals that were on

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the Board in the past. I provided the same response to all of them. 'We agreed to mutually terminate the agreement, not disparage the other party and keep the agreement between the Board and PMS'. "

- b. SUMMARY: I feel this is proof enough to stricken or disavow the sentence: "Axel reminded us that in 2013 a management company was voted in and hired; however, in 2014 the newly-elected Board fired them without the approval of the property owners." From the minutes referenced above.

2. Sign Lights – Board member will get some bids for replacement.

- a. Never happened. On 03/05/2020 I requested and received a quote from Carlos at Casanova Signs on Huffmeister (281-802-2282) for 100 watt LED installed with photo sensor \$670.00 plus running electric which he guessed another \$600 to \$700 "easily". Said there was solar set up but the placement and surrounding trees would negatively affect operation. He did not recommend solar again.
- b. SUMMARY: Do you all think it is necessary to illuminate our monument considering the additional costs that would be involved?

3. The Chairman spoke about the deed restrictions, amending the by-laws and the percentage of homeowners needed for the change three times over the course of two quarterly meetings stating they were in review by our attorneys. Twice during the January 3, 2019 meeting and once during the April 2, 2019 meeting. Stating: "The attorneys will be checking on the by-laws and deed restrictions to make sure that they are written correctly and clearly so they are easily understood" or something very similar.

- a. As of February 2020 both firms used in the past and present, Treece Law Firm, 1020 Bay Area Blvd., Ste. 200 Houston, Texas 77058, (281) 667-3100 Vivian Tomlinson or Bartley & Spears, P.C., 2002 West Grand Parkway North, Ste. 150 Katy, TX 77449, (281) 531-0501 Jeffrey Hardaway, are Not working on this topic. Treece Law Firm last worked and delivered written amendments via email on July 28, 2017.

SUMMARY: Do you as a community want to clear up the inconsistencies and ambiguous language in our by-laws and deed restrictions, knowing the process will take a long time?

Lake/Grounds

Until the position of Lake / Grounds Director is filled the responsibilities have been fulfilled by the Board of Directors as a whole. In compliance with federal and local recommendations related to the COVID-19 risks, all

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public TEPOA events are canceled. The park will remain open. Our playground and picnic areas will be shut down until further notice. Caution tape was installed by our Chairman April 4, 2020.

Chairman

Doug Keith

I want to begin with stating what a pleasure to address the community as the Chairman of the Board for TEPOA. I thank you all for the support and votes that presented me with this opportunity, Thank You.

As you are aware we are going through a difficult time in the world with the COVID-19 pandemic that faces us all. As we have found necessary we have closed the playground and picnic areas of our lake property for the security and safety of our community as recommended by our state and county guidelines. This will remain in effect until such time the threat has resided and guidelines have been lifted by both organizations.

During the time of transfer from the exiting board members to the newly elected we have experienced a fairly smooth transition with exception to a few scheduling matters that ultimately delayed final transfer of all information and possessions belonging to the TEPOA community. This delay was unnecessary and unfortunate however, it did not delay the new board from taking control of our new responsibilities. One of the first acts was to reinstate our communications director, we felt and strongly believe he was unjustly removed from his position. We hope you will show your approvals. We believe Jeff is a valuable member of this community and a valuable member of the Board of Directors for TEPOA.

Throughout the process of gathering information from the previous TEPOA Board records and details of the activities of the members we found the following immediate action items that required immediate attention.

- APM (VERBAL CONTRACT AGREEMENT) Unacceptable
- REDIRECTION of mail from the TEPOA PO Box to either a personal mailing address or a personal PO Box for specific mail only (LEGAL and BANKING specifically).
- Resignation of Lake Director prior to the election and again after notifying new board members (respectfully accepted)
- Excessive charges from APM for demand letters (excessive)
- Lawsuits (UNWARRENTED)

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- Excessive legal fees without community consent (THIS IS YOUR MONEY) not free access for unjust spending
- TEPOA WEBSITE ACCESS AND CONTROL
- DEED RESTRICTION AND BYLAW ADMENDMENT SUGGESTIONS FOR COMMUNITY REVIEW (only one verifiable request for review and support from legal)

We will not go into detail on all of the listed above bullet points with exception to the contract with APM.

We met with Lee Waldheim of Action Property Management (APM) specifically to discuss the contract verbally agreed to between Lee and the 2019 Chairman for TEPOA and found that this verbal agreement was made in December 2019 prior to the election. The original contract was overdue for an audit. We continued to work with APM to resolve several issues expressed by the community in the previous year. APM was hired to do a job by TEPOA had performed their as directed by the Chairman of the Board. This resulted in many property owner complaints. The enforcement by APM and acting board members was warranted in a few cases however many of the enforcement methods and letters were not. Again, APM was doing exactly what they were directed to do by the TEPOA Chairman of the Board. Not all members agreed with or even knew about some of these actions by the other board members, this is not what I consider to be transparent.

Ultimately after several months of discussion and request for a new contract with revised duties and responsibilities expected from APM at no additional cost to TEPOA, APM chose to terminate the contract and resigned as a vendor and management company to our community as of 3/30/2020.

TEPOA board of directors respectfully accepted the APM resignation and self-termination.

We will publicly discuss further and hold an open vote on how we should move forward with or without a management company.

We have been deeply in contact with the Harris County Flood Control District and invited them to join our quarterly meeting which they accepted up until the point of the COVID-19 PANDEMIC. This will definitely be requested to be rescheduled for the postponed quarterly meeting if acceptable by them.

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We have experienced in the last few weeks several instances that our community has had at least two instances where we had HCSO in multiple units on our streets. One specifically for what seemed to be suspects on the run and the other related to accident while racing. Hopefully this doesn't continue to be common in our community. Mailboxes have been attacked and destroyed on several of our streets in the past months. These are things we have to be aware of and maybe we can as a whole community can assist in deterring.

With the utmost respect for our neighbors and concern for the safety for all we TEPOA Board members promise to keep all neighbors informed of all actions by the TEPOA Board and treat all property owners equally.

Special Programs

Lawn Care Assistance

If you need assistance with your yard let us know. We are expanding this program to include COVID-19 assistance such as grocery pickup. As of now no one has submitted a request and with the virus running around we ask you to be overly careful and submit the form if there is any possibility of illness. We are here to help, **because this is what neighbors are supposed to do!**

Meeting Attendees

No attendees, public meeting canceled due to COVID-19 risks. Document sent by either US Postal Service or electronically on 04/10/2020.

Special Instructions

We request input on any and all the topics listed above. Please contact any of us directly or by submitting your questions / comments through the **TEPOACYPRESS.COM** Contact form. All questions will be answered in subsequent Newsletters.