

**Timberton Village Homeowner's Association**  
**Minutes for July 9, 2025 Special Board Meeting**

**Approved September 8, 2025**

1. The meeting was called to order by Ann Louise Maynard and a quorum established at 3:05 p.m. Board members present included: Ann Louise Maynard, Virginia Vroegop, Gail DeLuke and Sue Cross. Prospective board member Chris VanBuren was also present.
2. The following homeowners were also in attendance: Karen Imai; Lydia Kelly; Teresa Daugherty; Christina Anagnost; Susan Novak; John Sweet; and Roger Bryan.
3. A motion was made and seconded to approve the agenda and passed unanimously.
4. The first order of business was to appoint a board member to serve the remaining one year of Roger Bryan's term. A motion was made and seconded to appoint Chris VanBuren and that motion carried unanimously.
5. A motion was made to elect the following slate of officers: President, Virginia Vroegop; Vice President, Gail DeLuke; Secretary, Chris VanBuren; and Treasurer, Ann Louise Maynard. The motion was seconded and carried unanimously. The remainder of the meeting was chaired by Virginia Vroegop.
6. By agreement of the board members, the following committee assignments were made: Vegetation Management, Gail DeLuke; Architectural Review, Sue Cross; and Finance, Ann Louise Maynard. Keys to the upper pond area were provided to and will be kept by Gail DeLuke and Virginia Vroegop.
7. A motion was made and seconded to authorize the following new board members as new signatories to the checking account at Kitsap Bank: Virginia Vroegop, Gail DeLuke, and Chris VanBuren. The motion was unanimously approved. Ann Louise Maynard and Marcia Dreyer will remain as authorized signatories and Roger Bryan will be removed as a signatory. A motion was made, seconded and carried unanimously to retain Ann and Marcia and remove Roger Bryan as signatories.
8. A discussion was held regarding whether the current two-signature requirement for checks should be eliminated or modified. The requirement can be particularly burdensome for small, routine checks. The origin of the requirement is unknown. One option would be to set a minimum amount to trigger the two-signature requirement. The issue was deferred for research by the Finance Committee which will present a recommendation at a later board meeting.

9. A motion was made and seconded to add Virginia Vroegop and Gail DeLuke as individuals authorized to conduct business on the Edward Jones Brokerage account, and to retain Ann Louise Maynard and to remove Roger Bryan as individuals authorized to conduct business on this account. The motion carried unanimously.
10. A homeowner inquired whether future board meetings would be held at 3:00 p.m. or 5:30 p.m., noting the earlier time made it difficult or impossible for some homeowners to attend. Virginia responded for the board, noting that the early time for this meeting was to allow adequate time for the workshop set to follow the meeting and future board meetings would be set at 5:30 to accommodate the maximum number of homeowners who might like to attend.
11. A short discussion followed on possible alternative or additional means of attending meetings including the possibility of conducting meetings by Zoom. Pros and cons of Zoom meetings and remote participation were discussed. The board acknowledged a desire to accommodate individuals who want to participate remotely along with a strong preference to continue holding board meetings in person. Sue Cross and Chris VanBuren will explore options for such “hybrid meetings” (remote participation in otherwise in-person board meetings) and will report back at a future board meeting.
12. A motion was made, seconded, and unanimously approved to adjourn the board portion of the meeting at 3:30 and to convene the workshop.

Respectfully submitted,

Virginia Vroegop  
President, Timberton Village HOA

WORKSHOP: After adjournment, a workshop was conducted with all current board members in attendance as well as former board members Roger Bryan, John Sweet and Theresa Daugherty. Several homeowners remained to observe.

The board selected dates for future board meetings. Former board members summarized their job duties and offered suggestions and views to assist new board members in performance of their duties.

The board discussed what tasks needed to be completed by individual board members and their committees before the September board meeting. These include: (1) meeting with former board members to learn the details of the job; (2) beginning preparation of written job summaries; (3) forming committees as needed; and (4) performing routine work of those committees (e.g. processing ARC applications and overseeing landscape work).