

TIMBERTON VILLAGE HOA
REGULAR BOARD MEETING June 5, 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: 10 individuals (see sign-in sheet on file)

- MSP to approve agenda as published with the addition to approve Minutes from April 6, 2017 special meeting. (all ayes)
- MSP to approve Minutes from April 3, 2017 Regular Meeting (all ayes) and April 6, 2017 Special Meeting (all ayes).

New Homeowners: Maria LeCato of 114 Timber Ridge Drive was recognized. It was also noted that we have two new homeowners since the mailing of the Annual Meeting Packet, 45 Leighbrook Lane and 104 Heritage Lane. Each was sent a packet last week.

Comments from the chair: The Board has been busy working on the budget, reserve study, Annual Meeting planning and Packets, finishing up the Records Retention Policy and Frequently Asked Questions document.

Comments from the floor: None

Formal Correspondence: Mike advised we received the renewal of our insurance, which was the same amount as last year.

Committee Reports:

ARC - Lloyd Gill the new TVHA ARC representative presented the report.

- Lloyd presented the board with a summary showing 5 new ARC applications received and approved. One ARC application requested cutting in the Limited Common Area behind their house. The Board advised they wish to visit the site and would provide input after the visit.

- Lloyd requested that the Homeowner *Guidelines for Cleanups* be deleted from the Web Site. This contains outdated information and can be confusing to a homeowner.
- **MOTION:** Remove the outdated *Guidelines for Cleanup* page from the Web Page.
- **MSP** - all ayes Cynthia will advise Rick to remove.
- Due to upcoming changes by SBCA ARC on processing of applications, Lloyd is working on new guidelines for TVHA ARC applications which will be added to our Web Site to help homeowners navigate the process.

VMC - Debbie Wills

- Debbie reported that the VMC along with volunteer help has been keeping very busy. The top of Timberton Drive has been cleaned up and replaced with new plantings; the bottom has new plantings.
- The Gazebo trail was cleaned and the Gazebo was inspected by Larry Scott and Tone Madsen. They made recommendations to deal with the termite damage that was discovered. Work will take place June 10 & 13.
- The Gary Hagen Memorial Bench, located in the pocket park at the corner of Heritage Lane and Leighbrook Lane, will be cleaned and vegetation cut on June 21.
- The VMC committee has not been pleased with the work of our current landscape company, even after face to face meetings to discuss the issues. The committee would like to research and get quotes from other landscape companies at this time.
- **MOTION:** VMC will get competitive bids from several landscapers for possible replacement of our landscape company.
- **MSP** - all ayes

FMC - Vicki Derrenberger

- April Financials are on the website and an email blast went out to all homeowners. May Financials will be posted upon Kathy's return.
- Expenses included normal electricity and landscape maintenance in addition to the new plants for the monument areas purchased by Debbie.
- Thanks to the followup of our Treasurer, all homeowners are now up to date on their 2016-2017 dues.
- Invoices for the 1st Installment of the 2017-2018 dues should be sent out later this month. An email blast after the Annual Meeting Packet was mailed notified homeowners of the new amount due \$176, advised those using a

bank bill pay feature to update their bill payments, and 5 payments have been received to date.

- Anticipated bills to be paid before the end of our current fiscal year include the insurance renewal and reimbursement for Annual Meeting expenses. As mentioned, we have received the insurance renewal and the amount due is well within the amount we had budgeted for this year.

Old Business:

- A. SBCA Paradise Bay Update - Steve reported this project has been in the works for the last year. The PLVC committee has met with all parties, Chimacum school transport and PLA have also joined in their support. The committee is proposing to add a 4-way stop at Breaker, Anchor and Paradise Bay Road by the Cottages, as well as, recommending reduced speed along Paradise Bay Road from Edgewood to the Village. Steve asked that the Board support this proposal.
- **MOTION:** TVHA Board of Directors to endorse the PLVC safety project proposal to the county.
 - **MSP** - all ayes
- B. Records Retention Policy - The Policy has been completed. A homeowner asked what items are listed in the policy. The board explained items listed and length of time items are being kept.
- **MOTION:** To Approve the Records Retention Policy as our official policy and post on our Web Site.
 - **MSP** - all ayes
- C. Annual Meeting Planning Status - The Annual Meeting is scheduled for **Monday, June 26, 2017** to begin at 4:00 p.m. We will set up at 2:00 p.m. and have to be out of the auditorium by 8:00 p.m. The Packet was mailed to all homeowners on record as of May 12th, followed by a blast to advise the homeowners of the mailing. Cynthia briefly reviewed the check list of items that still needed to be purchased and individuals responsible for the purchases. Vicki will send another blast to remind homeowners to send in their proxy, RSVP for the social, and ask for help with set up or clean up.
- D. “Frequently Asked Questions” document - this document has been updated and shared with the board.
- **MOTION:** Post the most current FAQ’s on the Web Site to be used as a tool for homeowners.
 - **MSP** - all ayes

E. Summer Block party discussion - No homeowners have volunteered to work on this project. As a result, the idea will be dropped.

New Business:

A. Mail Box Keys - Mike advised he was contacted by another homeowner asking about a replacement key for their mailbox. After much discussion, it was decided that this item will be added to the FAQ's.

- As clarification, individual mail boxes were assigned by USPS and all keys were distributed to homeowners on record in 2012 when the kiosks were installed. TVHA purchased the mail kiosks; however, the homeowner owns the individual mail box and is responsible for the keys and hardware. Cynthia will add this information to the FAQ's document.

Comments from the Floor: None

Comments from the Board: Thanks to all for their hard work.

- Next Regular Board Meeting will be on **Monday, August 7, 2017** at 3:00 p.m. at the Bay Club.

MSP - Adjourn at 4:21 p.m. (all ayes)

Respectfully submitted,

Cynthia Blacketer
Secretary