

TIMBERTON VILLAGE HOA
REGULAR BOARD MEETING April 4, 2016
MINUTES

Meeting called to order at 3:02 p.m. by President Steve Beuby

Board Members present: Steve Beuby, Debbie Wills, Vicki Derrenberger (quorum)
(Steve Frenzl absent due to illness)

Village Residents present: 9 individuals (see sign-in sheet on file)

-MSP to approve agenda. (all ayes)

-MSP to approve Minutes from the February 1, 2016 regular Board meeting. (all ayes)

New Homeowners: It was noted that we have several new residents but none were present.

Comments from the chair: Steve stated that he hopes everyone is staying abreast of current issues outside of the US as well as the election issues within. These have meaning and ramifications for all of us. It is a time of great change, but if you look around at all we have, there is really very little to complain about.

Committee Reports:

ARC – Steve Frenzl sent the following information to the board prior to the meeting – 7 arc requests have been received during February and March. Of these, 4 were Fast Track and 3 required and received SBCA ARC approval. All of these applications are posted on the Timberton website.

VMC – Debbie Wills

1. The VMC had a very productive meeting last week where several volunteer projects were considered. These include:
 - A small tree at the corner of Heritage and Timberton has a branch that is hanging low and needs to be removed.
 - The common area on the cul-de-sac of Leighbrook Lane has a cluster of Mugo Pines that have grown to over 7 feet tall. It was suggested that these be removed in order to allow other smaller vegetation to bloom in that area.
 - Dandelions have taken over the grassy area in the memorial park at the corner of Heritage and Leighbrook Lane.
 - Walter Leach needs help with some maintenance of the drainage area on the back side of the dual ponds. Volunteers with weed whackers are needed.
 - The heather in front of the monuments at the top of Timberton Drive is becoming overgrown and could use a trim.
 - The possibility of re-establishing and maintaining the trail up to the Gazebo is also being considered. There is some damage at the bottom of the legs but the rest of the structure is in decent shape.
 - The county is also encouraging all villages to be diligent in removing noxious weeds and this is an ongoing project for TVHA.

- There is a brown tree in the center of the group of arborvitae trees behind the monument on the right side at the top of Timberton Drive which has been dead for some time. Three ideas were discussed at the VMC meeting. 1.) To remove and replace it with another arborvitae of similar height 2.) To remove with no replacement as there is a decorative tree behind it which would become more visible 3.) To remove and replace it with a smaller planting. There was quite a bit of discussion at today's meeting and several suggestions were made. It was recommended that if the tree is removed and replaced that it might require more effort than what volunteers could do as the root system is extensive and difficult to get out. Another thought was that the area would not appear balanced with the gap in the middle and yet another idea was to let the TVHA homeowners decide how to proceed. A before and after picture could be posted to the website for homeowners to view and make comments. Debbie proposed that we start by first cutting down the tree and Lydia offered to haul it away with her truck.
 - The Trails Committee has expressed interest in using the fire road in Tract C as part of the Port Ludlow trails system. VMC needs to look into how this might affect the area around Spinnaker Pond and whether this is a good use of the road. If allowed, the Trails Committee would maintain the path, which TVHA is currently paying Wildflower to mow.
2. In consideration of next year's budget there are a few items which need to be purchased. These include mosquito donuts for Spinnaker and the dual ponds. When the tree fell near Spinnaker Pond the county re-established the posts further back but the chain, lock and hardware are missing and also need to be replaced.
 3. Debbie also addressed the Volunteer Emergency Preparedness Program. Tom Carter gave a brief explanation of the purpose of the program and how it works. This information is currently included with the new member packet but it was suggested that we create a Disaster Preparedness area on the TVHA website and post this and other safety information there as well. A discussion as to what items the block captains maintain and what should or shouldn't be included in the budget occurred. It was decided that his topic would be addressed properly at the next special board meeting where the sole focus will be the budget and reserve study. Steve Beuby recommended that Debbie prepare a list of costs for the various VMC projects and bring it to the budget discussion.

FMC – Vicki Derrenberger – The financial statements and reports for months ending February 29, 2016 and March 31, 2016 were sent out to all homeowners via a blast email and were also posted on the web. At the end of March there were 4 homeowners who had not yet paid their dues. Several topics were discussed in detail:

- 1.) Vicki and Kathy were both under the assumption that the blast emails were going out to the email addresses that appear on the current resident list which is posted on the website. We have made quite a few changes and corrections to the list, removing those who have moved and adding new homeowners, as well as making changes to email addresses when notified by a homeowner. They were recently informed that the email addresses on the homeowner list are not linked to the email addresses that are used for the blasts. Rick was asked to compare the two lists and bring them into agreement which he has done. Going forward they will now make sure that Rick is informed of any email address changes.

- 2.) Steve Failla commented that there may be some homeowners who do not want their email published on the resident list. As our semi-annual invoices and important announcements are sent through the blast emails it will be necessary to make sure that those email addresses are on the list maintained by Rick. It was suggested that something be included with the mailing for the annual meeting giving homeowners the opportunity to verify the information we currently have for them and noting what information they would like included on the resident list.
- 3.) It was also noted that there were a few bumps and snags on the first attempt at implementing the new dues and collection policy. While the majority of the homeowners paid their assessments by the February 1st due date we also heard from others who said they had mailed their payments in but they were never received by Linda Cook. There was also some confusion as to what the "Due Date" really was. The finance committee asked the board to consider the following:

- That a credit be issued for any one time late fees that were assessed since February 1st. There were 14 homeowners who were assessed the late fee of which only 6 actually made payments. These credits would appear on the next invoicing on July 1, 2016.
- SBCA has been revising their policy and we would like to stay in line with them. It was proposed that some revisions be made to the TVHA policy. These are that the assessments are now due and payable on July 1st and January 1st. Payments received 30 days or more following the due date will be subject to the one time late fee of \$20 as well as the 1% per month interest charge. Homeowner accounts will be considered past due if payment is not postmarked or received within 30 days following the due dates.
- It was also proposed that TVHA cancel the contracted accounting services with Linda Cook and begin to handle them within our village. It was suggested that we have all payments sent to the TVHA PO Box here in Port Ludlow. Vicki, as secretary/treasurer, will retrieve all payments from the PO Box and will make the deposits into the TVHA account at Kitsap Bank. Kathy will handle the invoicing and late payment issues. Both have offered to do this, based on their bookkeeping/accounting experience, which will provide a \$300 cost savings to TVHA.
- In an attempt to be sure that all homeowners are aware of these revisions the information will be posted on the website. A blast email will be sent to our updated list of email addresses and a copy of the revised Dues Assessment and Receivables Policy will be included in the mailing for the annual meeting.

-MSP to make revisions to the Dues Assessment and Receivables Policy changing the remit to address to the TVHA PO Box, to state that the dues are receivable on July 1st and January 1st and that payment will be considered late if not received or postmarked within 30 days following the due dates. (all ayes)

-MSP that the treasurer will notify Linda Cook that TVHA has decided to handle the financials internally and a check will be issued for the balance of what she is owed for the fiscal year. (all ayes)

Old Business:

- A. Finance Committee Update on collections policy regarding homeowner dues** – discussed during committee report.
- B. Update on vehicle speed on Paradise Road** – no information available at this time.
- C. Update on Bay Club repairs** – The special assessment passed and was approved by an overwhelming majority of homeowners. SBCA will keep residents informed as the work begins.

New Business:

- The tree which was damaged in a previous storm, as well as the dead tree along Timberton Drive, have been removed. Appreciation was expressed to Debbie for another successful project being completed

- A new contract has been negotiated with Wildflower Landscaping for continued grounds maintenance services through June 2018. This was presented with an increase in cost of \$200/month, effective April 2016. The scope of work has also been increased to justify the additional expense. Wildflower will continue to mow along both sides of Timberton Drive and will be cutting over any crests so that the weeds do not rise above them, providing a cleaner appearance. As they mow, all fallen limbs will be picked up and they will maintain and mow up to the edge of the original hedge line. Once a year any over hanging limbs will be cut back to a height of 8 feet. The area on Timber Meadow that was cleared by volunteers last year will also be maintained, as will a section of Timber Ridge Drive on the left side. More attention will be given to the weeds along the edges of Timber Heights and Heritage as you turn onto them from Timberton Drive, and no chemicals will be used. Four times a year the grass between the trees, in the area to the right at the top of Timberton Drive, will be mowed. The last cutting there and around the ponds will be in November so that the grounds will have a neat appearance over the winter months. As this additional work has already started the board needs to authorize an increase to the current contract. Jess has requested a point of contact to deal with any ground maintenance issues. Debbie Wills is the primary contact and Neil Black is the backup.

-MSP to accept the new contract with Wildflower Landscaping for maintenance services through June 2018 which reflects the increased scope of work and pricing. (all ayes)

-MSP to authorize an additional \$200/month increase to the current contract (April – June 2016) as the mowing of the additional areas has already started. (all ayes)

- A special board meeting will be scheduled within the next two weeks for the sole purpose of discussing the 2016-2017 budget and the reserve study.

- The next regular board meeting, on June 6th, will deal mostly with planning and last minute details for the annual TVHA Membership Meeting, which is scheduled for Monday June 27, 2016 at 4:00 at the Bay Club.

Comments from the floor:

- Lydia Kelly questioned the need for the mosquito donuts as the mosquitoes are a food source for the frogs and bats in our area. Debbie Wills responded that there is a potential mosquito problem and it really comes down to a balance between nature and humans. The mosquito donuts are only being placed in the ponds, not in any wetland areas.
- Marge Carter mentioned that they are planning to have multiple garage sales this summer as planning one huge sale is an enormous amount of work for them. Thoughts are that each sale will focus on a particular theme (tools and outdoor items one time, linens another, etc). If anyone else is interested in featuring similar items let Marge know as a notice can be placed in the Port Townsend Leader. Steve Failla stated that he would be more amenable to having one large community garage sale as it might be a burden for some homeowners to be around for several smaller sales. Please email Marge if you have an interest in a neighborhood sale(s) and a notice will be posted on the website.

Comments from the board:

- Steve Beuby stated that TVHA is looking for volunteers to become a part of the board. The board has five seats and two of them will be empty and need to be filled. He encouraged everyone to put the word out as there will be an election at the annual meeting in June.

-Next Regular Board Meeting will be on Monday, June 6, 2016 at 3:00 p.m. at the Bay Club

MSP to adjourn at 4:40 p.m. (all ayes)

Respectfully submitted,

Vicki Derrenberger
Secretary