

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**January 12, 2012**

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

**Roll Call**

<b>Bryan</b>	<b>Linda</b>	<b>George</b>	<b>Tonja</b>	<b>Chele</b>	<b>Tracey</b>			
Present	Present	Present	Present	Present	Present			

**I. Adoption of the Agenda**

- a. Adopted with addition of discussion regarding what is required to be accepted as a board member.

**II. Guest Speaker:**

- a. Paula Kaiser – Homeowner/Forest Manager at GRCC. There are trees that have laminated root rot and must be removed. They are dying (top down) and will continue to die even if left. A student needing additional credit created a map of our forests showing dead or dying/diseased trees notated in red. There are about 280 points that require attending (not calculating for every tree, rather just area. Next step is to determine what to do next. Some of the trees are a danger and they are priorities. There is a hope that we can get some cost recovery from the wood of the trees. The map includes blue dots which notate a stream that goes underground and is believed to lead to Spring Lake. This is important since there are regulations regarding tree removal near fish bearing streams. There are no expected issues with this stream. There was discussion of possible tree species to replant with and whether city permits will be required.
- b. Chantelle Mitchell – Open floor for Windermere transition.
  - \*There was a question regarding how to pay quarterly with the monthly coupons. The January coupon can be used to pay January – March (Q1) in January. The April coupon can then be used to pay Q2 in April, etc. There are no currently documented due date requirements. The board must accomplish this. There will be a lot of latitude given to homeowners for the first quarter as we nail down these details.
  - \*With no quarterly statements and no receipts how does one know accounts are being properly applied. Homeowners can walk in their payments to WPS in Kent and get a receipt if required. As long as coupons accompany the payment they will be applied appropriately. There is a delay in transferring accounts and until that is done online bill pay is temporarily delayed.
  - \* A question regarding if there was a line item in the budget to accomplish the reserve study. The study must be done by a specialist. For properties of 200 units costs are \$2,000 so we can expect around \$5,000 for the cost. The law issues no penalties for not complying and giving latitude for economic hardship. However, there is a legal hardship definition that is 5-10% of the annual budget.

**III. Open Forum:**

- a. Request for usage of the clubhouse for a silent auction to benefit a local individual, Devan, who was an attack victim. PR Committee to discuss and approve.

**IV. Approve Consent Agenda**

- a. Approval of meeting minutes for December.
- b. Hiring By Ear Construction to repair bathrooms/showers, installation of emergency exit doors, and fixing gutters per supplied quotes.
- c. Approval to cover the cost of babysitting for Tonja Hummel to allow for closing out of year end accounting.

**V. Treasures Report**

- a. As of January 12<sup>th</sup> total liquid assets are \$93,969.20.
- b. Tonja is trying to finalize clean-up of books to complete transition to Windermere.

**VI. Committee Reports/Current Work Summary**

- a. **Publicity & Recreation-meets monthly every 4<sup>th</sup> Tuesday at 7:00PM in the Timberlane clubhouse office.**
  - 1. Had Holiday Bazaar, and Santa Party in December.
  - 2. Working on Sweetheart Bazaar and Easter Egg Hunt now.
  - 3. Have been contacted by the Seattle Times regarding how the economy has affected our community.
  - 4. Last newsletter went out via email to 113 resident/owners, did not mail to bank owned properties., 23 not mailed due to known address problems. Of the remaining 1,000 received 31 returns as vacancies added to other 45 known vacancies, 7 returned for various other reasons (investigating for next mailing). We have 163 known/confirmed rental houses in Timberlane.
- b. **Audit & Nominating-meets monthly at 7:00PM in the Timberlane clubhouse office on the Monday prior to the Board meeting (held on the 2<sup>nd</sup> Thursday of every month).**
  - 1. Have seven interested members to fill three open board positions. Have asked each to present an introduction letter to the board and to attend at least two meetings prior to vote.
  - 2. Working to finalize audit for 2010.
  - 3. Working to finalize books for transition to Windermere.
- c. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
  - 1. Working to select a new pool company to get everything ready for compliance of VGB Act. May not be able to open kiddie pool but working hard to get big pool open for the summer.
  - 2. Working with a company to propose costs to get facility up to ADA code.
  - 3. Working with Red Cross to make clubhouse available as an emergency resource. Not available as a shelter but can be used as a warming/cooling center.
  - 4. Working with City to write a Grant proposal to update facility for more community applications.
  - 5. Working with the City on drains and drain water systems. It is clear that cul-de-sac drains have not been maintained as required by association. Green belt drains have not been properly maintained either. City is going to help us make drains functional. They will provide us with a map and the equipment to clear them. Once they begin to grade the drains the City will be holding no parking code enforcement on city utility easements at the end of each cul-de-sac into the greenbelts.
  - 6. Maple Valley Electric coming to fix light fixtures around and in the clubhouse.
  - 7. Next greenbelt cleanup scheduled for this upcoming Saturday 10am – 12pm.
- d. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1<sup>st</sup> Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
  - 1. Chantelle has a few complaints to transfer to the committee.
  - 2. A few complaints were received regarding placing papers in mailboxes regarding budget meeting. We explained that this was not a board activity and stated publicly that it is a violation of Federal law.

**VII. Open Floor for those interested in Open Board Positions**

- a. Discussion regarding documenting expectations for new board members being appointed.

**VIII. Unfinished Business from Last Meeting**

- a. All held over till next workshop/meeting

**IX. Director Comments**

- a. Tracey – Microsoft no longer allowing Office Live for low cost and all must transition to MS 365 at \$60/month based on our number of users beginning April 2012. Publicity committee will be working to transition our website and emails within the time allotment.
- b. George – Was at the City Council meeting and several of the city council members complimented Timberlane on the changes that have occurred in the past six months. Several drive through and see a significant difference.

**X. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Chele

2<sup>nd</sup>: George

Bryan	Linda	George	Tonja	Chele	Tracey			
Yes	Yes	Yes	Yes	Yes	Yes			

**Motion 2:** Amend policy number 19 requiring appointment to the board to read: No member shall be selected to the Timberlane Association Board of Directors (other than at the Annual meeting) without having an interview with the Board, attending two board meetings and one workshop within a four month period, and serving on a committee for two consecutive months.

Motion by: Tracey

2<sup>nd</sup>: Chele

<b>Bryan</b>	<b>Linda</b>	<b>George</b>	<b>Tonja</b>	<b>Chele</b>	<b>Tracey</b>			
Yes	Yes	Yes	Yes	Yes	Yes			

**Motion 3:** Amend policy number 5 to read: Signs posted on Timberlane grounds must be brought to the Board for approval on a case by case basis and must be posted for no more than seven days.

Motion by: Tracey

2<sup>nd</sup>: Linda

<b>Bryan</b>	<b>Linda</b>	<b>George</b>	<b>Tonja</b>	<b>Chele</b>	<b>Tracey</b>	<b>Jamie</b>		
Yes	Yes	Yes	Yes	Yes	Yes	Yes		

**Motion 4:** Allow Publicity Committee to post Sweetheart Bazaar sign to advertise

Motion by: Tracey

2<sup>nd</sup>: George

<b>Bryan</b>	<b>Linda</b>	<b>George</b>	<b>Tonja</b>	<b>Chele</b>	<b>Tracey</b>	<b>Jamie</b>		
Yes	Yes	Yes	Yes	Yes	Yes	Yes		

**Open item for next month:**

- a. Finalizing Policy 40
- b. Hiring code enforcement officer
- c. Finding lost receipts
- d. Becoming signatory to Red Cross

**Meeting adjourned at 9:45 PM**