

TVHA Quarterly Board Meeting
September 8, 2025 at 5:30 p.m.
(Pending approval)

1. **Call to Order.** Meeting called to order by President Virginia Vroegop at 5:30 p.m.
2. **Preliminary Matters.** Quorum: Established. Agenda: Approved, MSP (unanimous), Minutes from June 16, 2025 Quarterly Meeting and July 9, 2025 Special Meeting, Approved, MSP (unanimous).
3. **Board Members Present:** Virginia Vroegop (P), Gail DeLuke (VP, VMC), Ann Louise Maynard (T, FC) and Sue Cross (MBR at Large, ARC). Verba Abbott, board candidate, was also present.
4. **Appointment of Board Member and Election of Secretary.** Verba Abbott appointed to fill unexpired portion of Roger Bryan's term (through June 2026) and elected Secretary, MSP (unanimous).
5. **Homeowners Attending:** Neil Vroegop, Roger Bryan, John Germain, Barbara Phillips, Teresa Daugherty, Lydia Kelly, Elaine Morgan, Martin DeLuke, Don Abbott, Angela and Chris VanBuren.

6. Officer and Committee Reports:

President: Actions taken since last meeting include board training, website updates, recruiting volunteers, and research of RCW 64.90. Volunteers who have stepped up include:

Social Team - Maureen Black and Ruth Gribbon-Schmitt;
Board Member and Secretary - Verba Abbott;
Finance Committee - Mike Burke (CPA, former Board President);
VMC multiple - Gail DeLuke will cover.

A special thank you to Jim Tidwell for his work updating the website and facilitating communications with the community.

Treasurer/Financial: All dues have been paid. We have 3 separate CDs at Edward Jones totaling a little over \$65,000 plus interest held in the same account. Checking balance is \$26,300 (rounded).

Secretary: No report.

ARC: No ARC applications have been received.

VMC: Work completed since July 1 includes cleaning of monuments, removal of a dead rhody and clearing of Gazebo trail, all by volunteers. VMC committee has five members now, who met and are proposing projects shown on list distributed to community (attached). VMC work team

has 17 community volunteers. VMC proposed work is divided into projects by season: Summer/Fall; Late Fall/Winter; and Spring (still researching), to be discussed under new business.

Thank you to everyone who has stepped up to volunteer!

7. **Old Business:** Consideration of remote participation will be deferred to a later meeting. Discussion of two-signature checking requirement will be combined with another matter and discussed under new business.

8. **New Business:**

a. Motion to (1) rename Volunteer Committee the VMC Volunteer Team and place it under VMC Chair/Committee rather than having a separate Volunteer Committee, (2) create a Social Team, and (3) eliminate Ad Hoc Advisory Committee. MSP (unanimous).

b. Motion to (1) create three separate accounts with Edward Jones (one current, two new); (2) request Edward Jones require two-board-member approval to move funds out of accounts; and (3) move current assets held by Edward Jones into the three separate accounts at Edward Jones proportionate to the amount of separate funds previously held in CDs & contingent fund at Kitsap Bank during FY 2023-34. MSP (unanimous).

c. Motion to (1) require two signatures for checks that exceed \$250 but not for lower amounts; and (2) provide electronic access to the checking account to all persons authorized to sign checks to allow contemporaneous oversight. MSP (unanimous).

NOTE: Current signatories include: Treasurer, President, Vice-President and Bookkeeper. This electronic access allows viewing/printing only, not transactions.

d. Motion to (1) approve VMC Project list (attached) for projects to be completed in Summer/Fall and Late Fall/Winter shown on attached list (Spring projects will be addressed at a later board meeting) and (2) approve reallocation of \$2,340 from the Contingency/Unallocated fund (portion held in checking account) to the VMC Land and Capital Improvements line item to fund these projects. MSP (Unanimous).

e. Summary of additional projects in process by board with goal of completion before next board meeting: (1) Update of Greeter Packet; (2) Update of ARC and VMC forms and instructions; (3) Review of Formal Communication Procedure. In addition, during this fiscal year, the board hopes to complete a job guide covering all board positions and will continue to track and plan for implementation of RCW 64.90.

f. Homeowners Chris and Angela Van Buren and Board Member Sue Cross suggested additions/improvements to some website content and indicated willingness to assist in these website updates. All homeowners are encouraged to let board know of website suggestions.

Motion to Adjourn at 6:45 p.m., MSP (unanimous).
NEXT MEETING: DECEMBER 8, 2025, 5:30 p.m.

Respectfully submitted,
Verba Abbott, Secretary

VMC PROJECT LIST

Already completed:

1. Prune dying rhododendron by monument at Timberton Drive & Heritage by volunteer.
2. Work Party to clean up gazebo trail by volunteers, \$100 trailer & dump fee.
3. Clean Monuments, completed by volunteers.

SUMMER/FALL – approved at September 8, 2025 Board Meeting

1. Compost three corners at top of Timberton Dr. (volunteer labor, material est. \$500).
2. Compost bare areas on Paradise Bay & Timberton Dr. Purchase rock to hold compost from eroding (volunteer labor, material est. \$700).
3. Repaint monuments – repaint concrete portion (volunteer labor, material est. \$200).
4. Continue thinning of planted Douglas Fir grove on uphill side of Timberton Dr. to reduce
5. overcrowding per (WSU Jefferson County Extension Service and Jefferson County Conservation District).

TOTAL COST - \$1500. (Including work completed to date)

LATE FALL/WINTER – approved at September 8, 2025 Board Meeting

1. Remove blackberry patch and haul away debris on Timberton Dr. (Luis \$650)
2. Remove dead rock rose bushes at entrance of trailhead at top of Timberton Dr.* (volunteer labor, est. trailer and dump fees \$100.)
3. Remove blackberry patch on Timber Meadow. *(Luis \$600.)
4. Remove dead tree on Timber Ridge. (Dan Field Tree Service \$500.)
 - *Areas will be replanted with native vegetation at a later date, cost unknown

TOTAL COST - \$1850.

SPRING (still researching) will seek approval at a later date:

1. Clean up dead/dying branches, possibly limb up fir and cedar trees on Timber Ridge. (Volunteers or Dan Field Tree Service \$650.)
2. Remove dying China Fir trees on Heritage. (Dan Field Tree Service \$525.)
3. Remove dead tree on Paradise Bay. (Possible volunteers or Dan Field Tree Service) Cost?

TOTAL COST - \$1175.

ACTION ITEMS from September Board Meeting:

1. Update website to reflect new board member and officer, inform SBCA of same.
2. Update website to reflect committee realignment/renaming.
3. Take action necessary to provide board members who have signatory rights with electronic access to Kitsap checking account.
4. Open two additional accounts at Edward Jones and transfer funds into separate accounts.
5. Complete VMC projects approved for Summer/Fall and Fall/Winter and make accounting adjustment to reflect reallocation of funds (from contingent/unallocated to VMC line item).
6. Complete update of Greeter Packet, VMC and ARC applications and instructions, and Formal Communications Policy.
7. Begin preparation of Job Guide and review other policies on website to see if additional updates are needed.
8. Continue preparation for implementation of RCW 64.90 (including portions currently applicable, those that become effective for us in 2026, and ultimate full application in 2028).