

**Timberlake Community Club**  
**Community Meeting Minutes**  
**FEBRUARY 23, 2019**

The meeting was called to order at 10:00 a.m. by President Tom Hanson

**Introduce Board Of Directors:** MaryAnne Preece: Vice President & Rules Committee Chair, Christy Vaughn: Treasurer & Web Site oversight, Ken Bassett: Board Director at large, liaison for Technology & Lake Safety & Co-Elections, Terry Hubbard: Board Director at Large & Water/Maintenance Director, Tom Hanson: Board President & Permitting Chair

**Employee Attending:** Sheila, Office Manager.

**Members attending:** 17

**Introduction to our Community Meeting:**

1. Welcome to the February 23, 2019 Timberlake Community Membership Meeting. Thank you for attending. Please let your neighbors know about our meetings. We value your opinions and comments.
2. Members can pick up a copy of this meeting's minutes at the MPC or read them on our web site. Today's meeting focuses on bringing everyone up to date on several important issues.
3. Our meetings will be run with mutual respect and a hopefully a little humor, we want and need to hear your comments and opinions on the issues presented here to help us figure out decisions. Questions requiring complex answers or extended research will be studied and responded at a later date with answers-we will get back to the one asking and the answers will be included in the minutes.
4. Members asking questions will need to announce your name, division and lot number. Please try and keep your comments to three minute or less just to keep the meeting moving.
5. We try to make information from the Board understandable and transparent to the membership. Please stop us if explanations aren't understandable. We'll try harder to get info out that is meaningful.
6. We try to answer all questions. Some answers may take a little longer to answer than some. The answer may not be what you want to hear, but at least we can have a dialog and try to learn from other's views.
7. To the membership, Your Board of Directors are aware that its responsibility is to you. Our motto reflects this, and is: Our Timberlake Homeowners Association shall be run in a manner that maintains its monetary investments without risk to the membership, our physical assets such as parks, buildings and water system maintained with professional confidence, our employees that work for you are friendly, smart, and provide services that you can be proud of, and all of our work

is conducted with honesty, transparency and the willingness to answer your questions.

### **Presidents Report:**

#### **Approval of December 15, 2018 Community Meeting Minutes:**

A Motion was made by Terry Hubbard, seconded by Christy Vaughn and passed with no nays as follows:

To Approve the Community Meeting Minutes of December 15, 2018 as written.

#### **Approval of December 15, 2018 Community Meeting Minutes:**

A Motion was made by MaryAnne Preece, seconded by Terry Hubbard and passed with no nays as follows:

to Approve the Minutes of Meeting of the Budget Town Hall dated January 26, 2019 as written, including one addendum.

### **SNOW SNOW SNOW!!!!**

At our recent working Board Meeting this last week, we asked if we could have responded differently or more effectively to the latest snows. Here's what we came up with:

- a. Just so you know, no Director or staff had any plowing done on their own properties by Timberlake personnel or equipment.
- b. Timberlake does not own the roads within the Timberlake HOA. Mason County is the one who provides road plowing.
- c. Our Maintenance crew used the tractor to scrape off the MPC driveways, the road in front of the MPC, the intersection directly below the MPC, one person who needed to get out of their driveway for a scheduled dialysis appointment and a few others. Our staff has strongly been counseled to not plow any individual member properties due to liability, visibility and favoritism reasons. Terry Hubbard will try and put together a resource list.
- d. We could have posted Mason County road maintenance phone numbers earlier on our reader boards for plowing requests or information. However, much of the county's office staff were sent home, so County phone answering was spotty.
- e. Much like how we offer our tractor for community digging requests, we are talking about snow plowing requests for a fee. This would only be for plowing adjacent to the road, so when the road plow comes by, the large driveway pile of snow could be relocated. Our little orange Kubota tractor isn't really large or heavy enough to tackle big plowing jobs. The bucket is just too small.

**Past office monetary fraud/theft:** Russchell Stewart, the 2014-2015 office manager, is accused of embezzling between \$80K to \$90K from us. She has had her arraignment hearing, plead not guilty and is released on bond. An Omnibus Hearing was held on January 28, 2019. Ms. Stewart requested release of her bail bond, put up by Ms. Stewarts mother. Request was denied. The Pretrial Hearing was extended to 9am February 25, 2019. This court date verifies and set dates for upcoming events.

The Jury Trial is set for 9:00am March 12, 2019. Items to remember: Timberlake is not involved in the trial. The County Prosecutor is running this show and determines what it finally settles for. We have submitted to the Judge and Prosecutor a victim's request letter, requesting full restitution, linking her restitution compliance to her bail, jail time and a written apology to the Timberlake membership. This is only a document that let's the judge know our feelings on this matter.

**Office Audit Report:** The latest Independent Auditor's Report by Barnett, Cole & Associates was completed and received by Timberlake this last week. Once this report is accepted by a Board of Director's vote, it will be available upon request at the office. Christy will talk about the report coming up.

### **Board of Director's Reports:**

**Vice President Report:** - Maryanne Preece

The Office & Covenants have been moderately busy for this time of the year. We were closed for 3 days due to the snow. We believe in safety over traveling to work!

Sheila reported on the Property Sales & Status: one lot was sold at sheriff's sale in October, the balance due was \$29k and it sold for \$34k these funds are still pending at the Sheriff's office. We have 10 accounts at the Attorney's office each of these are in different stages of collection. We had on "zombie" lot sell this week with an amount due of over \$3500, this will be the third uncollectible lot to sell within the past year. We have collected \$11,136 from legal and zombie lots this fiscal year to date. TCC does not currently own any lots for sale.

**Treasurer's Report** – Christy Vaughn

Treasurers report ~ attached

Audit Report – the report states that we own our own roads, this will need to be amended.

Wage salary chart – attached is a sample wage/salary chart, this will be used as a guideline for future budgets.

A Motion was made by MaryAnne Preece, seconded by Christy Vaughn and passed with no nays as follows:

To accept the wage salary chart for budgeting 2019-2020 and beyond.

The next Budget Town Hall meeting will be March 16, 2019, we will have follow up information from the January meeting and we are still looking for new ideas.

**Water/Maintenance Report** – Terry Hubbard

PUD broke a main line, our new pump system shut down automatically as it was designed to do. Marcus put the system back on line and began working on the repairs. Workman Construction helped to dig up the pipe and stayed through completion to assist. Many volunteers came to offer help during this outage ~ Thank You!

We sold 2 – 20 horse pump motors to Shorecrest for \$1,750. We are now working with them to sell our pressure release valves at \$35.00 each, we have 216 available. We do not need these any longer with our new pump system.

The water board has the CHS Proposal to replace the 926 feet of asbestos water line in front of the MPC. CHS will be the general contractor and Marcus will work along side of them. The proposal includes 2 new hydrants. The total cost is \$267,000 with a 10% contingency. The goal is to replace a section of mainline every 3 years and to never let the reserves drop below \$1,000,000. It was mentioned by a member in the audience that we may try and explore any grant options available.

A Motion was made by Terry Hubbard, seconded by Christy Vaughn and passed with no nays as follows:

To Approve the CHS proposal to complete the 926 feet of water line replacement for \$267,000.

### **Committee Reports:**

#### **Activity Committee** – Cathy Hubbard

We had our first meeting of the year in February for the Easter Egg Hunt planning it will be April 13<sup>th</sup> at Springer Park from 11:00 a.m. – 1:00 p.m.

Other Activities for 2019:

May 25<sup>th</sup> ~ French Toast Breakfast

June 21<sup>st</sup> ~ BBQ @ MPC

July 27<sup>th</sup> ~ BBQ @ Springer Park ~ Tentative Horse Shoe Contest

August 11<sup>th</sup> ~ Annual Meeting BBQ

August 31<sup>st</sup> ~ Ice Cream Social will include Root Beer Floats

October 31<sup>st</sup> ~ Halloween Party ~ Tables will be available for members to treat kids if they don't get Trick or Treaters at their home(s).

November 9<sup>th</sup> ~ Chili Cook Off

December 14<sup>th</sup> ~ Santa @ MPC

December 15<sup>th</sup> ~ Santa around the lake – weather permitting

Discussion is being held about a Christmas Lighting Contest. Suggestion was made regarding a Halloween Decorating Contest.

Suggestion to bring back the Car Show.

Recommendation that we be very careful about “throwing candy” out of a vehicle for the Santa around the lake.

#### **Rules Committee** – MaryAnne Preece

The Committee meets twice per month. The Covenants handbook is getting another section added for Emergency Evacuation. This should be completed and available in April.

#### **Nominating Committee** -MaryAnne Preece

The committee has been busy creating the processes for this committee.

Board Replacements 3 applications were received for 2 positions, 2 interviews are done, one more scheduled for Monday.

Covenants Position, 5 applications received, 3 were interviewed

These positions will be filled next week.

**Permit Committee** – Tom Hanson

2018 we had 82 permits. 2019 so far we have 7 new permits. 2 fences, 3 sheds and 2 decks.

Rental & property Lease Issues, Members are offering lots for lease to RV's for permanent residence, this is not allowed. Guests only can stay in their RV's and for only 2 weeks at a time. You may also use your RV while building a residence for up to one year.

**Lake Safety & Use Committee** – Brad Moore

No issues, it's been frozen.

**New Business:**

**Motion for Acceptance of Auditor's Report:**

A Motion was made by Christy Vaughn, seconded by Terry Hubbard and passed with no nays as follows:

To accept the Audit Report for the year ending June 30, 2018 from Barnett, Cole & Associates Certified Public Accountants with the amendment to remove "road and shoulder maintenance" from the Auditor Notes.

**Fiscal Year:**

Our Covenants tell us when we have to have the August Annual Membership Meeting. At this mid-August meeting, we vote to adopt budgets and other business. We're stuck with this date for this meeting. One problem with this set up, our new fiscal year starts three months before this August meeting. So, when new budgets are adopted in August, and rates are changed, the office must go and send out bills for the previous three months of June to August rate changes. This explains why annual dues payors received a bill for \$46.80 after the budget had been adopted. And including me, always ask, why are we getting this tiny bill and think, it must be a mistake! Kind of a backwards practice, right?

Your Board of Directors want to use October 1<sup>st</sup> as the start of our fiscal year. We want to adjust ours so that the start of our fiscal year is after we adopt our budget. This will eliminate our need to go out and pester you all for three months of billings due to a practice that can be cleaned up by us now.

Treasurer Comments: To accomplish this we will extend our current Fiscal Year 3 months (through September 30<sup>th</sup>). This method has been discussed with the Auditor and approved. Annual Dues payors will receive a 3 month dues billing in July.

A Motion was made by MaryAnne Preece, seconded by Terry Hubbard and passed with no nays as follows:

To revise our Fiscal Year, defined by July 1<sup>st</sup> to June 30 to October 1<sup>st</sup> to September 30<sup>th</sup>

### **Earthquake Insurance:**

Now that we have our new pumps installed, it was suggested that we may want to investigate earthquake insurance for our Timberlake assets, such as the MPC and all other buildings. Cost is reported to be \$2,400 per year. The Board wishes to continue to go to next level and investigate and obtain the policy fine print

A Motion was made by Terry Hubbard, seconded by Christy Vaughn and passed with no nays as follows:

to investigate the Earthquake policy and institute the policy for Timberlake structure assets Earthquake Insurance at a premium of approximately \$2,400 per year, this will be included in the 2019-2020 budget for next year.

### **Mason County Sheriff Contract with Timberlake Extended Policing:**

In discussions with Chief Spurling and Chief Dracobly, the Mason County Sheriff's Department (MCSD) will be discontinuing the present form of extended policing offered to Timberlake.

We presently have budgeted in the 2018-2019 budget \$40k for this extended policing, which only about \$10k has been used.

Increased policing demands on existing manpower is the force behind cancelling this contract. The MCSD had 24,400 calls last year for 30 deputies. The Deputies are too busy answering high priority calls to conduct Timberlake community policing. They will continue to respond to calls to Timberlake. However, they will be ranked against calls with the rest of the county.

We do have options, that need to be talked about by the membership. Let's look at the Handout that has been prepared. This conversation will continue at the March 16, 2019 second Town Hall Meeting. Go to attached handout.

It is noted that member input is essential. We can put a poll in the next billing. A Town Hall Meeting will be held March 30<sup>th</sup> at 10 a.m. Terry will contact other HOA's to see how they handle their security.

Sunny Sundquist inquired about Reserve Deputies, would that help?

James Taylor would like the Board to get our current stats then get them one year later to determine the difference, this should also be detailed with types of crime and whether there was an officer on duty at the time.

### **OLD BUSINESS:**

Video Taping of Meetings ~ The Board has determined they will not video tape meetings

Outside Management Company ~ James Taylor requested a letter from the Board to present to management companies. Tom Hanson once again suggested a committee be formed to investigate the potential.

Anita Brumback inquired about the estimated time the electrical hook up will be completed at Island Park. Terry Hubbard reported that two bids have been received and they are quite a bit different, they are looking into the details to determine the differences. The goal is to have the power hooked up by summer.

Anita Brumback stated that she came to pay her bill the other day while interviews were being conducted so she couldn't get into the building. We need some sort of conference room so that matters can be held in private without locking the members out of the building. Tom would like to see a committee formed to investigate the possibilities.

**OPEN FLOOR:**

James Taylor reported that the new Fanny Mae and Freddy Mac loans have restrictions on the percentage of rentals. This could make it hard for new buyers to obtain a loan. This will be investigated.

Brad Moore had a question regarding the reserve study which indicates that we are in a "high risk" level in our reserves. Tom Hanson stated that the study is a guideline, trying to obtain the goals set in the reserve study are prohibitive to most members.

Cathy Hubbard reported that they may try and sell T-Shirts and Sweat Shirts again this year.

Diana Olmstead stated that we missed a communication opportunity during the snow for those who were without power, they should have been able to use the MPC.

Tom Hanson stated we need to have an Emergency Committee formed to make policy and set procedures.

MaryAnne Preece stated that we once had the CERT committee but the membership has denied this committee due to costs. Any volunteers? Asking the Board to take on this responsibility is unrealistic.

Diana stated she would be interested in working on this committee.

**EXECUTIVE SESSION:**

A Motion was made by Terry Hubbard, seconded by Ken Bassett and passed with no nays as follows:

To accept Executive Session Motion #1 in regards to personnel matters.

A Motion was made by Christy Vaughn, seconded by MaryAnne Preece and passed with no nays as follows:

To accept Executive Session Motion #2 in regards to personnel matters.

**Adjournment: 12:35 p.m.**