

**TIMBERLAKE COMMUNITY CLUB, INC.**  
**COMMUNITY MEETING MINUTES**  
**JUNE 23, 2018**

**Board Members Introductions made by Tom Hanson President:** Cathy Robertson: VP & Office & Covenants Liaison, MaryAnne Preece: Treasurer & Rules Committee Chair & Co-Elections, Linda Bruder: Secretary & Web Site oversight, Linda Miller: Board at large, liaison for Activity Committee, Ken Bassett: Board at large, liaison for Lake Safety & Co-Elections and technology issues, Terry Hubbard: Board at Large & Water/Maintenance Director. Terry has an approved absence for this meeting.

**Employee Present: Sheila Hedlund, Office Manager**

**Members Present: List attached**

**The meeting was called to order** at 10: 00 a.m. by Tom Hanson, President ~ Everyone stood and recited the Pledge of Allegiance

**Approval of Minutes: April 28, 2018**

**A motion was made** by Cathie Robertson, seconded by Linda Miller and passed with no Nays as follows:

The minutes for April 28, 2018 were approved as amended, changing the Water Maintenance Report Item #5 regarding the new pumps

*From:* It has been decided to go with Grundfos. \$225,000 was going to be taken out of ~~General Funds~~

*To:* for this project to be taken out of the Water Reserve funds for Major Repair and Replacements

**Announcements**

- August 12, 2018 Annual Membership Meeting 1:00 p.m. at Springer Park
- ✓ Welcome to the June 23<sup>rd</sup> Timberlake Community Membership Meeting. Glad you all could attend. Please tell your neighbors about our meetings. These are more successful when people are here. Today's meeting focuses on past Timberlake occurrences and practices that I'd like to bring us up to date on.
- Meetings run with mutual respect and I hope a little humor, we want to hear people's comments and opinions on the issues brought up, questions requiring complex answers or extended discussions will be studied. When the answers are available we will get back to the ones asking and it will be included in the minutes.
- Please announce your name, division and lot number. Please limit your time to 3 minutes so we can try to keep the meeting moving.
- ✓ My Intent to the membership with whatever I do here is to:
- ✓ Make information from the Board understandable and flowing to the membership.
- ✓ We try to answer all questions. The answer may not be what you want to hear, but at least we can have a dialog about it. I do change my mind often as I learn other's views.

Your Board is aware that its responsibility to you is: *Our Timberlake Homeowners Association shall be run in a manner that maintains its monetary investments without risk to the membership, the 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 conducted with honesty, transparency and the willingness to answer questions.*

**President's Report**

- Again, thank you to all in attendance. It's important to see members in the chairs. Want to seek ideas and opinions.
- It's been an active period since our last community meeting. Let's go over what's happened:
- **Past office monetary fraud/theft:**
  - ✓ This is not new news. It has been reported here periodically in these community meetings since it took place. History, Russchell Stewart, 2014-2015 office manager, is accused of embezzling between \$80K to \$90K, she has had her arraignment hearing, pleaded not guilty and is released on bond.
  - ✓ An Omnibus Hearing is set for 9am July 16<sup>th</sup> 2018. At this Case may be continued, pleas changed for example.
  - ✓ Pretrial Hearing is set for 9am August 6<sup>th</sup> 2018. This court date verifies and set dates for upcoming events.
  - ✓ Jury Trial is set for the week of August 21 2018 at 8:30am.

- Practices revised: Office procedures that have changed as a result of this theft:
  - ✓ We now carry Employee Theft Insurance. There was no insurance at the time of this fraud/theft.
  - ✓ Credit/debit cards are on a “check-out” basis only and must be signed out on a ledger sheet when used. All instances of use must produce receipts. This was not in place at the time of the theft.
  - ✓ Employee time cards are checked by our Timberlake VP/Office manager. No employee approves their own time cards.
    - ✓ Every Wednesday at 8am, all checks are reviewed by our office manager and two to three Board executive officers. Dollar amounts are checked against invoices, ledgers are signed to show checks have been reviewed and for future tracking.
  - ✓ We pay for yearly audits from accredited auditing firms. The Office and Water Departments are audited yearly. This is required by the State of Washington when an HOA gets to be above a business dollar limit. The Auditors and our CPA Rick Thornbrue provide oversight to our office procedures. Sheila, our office manager and our CPA have a very good working relationship and are in contact often throughout any given week.
- **May 25<sup>th</sup> MPC Robbery:**
  - ✓ On May 25<sup>th</sup> at approx. 11am a person with a gun stole money from our office and traumatized two of our employees. No further information has come out on catching the guy.
- Practices revised because of this robbery:
  - ✓ Theft Insurance policy is \$500 deductible, stolen amount was less than deductible, we paid out of pocket to keep premiums as low as possible.
  - ✓ Reinstalled security window bars at the MPC.
  - ✓ Updated existing camera system @ \$500
  - ✓ Two exterior HOA cameras planned @ \$600 max cost
  - ✓ New 24”x 30” clamp in window in main door planned. Glazing to be non-breakable polycarbonate (Lexan). Makes the interior not so isolated.
  - ✓ No more Cash payments allowed, starting September – Cathy Robertson to talk more
- **Future News Releases:**
  - ✓ Membership best served by following the Mason County Journal and other local news sources for updates. I will follow up with any major developments at our community meetings.
- **Budget Town Hall:**
  - ✓ We had nearly 30 people attend our introduction to our proposed budget.
  - ✓ We have revised the slides to read better and for better understanding. We’ve included the final slide in the mail out packet and they are on our hand-out table so everyone can see the new amounts.
    - ✓ There have been some small revisions to budget as better information comes in, but nothing significant. Such as we removed the proposed path at Springer Park and used this to fund necessary mower repairs costs and possible Goose control.
- **Property Sales:**
  - ✓ 720 E Lakeshore Dr is now in escrow at a selling price of \$7,500. Asking price was \$8,500, offer was for \$6,500, we counter offered @ \$7,500. Now this property can restart generating dues and we no longer have to pay taxes on it.
  - ✓ 211 E Willopa price was revised to \$12,500 from \$15,000 since there was little buyer interest at that price.
- **Two Office Computers:**
  - ✓ Our two aged ten year plus old computers finally proved to be too unreliable and were replaced. This was an office cost and was charged to the office technology category.
- **Timberlake and the NextDoor Website:**
  - ✓ NextDoor is a for profit social media website that is not connected to the Timberlake HOA. It’s a separate company, like Facebook or Instagram. People that post comments may post about the Timberlake Board or any other subject they wish. The Board of Directors has no control over the posts or of any content, whether it’s accurate, factual or not.

- ✓ Timberlake Board does not monitor or subscribe to this website, does not receive royalties and does not participate in the running of Next Door Timberlake. Board members may choose to read it or not.
- ✓ Timberlake Board of Directors cannot delete or alter others posts.
- ✓ The Board of Directors does not take orders, directions nor react to Next Door postings.
- ✓ As Timberlake Board President, I only use it to post informative announcements only. I do not get involved in any of the discussions.
- ✓ All members have open opportunity to ask direct questions of the Board of Directors, individual Board Members or office staff by many ways, Send a message thru the Timberlake website via email, Jot a question down, give it to the office, we will get back to you or Call the office to set up a meeting
- **Community BBQ & Summer Solstice Breakfast:**
  - ✓ Thank you to our Activity Committee, chaired by Cathy Hubbard and supported by a cast of many! The food tasted great! Cathy will report out later in the meeting.
- **Election Applications:**
  - ✓ I have not seen any of the submittals, I am told there are some. They were due today
- **Covenant Violations:**
  - ✓ One of the advantages of living in the Timberlake HOA is that there are additional methods of taking care of rules violations and complaints that Mason County is unable to provide. Mason County just doesn't have the resources to react on the smaller stuff, where Timberlake can.
  - ✓ The Board does not "go after" rules violators to raise money. Fines, if received are not directed to fund anything specific, but are placed into the general fund.
  - ✓ The only way to get a complaint investigated is to submit a written complaint form.
  - ✓ The complaint form does not have to be signed, but it's nice to be able to report back to the one filing the complaint.
  - ✓ We are obligated to investigate every complaint submitted to us.
  - ✓ I'd like to re-introduce **Resolution #2017-01** named **Rules Violations**. Recorded March 29, 2017, it's not old or outdated. This Resolution describes the policies for submitting, investigating and concluding rules violations.
    - ✓ It's on our Timberlake website for viewing under the **Rules and By-Laws section**. The office will print out a hard copy for you if you prefer.
    - ✓ It's based on problem solving, communicating and implementing solutions equally and fairly with all involved
- **Renting of MPC, tables & Chairs and Common Areas:**
  - ✓ New rental agreements are being developed with new set up charges, expendables from the kitchen and to cover any messes and garbage left by renters.

### Vice President's Report

- We now have two new computers in the office, the old ones were 10 years old.
- Pam will be taking CUBIC training classes July 23 – 25, 2018. The office will be closed from 9:00 a.m. to 12:30 p.m. on those day.
- September 1, 2018 the no cash will be accepted for payments, this is due to the May 25<sup>th</sup> incident and based on auditor recommendations.
- Cheryl has been moved into the main office now and our staff is working through the trauma of the armed robbery.
- Stan Miller 08/044 ~ since cash payment is being discontinued the removal of the \$3.00 fee for Debit Cards. Cathy responded that checks and money orders are free when used, the card fee is charged by the bank not Timberlake, also consider auto-pay the fee for this is \$1.50.
- Bill Bruder 04/011 ~ Are there any other recommendations on the audit reports. Cathy answered "the elimination of cash was the final recommendation".
- Mary Hanson 05/012 ~ recommended we have signs made, "no cash on premises"

### Treasurer's Report

- April and May were Business as usual
- April ~ General Net **-\$7805** ~ Water Net **-\$17,133** with a total net income of **-\$24,938**

- April Note: Grundfos was awarded the pump contract at a cost of \$225,000. We expect savings on our electric.
- May ~ General Net **-\$8,078** ~ Water Net **-\$799** ~ with a total net income of **-\$8,877**
- May Notes:
- Thank you to all who attended the Town Meeting May 19, 2018.
- Seasonal Employee has been hired
- As a result of the bid requests sent out for a new auditing company the Board has chosen Cole & Barrett CPA as our new Audit Firm out of Port Orchard, it is a 3 year contract including audit and taxes at less cost.
- Budgets were reviewed and errors were corrected, with the result of the dues being reduced 6¢ per month. A new hand out is available.
- Brad Moore 07/081 ~ Inquired as to the increase in of income ~ does this increase cover the losses of the previous year? MaryAnne and Brad met after the meeting.

### **Water/Maintenance Report**

- Terry Hubbard has an excused “golf absence” Tom Hanson read Terry’s Report:

Everything is running smooth as usual with this great crew of Marcus, Craig and Eric. Mowing, weed eating and general clean up is on schedule. They will be building a ramp on the fishing dock so wheel chairs will be able to get on the dock at Timber Park. The re-lamp of the MPC and other buildings is on schedule also.

At the little lake boat launch it was brought to our attention by D Webber that there was a problem with erosion from the county culvert that runs under the road near there. We are going to install rock dams in the ditch to slow the water down so it does not erode the sides. Thank you for bringing this to our attention.

Both Lakes were stocked the week of June 11th, happy fishing. The lakes were surveyed for spraying and we are just waiting for them to send us their proposal on what needs to be done. No overnight parking signs are at the sign shop and waiting for their return so they can be put up at the parks.

Waiting for a progress report about boost pump skid from Grundfos.

Marcus and Craig will be installing a new HD security video camera system in MPC in the coming week.

One more thing the crew has nothing to do with Covenants so please do not take it out on them if you get a letter.

That is about all there is going on at this time. Things are just moving along at a slow but sure pace. Enjoy the good weather and be safe on the lakes and swimming.

- Christine Moore 07/081 ~ We have the best maintenance team we have ever had – please give kudos when you see them.
- Billie Long 09/005 ~ Maintenance please check dock on the Big Island, it is creasing in the middle with use.
- Frank Mahoney 03/015 ~ requested an explanation of water payment on multiple lots, each member is obligated to pay maintenance and reserves on each lot owned. Mr. Mahoney was directed to the flyer on the table with an explanation of our water billing.

### **Security**

- Mason County Deputy Jason Sisson has this weekend off. He will be at the Annual Meeting to present and take questions.
- A warning regarding garage doors ~ if you are not in your garage keep the door closed, a member reported that someone went into her garage while she was at home!

### **COMMITTEE REPORTS:**

#### **Activity Committee:**

- The May BBQ was a great success serving over 130 people
- The next BBQ will be at the MPC on July 13, 2018 from 4:00 – 6:00 p.m.
- The Activity Committee has purchased a new BBQ
- The Annual Meeting BBQ will be dogs only
- The June 16<sup>th</sup> Breakfast was lightly attended. We had 6 Board Members volunteer among others ~ Thank you to you all! The food was Great!
- August 18<sup>th</sup> ~ Family Karaoke Night 6:00 – 8:00 p.m. A community Member has volunteered to host this event.
- August is our School Supply Drive

### **Rules Committee Report**

We need members! Our membership has dwindled over the summer. Meetings are the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays of each month from 7:00 – 8:30 p.m. We are working on a “summary handbook” so members can reference items they need without going through every document. It’s important to mention there is never any homework!

### **Permit Approval Committee Report**

- We have issued 45 permits to date ~ 6 of them are new residents
- When you are working on a project please feel free to call for assistance in locating lines and determining set backs

### **Elections Committee**

- Larry Ruston, Chair reported on Election Procedures. His Committee volunteers are Bill Bruder, Siro Cappellette, Clay Long, Billie Long, Brad Moore, Brenda Soileau, Mr and Mrs. Higginbothum and Kay Sullivan.
- Our Committee is responsible for the validity and count of the ballots only
- Counting will be done August 11, 2018 at noon at the MPC
- Ballots will be available at the Annual Meeting and must be turned in prior to the call to order.

### **Covenants Report**

- There were 136 open cases last year 133 of these are closed the other 3 are in progress
- We have received 36 new complaints this year, 24 have been closed, 38 are still open
- 32 vehicle letters were sent out, only 1 case is still open
- Letters are currently being sent to remind members to mow their lawns for fire safety

### **Lake Safety Committee Report**

- All boats must re-register this year, everyone will need to complete a new form, bring in their registration and boater safety cards. You will receive a new sticker and keys for the launch, the new lock will be installed August 1<sup>st</sup>.
- Registration is available through the office and we will have it available at the BBQ on July 13<sup>th</sup>.
- Bill Bruder 04/011 ~ As a side note, In the past boaters have refused to apply the stickers to their boats
- Billie Long 09/005 ~ Can launch keys be duplicated? No, these are non-duplicatable, they are numbered and the numbers are on the registration form. If a key is lost there will be a \$50 fee to replace it. Reminder that ALL boats need a Division/ Lot #, many boats float down in front of the Long’s place.
- If you want a key to the launch, you will need to register no matter what kind of boat you have.
- Tom Hanson ~ Reminded us that the main concern of this committee is safety and to get a handle on property damages
- Brad reported on the petition to the County regarding the County rules on buoy placement and speed limits.

### **OLD BUSINESS**

- The “No Overnight Parking” signs are on order
- At the Town Hall meeting Brad Moore requested a summary of income/loss. A hand out is attached.
- The Town Hall Budget hand out (last page) has been redone regarding the new rates, handout attached.
- The Community Garage Sale is June 30<sup>th</sup> and July 1<sup>st</sup> from 9:00 a.m. to 3:00 p.m. Ads have been placed in the Shoppers Weekly and The Journal. We have also added the information to our website, the reader board and have had signs posted for several weeks.

### **NEW BUSINESS**

- Call for Approval of New Audit Firm
- Bill Bruder 04/011 ~ Cost of the audit per year? \$8,000

**A motion was made** by MaryAnne Preece, seconded by Linda Bruder and passed with no nays as follows:

To contract the firm of Cole and Barrett CPA as our General and Water Auditing Firm for the next three years.

- Call for approval to spend \$2,500 or less from general funds for security.

**A motion was made** by Catherine Robertson, seconded by Linda Miller and passed with no nays as follows:

To spend \$2,500 or less from the General Funds on security improvements including new doors, windows, and cameras

**OPEN FLOOR:**

- Mrs Higginbothum 05/055 ~ Are we going to get the weeds out of the swimming area this year? Terry Hubbard will be asked what areas will be done this year.
- Debbie Bennett 08/004 ~ Can I remove weeds in land from the lake? Be careful of Yellow Iris it is toxic! Since this is a wetlands area there are shore line acts that need to be followed. We will ask Terry Hubbard about these. It is noted that Timberlake does not want any one working in common areas due to liability, so always make sure the area you are working in is privately owned.

REMINDER ~ We need a quorum of 50 Members/Lot Owners to attend the Annual Meeting. Please plan on attending.

**Adjournment:**

The meeting was adjourned at 11:31 a.m.

**Closing Remarks**

- All in attendance, please be your own Timberlake advocates by inviting others to attend these Community Meetings. Only by you being here can we hear your comments and opinions.
- Thank you for attending. We appreciate your effort be a part of this process!

*Door Prize Drawing!!!!!! Flower basket won by Christine Moore*

**Respectfully submitted, Sheila Hedlund, Office Manager**

**These are Draft Minutes Only and have not been approved by the Board of Directors.**

**ACTION ITEMS LIST:**

1. Have signs made, "no cash on premises"
2. Maintenance please check dock on the Big Island, it is creasing in the middle with use
3. Terry Hubbard will be asked what areas will be done this year
4. Terry will be asked about shore line rules in regards to weed removal