

After Recording Return To:  
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236 West Birch Street  
Shelton, WA 98584

DOCUMENT TITLE:	Timberlake Community Club Resolution 2017- , Project Approval Committee
REFERENCE NUMBERS OF RELATED DOCUMENTS:	N/A
GRANTOR:	<b>Timberlake Community Club</b>
GRANTEES:	Public
LEGAL DESCRIPTION:	Timberlake Divisions 1 – 13
ASSESSOR'S PROPERTY TAX PARCEL NO.	Division 1 – 20018-50-00001 thru 22018-50-09162 Division 2 – 22017-50-00001 thru 22017-50-00908 Division 3 – 22018-51-00001 thru 22018-51-00902 Division 4 – 22018-52-00001 thru 22018-52-00061 Division 5 – 22018-53-00001 thru 22018-53-00903 Division 6 – 22018-54-00001 thru 22018-54-00088 Division 7 – 22017-50-00001 thru 22017-50-00104 Division 8 – 22007-51-00001 thru 22007-51-90933 Division 9 – 22017-51-00001 thru 22017-51-00169 Division 10 – 22017-52-00001 thru 22017-52-00088 Division 11 – 22017-53-00001 thru 22017-53-00900 Division 12 – 22018-55-00001 thru 22018-55-00018 Division 13 – 22008-50-00001 thru 22008-50-00900

**TIMBERLAKE COMMUNITY CLUB**

**RESOLUTION NO. 2017 - 02**

**PROJECT PERMITTING COMMITTEE**

This Resolution sets out the purposes, authority, make up, and operating procedures of the Timberlake Project Permitting Committee. It is to be harmonized with all provisions of other Rules of Timberlake where possible, and where not possible, the provisions of this Resolution control.

**1. Purpose.** The Purpose of the Project Permit Committee is to provide review for proposed projects involving construction and modification of structures within Timberlake; for the benefit of Timberlake members, to promote the proper use and enjoyment of Timberlake lots, and protect the values thereof. The Project Review Committee is intended to help members understand and follow the Timberlake Rules that apply to their projects, while promoting their rights to undertake projects that meet these Rules without inappropriate restrictions. "Projects" are activities that will change the conditions on a Timberlake lot, including pre-construction, construction work, tree cutting, clearing and grading.

**2. Authority.** Timberlake Community Club has the authority to enforce its Restrictive Covenants and other Rules that apply to the Timberlake development. Timberlake also has the authorities specified in the Washington State Homeowners' Association Act at RCW ch. 64.38, and the Washington State Nonprofit Corporation Act, RCW ch. 24.03.

The Project Permit Committee does not have the authority to act for the Board with respect to any final decisions or project approvals, approvals with conditions, or disapprovals; rather, it recommends to the Board Permitting Approval Committee based on its experience, circumstances, understandings and deliberations. These recommendations are then considered by the Board Permitting Approval Committee, which is composed of two Board members, and as established by Resolution. The Board Permitting Approval Committee may or may not accept these recommendations in whole or in part. The Project Permit Committee shall present its recommendations for action, if any, to the Board Permitting Approval Committee sufficiently prior to a Board Permitting Approval Committee meeting or at which such recommendations are to be considered, to allow the Board Permitting Approval Committee members adequate time to review and consider the recommendations; and it shall work with the Board Permitting Approval Committee to reach conclusions that best serve the needs of the Membership.

**3. Composition.** The Project Permit Committee shall consist of one member of the Board of Directors, who shall act as Liaison with the Board and as a Project Permit Committee member; a Chairperson who is a general Timberlake member; and from two to six additional Members, which may include other Directors. Approved by the Board of Directors Guideline 2010-03.

In addition, the office staff of Timberlake will provide support to the Project Permit Committee, with regard to mailings, office procedures, filing, and so on,

under the direction of the Office Manager. Any concerns or issues regarding such support shall first be made subject to informal, good faith discussions, and if no agreement is possible, shall then be brought to the Board of Directors for resolution by the Board Liaison Project Permit Committee member.

**4. Operating Procedures.** The Project Permit Committee shall operate pursuant to procedures that are fair and reasonable. It shall create and make systems for its operation, which shall include:

- timelines, assignment of responsibilities, accountability/ follow-through, and letters and other forms, as well as other procedures that support the work of the Committee;
- processes such as flow charts for actions to be taken;
- use of civility and courtesy when dealing within the Committee and with members; and
- coordination with legal counsel.

The Committee shall keep and maintain accessible written records of its systems, processes, procedures and actions. It shall make and keep reasonably accurate and complete written minutes of its proceedings.

All written documentation and meeting minutes will be available for review by any member in good standing when requested.

**5. Timberlake Community Club Resolution No. 2015-01.** Decisions of the Project Permit Committee shall be controlled by the provisions of Timberlake Rules, including Resolution No. 2015-01, filed for record with the Mason County Auditor on February 11, 2016, under file number 2052312; except where inconsistent with this Resolution or other controlling Timberlake Rules, including Resolutions. Resolution No. 2015-01 provides Rules that address, among other matters, the following:

- Projects that require permits;
- Project application processes;
- Application forms; and
- Property condition rules.

**6. Responsibilities of Members.** Timberlake relies on the good faith of members in project permitting processes. The signature of a member on a project permit application certifies that the member has read and understands the applicable Timberlake Rules, agrees to abide by them, and promises to use good faith in

complying with all legal requirements, and in cooperating with the Association regarding all projects. Timberlake does not have the ability to hire professional building inspectors, surveyors, or other professionals to oversee permitting and construction for compliance with local, state and federal laws as well as Timberlake requirements.

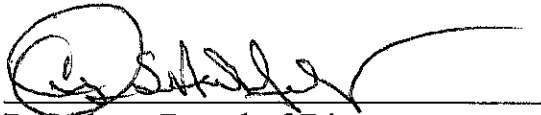
Members should take into consideration that Timberlake Rules, including Restrictive Covenants and all other Rules, cannot be varied. No member is entitled to a variance under any circumstances. If a member violates any Timberlake Rule having to do with a project, all issues about whether a violation has been committed, and, if so, the consequences, will be addressed pursuant to the Timberlake Rule Violations Resolution, and the Project Permit Committee may make a Complaint regarding the same to the Board pursuant to that Resolution.

7. **Appeal.** The Project Permit Committee does not make final decisions; it recommends to the Board Permitting Approval Committee, which shall be responsible for final decisions. If a member disagrees with the decision of the Board Permitting Approval Committee in a matter, he or she may appeal its decision by asking the entire Board to consider the matter, pursuant to Timberlake Rules. Appeals shall follow the same general process as those provided for Board hearings of member appeals of violation complaints.

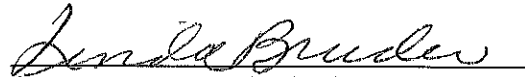
8. **Severability.** If any provision of this Resolution is found to be unlawful, the remainder shall not be affected.

9. **Effective Date.** The terms of this Resolution apply on its effective date, and they apply to all circumstances currently existing at the time of its approval, except when to do so would interfere with existing, vested rights. Existing, vested rights are limited to those matters and conditions that were properly approved by Timberlake as required; and in compliance with all relevant Timberlake Restrictive Covenants and other Rules as of the time of their approval, if any approval was required, and subsequently, as those Rules have existed over time.

THIS RESOLUTION was adopted by the Timberlake Community Club Board of Directors this 25 day of March, 2017.



President, Board of Directors  
Timberlake Community Club



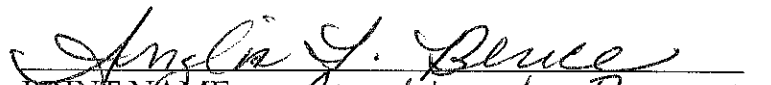
Secretary, Board of Directors  
Timberlake Community Club

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF MASON )

On this 29<sup>th</sup> day of March, 2017, personally appeared before me, Terry Hubbard, personally known to me to be the President of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

Witness my hand and official seal affixed the day and year first above written.

**Notary Public**  
State of Washington  
ANGLIA L BENCE  
MY COMMISSION EXPIRES  
JULY 10, 2020

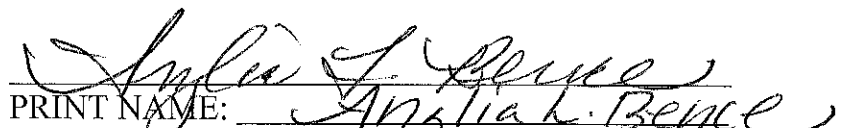
  
PRINT NAME: Anglia L. Bence  
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, residing at Shelton  
My commission expires: July 10, 2020

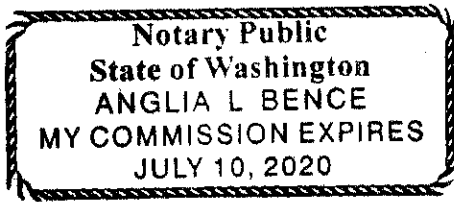
STATE OF WASHINGTON )  
 ) ss  
COUNTY OF MASON )

On this 29<sup>th</sup> day of March, 2017, personally appeared before me, Linda Bruder, personally known to me to be the Secretary of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument.

Witness my hand and official seal affixed the day and year first above written.

**Notary Public**  
State of Washington  
ANGLIA L BENCE  
MY COMMISSION EXPIRES  
JULY 10, 2020

  
PRINT NAME: Anglia L. Bence



NOTARY PUBLIC IN AND FOR THE STATE OF  
WASHINGTON, residing at Shelton  
My commission expires: July 10, 2020