

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**July 14, 2016**

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**Open Forum:** Discussion about concrete bump in front of clubhouse  
Presentation from Carmen with King County Health services

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**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:15 PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Thursday of each month)

**Roll Call**

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Vacant</b>	<b>Chantelle</b>
Present	Present	Present	Present						Present

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 06/09/2016
  
- II. **Adoption of the Agenda**
  - a. Approved with addition of PR request for vote
  
- 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. Review of the June 2016 Financials
      - a. Total Expenses were over the Total Income by \$2,170.03 for June and \$3,436.10 over for the year.
      - b. Audit Committee Expense – Over budget for June 2016
        - i. Largely due to Insurance renewal, but we do have increases for Street Lights, Water, Power and Sewer. Security Patrol was up for 4th of July as well
      - c. Maintenance Committee Expense – Under budget for June 2016
      - d. Publicity and Recreation Committee Expense – Under budget for June 2016
      - e. Compliance Committee – Under budget for June 2016
        - i. Purchase of Measuring Tool
    2. No names were submitted for empty board positions.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Thursday at 5:30PM in the Timberlane clubhouse office.**
    1. The PR committee met today. We discussed plans for NNO. We will be serving hot dogs, chips, and root beer floats. We will asking that the board allow us to spend up to \$350 on the event. We will start serving food at 6:30 and go on our neighborhood walk at 8:30.
    2. We are finalizing the newsletter and should have it ready to post and email in the next day or so.
    3. There are no rentals scheduled for July at this point. However, there are rentals scheduled almost every weekend in August and September.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 3<sup>rd</sup> Tuesday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. We are stepping up on parking checks, tags for tow and towing.
    2. Have an offer from towing vendor to do monthly neighborhood checks and tag cars for tow and follow-up with those who do not comply. Strongly recommend we approve this offer.
    3. Need to discuss as a board how to address people landscaping greenbelts. Concerned with issue of ownership claims.
  - d. **Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. Hired and trained 3 people for Pool Office
    2. Fixed the broken locks on pump room doors and locker room doors.

3. Pool Opened on schedule.
4. Had some issues with the pool furnace. Had it checked and repaired.
5. Purchased some paper towel holders and shower heads that needed replacing in the pool locker rooms.
6. Installed 2 new seats in the clubhouse ladies' restroom.
7. Purchased and installed the burned out bulbs in the clubhouse.

**IV. Treasurers Report**

**a. Month End Balance:**

i. Operating Fund	\$145,172.93
ii. Reserve Account	\$ 42,648.49
iii. Petty Cash	\$ 504.55

**b. June Expenses:**

i. Insurance	\$ 4,262.50
ii. Legal Fees	\$ 22.50
iii. Utilities & Garbage	\$ 4,066.43
iv. Management Svcs.	\$ 5,203.33
v. Postage & Office Supplies	\$ 549.54
vi. Coupons	\$ 7.18
vii. Escrow Transfer Fees	\$ 300.00
viii. Maintenance	\$ 5,328.11
ix. Pool	\$ 188.96
x. Payroll/Taxes/Services	\$ 2,673.22

**c. Insurance was renewed.**

**V. Unfinished Business:**

- a. Tow signs/towing discussion. Manager to reach out for legal guidance on new process for towing.
- b. Rules and Regulations Update. Tabled until towing issue resolved.
- c. Website update. Updated, cleaned up and complete.
- d. Clubhouse facility use agreement approved for Covington Parks.
- e. Use of pool office for Covington Police to use restrooms and desk for paperwork. Manager to update clubhouse facility use agreement now that insurance approval and renewal complete.

**VI. New Business:**

- a. Greenbelt easement discussion. ACPC to clarify rule as it will be written in updated rules book.
- b. Discussion on greenbelt parking barriers.
- c. Manager vacation August 3<sup>rd</sup> – 9<sup>th</sup>, Backup determined in office.
- d. National Night Out funds of up to \$350 for PR to be approved.

**VII. Association Manager's Report:**

- a. Legal update can be reviewed by board in writing. No action to be taken.
- b. Quotes being secured for clubhouse floor tiles.

**VIII. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 2:** Approve facility use agreement for City of Covington Parks and Recreation.

Motion by: Tracey

2<sup>nd</sup>: Chele

Linda	Tracey	Chele	Susan					
Yes	Yes	Yes	Yes					

**Motion 3:** PR to spend up to \$350 for National Night Out

Motion by: Tracey

2<sup>nd</sup>: Chele

<b>Linda</b>	<b>Tracey</b>	<b>Chele</b>	<b>Susan</b>					
Yes	Yes	Yes	Yes					

**Meeting adjourned at 8:33PM**

DRAFT