

Timberlane Homes Association, Inc.
Meeting of the Board of Directors
September 13, 2012

Meeting Called By: Tracey Thompson
Meeting Called To Order At: 7:06PM
Meeting Purpose: Regular Board Meeting

Roll Call

Linda	Tracey	Chele	Tonja	Josh	Jamie			
Absent	Present	Present	Absent	Present	Present			

I. Adoption of the Agenda

- a. Adoption approved

II. Guest Speaker

- a. Derek Matheson (City Manager) and Mayor Margaret Harto giving the state of the city address.
- b. Certificate of Appreciation given to Don Frey of Republic Services for all his/their support of Timberlane.

III. Open Forum:

- a. None

IV. Approve Consent Agenda

- a. Approved

V. Treasurers Report

- a. We are still not making any profit from our operating income and expenses. We had additional expenses this month that cut into the \$60,000 in liquid capital that we had, bringing it to a little over 45k. After making the preliminary budget for next year, and not having any ability to contribute to reserves in that budget, my recommendation to the board was going to be to look at how much it would cost to make upgrades to the clubhouse to greatly increase its rentability. If we could make upgrades for say under \$20,000, over the long-term we may be able to make the necessary repairs and upgrades that are suggested in our reserve study. Because of the economy, the job market, and the housing market, I doubt we will see the needed substantial changes in our income through collections, or increases in dues. The benefit of looking into making the facility more rentable is that the income would be coming from outside of Timberlane, and we would not be trying to squeeze any more funds out of this financially strapped community of families. Basically, we have an under-utilized facility. I think we need to analyze and see if we can make it a profitable asset rather than a drain.

VI. Committee Reports/Current Work Summary

- a. **Publicity & Recreation-meets monthly every 4th Tuesday at 7:00PM in the Timberlane clubhouse office.**
 - 1. Will look at possible improvements to the clubhouse to increase rentability.
 - 2. Deadline for newsletter articles is Saturday.
 - 3. P/R will be sponsoring a bunco night 10/6 at 6pm. All proceeds to be donated to CDVTF.
 - 4. Halloween party, bazaar & Clean Covington in planning.
- b. **Architectural Control & Policy Compliance (ACPC)-meets monthly every 1st Wednesday of the month at 10:00AM in the Timberlane clubhouse office.**
 - 1. Getting letters sent out for active complaints.
 - 2. Trying to come up with a parking compliance process that will not kill the board members.
 - 3. Need to vote on amending the rules to include a fine for cutting or trimming trees in the common areas.
- 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. Files are complete and delivered to Auditors.
 - 2. All but 1 receipt has been found. (I asked Sam and it wasn't her. She thought it was probably Angela

picking up stuff. This was when they were writing the Welcome Packet Letters and discs. She thinks this is what it's for). Staples had 2 receipts for that day for that price, but since it wasn't on Sam's card, they couldn't tell her who's it was.

3. We have a bid for Cagianut and Company for next years' Audit. It needs to be voted on tonight. Cost will be \$2,750. (yes vote from Linda)
 4. Will need to verify/review the 2013 Budget at the next workshop meeting. We need to address the cost of changing ownership that was not caught by previous office personnel (or we were not notified). We need to pay the \$150 per to Windermere to change. Chantelle sent over the suggested numbers we should budget for.
 5. Need to find ways to entice more volunteers to join the board. Would like to entertain a motion to give free access to amenities to active board members as a perk for joining.
- d. Maintenance & Pool-meets monthly every 3rd Thursday of the month at 7:00PM in the Timberlane clubhouse office.**
1. Contract for French Drains, window screens and door handles signed and emailed back today.
 2. Picked up Tree permit today so Green River can continue work. Will be meeting with Paula tomorrow to go over what the next step is.
 3. I have a bid for branch removal costs for greenbelt in division 1 – Tract H. Price is \$1,425 from Cloudy Skies. Would like to vote on this tonight. We will focus on this area on Make a Difference Day and readdress the issue at that time.
 4. Have a bid for play area, replacing wood chips and sand with play chips. We can discuss at workshop if we want to use wood chips or the play chips. Cost plus tax for work and play chips is \$2,275. Do not have a bid for wood chips.
 5. Health Dept., Orca Pacific, Windermere and myself conference regarding the pool. Our pool manual was not sufficient and needed to be rewritten. Also concerns over the drain cover that was installed and how the measurements work. (The hole for our drain is funnel shaped and not square. Health Dept says it has to measure all 4 sides the same but manufacturer says no, it's fine with the measurement to the hole, not to all 4 sides)
 6. Pool Book is complete and submitted. Waiting to hear if this version will be sufficient
 7. Orca Pacific contacted manufacturer of the drain cover to see if there was sufficient space from the drain to the cover. They said yes, however, Health Dept. and Inspector are insisting it be written on the company's letterhead before they will accept. The email from them was not sufficient. Windermere has left them a message and Orca has sent them an email. Waiting to hear back from the manufacturer.
 8. Money for the pool permit has been sent in, but will be on hold until we pass all inspections (book and drain cover and anything else they come up with). Should be holding until next season, since we will not be opening this year.

VII. Board Member Comments

- a. Tracey is wondering what we can do to be sure the pool is not green. It really is not pretty and will detract from rentability as it's the first thing one sees out of the big windows.

VIII. Table of Motions

- a. **Motion 1:** Approval of Consent Agenda

Motion by: Tracey

2nd: Josh

Linda	Tracey	Chele	Tonja	Josh	Jamie			
	Yes	Yes		Yes	Yes			

- b. **Motion 2:** Approve 2012 Year End Tax & Audit Engagement (Cagianut & Company) for a cost of \$2,750.

Motion by: Chele

2nd: Tracey

Linda	Tracey	Chele	Tonja	Josh	Jamie			
	Yes	Yes		Yes	Yes			

- a. **Motion 3:** Amend the Rules & Regulations to include: BOTH fees (interest and late fee) will be assessed uniformly on the 1st of the month.

Motion by: Josh

2nd: Chele

Linda	Tracey	Chele	Tonja	Josh	Jamie			

	Yes	Yes		Yes	Yes			
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a. **Motion 4:** Amend the Rules & Regulations to include: Cutting or trimming of any common area tree by a homeowner or their tenant will result in a \$500 fine per tree truck assessed to the homeowners account. Such cutting or felling will be considered an act of vandalism and be reported to the police. Further legal action will be considered on a case by case basis.

Motion by: Tracey
 2nd: Chele

Linda	Tracey	Chele	Tonja	Josh	Jamie			
	Yes	Yes		Yes	Yes			

a. **Motion 5:** In order to attract new volunteer board members approve benefits for active Board of Directors to include one free clubhouse rental per each half of the calendar year in which the member is actively serving (must use during that period and paying rental and community events will maintain priority) and free access to the pool, during an active pool season for the director and those living in their Timberlane residence (only one residence can be selected if more than one is owned.)

Motion by: Josh
 2nd: Tracey

Linda	Tracey	Chele	Tonja	Josh	Jamie			
	Yes	Yes		Yes	Yes			

a. **Motion 6:** Approve expense of \$249.78 for By Ear Construction to change lighting in front of clubhouse to match photo cell lights over emergency exits.

Motion by: Tracey
 2nd: Josh

Linda	Tracey	Chele	Tonja	Josh	Jamie			
	Yes	Yes		Yes	Yes			

Open item for next month:

1. Pool Compliance Update & Procedures
2. 2013 Budget for approval

Meeting adjourned at 8:52pm.