

**TIMBERTON VILLAGE HOA**  
**REGULAR BOARD MEETING April 3, 2017**  
**MINUTES Approved**

Meeting called to order at 3:00 p.m. by President, Mike Burke.

**Board Members present:** Mike Burke, Steve Frenzl, Vicki Derrenberger, Debbie Wills, and Cynthia Blacketer. (quorum)

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

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

- MSP to approve Minutes from February 6, 2017. (all ayes)

**New Homeowners:** None

**Comments from the chair:** None

**Comments from the floor:** None

**Formal Correspondence:** None

**Committee Reports:**

ARC - Steve Frenzl

- There were 4 or 5 applications in process. One application needed to be shared with the board, Joana King-James house painting using new colors. Board members reviewed the application and had no problems forwarding it to the SBCA ARC for approval.
  - Steve Frenzl resigned as the TVHA ARC representative.
  - Lloyd Gill has volunteered to take over as TVHA ARC representative.
- **Motion:** Appoint Lloyd Gill as the new ARC rep effective immediately.  
**MSP - all ayes**

VMC - Debbie Wills

- VMC held a spring meeting, lots of activity in the neighborhood with volunteer help: cleaning culverts, primrose was planted at the entry, clean up at the top of Timberton Drive, clean up of the gazebo area, clean the roof of

the gazebo, a tree fell behind the back double pond and is blocking the stream. Debbie will ask for volunteer help to remove this tree.

- Debbie continues to try and contact our landscape company to review the work needed this spring.
- VMC is looking into cleaning up the monuments at the top of Timberton Drive.

#### FMC - Vicki Derrenberger

- February and March financials have been posted on the website and an email blast was sent out to homeowners.
- We currently have two homeowners who have not paid their dues. One is behind on just the last assessment. The other is behind both first and second assessments. Email reminders and letters have been sent reminding them that payment is due. Paperwork has been prepared for a lien on the one property owner behind two assessments. This will be filed the end of July if dues are still unpaid, as the Timberton Governing Documents specify 12 months overdue before the filing of a lien.
- The finance committee has been working on the reserve study update with the assistance of Debbie Wills (VMC) Chair and Tom Woodnutt, pond maintenance volunteer.

#### **Old Business:**

- A. SBCA possible action to reduce the vehicle speed on Paradise Bay Road: A story was published in the *Leader* and a public forum will be held in May or June. The committee submitted a working proposal to the county for review. The aggressive area of reduced speed would be from Edgewood north to the stop sign. The sheriff's office has applied for grants to purchase speed control devices and is making an effort to patrol Port Ludlow more often.
- B. Records Retention Policy: Cynthia noted that several items had not been moved or update and will do so and return policy to Mike.
- C. Reserve for uncertainties usage policy: As Mike Burke was unable to be at the last board meeting, Kathy Kubesh addressed the proposed policy. The goal is to ensure that our budget process and spending is transparent to the homeowners. Approval of this policy will serve as Guidelines for utilizing TVHA available funds. The TVHA Balanced Budget Policy was then reviewed by the board:

- The board agreed to the name change of the policy from “Reserve for uncertainties usage policy” to “TVHA Balanced Budget Policy”.
  - Item #2 a. - Board agreed that a 4/5 vote was appropriate when spending contingency funds.
  - Item #2 b. - Board recommended changing “In the 2017-18 budget cycle” to read “Starting with the 2017-18 budget cycle”.
  - Item #5 a. and b. - Board reviewed and confirmed the requirements should a Special Assessment be needed.
- **Motion:** With the edit of #2 b. to read “Starting with the 2017-18 budget cycle”, the Board accepts the TVHA Balanced Budget Policy. This policy will be added to the Policies and Procedures section on the TVHA website.  
**MSP - all ayes**

**New Business:**

- A. Replacement for Steve Frenzl for ARC Committee Chair & board member:  
See ARC Motion above.
- B. 2017-2018 Budget planning status: The budget process is being worked on and a meeting is scheduled for Thursday, April 6 at 1:00 p.m. (Note that PUD costs will be going up next year.) The Reserve Study used to build the budget is also being reviewed and updated.
- C. Annual Meeting planning Status: The meeting has been scheduled for Monday, June 26 at 4:00 p.m. Set up begins at 2:00 p.m. The packets must be mailed to all homeowners and have to be mailed by May 22. However, Cynthia would like to mail them by May 12 as she will be out of town the following week. All items to be included should be received by the first week of May, as they must be copied and envelopes prepared.
- D. Review “Frequently Asked Questions” document: Cynthia presented and discussed. It was agreed this needs to be put back on the website and should be included in Welcome Packets. Vicki provided updated ARC information today which will be included in the document.
- E. Summer Block party discussion: Need someone to step forward to organize the event. It was decided to mention this at the Annual meeting and ask for volunteers to organize.

F. Pet CCR's enforcement: Mike addressed this issue. He stated that neighbors should work issues out between themselves. He did discuss the issue with his neighbors and the issue appears resolved.

**Comments from the Floor:** Dorie LaMance asked if the board could address a homeowner about their untidy yard. The board had advised this had been addressed with the homeowner with no success.

**Comments from the Chair:** Mike will do a blast email advising of the upcoming Annual Meeting and board vacancies.

- Next Regular Board Meeting will be on **Monday, June 5, 2017**, at 3:00 p.m. at the Bay Club.

MSP - Adjourn at 4:50 p.m. (all ayes)

Respectfully submitted,

Cynthia Blacketor  
Secretary