

**TIMBERLAKE COMMUNITY CLUB, INC.
COMMUNITY MEETING MINUTES**

DRAFT

April 28, 2018

Board Members Present: Tom Hanson President, Vice President Catherine Robertson, Treasurer MaryAnne Preece, Directors at Large: Kenneth Bassett, and Linda Miller. Secretary Linda Bruder and Terry Hubbard.

Employee Present: Pam Thorne-Cochran Office Assistant

Members Present: List attached

ITEM	DISCUSSION	ACTION/CONCLUSION
Call to order	The meeting was called to order at 10: 00 a.m. by Tom Hanson, President	
Pledge of Allegiance	Everyone stood and recited the Pledge of Allegiance.	
Announcements	<ul style="list-style-type: none"> • Welcome, Tom thanked everyone for coming to the meeting. • New item for the meeting- Door prize ticket given at the beginning and will be drawn at end of the meeting. • We ask for mutual respect and humor. We are here to hear comments and opinions. Questions that have complex answers, the board will take with them to study and get back with members by the next Community Meeting. Please state your name, division and lot number for the minutes. 	
Minutes	No corrections to the March 24, 2018 Minutes.	A motion was made by Catherine Robertson, seconded by Terry Hubbard and passed with no Nays as follows: To approve the minutes of March 24, 2018
Introduction of Timberlake Personnel	<ul style="list-style-type: none"> • An introduction to Timberlake Personnel: <ul style="list-style-type: none"> ○ Cheryl is with covenants & complaints, she starts with a real light touch, no penalties. She gets a dialogue started and then a few letters to try to get things settled. But it can progress if not settled. ○ Craig Milanowski is our maintenance employee who is doing a great job and is saving a lot of money for the HOA. He is WDM 1 Certified now as well. ○ Marcus Vind is our water & maintenance manager, he is a hard worker and a great employee. ○ Pam Thorne-Cochran- She is our Office Assistant. She is doing a great job and catching on very quickly. So much so that the Office Manager, Sheila Hedlund was able to be gone for 1 week. ○ Sheila Hedlund- She is the Office Manager. We all work for Sheila! She is a wonderful asset with a lot of experience. A few of the things she does is Accounting/Billing, Accountability, and running of the office. 	

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	<ul style="list-style-type: none"> • Board of Directors are <ul style="list-style-type: none"> ○ Cathy Robertson is the Board Vice President, as well as the Office & Covenants Liaison who works with Cheryl. ○ MaryAnne Preece is the Board Treasurer, Rules Committee Chair and Co-Elections. She oversees the membership handbook. This allows look up by subject matter and gives a brief overview. ○ Linda Bruder is the Board Secretary, Web site oversite, as well as the person doing the MPC scheduling calendar and newsletter information. ○ Linda Miller is the Board member at large, and the Liaison for the Activity Committee. ○ Ken Bassett is the Board member at large, Liaison for Lake Safety, helping Co-Liaison for Election committee and the person that deals with technology issues. ○ Terry Hubbard is the Board at large and the Water/Maintenance Director. • Committee Chairs are: <ul style="list-style-type: none"> ○ Cathy Hubbard is over the Activity Committee and Public Relations issues. She is not able to be here today. ○ Brad Moore is Lake Safety Committee. He handled the Lake Safety Resolution which has been filed and is affective now. He also volunteered to assist with elections committee. ○ Tom Hanson is the Board President, and in charge of the Permitting. ○ MaryAnne oversees the Rules Committee and is putting together a membership handbook which allows you to look by subject matters and get a brief overview of them. Not the whole covenants, just a summary. ○ Cathy Robertson Covenants Liaison and works with Cheryl. 	
<p>President's Report</p>	<ul style="list-style-type: none"> • Our budgeting started in January and is just finishing up. We will have the end result at the Town Hall Meeting May 19th. • Ken Bassett is looking at more technology such as projectors and mikes for the meetings. • Committee Chairs- Elections in house will save us about \$2500.00. Putting the election together is just getting started. More to come in future meetings. Anyone who would like to volunteer let us know. • We have 25 members attending today. It is so great to see such community participation. The intent of your Board is to make information available and understandable. The Boards job is to answer questions as directed by the covenants. This is a great number of 	

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	<p>people participating and everyone who can attend is encouraged to come. The Boards responsibility is to run it in a manner that maintains its monetary investments without risk to the membership, the physical assets such as parks, buildings and water system are maintained with professional confidence, the employees that work for you are friendly, smart, and provide services that you can be proud of, and above all done with honesty and transparency and the willingness to answer questions.</p> <ul style="list-style-type: none"> • The Budget Town Hall will be May 19th at 10:00 am in the MPC. This will allow members to meet the new budget. The board is getting this together. MaryAnne does not have the final numbers yet but will have it in time for the Town Hall. • The Board tries to have what is billed to the membership equal with the budget, so it is right on. Should there be excess funds, that are not yet spent, a policy by the Board has been created to take these funds and put them back into savings, and not put it into General Funds where it could possibly be lost. Funds will not be squandered. • We have a defibrillator that has been refurbished for use. It will have to be kept inside due to high risk of vandalism. It is available in the MPC building or to someone who has an after-hours key to the building. • Our website crashed due to expired domain name. It was paid up for many years, but it expired, and no one was notified. Nancy Winchel reset it and it is back up and running. • It is being considered to put the Committee Chairs and Committee people on the website for easy email contact. • Thanks goes to Bill Bruder for a report he did for Timberlake's on the Water Rate History. This will go into the files for future use if needed. • Two new Resolutions have been voted on, submitted to the county for recording. First is Lake Safety Resolution and the other is Division 11 Resolution. Both are available on our website or a copy from the office. Those are now in effect. Division 11 now has a sign in and out sheet for members that are in this area. • Linda Miller and Kathy Hubbard are getting together information for renting the MPC and parks for events. • The Lake Safety Commission is going to require re-registering boats this year. • Terry Hubbard researched about lights with PUD3 he will give report as well as information about a new Booster Pump system, which is the system that pressurizes the water for us. • The Maintenance Department has been out looking at the Greenbelt and has been getting 	

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	<p>notices of some possible dangerous and dead trees, so if you see anything that looks dangerous please let them know so they can take care of this.</p> <ul style="list-style-type: none"> • Permitting has picked up. Members have been taking advantage of the nice weather! A reminder for this Spring, please make the effort to apply for building permits. We will come out to make sure you are building within your property lines. Sometimes your property line is not where you think, and we can help you with that. So far for the year to date we have had the following permits: 1 Garage, 4 Tree Cutting, 7 Fence permits, 6 Homes, 2 Carports, 2 Sheds and a variety of phone calls. • We are just gearing up on the elections in August and will be solicitating for two board positions in August. • We still have 2 properties available on the market. Once they have been sold Timberlakes will not be selling anymore properties. We may not regain all assets off these two properties, but we will get revenue started again. 	
<p>Vice-Presidents Report- Catherine Robertson (Office Director)</p>	<ul style="list-style-type: none"> • We have been very busy in the office working with the new budget and getting figures with MaryAnne and Sheila. • We are starting to see new members coming into the community and into the office processing their packets. • Doing normal spring things and enjoying the weather. Not much going on in the office other than the normal day to day jobs. 	
<p>Treasurer's Report</p>	<ul style="list-style-type: none"> • The financials were reviewed and explained with the addition of pie charts. These charts where March General Expense, March General Revenue, March Water Expense, and Water Income for March. Thomas Hanson stated that one of the things we are trying to do is to get a projector to make it easier when we have items to show in the meetings. The bottom line is March profit for Water was up \$11,818.00 and General up \$6,739. This is not an expense it is a plus. Even though there has been deficit the last 4 years, it is now helping in the long run. These are available in the office as well as on the May Newsletter. • Covenant fines can range from \$100-\$1000 per Cheryl depending on how many notices and/or violations occur. These can accumulate to certain amounts and then they become a lien, generally once a quarter. Paid violations are no longer valid. At last meeting there was a request to break down our expense into a little bit more detail, it includes utility, electric, propane, garbage, and internet \$1,137, 7%, Common space, which is what it takes in gas, oil, repairs and parts to mow lawns at \$782, 5%. Office space \$804, 5%, and Insurance \$2,165, 12%. It is on the charting and if there are any 	<p>More detail of what the \$250 transfer fees are for.</p>

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	<p>questions regarding this, please don't hesitate to ask for explanations. Brad Moore Div. 7 Lot. 81 asked a comment regarding the transfer fees. He wanted to double verify if the transfer fee was \$250? And if so, how did we come up with an odd number like that? Maryanne stated without having the details, she could not answer him. MaryAnne stated there are other things that go into that line number. she couldn't tell the penny at this time but can go over it with him after the meeting. Thomas Hanson made a reference to the General Revenue and that the violation fine, to him was a failure and he would love to see it zero. Brad stated that since the office staff was already included for funding, he didn't understand why there was an additional charge of \$250 for a transfer fee.</p> <ul style="list-style-type: none"> • Fish stocking is done three times per year. The cost for this is \$2,500.00 per stock. Approximately 750 fish are stocked in the large and small lakes, and they range from 9 to 20 inches. It is stocked by the pound. This is done 3 times a year for a total of \$7,500 • Please come to the Town Hall meeting and meet your budget. 	
<p>Water/Maintenance Report</p>	<ul style="list-style-type: none"> • Thank you everyone for coming today. We are working to get summer help with mowing, cleaning, and painting. Part-time help applications are in the office. We are hoping to fill this position for May 1st through October 1st. Lynn Colton Div. 8 Lot. 20 wanted to know what the hours where for this position. The hours are Monday thru Friday 8:00am to 4:30pm. • PUD has a program to re-lamp all new bulbs in the MPC, Maintenance shop, storage shed Pump House and new LED outside fixtures. The best news is that PUD #3 will refund us 70% of the cost of labor, materials, and rentals that will be used doing the work if we cut our wattage of bulbs and fixtures wattage by 50%. Permits from L&I and the paperwork from PUD3 giving the OK have been applied for and approved for Timberlake. If you would like some free LED bulbs while they last, stop by PUD3 and they will give you 8 for free, they are equal to 60-watt bulbs. They are really good and have a long life plus save energy. Wesley Kidder Div. 5 Lot. 53 commented he has lived here less than a year and noticed how pure the water is here. In Arizona he had to clean the filtration every 2 months because of all the junk in it. But water here is great. • The compressor went down for a short time, but it is back up and running. Bill Bruder said he had residual in his water before, but it has progressed since. Terry said that it may still be in the piping but will clear up as you use it. • The black vinyl gate by the beaver dam is missing If you see it, please let maintenance or the office know. 	<p>A motion was made by Terry Hubbard, seconded by MaryAnne Preece and passed with no Nays as follows: To approve the Water Board Booster Pump.</p>

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	<ul style="list-style-type: none"> • We have had companies check the pumps. We are looking at replacing the Boost Pump System (This is what pressurizes everyone's water for the community) with variable speed as needed. Bids were put out to 5 companies but only 2 were submitted. PumpTech and Grundfos CBS Inc. We are looking for the following things before purchasing: We want one that is made in the U.S.A, to get training on the system for the employees who need it, and whomever can offer the least down time. We proposed questions to each company, and out of the 2, Grundfos answered all of them. PumpTech did not. The downtime given was Grundfos 4-6 hours and PumpTech 5-6 days. It has been decided to go with Grundfos. \$225,000 was going to be taken out of General Funds for this project, however Grundfos is only charging \$198,000. The build time from factory to here is 10-12 weeks. All the members at the meeting thought this was a really good job idea. • Bill Bruder Div. 4 Lot. 11 stated that Timberlakes has the best water system of any company. And the best tasting water. Terry Hubbard stated we are required to verify less water information because of how we run the water department. 	
Sheriff's Report	<ul style="list-style-type: none"> • Jason Sisson is our Deputy Sheriff that handles our area. We have contracted with Sheriff's department to patrol more than what is normal. The contract is on our website. And remember to keep your speed at 25 mph. 	
Activity Committee	<ul style="list-style-type: none"> • Linda Miller filled in for Cathy Hubbard. • The events calendar of events is available to all members. It will be on the website calendar and also in the office. • There will be more to come. • Diane stated the next Activity Meeting is May 1st at 6:00pm at the MPC, if you would like to participate. 	
Rules Committee	<ul style="list-style-type: none"> • We met one time in April to work on the manual. Traditionally it is every other Thursday. The next meeting is May 5th from 7pm to 8:30pm. Any one who would like to attend, please come join us. This is a "no homework" committee which means it takes a little bit longer to get things done, but you don't use up your free time doing work. 	
Permit Approval Committee	<ul style="list-style-type: none"> • January through April there were 8 fence permits, 4 tree cutting, 1 framed house permit, 4 manufactured home permits, 2 shed, and 2 carports. Please call to have things ok'd so there aren't any problems. Please get a permit or check if you need one. 	
Covenants Report	<ul style="list-style-type: none"> • We closed 2 cases this week. The Board meets with Cheryl after she tries to correct the situation before any fines or fees are applied. Cheryl does not process the fines, the Board 	

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<p>Lake Safety Committee Report</p>	<p>does.</p> <ul style="list-style-type: none"> • We have updated Rules and Lake Safety. It is in 3 categories. 1) Maximum usage, 2) How to do this safe? 3) Protect properties. We are trying to keep control of this. • Some research was done, and 39 boats are registered in the community. 28 partial registration. Most boats are not marked properly. Please ensure the Division and Lot numbers are on your boats. • There were lots of guest boats, which is where most violations are from. • Many are using the lake that are not registered. • Registration forms, current state registration is available in the office. You may obtain your WA Boaters Safety Course online. In May and June, we will assist members with registering their boats. Only the ones that are required to register with the state must register with Timberlakes. • Make sure everyone uses lake safety! 	
<p>OLD BUSINESS</p>	<ul style="list-style-type: none"> • Question: What's happening with the office theft? Answer: Dan Crawford is drafting documents. They are giving them to the court secretary and will send a notice to appear to the person involved. No dates are available currently. But things are starting to happen on this. • Question: What is the deal with the Permit fee amounts was asked by Brad Moore. Answer: The amounts were set by the board at that time to reflect how much time the employees would be spending on those activities. This has been since the 70's. The Board talked about it and analyzed it and we are comfortable with the maintenance fee amounts. • A new house permit fee charge of \$500 includes garage, shed, fence, and carport if done together. • Parking overnight in certain unmarked areas is illegal. We will be getting signs for these areas. 	
<p>NEW BUSINESS</p>	<ul style="list-style-type: none"> • We would like to give thanks to Diane Olmstead Div. 3 Lot 23 for researching the best place to contact for CPR/First Aid classes. May 22nd at the MPC we will have this class provided by Mason County Fire department. The cost is \$30.00 but members only have to pay for \$10.00 per head the Board is picking up the additional \$20.00. It will be from 6pm to 10pm. All members at meeting thought this was a good idea. 	<p>A motion was made by Terry Hubbard, seconded by Linda Bruder and passed with no Nays as follows: To approve spending the money for the CPR/First Aid class.</p>

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OPEN FLOOR:	<ul style="list-style-type: none"> • Stan Miller Div. 8 Lot. 44 & 45 wanted to know when skid was going online. Terry stated will notify Grundfos that we accept the bid. It will take 10-12 weeks to build and then send to us when we are ready. We want to wait until after summer. We have the work done from midnight on so as not to affect too many members. They will bring it out when it is ready to install. • Brad Moore appreciates all the Water Board is doing as we are a non-profit organization. As a conservative we should determine what the needs are and go from there. Hopes instead of increasing dues we can look at what is paid out and reducing what is being paid out. We should only charge members what it costs not what it doesn't. Paying \$250.00 to transfer and it shouldn't be, because office staff is already getting paid. Thomas Hanson stated: There are cost for permitting such as people who don't respond to notices require liens, and the attorney fees. It is hopefully very rare but is at tail end and can't be substantiated in the front. The cost doing construction produces cost and those costs shouldn't be born by the general membership. That is why permit fees are charged to balance out any other charges. • Bob Budde 10/062 asked if we could put a trail cam at Cedar Park to find out who is doing donuts in the parking lot at night. • Gene Johnson Div. 9 Lot 7 wanted to know if we have a list of properties? And he was told no, you must contact Jim Shepard. 	
CLOSING REMARKS	<ul style="list-style-type: none"> • Thank you everyone for coming and pass the word to come so you can be a part of the family. • MaryAnn reminded everyone to come to the Town Hall on May 19th to go over the budget as this will be passed in August at the Annual Meeting • Raffle ticket was drawn and Mark Murdock Div. 8 Lot. 9 was the big winner. A \$25.00 Visa Gift Card was the prize for the meeting!! Way to go Mark! 	
Adjourned		A motion was made by Catherine Robinson, seconded by Ken Bassett and passed with no Nays as follows: To adjourn the meeting at 11:50 a.m.

Respectfully submitted, Pam Thorne-Cochran, Office Assistant

These Minutes were approved by the Board of Directors at the June 23, 2018 Community Meeting.

Thomas Hanson, President _____