

TIMBERLAKE OWNERS ASSOCIATION - August 2025

Community Volunteers WANTED

Want to Volunteer?

The Nomination Form indicating your “*intent to run*” for one of the openings, is provided in this mailing and are available online at Timberlake.news and the Timberlake HOA “My Community” page on www.ElimServices.com.

Please return completed forms to:
Info@ElimServices.com
no later than
September 30, 2025

Managed by Elim Services

www.ElimServices.com

(904) 241-8886

Visit the Elim Website for resources such as governing documents and forms (ARB, compliance, maintenance concerns, etc.)



Please consider volunteering for the association Board of Directors or the ARB Committee. You will be an integral part of your community. You can make a great impact on the neighborhood to make it a better place to live.

HOA Board of Directors

The requirements and best practices are:

- Be a member in good standing (owner, not delinquent, no felony conviction)
- Certify that you will put the interests of the community first (above your own solo interest) and conduct business in a professional and civil manner.
- Discuss association business only in duly noticed Board meetings. (not on Social Media.)
- Commit to following community’s governing documents and Florida’s statutes.
- Complete the 4 hours of training and board certification required by Florida Statutes.)
- Meetings are held quarterly. Elim provides notices, and documents minutes for official association records. The Board directs the agenda and facilitation guidelines.
- Board reports are sent monthly for community issues, and financials. Reviewing those probably takes about an hour monthly, unless there are larger projects underway. Reports are sent via email and we use Microsoft Word and Excel, as well as Adobe PDF.
- Board members conduct and make the business decisions of the association.

Architectural Review Committee

The requirements and best practices are:

- Members are appointed by the Board of Directors as needed.
- Be a member in good standing (owner, not delinquent, no felony conviction)
- Must have some knowledge of residential construction and ability to read and understand blueprints.
- Currently meeting monthly to review ARB submissions. Elim helps with notices, facilitation, documentation of minutes and notifications to owners. The committee members vote to decide on the submitted plans – approve, approve with limitations, deny.

Please let Elim Services or one of the existing board members know if you have any questions about volunteering. We can go over some of the FAQs such as time commitments, meeting protocols, association and state requirements, etc.