

**TIMBERTON VILLAGE HOA  
ANNUAL MEETING JUNE 25, 2018  
MINUTES (Approved)**

1. **Meeting** called to order at 4:07 p.m. by Mike Burke, President
2. **Determination of Quorum and approval of agenda** - Cynthia Blacketor, Secretary
  - Village Residents Present: 24 households represented in person, 26 additional households represented by submitted proxies.
  - Determination of Quorum: Secretary, Cynthia Blacketor announced a quorum of represented households 50. (50 of 78 households = 64.1%) Total votes: 50
  - Approval of Agenda **MSP** (all ayes)
3. **Introduction of New Homeowners** - Mike Burke noted we had 6 home sales since our last Annual Meeting. The new homeowners are: Francis & Jiap Atkinson, Lou & Cathy Castro, Gary & Teresa Daugherty, Ted Martine, Lisa & Mike Perry, Dave Tietjen & Rennae Hess. A warm welcome was given to those in attendance.
4. **Introduction of Current Directors** - Mike Burke, President; Vicki Derrenberger, Treasurer and ARC Representative; Debbie Wills, VMC Chair; Cynthia Blacketor, Secretary.
5. **Approve Minutes** from June 4, 2018 Regular Board Meeting, **MSP** (all ayes) and last year's Annual Meeting of June 26, 2017 **MSP** (all ayes).
6. **Committee Reports:**
  - a. ARC - Vicki Derrenberger, Acting ChairpersonLloyd Gill was the Timberton Village-ARC until his recent move, Vicki has been filling in for him and will be giving the ARC Report.

This past year has seen some changes to the ARC application process.

- Due to the recent revisions by SBCA-ARC, all ARC application forms have been updated and centralized to the SBCA Website. The TVHA website now has a link to the specific page where the current forms can be found.
- The main update that affects Timberton is the understanding that the

Village HOA has authority for what happens in their Limited Common Areas. Therefore, any homeowner requesting changes to vegetation in these areas needs to submit a Village Limited Common Area Form, which is posted on the Timberton Website, to the Village-ARC for Village HOA Board approval. All other application forms must still go to the VillageARC but the SBCA-ARC will issue any approvals.

- The list of projects that no longer require approvals has enlarged. These are noted on Appendix A of the Design Standards. We have deleted our Fast Track Form as it included items that no longer require an approval and have incorporated vegetation management items into the Limited Common Area Application Form.
- Another helpful document available is the Guidelines for the Homeowner, which we have now included in our Welcome Packet.
- Vicki has some of The Guidelines for Homeowners and Appendix A should any homeowner wish a hard copy.

From July 2017 through today we have received a total of 17 applications all of which have been posted on our Timberton Website:

- 2 Fast Track Applications received and approved (trimming in LCA).  
Note: we no longer have Fast Track Applications.
- 2 Limited Common Area Applications received and approved, one with conditions.
- 8 Landscape Applications received and approved (tree removal/plantings, driveway extension).
- 1 Building Modification Application received and approved (deck with composite material).
- 4 Building Maintenance Applications received and approved (painting new color/downspout).

Reminder: If you plan to make any changes to the outside of your home or lot, please check with Vicki to see if you need to submit an application form before starting any project. Applications that need SBCA-ARC approval must be submitted by the 2nd Friday of the month for review the following week.

b. VMC - Debbie Wills, Chair

Biggest project was to rewrite the landscape contract, breaking it into two sections, one being general maintenance and the other the ponds, the contract was also specific to our needs of the common areas, and then going out to bid. Greenstate

Landscaping, from Kingston, was chosen not only because the cost was doable within our budget but also because the owner works with his crew and will be on site should there be any questions or concerns that need to be addressed.

The Gazebo Refurbishment was completed. Look for the “Gazebo Trail” posted sign between Leighbrook and Heritage by the fire hydrant, it is a short hike, on a steep trail to the Gazebo. We hope you enjoy the view.

The VMC Charter was reviewed by the committee and minor grammatical revisions were made, our thanks to Ruth Anne Hansen for her help with the project. The current version is posted on the website.

Letters were mailed to eight (8) Timberton Village Homeowners whose property is adjacent to a Timberton Village limited common area that contains a wetland and a wetland buffer area. The letter included a map showing where the wetlands are and addressed what can be done in these areas. There are very specific guidelines from the county concerning wet lands.

Due to an issue with nonresidents parking on the grass area at the top of Timberton Drive (some cars had been pulling beyond the No Dumping Sign), a post and chain were installed as the No Parking On Grass Sign had not been effective.

Volunteers have been active this past year. They did some minor cleanup along Heritage Drive to clear branches that were extending into the culvert, horsetail was removed and several bushes were trimmed back at the monument corners and there was a general cleanup at the Memorial Park.

VMC also had a leaning maple tree removed from the corner of Heritage and Leighbrook. The butterfly bush which was hidden in the shade of the tree is looking much better now that it is getting some light. The remaining pine trees now have more room to grow.

Volunteers also helped rake up the cut grass from the double pond and cleaned up debris from the Spinnaker pond.

Currently getting bids to do a cleanup of the NE corner of Timberton and Heritage Lane. The area is overgrown and the plan is to open it up so that the rhododendrons are more visible, mugo pines are removed along with a couple of the taller trees. Our landscaping is over twenty years old and needs to be cleaned up.

Also looking to have the new landscape company do a general maintenance cleaning of low hanging branches, removal of weeds and dead bushes, etc.

Debbie thanked all the volunteers for their help this year, a special thanks to Dale Wills and Steve Hall for their help in removing a dead mugo pine by one of the monument signs. Debbie also stated that she could use more volunteers for the coming year and encouraged homeowners to contact her if interested.

c. FMC - Vicki Derrenberger, Treasurer

Vicki started with a big Thank You to all of our homeowners. In fiscal year 2017-2018, both dues installments were paid in full by all homeowners and there were no late fees assessed. Fantastic!

The Invoices for the 1st installment of our new 2018-2019 fiscal year were sent out on June 12th. This covers the period from July 1st through December 31st. If you have not received your invoice, please let Vicki or Kathy Kubesh know, and they will see that another one is sent to you.

As of this morning we have received 33 payments. Vicki has a list of the checks she has received so if you want to verify that yours has been received please see her during the social. An email will be sent out the middle of July to those who have not paid as a reminder to please do so no later than July 31st.

This year the Finance Committee once again took a look at the Reserve Study. As a reminder or for those new homeowners - The purpose of the reserve study is to assist us in making sure we set aside the appropriate amount of funds so should the need arise to repair or replace one of our assets the money is available. This allows us to NOT require a special assessment from our homeowners. This year Debbie and Vicki visually inspected the TVHA Assets. The Gazebo, Memorial Park Bench and Mailbox Clusters look good and there are no issues with the Retention and Detention Ponds. As far as the Monuments, the main entry monument and one located at the top of Timberton Drive need some new caulking and all three need to be re-painted. We still have paint, so we will either solicit outside estimates or ask for volunteers to assist in this project. Because there were no changes to the Reserve Study, the Finance Committee recommended that the board approve using the second-year figures from last year's Assessment & Reserve Funding Plan as this year's Reserve Plan. There is a slide in the Power Point Presentation showing the 2018 contribution amount of \$3,090 bringing the total fund to \$35,294 (114.8% funded).

Lastly, as a reminder if your personal information has changed Vicki has forms available to update your mailing address, phone or email. This allows us to make sure your invoices are going to the correct address and also helps us maintain our Resident List which we use for sending our email blasts.

## **7. Old Business:**

### **a. Timberton's Emergency Management team - Tom Carter**

Tom introduced the Block Captains and thanked them for their participation in the program. He stated he had various items at the table for homeowners to take home. The best handout is "Think, Plan, Do, Repeat". If you do not have a copy, stop by and pick one up today.

### **b. Timberton's Greeter Program - Cynthia Blacketor**

Cynthia gave a brief overview of the program which has been around from our earliest days as a Village. The purpose of the program is to help newcomers feel welcome, answer questions about our village and provide them with handouts to help them understand the working of their HOA. Cynthia also stated that she needed two new Greeters, one for Timber Ridge Drive and one for Timber Meadow Drive.

## **8. New Business:**

### **a. Discussion of Reallocation of reserve for uncertainties**

### **b. Discussion of Reducing board meeting frequency**

These items were discussed during the Annual Report Presentation. (See below)

## **9. Annual Report and Voting Options - Mike Burke**

Mike began the Annual Meeting Power Point Presentation after the ARC Committee Report.

### **TVHA Status 2018**

- The Association is in very good shape. Our achievements this past year were numerous. The Bidding process for the new Landscape contract 2018 to 2020 being the most significant.
- Our Website continues to be dynamic, current and informative thanks to Webmaster Rick Hellewell.

Mike asked Vicki to present the FMC report (details above).

- Mike noted the History: End-of-Year Fund Balances have been on a steady increase since the 2014-15 Fiscal Year.
- We continue to rebuild our cash accounts while sustaining our budget.
- Our projected year end fund balance is expected to be:
- Reserve \$40,541 + Uncommitted of \$23,768 = a total of \$64,309.

Mike asked Debbie to present the VMC report (details above).

- Mike summarized the VMC achievements
- Grounds Maintenance Contract clarifies Statement of work.
- Extensive bidding process - 5 bidders
- Contract awarded to Greenstate as the bid was affordable for our budget.
- 2 year contract starting July 2018.
- VMC Projects: Finalized Gazebo Refurbishment, Memorial Park hazardous tree removed, trim and clean up at the top of Timberton Drive.
- Various photos were shared of the volunteers hard at work on these Projects.

#### TVHA's Future Focus

- Maintain our sustainable status
- Reduce Board Meeting Frequency
- Continue Active Pursuit of Vegetation Management Projects
- Call for Volunteers
- Help with VMC - volunteers are always needed
- Future Board Service - Mike noted the need for "new blood" on the board. We need new people with new perspectives to help us grow. Start thinking about putting in your two years serving on the board.

#### Voting Options

##### A. Reallocation of reserve for uncertainties

- Established by membership vote at 2014 Annual Meeting
- Annual Fund of \$1,310 set aside as a safety net
- Current Balance \$5,244.13
- Redirect Ongoing Funds to Operation Budget in lieu of Dues Increase

##### B. Ratify the TVHA 2018-19 budget

- New Landscape contract required an increase in our Budget. Changing our reserve for uncertainties results in no dues increase and maintaining our budget.

- C. Ratify Board approval of the annual update of the Reserve Study
  - This is our guide to know the useful life of our assets and what money needs to be set aside to maintain replacement without a Special Assessment.
  - The highlighted slide shows the 2018 contribution of \$3,090 will bring the total fund to \$35,294 (114.8% fully funded).

- D. Election of three Board Directors
  - Incumbent Directors Debbie Wills and Vicki Derrenberger have another year to serve in their current terms
  - Three Director positions are open for vote this year. Candidates include:
    - Mike Burke (one year term)
    - Gloria Wilcox
    - Dave Tietjen
    - Other candidates from the floor?

- E. Reduction of Board Meeting Frequency from bi-monthly to Quarterly
  - Membership Approved Change to Bi-Monthly Board Meetings at 2014 Annual Meeting
  - Timberton is running smoothly
  - Special Meetings may be held if necessary
  - Other South Bay Villages Meet Quarterly

**10. Voting**

- Time to Vote
- Ballots have been distributed
- Please vote now
- Someone will collect completed ballots
- Results will be announced as soon as the count is completed

**11. Announcements of voting results - Cynthia Blacketer**

- Reallocation of reserve for uncertainties 50 Yes 0 No
- Ratification of the new Budget for 2018-19 50 Yes 0 No
- Ratification of the annual update of the Reserve Study 50 Yes 0 No
- Election of new Board Directors
- Mike Burke 49 votes

- Gloria Wilcox 48 votes
- Dave Tietjen 49 votes
- Reduction of Board Meeting Frequency from bi-monthly to Quarterly  
43 Yes 3 No

12. **Next Regular Board Meeting** was scheduled for **Monday, August 6, 2018**, at 3:00 p.m. at the Bay Club. Due to the “Reduction of Board Meeting Frequency from bi-monthly to Quarterly” vote passing, the new board will announce a Special Meeting to elect officers in the near future and set the quarterly meetings for the 2018-19 fiscal year.

13. **Comments from the board** - Mike thanked all homeowners for attending the Annual meeting.

14. **Comments from the floor** - Steve Frenzl updated us on the Road Conditions Project on Paradise Bay, it is ongoing and expect road changes in the future. He also inquired about the process to submit a concern on yard maintenance within the community. He was directed to our website for procedures.

15. **Adjournment** at 5:25p.m. **MSP** (all ayes) Social followed.

Respectfully submitted,

Cynthia Blacketor  
Secretary