

President: Reggie Rideout
Vice-President: Dominic Mecchia
Treasurer: Chuck Wilson

Timberglen Community Services Association
PO Box 715
Imperial, PA 15126

Secretary: Pattie Cobb
Director: Vacant

State of the Association
January 2018

Dear TCSA member,

Happy New Year! 2017 was another great year for us!! 2018 will be another busy year as we continue to keep our properties properly maintained and address the needs of our Members. I have highlighted some details in this annual letter. Before that, details of the past year will be provided, including the current financial status of the Association.

Great news for all homeowners:

The new approved budget, detailed later in this letter, shows a \$0.00 net loss / gain with no increase in the dues rate. Included in this mailing is the new dues coupon page for 2018.

The TCSA Website is operating and successfully serving our Members with great resources for information.

The annual homeowner meeting was held as planned on Saturday, December 9th. The preliminary financial performance of our Association for the fiscal year ending November 30, 2017 was presented and discussed. The attendance consisted of 4 homeowners serving on the board and 6 additional homeowners. This meets the requirements of a quorum for this meeting. The general fiscal performance of the Association is included within this letter. If you desire a copy of the full accountant's report, please request one via a note with your next dues payment, or an e-mail to: board@timberglencsa.com. I will have several copies available at the January 10, 2018 meeting as well.

The last page of this letter contains contact and meeting information. Please save it for future reference.

FY 2017 Brief Financial Performance:

| | |
|-----------------------------|---------------------|
| Dues Income: | \$150,000.00 |
| Other Income: | \$ 2,928.59 |
| Operating Expenditures: | \$58,041.91 |
| Extraordinary Expenditures: | \$74,976.70 |
| Net Income (loss): | \$ 19,909.98 |

The 2017 budget was approved at a projected loss / gain of \$ 0.00. The Actual fiscal 2017 year produced a net income of \$ 19,909.98. As of November 30, 2017, the balance in the Checking account of \$ 72,077.00, is \$19,230.09 more than the same period in 2016. Therefore, we will be depositing \$20,000.00 from the Checking account to the Money Market account.

THE VALUE OF UNAPPROPRIATED SINKING (RESERVE) FUND as of 11/30/17: \$251,349.00

This is the Association reserves. Professional property management standards recommend 2% of the value of the property as appropriate reserves. The recommended 2% value for our community is currently calculated at \$295,300.00 based on the \$147,650.00 average sales price per home sold in 2017. (9 homes were sold in 2017).

Maintaining the Association reserve fund at an appropriate level is a responsibility of the Executive Board. Not only is it specified by Pennsylvania law, but it is also a factor used by lenders to determine the financial stability of the Association

and the ability of new buyers to obtain a mortgage. On an individual level, fully funded reserves serve as a deterrent to special assessments. For more information, you can search the internet using the phrase "HOA assessments".

2017 in review:

The 2017 budget included provisions to continue the **long-term maintenance** program. 4 buildings (500, 600, 700 and 800) were completed. In addition, 2 buildings (700 and 1500) had new entry porches installed. Rotting siding was replaced as necessary on several buildings throughout the plan. The gutter replacement program with 6" commercial gutters continued.

Financials for 2018:

The 2018 fiscal year budget and maintaining the current dues rate were approved at the annual meeting. Your new dues coupon page (February 2018 through January 2019) is enclosed. The monthly dues rate remains at \$125.00. The approved budget will finance the operations of our Association for Fiscal Year 2018 (Dec 1, 2017 through Nov 30, 2018) as detailed below. Any and all surplus monies will be used to increase the sinking fund, in accordance with law.

| FISCAL YEAR | 2017/2018 |
|---------------------------------|----------------------|
| APPROVED | 2018 |
| MONTHLY RATE | \$ 125.00 |
| INCOME - DUES | |
| TOTAL INCOME | \$ 150,000.00 |
| ACCOUNTING | \$ 7,880.00 |
| ADVERTISING / WEBSITE | \$ 400.00 |
| BANK SERVICE CHARGES | \$ 60.00 |
| COLLECTION FEES | \$ 100.00 |
| FREIGHT & POSTAGE | \$ 500.00 |
| INSURANCE | \$ 3,000.00 |
| LEGAL | \$ 2,500.00 |
| LAWNCARE/ LANDSCAPE MAINTENANCE | \$ 35,000.00 |
| SNOW REMOVAL | \$ 12,000.00 |
| MEMBER ACTIVITIES | \$ 150.00 |
| COMPUTER | \$ 200.00 |
| OFFICE EQUIPMENT | |
| OFFICE EXPENSE | \$ 500.00 |
| PRINTING | \$ 400.00 |
| RENT | \$ 1,500.00 |
| MINOR REPAIRS ROADS | \$ 600.00 |
| MINOR REPAIRS BUILDINGS | \$ 2,700.00 |
| STREET LIGHTS | \$ 1,500.00 |
| TRAVEL | \$ - |
| TOTAL G&A | \$ 68,990.00 |
| BYLAWS/LEGAL | \$ - |
| INTEREST EARNED | \$ 100.00 |
| NSF FEES | \$ 40.00 |
| LATE FEES | \$ 3,000.00 |
| LIEN FEES | \$ 400.00 |
| RESALE CERTIFICATES | \$ 400.00 |
| TOTAL OTHER INCOME | \$ 3,940.00 |
| SECURITY - EXPLORATION | \$ - |
| BAD DEBT | \$ 1,000.00 |
| PAINTING | \$ 27,500.00 |
| SIDING / GUTTERS | \$ 15,350.00 |
| MAJOR BLDG REPAIR (PORCHES) | \$ 38,500.00 |
| LANDSCAPE CONSTRUCTION (TREES) | \$ 2,500.00 |
| MAJOR ROAD REPAIRS (Sealing) | \$ - |
| ROOFING | \$ - |
| SINKING / RESERVE FUND | \$ 100.00 |
| TOTAL LONG TERM EXPENSE | \$ 84,950.00 |
| NET | \$ - |

2018 Budget details:

Siding maintenance and painting will be performed on 4 buildings (900, 1000, 1100, and 1200). This continues the 5-year maintenance rotation. **Front Door Entry** stairs and porches will be replaced on the final 2 buildings (200 and 500). This year concludes the porch replacement program. Some siding will need replaced however, as of the last walk around, it appears minimal. We are also planning to continue gutter replacement in the most needed areas as budgeting allows.

The 2018 budget also includes allowances to fund efforts to collect on delinquent dues payments. This includes money for attorney fees, court filings, and incidental fees. The monies sought will also include the expenses incurred in collection efforts. **As always, if contacted, the board will attempt to work with members with overdue accounts to establish a payment plan rather than take these actions.**

Some members continue to choose to ignore the payment of **late fees**. Failure to pay late fees will result in additional late fees being assessed. If you feel you are assessed a late fee improperly please contact the board immediately upon receipt of your late letter. Our accounting firm keeps all envelopes with postmarks beyond the grace period, and you will be provided with a copy of that envelope.

Meeting Notices and the anticipated special agenda items for those meetings are on the last page of this letter. Please retain this page, as it also contains contact phone numbers for the board.

Security cameras were reviewed again at the later part of this year. The technology is advancing on an accelerated pace and hopefully will be a viable option in the next year. However, as of the date of our meeting, the cost is still out of our budget until this technology is more widely used and produced thus becoming less expensive. **The best option for security at present is *still* awareness and most of all following the declarations and rules that state the front lamp posts are to be lit every night. A recent walk through of a board member showed an improvement from 52% to 85% of the lamp posts were lit. We still need to do better. Criminal elements do not like well-lit areas... The neighborhood was designed for these to be on for security reasons. This is our security lighting. Please remember to turn yours on and remind your neighbors as well.....**

Electronic Communication. With the complete renovation of the Website, our electronic communication is vastly improving. Several members have taken advantage of the Maintenance page and it works out very well. Please remember to update your Vehicle information if you have replaced or added a vehicle to your stable...

2018 is an Election year for your Executive Board. This will begin with a mailer in June asking for members names who wish to run to develop a ballot.

Please remember that the TCSA Governing Documents regulate and restrict many actions that change the **exterior appearance** of our homes in almost any way. The reason for this is to maintain the integrity of the architectural design and uniformity that helps to maintain home values. If you want to make alterations or improvements, written authorization from the board is required to change the subjects that are regulated. If regulated, a written plan or drawing is required. As a 'rule of thumb', if your plans include contact with the siding, bricks, or blocks on the building, authorization is required. This includes attaching items and any drilling or cutting to the exterior. If you are unsure if authorization is required, please contact a board member.

Sincerely,

TCSA Executive Board

Please keep this page for future reference

All members are encouraged to attend the monthly board meetings and participate in the governing of the Association. ***The monthly meetings are on Wednesday evenings at 7:00PM, except December (see below).*** All meetings are held upstairs in the North Fayette Township Community Building at 580 Donaldson Road, Oakdale PA 15071. This is in Donaldson Park next to Donaldson Elementary.

The meeting schedule for 2018, along with tentative special agenda items for those meetings, is as follows:

| DATE | TENTATIVE SPECIAL AGENDA SUBJECTS |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday, January 10 | Election of Officers. Review construction and maintenance specifications. Identify potential contractors for construction and maintenance. Review delinquent accounts and prepare for acceleration of accounts past due over 90 days. |
| Wednesday, February 14 | Seek lawn care contract bids. Schedule Spring walk-around. Identify delinquent accounts and approve dues accelerations. |
| Wednesday, March 14 | Review bids and award contract for grass maintenance. Identify road maintenance needs. |
| Wednesday, April 11 | Review results of Spring walk around. Prepare bid package for construction and repairs and seek bids. |
| Wednesday, May 9 | Review Lawn care progress. Finalize construction and repairs contracts - schedule work. |
| Wednesday, June 13 | Review contractor progress, mail out Ballot requests |
| Wednesday, July 11 | Review contractor progress, mail ballots |
| Wednesday, August 8 | Review contractor progress, count votes and seat new Board members. New Board to elect Officers. |
| Wednesday, September 12 | Review contractor progress / construction completion / Schedule fall walk around |
| Wednesday, October 10 | Review 2018 overall Expenses in preparation of 2019 Budget, seek snow removal contract bids. Review fall walk around. |
| Wednesday, November 14 | 2018 Budget preparation, award snow removal contract |
| Saturday, December 15 | 9:30am – 11:30am Annual Meeting: Review 2018 performance and 2019 planning, including voting on the 2019 budget & dues rate. |

The "Tentative Special Agenda Subjects" that are listed in the above table are the subjects that are expected to be discussed *in addition* to the regular meeting format. Every regular monthly meeting includes the following subjects:

- Attendance
- Review and approval of previous meeting minutes
- Review of monthly financials and sign checks
- Old Business - including:
 - Contractor performance*
 - Delinquencies and court actions*
 - Rules violations*
- New Business - including:
 - Contractor bids*
 - Seasonal activities*
 - Real estate listings and transactions*
 - New maintenance items*
- Member input

| | |
|----------------------------------|--------------|
| President, Reggie Rideout: | 724-695-5690 |
| Vice President, Dominic Mecchia: | 412-889-6708 |
| Treasurer, Chuck Wilson: | 724-695-0705 |
| Secretary, Pattie Cobb: | 724-699-9018 |
| Director: Vacant | |