

**TIMBERTON VILLAGE HOA  
REGULAR BOARD MEETING DECEMBER 7, 2015  
MINUTES**

Meeting called to order at 3:01 p.m. by President Steve Beuby

**Board Members present:** Steve Beuby, Steve Frenzl, Debbie Wills, Vicki Derrenberger (quorum)

**Village Residents present:** 6 individuals (see sign-in sheet on file)

Three items were added to the agenda; one under old business and two under new business:

- Item 9c: Rotary Flags
- Item 10e: Paradise Bay Road and Timberton Drive
- Item 10f: Discussion of known and unknown future planning in Port Ludlow

-MSP to approve agenda as amended. (all ayes)

-MSP to approve Minutes from the October 5, 2015 regular Board meeting and the special Board meeting regarding the Folsom's ARC for removal of hazardous trees. (all ayes)

**New Homeowners:** None present; Steve Beuby commented that new homeowners should be encouraged to attend the board meetings and also the monthly social.

**Comments from the chair:** Steve stated that he is delighted with the way the village looks now and that it looks better than it has in a long time. In regards to the resignation of Rich Durbin, Steve commented that Rich stepped up to fill a void on the board and helped to get us through some of the toughest times. His level headed approach to matters was much appreciated and he is going to be missed very much.

**Committee Reports:**

ARC – Steve Frenzl – 2 arc requests have been received. One was a fast track application and the other required Board approval.

- Fast track to paint front door (approved by Steve Frenzl)
- Folsom – submitted application to remove a cluster of hazardous trees on their property. A special board meeting was held on October 28, 2015 where the arc was approved. It was sent on to SBCA where it was also approved.

VMC – Debbie Wills

- During one of the recent rain/wind storms a large tree was blown over which knocked out power to the area. The county cleared up their portion of the tree and restored the power lines. However a large section of this tree remains wedged above ground and across the path leading up to Spinnaker Pond. Caution tape has been placed across the path. Debbie was able to obtain one quote for dangerous tree removal at a cost of \$749.38. This would cover the cutting and removal of the felled portion of the tree as well as chipping and removal of all brush and debris.

- There was discussion as to whether the tree could be cut, dragged and thrown back into the woods at a lower cost. Tom Carter asked if some other outfit would be willing to cut the tree and take it for firewood at no cost to TVHA. It was recommended that Debbie obtain some additional quotes and bring those numbers back to the next board meeting. It is not a critical situation but the large limb will eventually need to be removed. It was also noted that the chain across that path has been stolen and also should be replaced.

Steve Beuby also requested that Debbie obtain quotes to remove the tall dead tree on the right side of Timberton Drive as one drives up the hill. Debbie requested that the minutes show this has become an issue as three residents have expressed concern that should this tree fall across Timberton Drive it could cause a hazardous situation. Steve Beuby stated that the prudent thing to do is to have the tree taken down so as not to be accused of endangering the welfare of the village. It was noted that we could possibly use the reserve for uncertainties fund and/or some unallocated funds to cover the cost of removing both of these trees.

FMC – Vicki Derrenberger – The financial statements and reports for months ending October 31, 2015 and November 30, 2015 were sent out to all homeowners and posted on the web. There was a revision made on 12-4-15 to the November Financial report to correct three figures.

1. The outstanding invoice from Wildflower is \$545, including tax, not \$500
2. The outstanding accounts receivables (dues and late fees) at month end is \$504, not \$555.13
3. Prepayments total \$327.19, not \$378

- The outstanding Wildflower invoice is for additional work that was done in June (prior fiscal year) but the invoice was not received until our current fiscal year. At the annual meeting it was voted and approved to roll over the unused funds from the VMC budget into this year's VMC budget. So technically payment of this invoice would have come out of those unused funds. Therefore a motion was made for the Board to approve payment to Wildflower of \$545 from the VMC Budget line so that we may remit payment as soon as possible.

-MSP to approve payment of Wildflower invoice. (all ayes)

- On November 16, 2015, the TVHA Secretary, Vicki Derrenberger, filed the Nonprofit Corporation Annual Report, as required by RCW24.03, and paid the \$10 filing fee. This fee is already included in the budget (Taxes, Licenses, Fees and Permits).

#### **Old Business:**

- A. A big thank you to Debbie and the committee for the recent improvements to the Timberton entrance area and the entire length of Timberton Drive. Debbie stressed that it was a community effort.

- B. Finance Committee update on creation of a standard collections policy. The Finance Committee (Kathy Kubesh, Don Folsom and Vicki Derrenberger) have drafted a policy for review and approval of the board. The committee felt there was a need for a written policy to clarify when the dues are expected to be paid as we have had as many as 9 homeowners (at the end of September) who have had overdue accounts.
  - Copies of the proposed policy were provided to the board. There was discussion as to who will send out the invoices, clarification of the wording for the due dates and follow-up reminders for overdue accounts. It was agreed that the policy is better than any thing we currently have and a motion was made to approve the policy as written. All residents will be sent notification of the policy via email and the policy will be posted on the website.

-MSP to approve TVHA Dues Assessment & Receivables Policy. (all ayes)

- C. TVHA has received a letter requesting \$160 for the 4 flags that are provided 5 times per year at the entrance to Timberton. The rotary provides the labor and the flags and all monies paid go to charities. When the flags were recently stolen the rotary provided new flags at no additional cost to TVHA. Currently payment for this service has come from private contributions, however it was suggested that we consider covering this expense out of the TVHA budget. The agenda for the next board meeting will include approving the use of \$160 from the \$460 budgeted for misc. expenses that would be available for this purpose.

**New Business:**

- A & B. Due to the resignation of Rich Durbin the Board needs to fill the position of Vice President. There were no volunteers from the village in response to the letter sent out by Steve Beuby. A motion was made to appoint Steve Frenzl as Vice President to fill out the term through June 30, 2016.

-MSP to appoint Steve Frenzl as Vice President. (all ayes)

- C. Large tree limb near Spinnaker Pond previously discussed during VMC report.
- D. The current grounds maintenance contract expires at the end of the fiscal year on June 30, 2016. The performance from the current contractor has deteriorated over the past 2 years. They have cut back on the scope of work and have not been responsive to issues. A suggestion has been made to either rebid or possibly renegotiate the amount for a fuller scope of work. After much discussion it was proposed that the grounds maintenance contract be put out to bid for the next 2 year period commencing on July 1, 2016. The scope of work required needs to be more detailed and in writing. Roadside weed areas that need trimming should be identified and included in the scope of work. Steve Beuby will chair the committee and Steve Frenzl and Vicki Derrenberger are also willing to be part of the team.

-MSP that grounds maintenance contract be put out for bid. (all ayes)

- E. The Highway Department out of Port Townsend is trying to determine who owns the streetlights along Paradise Bay Road. TVHA pays for the light at the intersection of Timberton Dr. and Heritage and the monument lights. We do not pay for the light at Timberton Dr. and Paradise Bay. Steve Beuby said that he will relay this information to

the Highway Department and will also inquire as to the possibility of having that light replaced with a high efficiency light, similar to the one recently installed at the intersection of Edgewood and Paradise Bay Road.

- F. Steve Frenzl reported that according to Diana Smeeland, PLA has only 10 more years left to build 40-50 homes in the area behind Timberton, specifically behind the homes on McKenzie and Leighbrook Lanes. The original plans called for the development of Creekside I and II. This plan was initially started but PLA backed off once they did some soil sampling. However, if this plan were to be resumed it would take out the trail loop, possibly interfere with a wetland area and increase traffic in our village. Ultimately PLA wants to use the total number of housing units that the Master Planned Community allows them, but the way building and sales are going now, that probably won't happen. However, it is important for us to be aware of this possibility.

**Comments from the floor:**

- Steve Failla commented that he, Debbie Wills, and Neil Black applied the second round of fertilizer to the monument tree as previously approved. Steve originally purchased a more powerful fertilizer for this application but exchanged it when he was informed that ground up seashell in a weaker fertilizer is more effective.
- It was also noted that due to the recent heavy rains the double ponds are very high and draining very slowly. Tom Carter agreed to take a look at the situation and will inform the board of his findings.

-Next Regular Board Meeting will be on Monday, February 1, 2016 at 3:00 p.m. at the Bay Club

MSP to adjourn at 4:52 p.m. (all eyes)

Respectfully submitted,

Vicki Derrenberger  
Secretary