

2065472 MASON CO WA

11/15/2016 01:40 PM RESOL
TIMBERLAKE COMM CLUB #98222 Rec Fee: \$76 00 Pages: 4



After Recording Return To:
Timberlake Community Club, Inc.
2880 East Timberlake West Drive
Shelton WA 98584

| | |
|--|---|
| DOCUMENT TITLE: | Timberlake Community Club Resolution 2016-02 Resolution regarding Background Checks |
| REFERENCE NUMBERS OR RELATED DOCUMENTS | N/A |
| GRANTOR | Timberlake Community Club, Inc. |
| GRANTEE | Public – residents of the Timberlake Community |
| LEGAL DESCRIPTION | Timberlake Divisions 1 - 13 |
| ASSESSOR'S PROPERTY TAX, (PARCEL NO.) | Division 1 – 20018-50-00001 thru 22018-50-09162 Division 2 – 20017-50-00001 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 2016-02
Resolution regarding Background Checks

Timberlake Community Club

Resolution Regarding Background Checks

1. **Authority.** Pursuant to the Washington State Homeowners' Association Act, at RCW 64.38.025(1), the Washington State Nonprofit Corporation Act, at RCW 24.03.095; and the Timberlake Bylaws at Art. III(A); the Board of Directors is responsible for adopting procedures for the operation of the Association.

2. **Need.** Timberlake employees, volunteers, agents, and others who do the work of Timberlake interact with members and others, including children; and also with Timberlake assets, including financial assets, as part of their duties. It is essential that all of these act in the best interests of Timberlake while doing so, and it is essential that Timberlake screen them to properly understand their personal histories as they may affect the performance of their Timberlake duties.

3. **Background Checks.** Prior to undertaking any work of Timberlake, all employees, volunteers, agents and others shall be subject to a background check. It will be necessary for each to provide at the direction of the Board of Directors a full name, other names used in the past 20 years, birthdate, and addresses the past five years. They will also be required to provide, for each criminal conviction against them, including convictions that have been vacated, the year, place of conviction, crime convicted of, whether all terms of the sentencing have been completed, and whether they are currently under supervision of any parole or probation agency or court. Timberlake will then investigate by seeking a criminal history report from the Washington State Patrol, and also review material available on the Washington Courts website,

<http://dw.courts.wa.gov>. The Board may in addition perform any other investigations or follow up inquiries that it deems necessary, and any applicant for any Timberlake position, volunteer or paid, shall fully comply with all reasonable requests for further information to support the Timberlake process. This shall include signing a release, authorizing any governmental agency or court to provide information to Timberlake about any conviction at Timberlake's request. Any persons not complying with the directions of the Board or its designee in such matters shall not be eligible to serve as a volunteer or employee in any capacity.

We certify that this Resolution was passed by the Board of Directors of Timberlake Community Club at a meeting of the Board at which a quorum was present on the 15 day of November, 2016.



President, Board of Directors



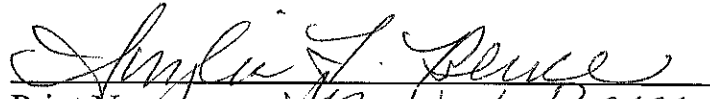
Secretary, Board of Directors

STATE OF WASHINGTON)
) ss.
COUNTY OF MASON)

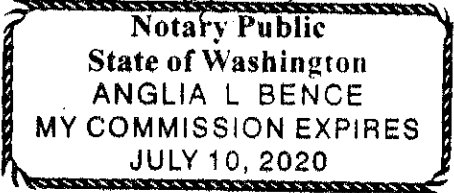
On this 15th day of November, 2016, personally appeared before me Ferry Hubbard, personally known to me or provided to me on the basis of satisfactory evidence to be the president of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged the said instrument 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.

Affiant Known
Affiant produced ID
Type of ID _____


Print Name: Anglia L. Bence
NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, residing in Shelton
My commission expires July 10, 2020

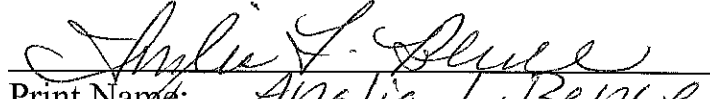
STATE OF WASHINGTON)
) ss.
COUNTY OF MASON)



On this 15th day of November, 2016, personally appeared before me Catherine Robertson, personally known to me or provided to me on the basis of satisfactory evidence 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 She is authorized to execute the said instrument.

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

Affiant Known
Affiant produced ID
Type of ID _____


Print Name: Anglia L. Bence
NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, residing in Shelton
My commission expires July 10, 2020

