

Timberlane Homes Association, Inc.

Meeting of the Board of Directors

November 10, 2011

Meeting Called By: Bryan Lackey
Meeting Called To Order At: 7:00PM
Meeting Purpose: Regular Board Meeting

Roll Call

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Present	Absent	Present	Present	Present	Present	Present		

- I. **Adoption of the Agenda**
 - a. All approve.

- II. **Election of Secretary**
 - a. Linda nominated Chele, George Second.

- III. **Guest Speaker:**
 - a. Paula Kaiser of Green River Community College gave a report of findings regarding Timberlane green belt trees. Initial assessment finds many trees that are dead that need to be addressed quickly. Concern is to be taken with water bearing creek that feeds into the Little Soos Creek. GIS photos are being used to document boundaries but they are not yet ready to present. Property boundaries to be done by the end of the month and final tree assessment complete by end of year. Will attend December board meeting to present update of work.

- IV. **Open Forum:**
 - a. No homeowner issues

- V. **Approve Consent Agenda**
 - a. Approval of meeting minutes for August, September and October
 - b. Remove all petty cash from site and no longer accept cash payments. Any purchases requiring petty cash can be purchased using checking debit card.
 - c. Anytime anyone has taken the debit card they need to sign it out and in using the checkout log.
 - d. Maintenance services can be billed at \$16.00 for non-skilled labor and \$20.00 for skilled labor per hour.

- VI. **Treasures Report**
 - a. Two missing receipts from Home Depot. A third receipt is missing from Costco. Tonja to have Cherie call the numbers on the debit statement with incident numbers to see if copies of the receipts could be reproduced. Or a board member to take the debit card to both stores to ask that a copy be recreated.
 - b. Open PO process has challenges. PO's are missing and there are discrepancies in how each person is to manage receipts. If Management company brought on board redesigning the process will be a first priority.
 - c. Check number 2107 details not listed. Tonja to follow up on that for next month's report.

- VII. **Committee Reports/Current Work Summary**
 - a. **Publicity & Recreation-meets monthly every 4th Tuesday at 7:00PM in the Timberlane clubhouse office.**
 - 1. Halloween party had approximately 100 kids come through to enjoy cat litter cake and compost cake and 7 high school volunteers put in 8 hours to help with events. Teenagers begged Tracey for a dance and Tracey relented. Alex had to run out to get more candy. There were 25 teenagers hanging out and staying out of trouble. The event was very successful.
 - 2. Bazaar in full swing. Currently have 7 paid vendors and a total of 28 with interest. Event will be publicized in the next two Covington Reporters. Received a donation from the Mariner's. Banner to be hung this upcoming Sunday.

3. Holiday party moving forward. We have a Santa and a backup Santa and the suit needs cleaning. Will be putting together kid bags. Linda's friend to take pictures.
- b. Architectural Control & Policy Compliance (ACPC)-meets monthly every 1st Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
 1. Has logged 19 new complaints and closed 15. City has helped with 4 other complaints. 138 logged, 67 closed, 12 assigned to maintenance and 3 assigned to the City.
 2. Thank you card to be signed for James Thomas for painting the fence to cover graffiti.
 3. Need to consider hiring a Code Enforcement Officer (tabled for next workshop.)
- c. 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. David has officially resigned his position as Director/Vice President.
 2. We have three open Board positions.
- d. Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. We had cows in the neighborhood. After the City was notified the cows and the large pile of manure was removed by the resident.
 2. Make a Difference Day was successful. The City saved us \$6300 in dump fees and labor.
 3. We have lost yard waste from Iddings. We are going to have to come up with another solution.
 4. Potelco came and fixed the sidewalk even though it wasn't really their responsibility. It is a short term solution.
 5. The sidewalk in front of the business office needs to be brought into compliance with ADA. Discussions with the City to assist us with this are on-going.
 6. George to approach the city to allow the Association to move composted yard waste from the greenbelts into the ditches to create a bed to cover with top soil.
 7. Bryan believes we have a credit due from ADP that can be applied to a new system. Looking at options to reduce monthly monitoring fees.
 8. Further repairs are needed on the pool in order for it to be fully ready for 2012. Costs could range around \$10k for all repairs.
 9. A new inspection is to be planned to pass the two items outstanding.
 10. The City Parks Director has contacted the Covington Pool Manager who may be able to help us find a pool maintenance person to work for us.
 11. Rekeying of the building is complete.
 12. A maintenance person has been lined up with projects starting as early as the week of 11/14.

VIII. Unfinished Business from Last Meeting:

- a.** David brought forward some questions regarding rules versus policy that need to be clarified prior to finalizing Policy number 40.
- b.** The attorney has suggested that contracts with a value of \$5k or more should be reviewed by him and anything that has a high default liability, risk to people, or long term should be reviewed as well. Other smaller value contracts that are short in length of time don't really need to be reviewed.
- c.** David Huhs mentioned a new law that requires the HOA to set up a reserve based on a reserve study. This law goes into place January 1.
- d.** The management company was discussed and put to a vote.
- e.** Desire to hire a code enforcement officer was discussed.

IX. Open Board Positions: Interested parties

- a.** No volunteers present
- b.** Vice President position placed on the table to fill. Tracey and Linda were both nominated. By secret ballot Linda was voted in as Vice President.

X. Director Comments

- a.** none

XI. Block Watch Update

- a.** There has been an arrest of a 15 year old from the Covington area on suspicion of rape. This is in connection with rapes of young women near Kent Meridian.

- b. The police/SWAT served a warrant on a home in Timberlane known for drugs and arrested a man who was hiding in the attic insulation.

XII. Table of Motions

- a. **Motion 1:** Chele nominated for role of Secretary.

Motion by: Linda
2nd: George

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Y	A	Y	Y	Abstain	N	Y		

- b. **Motion 2:** Approval of Consent Agenda

Motion by: Bryan
2nd: Linda

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Y	A	Y	Y	Y	Y	Y		

- a. **Motion 3:** Increase homeowner dues in accordance with August CPI of 3.2% beginning January 1, 2012.

Motion by: Bryan
2nd: Linda

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Y	A	Y	Y	Y	Y	Y		

- a. **Motion 4:** Hire Windermere Property Management upon approval of a negotiated contract. Contract approval requires review of final draft by lawyer.

Motion by: Bryan
2nd: George

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Y	A	Y	Y	Y	N	Y		

- a. **Motion 5:** Approve the expenditure of no more than \$15,000 in unbudgeted dollars to replace and repair pool skimmers if budgeted dollars does not cover full cost.

Motion by: George
2nd: Bryan

Bryan	David	George	Tonja	Chele	Tracey	Linda		
Y	A	Y	Y	Y	Y	Y		

Open item for next month:

Code Enforcement Officer
Contract negotiation with Windermere
Finalize Policy Number 40

Meeting adjourned at 9:25 PM