

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
February 20, 2018

Open Forum: Discussion about potholes and the city paving of 192nd Ave SE and SE 267th
Discussion regarding issues around trash cans being left on the street
Discussion regarding parking issues

Meeting Called By: Linda Caudle
Meeting Called To Order At: 7:07 PM
Meeting Purpose: Regular Board Meeting (meets the 2nd Tuesday of each month- see change below)

Roll Call

| | | | | | | | | | |
|--------------|---------------|--------------|--------------|------------|---------------|---------------|---------------|----------------|----------------------|
| Linda | Tracey | Chele | Susan | Pat | Gerald | Vacant | Vacant | Melissa | J. David Huhs |
| Present | Present | Absent | Present | Absent | Present | | | Present | Present |

- I. **Approve Consent Agenda**
 - a. Approve last meeting minutes from 1/11/18

- II. **Adoption of the Agenda**
 - a. Add city repaving project to new business

- III. **Committee Reports/Current Work Summary**
 - a. **Audit & Nominating-meets as needed, not open to the public due to the sensitive nature of the documents they review.**
 1. No review of the January individual committee financials because Agynbyte is still working on organizing all our financial details.
 2. No new applicants for open board positions.

 - b. **Publicity & Recreation-meets monthly every 2nd Thursday at 5:30PM in the Timberlane clubhouse office.**
 1. We meet with Melissa on 1/31 to discuss the rental process.
 2. There were three rentals this past week and lot more are coming up in March. There are currently no rentals planed in April, but we expect this to change.
 3. We would like the board to approve \$350 to fund this years Easter Egg hunt planned on March 31st at 11 am. We will stuff eggs at 6pm on Friday, March 30th at the clubhouse. Volunteers are welcome.

 - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4th Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. The next ACPC meeting is this Thursday.
 2. We are currently responding to email complaints and dealing with parking issues.

 - d. **Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
 1. Repaired swing in playground
 2. Removed nails in playground surround
 3. Researched bench options
 4. Purchased filler for slide, will install when warmer weather

- IV. **Treasurers Report**
 - a. See attachment 1

V. Unfinished Business:

- a. The city has sent the revised city storm water easement proposal to our attorney, J. David Huhs, for review. David is in the process of reviewing this and working with the city to reach a final agreement.

VI. New Business:

- a. The board needs to move the board meeting because Chele is unable to attend on the 3rd Tuesday of the month due to her commitments with the city. The board is going to move the meeting to the 2nd Tuesday of the month. Our next board meeting will be on March 13, 2018 at 7pm at the clubhouse.
- b. The board discussed the need to repair or replace the benches and tables in the park. After discussing whether to replace the benches and tables with metal or concrete items as well as possibly tabling this item for further consideration the board decided to vote to purchase new tables and benches if suitable options could be found for a reasonable price.
- c. The board discussed the city repaving project on 193rd Avenue SE. At this time the city is considering breaking the project into the following four phases.
 - i. A small works contract to remove the trees.
 - ii. A median restoration phase that will remove tree roots, stumps, broken curbs, and broken asphalt. Then repair the asphalt and curbing
 - iii. A landscape phase to include some planting of street trees and ground cover.
 - iv. The last phase would be the asphalt restoration contract produced by King County’s Preservation Contract.

The city wanted our feedback on if we wanted to pay for more ornate trees, shrubbery, or lighting. The board declined to spend additional funds on landscaping and asked the city to proceed with the project. An email was sent to Bob Lindskov with the City of Covington to inform him of our decision.

- d. The Annual Easter Egg hunt is fast approaching the and the PR committee would like to spend \$350.00 on this year’s event.
- e. The board went into executive session at 8:01pm to discuss the pre-lien notice process and delinquent accounts with both the association manger and our attorney, J. David Huhs. The board returned from executive session at 8:53pm. The board decided to refer several delinquent accounts our attorney.

VII. Table of Motions

Motion 1: Approval of Consent Agenda

Motion by: Linda

| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
|-------|--------|--------|-------|--------|--------|--|--|--|
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 2: Approve Agenda

Motion by: Linda

| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
|-------|--------|--------|-------|--------|--------|--|--|--|
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 3: To move the meetings from the 3rd Tuesday of the month to the 2nd Tuesday of the month.

Motion by: Tracey Seconded by: Gerald

| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
|-------|--------|--------|-------|--------|--------|--|--|--|
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 4: To purchase new tables and benches for the park as long as the total amount does not exceed \$6000 including installation.

Motion by: Gerald Seconded by: Tracey

| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
|-------|--------|--------|-------|--------|--------|--|--|--|
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 5: To spend \$350 on this year’s Easter Egg Hunt.

Motion by: Tracey Seconded by: Susan

| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
|-------|--------|--------|-------|--------|--------|--|--|--|
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 6: To go to executive session to discuss the pre-lien notices and delinquent accounts with our attorney.

Motion by: Gerald Seconded by: Susan

| | | | | | | | | |
|--------------|---------------|--------------|--------------|------------|---------------|--|--|--|
| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Motion 7: To refer several past due accounts to the attorney for collection.

Motion by: Tracey Seconded by: Gerald

| | | | | | | | | |
|--------------|---------------|--------------|--------------|------------|---------------|--|--|--|
| Linda | Tracey | Chele | Susan | Pat | Gerald | | | |
| Yes | Yes | Absent | Yes | Absent | Yes | | | |

Meeting adjourned at 8:54PM

Treasurer's Report February 20, 2018

Month End Balance:

| | |
|------------------|---------------|
| Operating Fund | \$137,253.16 |
| Reserve Account | \$ 57,631.35 |
| Petty Cash | \$Not out yet |
| Delinquents | \$190,867.71 |
| Month End Income | \$ 24,991.11 |

November and December Expenses:

| | |
|-----------------------------|-------------|
| Insurance | \$ 1,250.17 |
| Legal Fees | \$ 900.00 |
| Utilities & Garbage & Phone | \$ 0 |
| Street Lights | \$ 0 |
| Water and Sewer | \$ 0 |
| Management Svcs. | \$ 5,000.00 |
| Postage & Office Supplies | \$ 1,763.85 |
| Coupons | \$ 2,857.92 |
| Escrow Transfer Fees | \$ 0 |
| Maintenance | \$ 8,259.90 |
| Pool | \$ 217.20 |
| Payroll/Taxes/Services | \$ 762.97 |
| Security Patrol | \$ 1,941.37 |
| Reserve | \$ 816.67 |