

2005 Annual Homeowners' Association Meeting

Tuesday, November 8, 2005 – 7:00 p.m.

Refreshments – Business Meeting – Door Prizes

Brandon High School Auditorium

(Park in the student parking lot on the right side (West) of the building, enter through double doors, Auditorium will be on left)

In an effort to gain more participation, we have changed the meeting this year from December to November. We hope you can attend.

MEETING AGENDA

- Welcome and Introduction of Officers
- Minutes of December 2004 Meeting
- Year 2006 Proposed Budget (handout)
- New Business—Discuss having two HOA meetings per year, November and April; terms of Board members
- Open Discussion and Complaints
- Report and request for volunteers to serve on the Architectural Committee for one year
- Social Committee report and request for volunteers
- Nomination and Election of Officers

Election of Officers:

Note: The offices of President, Vice President, and Secretary/Treasurer are all up for election this year.

The terms are President – one year, Vice-President – three years, and Secretary/Treasurer – two years. The offices of Secretary and Treasurer may be split into two positions. These officers comprise the Board of Directors. The Board of Directors shall call all meetings; oversee publication of the Newsletter; draw up the proposed budget; and be members of the Architectural Committee.

Duties of the Officer Positions:

President – Preside at monthly meetings of the Board and conduct the general membership meeting/s; see that all orders and resolutions of the Board are carried out; sign all leases and other documents; and shall co-sign all checks.

Vice President – The Vice President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise such other duties as may be required of him/her by the Board.

Secretary – The Secretary shall record and keep minutes of all meetings and proceedings of the Board of Directors and minutes of the general membership meetings; serve notice of meetings to the general membership; keep current records showing name, address, and phone numbers for all members. The Secretary shall publish the Newsletter with input from all officers and committees. He/she shall keep all books, records and papers of the Association and make them available as needed.

Treasurer – The Treasurer shall receive all monies of the Association and deposit them in the appropriate bank account; shall disburse funds as directed by the Board; shall sign all checks of the Association; and prepare an annual budget to be presented to the membership at its regular meeting/s.

Architectural Committee – Consists of volunteers from the subdivision and shall appoint a chairman at its first meeting. The duties are to interpret and enforce the Deed Restrictions and ensure that its standards are kept; receive and resolve homeowner complaints sent to the P.O. Box or web site; receive homeowner requests/applications regarding any plans/specifications for exterior property maintenance changes and get back with homeowner with the Committee's decision.

Within the Architectural Committee there shall be one or two persons acting as a "Welcoming Committee" visiting each new homeowner during the year. There will also be a "Social Committee" that will plan the "Spring Fling" and other neighborhood events.

Anyone interested in a Board position please call Corrine at 685-2079 to be nominated at the meeting. The committees will be asking for volunteers at the meeting but if you cannot attend, call Corrine to volunteer.

**WE NEED YOU!!!
PLEASE VOLUNTEER
AND TAKE AN ACTIVE PART
IN YOUR COMMUNITY!**

Please detach and remit with payment

**2006 Homeowners' Dues – \$50.00
Due by December 31, 2005**

Name: _____

Date: _____

Address: _____

Phone: _____

Please Mail to: Timber Pond III HOA
P.O. Box 1773
Mango, FL 33550

Make checks payable to:
Timber Pond III HOA