

TVHA Quarterly Board Meeting
December 8, 2025
(Pending Approval – posted 12/11/25)

1. **Call to Order.** Meeting called to order by President Virginia Vroegop at 5:30.
2. **Preliminary Matters.** Quorum: Established. Agenda: Approved, Motion, Seconded, Passed (“MSP”) (unanimous). Minutes from September 8, 2025): Approved, MSP (unanimous).
3. **Board Members Present:** Virginia Vroegop (P), Gail DeLuke (VP, VMC), Verba Abbott (S), Ann Louise Maynard (T, FC), Sue Cross (Member at Large, ARC).
4. **Homeowners Attending:** Peter Porter, Roger Bryan, Lydia Kelly, Elaine Morgan, Bob & Betty Humphries, Teresa Daugherty, Curtis Sanders, Rich & Carol Durbin, Sharyn Tidwell, John & Diane Germain, Susan Novak.
5. **Opportunity for Community Comment** (no requests to be heard)
6. **Officer and Committee Reports.**
 - A. **President:** Completed items and events
 - Fall Social: Thank you Maureen Black! Great party for only \$79.99.
 - Greeter Packet: Revised into a single packet and information form for both owners and tenants. Posted on website.
 - Edward Jones funds now in three separate accounts reflecting three distinct funds.
 - Excellent meeting between President, Treasurer and Accountant, minor modifications to headings on reports and format to better suit our needs. A new “Note” page will explain budget adjustments and unusual items.
 - Two meetings held with presidents of other village associations in South Bay. These ongoing meetings present a great opportunity to work together and learn from each other about common needs (*e.g.*, insurance, stormwater systems management, statutory changes).
 - Stormwater system history research completed (more discussion under New Business).
 - Two ongoing projects: writing a TVHA history (summary of significant actions based on old minutes for future reference) and preparing for RCW 64.90 sections that become applicable January 1, 2026.
 - B. **Vice President/VMC:**
 - Limited Common Area application and instructions have been updated on website.
 - All projects planned through winter (see project list attached to September Minutes) have been completed with exception of composting by Paradise Bay Road corners (to be done in the Spring) and completion of thinning of small Douglas Fir trees on Timberton (about half done, will restart project in the Spring). Costs for all projects have been kept within planned budget.

C. **Treasurer:**

- Mid-year dues payments have started coming in (\$2,117.50 received to date, none deposited yet). Homeowners were reminded to pay exact amount.
- There are no delinquent homes from last dues (response to query).
- We are where we expect to be on budget at this point in the year. As of November 30, 2025, the checking account balance was \$15,692, of which \$13,578 is reserve for contingencies (unallocated) funds and \$2,114 is remaining operational funds. After payment of December bills, estimate balance will be \$442. An additional bill for \$500 is anticipated for tree removal (one of the projects approved in December).

D. **Secretary** – One new homeowner greeted and contact information was returned and updated on resident list.

E. **ARC** – No report.

7. **Old Business** – RCW 64.90, will be addressed under new business (specific proposal for “Important Notice” regarding sections applicable as of January 1, 2026). In March, one board member may participate by phone, but we have made no further plans for remote meetings.

8. **New Business**

A. **POND STEWARD: Motion to appoint Pete Porter as Pond Steward** and make him custodian of Stormwater System records and one of two keys to the Woods Pond (key formerly assigned to Virginia). The Pond Steward is responsible for maintaining records, developing a maintenance plan, periodically inspecting ponds and advising board as to work needed. **MSP (unanimous).**

Discussion:

- History of stormwater system has been recreated from 20 years of minutes and other records including design documents from county (assembled by Virginia & Gail). Peter now holds notebook with this information.
- Stormwater system (including three ponds, drainage lines) is a major concern for any new board and takes substantial time and expertise to master.
- Through 2016, there was always a board member or “Pond Supervisor” with substantial experience with our stormwater system to assist the board but none since that date.
- Goals now: (1) Always have a homeowner to serve as Pond Steward to provide board-spanning knowledge and advice; (2) Develop a written maintenance plan and maintain a log of what is done; (3) Plan for coverage of full stormwater system, not just wet pond, in next reserve study (asset reserve funds may only be used to cover expenses relating to items in asset reserve study).

Motion for VMC and Pond Steward to get professional study proposal. Costs to be presented at March meeting. Up to \$500 may be spent before then from VMC budget (initially) to be reimbursed from Reserve or Contingency fund. **MSP (unanimous).**

B. BUDGET & ANNUAL MEETING PLANNING

1. Board will discuss budget in March meeting then hold an April special board meeting to approve budget and plan for annual meeting.
2. Approved budget (subject to ratification unless rejected by 51% of homeowners) and annual meeting materials will be published to community approx. 30 days before annual meeting.
3. Some considerations as we plan for the FY 2026/27 budget.

Historical Budget & Actual Expenses

Presentation by Virginia (Flip Chart)

- Expenses to date this fiscal year will use up the roughly 5% buffer included in the budget. This is due to some unbudgeted expenses and others higher than budgeted amount (tax on interest, insurance costs, and office expenses will be higher than planned, did not plan for cost of reserve study software for self-study year). We need to plan for those expenses plus normal inflation next year.
 - Need to restart reserve contributions (\$2,700 recommended by professional in last study, no contributions made for 6 or 7 years).
 - Need to stop using interest for operational expenses (approx. \$2600 was used this year).
 - Need to budget for Professional Reserve Study in FY 26/27 (estimate \$1500 To \$1800 every three years and approximately \$400 in years we do self-study).
 - Preliminary estimate of net effect of these changes will likely increase annual dues by a little under \$10/month or \$110.00 yr. This should be a one-time catch-up increase. Increases in future years should be more in line with inflationary adjustments.
4. Preparation for March Meeting – Assignments
 - Gail – (a) Negotiate new 2 year landscape contract; (b) Add “No Dumping” provision; (c) Contract to be approved in Mar/Apr subject to ratification of budget. Plan/Budget for regular and extraordinary projects with consideration for whether any should come from operational funds (include in budget, impacts assessments) or reserve/contingency funds (approved by board after community notice, reduces amount in fund used).
 - Virginia -- Get projection of insurance expense, obtain program and prepare reserve update. See if there is a homeowner who might assist with insurance advice across multiple boards (as Pond Steward will for ponds).
 - Virginia and Ann -- Review prior budgets, project next year’s expenses.

C. RESERVE STUDY UPDATE.

- Virginia (flip chart) – our status: Professional report prepared in late 2023 for FY 2024/25 used incorrect reserve fund amount (assumed all funds in Edward Jones were Asset Reserve Funds). Even with (1) the corrected amount, (2) no new funds contributed this year, and (3) withdrawal of interest from funds this year, it appears we will still be at roughly 106% funded as of the end of this year. To stay at or near 100% funding, we need to begin contributing again and stop using interest. Full or 100% funding is an amount needed as of a given date and

assumes ongoing, annual contributions and retention of interest. It is not the amount needed for all time. We must continue to contribute to stay at full funding.

- RCW 64.90 requires us to complete a reserve study EVERY year, though we may prepare without a professional for 2 of every 3 years. We have not been able to find a free program and program available from entity that did our professional study will cost about \$400.
- **Motion to use funds from operational account** (estimate \$400) to pay for software program, not in budget as line item but within buffer available from current year funds. **MSP (unanimous).**

D. RCW 64.90 “IMPORTANT NOTICE”

Discussion and Motion to Approve the “Important Notice” distributed with agenda. This notice addresses changes RCW 64.90 makes to procedures set out in our Governing Documents and is intended to answer questions homeowners and board members may have about differences between what our governing documents say and what the law now requires. **Motion to approve and post this notice on website. MSP (unanimous).**

FROM THE FLOOR

Discussion about drainage and culverts. Homeowner addressed recent changes to drainage ditch in front of his home. He noted the county doesn’t like the rock and he wanted to let other community members know. Virginia responded that she had met with the county when they came out. Ryan from the county advised that our drainage ditches, culverts and drains themselves are generally within 25’ of the center of the streets. As these streets are now owned by the county, Jefferson County rather than the homeowners’ association is the only entity that can approve changes. Thus, our governing documents’ prohibition on modifying drainage does not control. Instead, as explained by Ryan a county permit is required to make any changes on this County-owned land and the county will normally deny requests for changes. If work is done without a permit, the county may impose a fine and will require the homeowner to place the area in the form the county prefers.

Additional questions about HOA finances including the differing purposes of accounts and history were posed and answered as was a question about the status of a dead tree on Timber Ridge. That tree was recently removed.

NEXT MEETING:

March 8, 2026 – South Bay Club (one board member may participate remotely)

Motion to go into Executive Session at 6:30. MSP (Unanimous).

POST EXECUTIVE SESSION REPORT

*Motion to approve complaint to South Bay as to conditions at one home (excessive debris and stored unused items on property as well as prohibited animal enclosure/fencing). The Board will notify the homeowners of the approval but defer sending the complaint to South Bay to allow the homeowners a final opportunity to resolve the violations. Absent acceptable written agreement to cure by January 15, 2026, the Complaint will be sent to South Bay. **MSP (unanimous).**

*Unapproved modifications to topography in rear yard of another home were discussed. The concerns include sharp cuts made into the ground along two sides of the lot adjoining Limited Common Area and a neighbor's yard, creating deep ledges and raising concerns as to impact on trees in the common area. The board voted to defer any decision to the March meeting.

Motion to Adjourn at 7:25. MSP (unanimous).

Respectfully submitted,

Verba Abbott, Secretary