

**TIMBERTON VILLAGE HOA
BOARD MEETING March 25, 2019
MINUTES (Approved)**

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

Board Members present: Mike Burke, Debbie Wills, Vicki Derrenberger

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

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

-**MSP** to approve Minutes from December 3, 2018 Board meeting (all ayes)

New Homeowners: None present

Comments from the chair: Mike stated that the quarterly meetings still seem to be working and he appreciates the good attendance at today's meeting.

Comments from the floor: None

Formal Correspondence: None

Committee Reports:

ARC – Vicki Derrenberger

- There have been 3 ARC applications since December. The Humphries requested to removal several trees that are growing too close to the house. This was approved by the SBCA ARC.

We also had 2 Limited Common Area Applications. One was for semi-annual cutting of blackberries growing to the side of the house. This was done as a fast track.

The other LCA application was to maintain a view by trimming back a section of alders that had grown to obscure the view. Pictures from their original view in 2016 and the current view were provided. Debbie and Vicki made a site visit to explain what she was allowed to do, and also returned the day of the cutting to verify that the work was done according to the Board's approval.

Two other Limited Common Area application were just received. A tree fell down a year ago in what has become a very wet area behind Joanna King James house. The top part of the tree is on her property and she would like to have that felled and limbed. Tone Madsen submitted an application to trim already maintained vegetation behind his home. In November, Chris LoBosco submitted a similar application for himself, Madsen and Webb. This was never brought to the Board. This is a fast track application.

Motion to approve both applications – all ayes.

VMC – Debbie Wills

- Generally not much is done during the winter months, but we had snow damage to plants and trees and several bushes were smashed. Greenstate Landscaping removed the broken branches and did some cleanup. A large tree went down and caused another tree to fall and block the path to the Woods Pond. Field's Tree Care removed both trees.

- One project that was discussed a while ago concerns the erosion of soil at the monument on the right at the top of Timberton Drive. Heather bushes that were planted over a year ago are not doing well as any water flows down the slope and into the drain. Roots are visible as well. One remedy that was discussed was to build a retaining wall, fill in with soil to level and then replant the heathers or other plants. A grey block wall would last longest and be the stongest at a cost of \$1,710. A quote of \$1550 for a basalt rock wall was also received.

There was a lot of discussion on the two proposed types and the majority felt that a basalt rock wall would look like other areas with larger rocks. A request was made to see a sketch. There is no rush to do this and a committee could be set up to look at options. Building a 30ft long by 3ft high wall is a big deal and all homeowners should have the opportunity to hear about different possibilities. A suggestion was made to present the options at the annual meeting, and this will be put on the agenda.

FMC - Vicki Derrenberger

- The December/January/February Financials have been posted on the website.
- Other than regular monthly expenses for Grounds Maintenance and Electricity we also made the following payments:
Reimbursements for Stamps, Annual Non Profit Report Filing and 1099 Fillings. We also paid the Rotary Club for the annual flag display and the Jefferson County Treasurer for Fire Assessment for the three TVHA phases.
- All homeowners are current with their dues. The annual contribution to the Reserves for Asset Maintenance and Replacement took place earlier this month. The amount budgeted for this was \$3,090. Since the invoice for the new signs was received in March, \$774 was deducted from the \$3,090. The balance of \$2,316.00 was put into a new monthly CD until the funds can be added to the existing Reserves CD which matures on Aug 8, 2019.
- A mid-year adjustment to the budget was made to put the \$744 due for the signs, into the VMC, Land and Capital Improvements Expense Line. Payment was then made from the Checking account.
- **Reserve Study:** One of the aspects in preparing the annual budget involves the Reserve study where we inspect our Village Assets (Components) to see how they are holding up. This year we determined a few items that were either added (signs) or removed (refurbishment of signs) from the component list, then Kathy ran a final Reserve Plan which tells us how much of our annual dues go into the Reserves for Asset Maintenance and Replacement.
- The TVHA Assets were visually inspected in March. The Gazebo roof had twigs and moss brushed off and then a treatment of Moss Off was applied. It was noted that the cedar shakes, especially at the bottom are breaking off. It is our recommendation that the roof be replaced within a year. Cedar shakes could be used again but shingles would be another option.
- The mailbox clusters were all washed with a mild cleaner and water. Several of the tops have sap from the overhanging trees on them. Otherwise look good.
- The retention ponds are in good shape. Greenstate Landscaping cuts and rakes the Double Ponds and Woods Pond. The Spinnaker Pond is a wet pond that has cattails which help to filter the water before it goes to the ocean. Eventually this pond may need to be dredged. Per the reserve study it was to be done this year, but it doesn't need it yet. Many factors can affect the pond with the worst being silt from brush/trees that are cut in the Limited Common area behind homes on Timber Ridge and the homes on the crest above the Spinnaker Pond. Rain washes the silt from the slopes into the pond and then settles on the bottom.
- Both Monument Lights are working and as we mentioned earlier, we have new signs.

Old Business:

- **Issue resolution process review.** March 15th the new SBCA Enforcement Policy was sent out to all South Bay Members. The policy takes effect on April 2nd, 2019. The purpose of the policy is to obtain compliance with the governing documents. For the large percentage of homeowners who follow the rules and submit ARC applications, when required, will probably never have to deal with this policy. Its intended for those few homeowners who don't follow the rules and for those one or two homeowners per village who do something that might create a nuisance or be an eyesore. The policy covers anything in the SBCA governing documents which SBCA has authority over. It should be noted that since the Villages have authority over their Limited Common Areas, if any fines or penalties need to be assessed for work that was done in that area without permission, then it would be up to the Village to have a fine system in place to handle that. This might be a topic of conversation and a project for the next board to consider. Complaint Forms are available on the SBCA website.
- **Repair of Monument Sign.**
On February 8th the new monument signs were installed. Many may have noticed that they were covered with cardboard and strapped to the monument. This was due to the cooler weather and wanting to make sure the adhesive held. The total cost for the signs, including installation and tax came to \$774. We did obtain quotes from two other companies for wood signs and those quotes came in at \$2712 and \$3,786.75. These are aluminum and should only be cleaned with soap and water. No painting required.

New Business:

- **Status of Board Members for 2019-2020.**
Currently there are 3 Board members as Dave Tietjen has moved to Texas and Lori Wilcox resigned due to out of town family issues.
Motion to approve Debbie Wills as Vice President through June 24, 2019. Aye.

An eblast went out looking for volunteers for the next board as all 5 positions are open. Mike, Vicki and Debbie's terms all end as of June 24, 2019. We now have 5 volunteers; Roger Bryan, Paul Hinton, Maria LeCato, Ruth Gribins-Schmitt and Tom Snelson. We will be electing three people for 2-year terms and two people for a 1-year term. The current board will draw names in a random manner to determine the terms of each volunteer.
- **Professional Management of HOA's.** A letter was received from a Timberton homeowner with a concern that a professional management company might one day be an option for Timberton. A professional HOA Management Company is legally accountable to uphold the CC+Rs whereas volunteer board members are not required by law to learn any or all of the CC+Rs. Volunteers for the Board need to be educated as there is a lot to know about what can and can't be done by a board member. Management companies have different levels of service from Finances Services Only to Full Service. They would handle matters such as maintenance contracts, Reserve Study, Insurance Review, Community Website and facilitation of the Annual Meeting. The cost for this would range from \$10 to \$20 per household per month or from \$9,360 up to \$18,720 per year and would require a 3 person TVHA Board of Directors.

A discussion followed that due to the fact there will be an entire new board it would make sense to provide training through Community Associations Institute. Training can be done by taking classes in Seattle or online.

- **2019-2020 Preliminary Budget.**

This year's Reserve Plan shows a change in the amount contributed to the Reserves. For fiscal year 2018-2019 the amount was \$3,090 and for 2019-2020 it will be \$2,880. The difference of \$210 will be added to the VMC expense line giving a total of \$2,026. All other expense lines are straight forward. Because of unknowns for insurance and office/postage those may have some excess. There was a postage rate increase which may affect what we spend for mailing the annual packet. Last year we got a great deal on the printing but that may not occur again this year so neither of these expense lines were reduced. As prepared, this can be done without a dues increase.

The budget was modified to add a line for Board training as previously discussed.

Motion to move \$1,500 from Contingency to Board Training. All ayes.

Motion to approve the Assessment & Reserve Funding Plan, the State of WA Reserve Disclosure and the 2019-2020 Proposed Budget. All ayes.

Preparation for Annual Meeting Plan:

- Mike will prepare the presentation, purchase the liquor license, alcoholic and other beverages, and will write the letter for the mailing packet.
- Vicki and Debbie will prepare an invitation about bringing food, and will send an eblast for volunteers as bartenders, ballot counters, decoration, cleanup, etc.
- We still need bios from two of our board volunteers.
- Vicki will put together the annual meeting packet, once printed, and mail by the middle of May.

Clarification of ARC requirements for Timberton Limited Common Areas:

- Applications for work in a limited common area are on the Timberton website. These must be turned into the VMC Chair and/or Village ARC. Site visits may be made, and Board approval is necessary prior to any work being done. It was also stated that work done in a Limited Common Area must be performed by a bonded and insured contractor. Also, the homeowner requesting the work is responsible for the cost. The ARC Approval Application Procedures are also located on the Timberton website.

Comments from the Floor: None.

Comments from the Board: None

-MSP to adjourn at 4:35 p.m. (all ayes)

Respectfully submitted,

Vicki Derrenberger, TVHA Secretary