

**TIMBERTON VILLAGE HOA
SPECIAL MEETING SEPTEMBER 6, 2016
MINUTES (Approved)**

Meeting called to order at 2:02 p.m. by President Mike Burke.

Board Members present: Mike Burke, Steve Frenzl, Debbie Wills and Cynthia Blacketor (quorum)

Village Residents present: Steve Beuby and Neil Black

The purpose of this meeting is a training session for the newly elected Board. The training was provided by past president Steve Beuby. The following governing documents and guidelines were reviewed:

- Bylaws of the TVHA
- Washington State RCW Chapter 64.38 Homeowners Associations
- TVHA Formal Correspondence Guidelines
- Principles and Guidelines for Committees (from Robert's Rules of Order)
- The Essentials of Community Association Volunteer Leadership

Responsibilities and duties of board officers was discussed.

No formal actions were taken during this meeting.

MSP - Adjourn at 3:27 p.m. (all ayes)

Respectfully submitted,

Cynthia Blacketor
Secretary