

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
May 12, 2011

Meeting Called By: Bryan Lackey
Meeting Called To Order At: 7:03PM
Meeting Purpose: Regular Board Meeting

Roll Call

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Ted
Present	Present	Present	Present	Absent	Present	Present	Present	Absent (arrived 1 hr later)

I. Adoption of the Agenda

- a. Bryan motions to adopt agenda with corrections (removing “Special” from heading & tree proposal to be discussed only, not voted on), 2nd by Tracey.

II. Open Forum

- a. Introduced Angela Meeks as our new bookkeeper, who talked about reviewing homeowner accounts, setting up forms, and putting procedures in place.
- b. Question regarding the landscaping schedule: the maintenance committee indicated that they are working on a plan with the grounds keeping service with maps so that they are able to follow up and review the work done.
- c. Question regarding allowing NA attendees to park in the parking lot due to parking being full down both sides of the street. Recreation committee is working on getting a new long term contract in place. They will be given keys to the parking lot once signed.
- d. Homeowner complaint regarding overhanging tree branches from neighbor and greenbelt. Homeowner was instructed to send in complaint form or email with specifics so that a committee can be assigned to investigate.
- e. Homeowner thanked Board for updating swings, benches, and tables in our playground area-noticed they were really getting used now.
- f. Homeowner had turned in complaint regarding a pothole in his cul-de-sac and wanted an update. An Architectural Control and Policy Compliance (ACPC) committee member indicated they had 3 bids for the supplies and would be out in the next week or two (per the weather), to repair.

III. Correction of April 12, 2011 Special Meeting Minutes and April 14, 2011 Annual Meeting Minutes

- a. Adopting with changes as noted, motioned by Bryan and 2nd by David.

IV. Treasurer’s Report

- a. Money Market/Liquid Assets Balance-update given by Tonja regarding checks written for month of April.

V. Committee Reports

- a. **Audit & Nominating-meets monthly at 7:00PM in the Timberlane clubhouse office on the Monday prior to the Board meeting (held on the 2nd Thursday of every month).**
 - 1. Review of Profit & Loss Statement-Budget vs. Actual for April.
 - 2. Main focus has been currently working with new bookkeeper on getting processes in place and homeowner account review.
- b. **Architectural Control & Policy Compliance (ACPC)-meets weekly at 10:00AM in the Timberlane clubhouse office every Wednesday.**
 - 1. Main focus has been getting compliance enforcement process in place for received complaints.
 - 2. Compliance letters have been reviewed/revise.
 - 3. Signing up volunteers for new graffiti clean-up effort.
 - 4. New permission waiver for homeowners to allow volunteers to help clean up graffiti available for one time use or permanently on file.
 - 5. Postcard will be sent out regarding compliance sweeps for CC&R code enforcement by May 20th.
- c. **Maintenance & Pool-new meeting time is every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 - 1. Main focus has been getting a plan in place for improving greenbelt areas and will be working with the forestry contact at Green River Community College.
 - 2. Working on getting security cameras installed.

3. 1st permit has been conditionally granted for starting work on the large pool, but need to identify problem areas/leaks. Pool may open unless severe issues are found. Wading pool has more issues and will most likely not open this year.
- d. **Publicity & Recreation- new meeting time is every 4th Tuesday at 7:00PM in the Timberlane clubhouse office.**
 1. New free program available to all homeowners-Waddlers & Toddlers Mommy & Me Age Group 0-5, meeting the 1st & 3rd Thursdays of every month at the Timberlane clubhouse from 10AM-NOON.
 2. Community Blessings Event on Sat., May 28th from 10AM-2PM with food, drinks, and bouncy houses, face painting, etc.
 3. Trash & Bash scheduled for Sat., July 9th from 8AM-2PM, clean up and picnic with raffle, food, bouncy houses, etc.
 4. Needs all committee updates for the newsletter by **Friday June 3rd**.
 5. Welcome packets are being updated and will be available soon for new homeowners.

VI. Director Comments

- a. Ted Cooke to officially resign once a replacement has been found, actual term expiring 2013.
- b. Explained to nominees they need to be able to commit **a minimum of 10 hours per month** for board meetings, committee meetings, and e-mail communication, with estimates being higher due to the work and processes needed to be in place.
- c. Nominations
 1. Jeanne Fox-previous board member, spearheaded last year's Trash & Bash, wants to come back to board having seen better working conditions
 2. George Pearson-previous board member, regularly volunteers to clean greenbelts, 25 year resident, has a good relationship with the City of Covington, 2011 Timberlane Volunteer of the Year
 3. Candace Carroll-renter with uncle's proxy, works for a law firm, passionate about a cleaner, safer neighborhood

VII. Executive Session at 8:20PM to discuss nominees up for election, resumed regular board meeting at 8:38PM.

- a. Motioned by Bryan, 2nd by Sam.

VIII. Candidate Vote

- a. All board members vote by ballot/ranking candidates 1, 2, 3 and turn in to the President who then turned them over to the Secretary for the tally.
- b. Board selects Jeanne Fox for the remainder of Ted Cooke's term expiring 2013. (Ted turned in keys and handbook.)

IX. Table of Motions

- a. **Motion 1:** To accept revised compliance letters as proposed and allow the ACPC committee to utilize them with the option for all board members to review or suggest changes.

Motion by: Bryan
2nd: Tracey

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Y	Absent	Y	Y	Y	Y

- b. **Motion 2:** To accept compliance enforcement processes as proposed and allow the ACPC committee to utilize them with the option for all board members to review or suggest changes.

Motion by: Bryan
2nd: David

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Y	Absent	Y	Y	Y	Y

- c. **Motion 3:** To accept the graffiti liability waiver/permission form as proposed and allow the ACPC committee to utilize them with the option for all board members to review or suggest changes.

Motion by: David
2nd: Linda

Bryan	David	Sam	Tonja	Chele	Tracey	Linda	Wendy	Jeanne
Y	Y	Y	Y	Absent	Y	Y	Y	Y

X. Final Comments

- a. All committees to review and revise budgets and forecast/estimate expected expenses to the end of the year-due by next workshop Thursday, May 26
- b. Postcard will be sent out regarding compliance sweeps for CC&R code enforcement by May 20th, entire

Board of Directors to participate in quarterly sweep-first one scheduled: **Saturday, June 4 @ 9:00AM (post on website).**

- c. Homeowner had questions regarding utilizing off duty police patrols (from the Agenda's "Follow-up Items for Discussion"-aka items to be addressed by the committees). Still looking into for enforcement issues and possibly getting extra security patrols-want to be able to work closely with the Covington Police and make sure the extra security is available to transport offenders to Seattle jail for processing.

Meeting adjourned at 9:06PM