

**Timberlane Homes Association, Inc.**  
**Meeting of the Board of Directors**  
**August 14, 2018**

**Open Forum:** Resident volunteers offered to help clean up community and asked for ideas and support for disposal. Discussion regarding what it takes to join and be on the board.

**Meeting Called By:** Linda Caudle  
**Meeting Called To Order At:** 7:14PM  
**Meeting Purpose:** Regular Board Meeting (meets the 2<sup>nd</sup> Tuesday of each month)

**Roll Call**

<b>Linda</b>	<b>Susan</b>	<b>Chele</b>	<b>Pat</b>	<b>Gerald</b>	<b>Gloria</b>	Vacant	Vacant	Vacant	<b>Melissa</b>
Present	Present	Present	Absent notified	Present	Present				Absent notified

- I. **Approve Consent Agenda**
  - a. Approve Meeting minutes of 7/10/2018
  - b. Ratify email vote to submit amended proof of claim for legal action dated 8/1/2018
  - c. Ratify email vote to approve Cloudy Sky Tree Service’s removal of Maple Tree at a cost of \$495.90 dated 8/10/2018
  - d. Approve minor asphalt repairs –by PMOW, LLC
  
- II. **Adoption of the Agenda**
  - a. Approved with addition of Timberlane Way paving project for discussion
  
- 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 July 2018 Financials
      - a. Total Income was over the Total Expense by \$2,454.41
      - b. Maintenance was under budget by \$325.92
      - c. Audit was under budget by \$1,439.92
      - d. Compliance Committee was under budget by \$136.67
      - e. Pub and Rec Committee was under budget by \$128.34
      - f. Need to adjust budgets to show compliance tracking charges and letters sent under Compliance Committee
      - g. Still waiting to hear why we are being charged taxes on postage.
      - h. Waiting to hear if Compliance Committee can input the tracking instead of Agybyte to save on costs.
    2. No new names were submitted for board positions.
  - b. **Publicity & Recreation-meets monthly every 2<sup>nd</sup> Tuesday at 5:30PM in the Timberlane clubhouse office.**
    1. National Night Out had disappointing attendance. By hot dog bun count we served 40. In years past it has been much more. There are some supplies we can move to the Halloween party.
    2. Discussed Halloween party planning.
    3. Newsletter due out October 1<sup>st</sup>. Brainstormed what to add to bring people out. All ideas are appreciated. Deadline is the September 16<sup>th</sup>.
    4. One rental this month and one for September at this time.
  - c. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 4<sup>th</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
    1. New letters have not yet been sent out as we continue to discuss process v. pricing.

2. We are investigating our options regarding encroachments and have a second legal opinion to discuss.
  3. We have one property to discuss at Executive Session.
  4. Done with boulder survey and there are about 15 that need to be relocated.
- d. Maintenance & Pool-meets monthly every 3<sup>rd</sup> Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
1. Have a blocked/broken pool pump. Scheduled for repair 8/13 and they couldn't repair it. So it either needs to be rebuilt or replaced. Prices are being compiled but we anticipate it will be costly and take time to fix because Aqua Quip is not able to manage the repair and another company must be contracted.
  2. All phases of the walkway/stairs replacement are completed
  3. Have a couple of trees that need to be taken care of.
  4. Still need to install benches and tables. Perhaps we should hire a vendor. Will ask Melissa to get quotes and check with our handyman and volunteer for ideas.
  5. Have another call (3<sup>rd</sup>) in to Catch All to see when they are scheduling their drain cleaning this summer. They are slow in responding. We might need to look for another company.

**IV. Treasurers Report**

- a. See attachment 1

**V. Unfinished Business:**

- a. None

**VI. New Business:**

- a. Timberlane Way SE Summer Paving Project. The City of Covington plans on paving 192nd Avenue SE and 194th Avenue SE in the early fall, or early next summer, through a King County Preservation contract and a grant from the Washington State Transportation Improvement Board. The area of 192nd Avenue SE to be paved will be from Kent-Kangley to SE 267th Street, and 194th Avenue SE from 192nd Avenue SE to SE 264th Street. The City must complete sidewalk improvements within the project limits. A few of these sidewalks are within Timberlane HOA property. For us to enter Timberlane HOA property and construct these items, we must have permission from the HOA. This work installs ADA compliant sidewalk ramps within the project limits.

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

- a. 5 New owners
- b. Minor asphalt repairs approved and notified vendor
- c. Tracking pool use forms and delinquent accounts places on hold
- d. Backflow testing completed

**VIII. Executive Session** (taken at 8:15pm – 9:10pm )

- a. Discussion regarding legal collections activity
- b. Discussion regarding legal specific compliance issues

**IX. Table of Motions**

**Motion 1:** Approval of Consent Agenda

Motion by: Linda

Linda	Chele	Susan	Pat	Gerald	Gloria			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 2:** Approve and allow the City of Covington to access HOA Property to install ADA compliant sidewalks.

Motion by: Chele

2<sup>nd</sup>: Susan

Linda	Chele	Susan	Pat	Gerald	Gloria			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 3:** Approve attorney suggestion regarding encroachment.

Motion by: Chele

2<sup>nd</sup>: Gerald

Linda	Chele	Susan	Pat	Gerald	Gloria			
Yes	Yes	Yes	Absent	Yes	Yes			

**Motion 4:** Approve attorney plan for collections activity.

Motion by: Gerald

2<sup>nd</sup>: Susan

Linda	Chele	Susan	Pat	Gerald	Gloria			
Yes	Yes	Yes	Absent	Yes	Yes			

Meeting adjourned at 9:11PM

*Attachment 1 – Treasurers Report*

**Report for July 2018**

**Month End Balance:**

Operating Fund	\$143,826.40
Reserve Account	\$ 58,147.77
Petty Cash	\$ 1,939.42
Delinquents	\$197,575.16
Month End Income	\$ 23,729.85

**Monthly Expenses:**

Insurance	\$ 1,491.95
Legal Fees	\$ 000.00
Utilities & Garbage & Phone	\$ 1,176.54
Street Lights	\$ 2,570.58
Water and Sewer	\$ 431.75
Management Svcs.	\$ 5,660.00
Postage & Office Supplies	\$ 241.79
Coupons	\$ 21.92
Maintenance	\$ 6,118.57
Pool	\$ 1,047.20
Payroll/Taxes/Services	\$ 918.78
Security Patrol	\$ 1,353.18
Reserve	\$ 816.67