

TIMBERTON VILLAGE HOA
REGULAR BOARD MEETING December 12, 2016
MINUTES (Approved)

Meeting called to order at 3:01 p.m. by President Mike Burke.

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

Village Residents present: 11 individuals (see sign-in sheet on file)

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

- **MSP** to approve Minutes from October 3, 2016 Regular Meeting. (all ayes)

New Homeowners: None in attendance

Comments from the chair: Mike Burke shared that Steve Frenzl, Vice President and ARC representative, has given notice that he will not seek reelection at the next Annual Meeting (June 2017). Mike thanked Steve for his involvement with the TVHA Board, especially being our ARC representative. Mike noted that we will need an ARC replacement for Steve and encouraged homeowners to consider volunteering for the board.

Comments from the floor: None

Formal Correspondence: None

Committee Reports:

ARC - Steve Frenzl

- There were 5 Fast Track Applications processed since our last meeting. All have been posted on the website.

VMC - Debbie Wills

- VMC committee meeting was held on November 9, 2016. Debbie thanked the Leighbrook volunteers. A good work party along with Dale's chainsaw cleaned the common area in one afternoon and Lydia Kelly hauled away a truck load of debris.
- Debbie and Vicki cleared horsetail and cleaned up the monument areas.

- Walter repaired the Pond sidewall and raked leaves from the culverts.
- Lloyd Gill purchased an 8'x4'x4' post for a gazebo trail marker.
- Removing damaged trees from the gazebo resulted in reestablishing the view.
- Committee members have been walking around the neighborhoods to decide what future projects need to be addressed.
- VMC still has about \$900 for projects in 2017.

FMC - Vicki Derrenberger

- The only expenses were for the gazebo work.
- Only one owner has not paid their 2016 dues.
- Vicki shared an email from our Bookkeeper Kathy asking for a mid-year budget adjustment. Discussion followed to clarify the adjustment.
- **Motion:** To approve a mid-year adjustment to restore the current year allocation to the Reserve for uncertainties back to the \$1,310 voter approved amount by reducing \$100 from the Insurance line and adding it to the Reserve for uncertainties line. There is no impact to the total budget.

MSP (all ayes)

- Kathy also asked to establish a policy for how and when the Reserve for uncertainties funding should be used. Board discussed the request and it was decided that a motion would not be made to set a policy.
- The third item of discussion involved forming an ad hoc group to update the Reserve Study.
- **Motion:** To form an ad hoc group consisting of the Finance Committee, VMC committee and the pond maintenance volunteers to update the Reserve Study and bring it back to the board for approval before the preparation of the 2017-2018 Budget. **MSP** (all ayes)
- Cynthia mentioned that the website listed our last Reserve Study was done in 2015. Vicki advised that a study was done for 2016-2017. She would get a copy to Cynthia and it will be posted on the website.

Old Business:

- A. SBCA possible action to reduce the vehicle speed on Paradise Bay - PLVC has taken over this project. They have received 125 ideas/thoughts from the public. A meeting will be held by PLVC in January to review comments and present to the county in March. It was noted that the committee toured Port Ludlow with county employees and that the county is in partnership with the project.

- B. Update on the status of the Bay Club repair project - Steve shared that project was 3% off projected cost, however, \$780,000 was funded. SBCA received the first heating bill since the repair work was completed and it was down 25%.
- C. Records Retention Policy - Research done by Vicki and compiled by Mike resulted in a three page list of records to be retained. Board members have been reviewing documents specific to their area of responsibility. Our next step is to meet, review the listed items, and the proposed retention.

New Business:

- A. Replacement for Steve Failla for coordinating Backflow testing - We are in need of a new volunteer to take over this responsibility.
- B. Landscaping contract renewal - Timberton Loop Trail is being changed and there will be additional common areas that VMC will have to address. Discussion followed on the pros and cons of seeking a new landscape contract at this time. It was decided to wait until the Reserve Study was completed and a review of the Statement of Work was received from the Pond Volunteers. No motion was made at this time.
- C. Gazebo repair - The gazebo budget is down to \$82. There is still debris to be hauled away in the Spring. The trail is open, caution the steps are slick.
- D. Mid-year budget adjustment - covered under FMC report.
- E. Policy for appropriate usage of the Reserve for Uncertainties - covered under FMC report.
- F. Informal correspondence on website - Cynthia noted that there were three letters on the website which were outdated and no longer relevant.

Motion: Remove the three out of date correspondence letters from the website.
MSP (all ayes)

Comments from the Floor: None

Comments from the Chair: None

- Next Regular Board Meeting will be on **Monday, February 6, 2017, 3:00 p.m.** at the Bay Club. Mike and Steve noted they would not be available. Vicki, Debbie and Cynthia advised they would be available.

MSP - Adjourn at 4:06 p.m. (all ayes)

Respectfully submitted,

Cynthia Blacketer
Secretary