

**TVHA Quarterly Board Meeting  
March 9, 2026  
Proposed Minutes – draft date 3/21/26**

1. **Call to Order.** Meeting called to order by President at 5:35.
2. **Preliminary Matters.** Quorum Established; Motion to approve agenda MSP, unanimous; Motion to approve December 8, 2025, Minutes without edits, MSP unanimous.
3. **Board Members Present.** Virginia Vroegop (P), Gail DeLuke (VP, VMC) Ann Louse Maynard (T, FC), Sue Cross (Member at Large, ARC). Not Present: Verba Abbott (S).
4. **Homeowners Attending.** Roger Bryan, Joe Gagnier, Barb and Les Phillips, Steve Hall, Kathy Kubesh, Susan Novak, AK and Mike Smiley, John and Diane Germain, Chuck Baumann, Lydia Kelly, Ruth Gribbon-Schmitt, Martin DeLuke, Bob Cross, Dennis and Dorie Lamance, Lorry Gilbreath.
5. **New Residents.** The Association welcomes new residents Janet Huck and her family.
6. **Opportunity for Community Comment.** None at this time.

**NOTE:** There was substantial community comment throughout the meeting. For ease of reading, the majority of those comments are collected at the end following heading “Budget and Annual Meeting Planning.”

**7. Officer and Committee Reports**

**A. President**

**RCW 64.90.** Virginia reported she has read all sections of RCW 64.90 that will become applicable to our association on or before January 1, 2028, and has made preliminary notes cross-referencing the statute and sections of our governing documents that appeared to her to be impacted. It will be very difficult for any future board to follow the new statutory requirements unless we have a new set of governing documents that incorporates statutory changes. This is due to multiple conflicts between RCW 64.90 and our documents as well as additional requirements.

Preparing new governing documents will require professional legal work, though some preliminary work might be done by community volunteers. Estimates obtained to date suggest the legal cost will be \$10,000 to \$15,000. If we coordinate with other villages in South Bay, we may be able to keep it on the lower end of the range. Our Contingency Fund currently far exceeds this amount and would be a reasonable source for payment of the cost after proper notice to and comment from the community. This will be discussed at the annual meeting. Work needs to begin in early FY26/27 to complete and adopt new governing documents before 2028.

Provisions of RCW 64.90 that are already applicable are discussed in the “Important Notice” that was adopted in our December meeting and is available on our website at

[https://timberton.org/wp-content/uploads/2025/12/Important-Notice-re-Statutory-Changes-to-Governing-Documents-12\\_08\\_25.pdf](https://timberton.org/wp-content/uploads/2025/12/Important-Notice-re-Statutory-Changes-to-Governing-Documents-12_08_25.pdf). Preparation of this document was done by Virginia and approved by the board after publication to the community. It is NOT practical to address all of the changes effective in 2028 in the same manner.

The first step in the governing document update is already underway with Chuck Bauman converting our existing PDF versions to editable/word processing versions. The documents now need to be proofread and compared. **Volunteers would be helpful.**

**Presidents' Meetings.** A TVHA representative (Virginia or Gail) has attended four meetings of Village Presidents and SBCA board members. Meetings will now be semi-monthly. A major topic is implementation of RCW64.90 including revision of governing documents and policies required by the statute. SBCA is sharing its draft documents (prepared by counsel).

**Job Guides.** Board members have provided input which has now been compiled as a first step to creation of job guides for all board positions. Substantial editing will be needed. This should be completed in early 2027.

**Budget.** Preliminary budget planning was completed including an 11-year look-back and gathering information on reserves and insurance. This information was shared with the community with the agenda and will be discussed in new business.

**Reserve Study.** We purchased software to run a preliminary report for FY2026-27, as approved in the December meeting (because a free version is no longer available). The software includes data from our professional study (completed in December 2023). Results will be discussed under new business.

**Community comments.** Multiple questions and concerns were raised by community members during the President's report, including concerns as to the accuracy of the reserve study completed in December 2023 (methodology, components, results), whether the board was proposing an excessive budget increase including to fund the Asset Reserve, and whether the board was unnecessarily complicating governance through its various efforts such as creation of the pond steward position.

## **B. VP & VMC**

**New Projects (since December Meeting).** Two homeowner common area modifications request for 126 and 134 Timber Ridge were received and approved. These included trimming alders and willows and a small number of cedar limbs. The trimming is for regrowth on previously trimmed trees and will not affect drainage or slope stability. All work will be done at owners' expense. Brush will be hauled away or chipped and spread. Work to begin late March.

**Ponds Report (delivered by Gail).** Pond steward Pete Porter is assessing the components, condition and needs of our stormwater system and will ultimately develop a long-term maintenance plan. This will include meeting with the county engineer and/or outside expert. Pete will be looking for a backup steward to ensure future continuity.

**Community Comments.** A community member suggested a change to common area standards to allow homeowners to trim trees overhanging homes. Discussion confirmed this would likely involve trees on owners' lots, which requires approval by SBCA, not our village, and the relevant standards would be the SBCA ARC standards. The community member felt it was the responsibility of the Board or Village Presidents' group to propose the change. Virginia stated the request should be directed to SBCA.

**VMC Committee.** The VMC Committee met to consider next projects and community needs. A new maintenance contract has also been negotiated. Both will be discussed under new business.

**Community Comments.** A community member expressed concern the board was making pond maintenance unnecessarily complicated.

### **C. Treasurer**

Current balance in checking is \$23,107.18 of which \$13,577.62 is contingency funds. This leaves \$9,529 in operating funds. All dues were paid on time.

Reserve fund assets at Edward Jones include:

Asset Reserve	\$ 42,587.38 with \$21,000 in one CD and \$20,000 in another
Uncertainties	5,403.59 with \$5,000 in a CD
Contingency	17,042.62 with \$8,000 in one CD and \$9,000 in another

Interest on these CDs is currently deposited into operational funds in the checking account. Five CDs will mature between 4/29 and 6/10. These CDs currently accrue interest at 3.75%.

### **D. Secretary**

Virginia reported for the Secretary that one new homeowner has been greeted and information obtained for the resident list.

### **E. ARC**

No new ARC applications have been submitted.

If there is enough interest, we will have a Spring Cleanup day, where residents can load items such as brush, cardboard, plastic, fencing and gates, small appliances, etc. on a trailer to be taken to the Solid Waste Disposal Center in Port Townsend for disposal. All items must be acceptable at the JeffCo landfill (<https://jeffersoncountysolidwaste.com/a-z-disposal-info/>). No food scraps, garbage, liquid or loose items that might damage or leave a mess in the trailer.

Participants will share the dumping cost (est. \$25 per 200 lbs). Anyone interested should contact the ARC Chair (Sue Cross) by March 24, 2026.

## **8. Old Business**

No old business to address. No community comments.

## 9. New Business

**A. Open Board Positions.** There will be a minimum of two open slots for two-year terms beginning July 1, 2026. One of the two incumbents, Ann Louise Maynard, is willing to serve another term. We need at least one additional candidate. We can have more than five board members, and an additional member might be helpful for upcoming major projects (e.g. governing documents) and future leadership continuity.

**Community Comments.** A member noted a disadvantage of having an even number (potential for a tie vote). Another member questioned how many board members were allowed under our governing documents. The board responded the documents allow up to 9.

**B. Revised Meeting Schedule.** The board discussed but did not vote on a potential new schedule for quarterly meetings: July, October, January and April rather than September, December March and June. This might avoid the need for two additional special meetings in July (to select officers and start up work a new board) and April (to approve the budget as earlier approval is not allowed under RCW 64.90). There are pros and cons to the change. This decision will be made at or after the annual meeting (when first board meeting of new year is scheduled).

**No community comments.**

### C. VMC Proposals

**Maintenance Contract.** A new two-year contract was presented for approval. The language in the contract now better reflects the work that is actually expected and being done. The monthly rate increased from \$1,350 to \$1,400 for routine maintenance. As before, an extra amount is charged twice a year when there is an extra service due to five Tuesdays in a month (our maintenance day). This amount increased from \$450 to \$475. Annual access road and pond mowing remains at \$1610/year (all plus tax).

**No community comments.**

Motion to approve the contract MSP, unanimous.

**Projects for Approval – Professional Projects.** Two projects were proposed for completion by professionals: (1) Trimming lower branches on birch at the top of Timberton (included in maintenance contract price); and (2) Tree removal and trimming including removal of dying Chinese Fir in Heritage Pocket Park and trimming limbs and several leaning trees along Timberton (estimated cost of \$1,900).

Completion of the latter work will require transfer of an additional \$850 from Contingency Funds to VMC Capital Improvement line item, rather than the \$1,175 discussed as anticipated in September Board Meeting. If this transfer is approved, the total Contingency Funds transferred this year will be less than half of the amounts allocated to VMC in prior

two years for projects that were not completed. As they were part of total funds not used in those years, this resulted in those funds going into the Contingency Fund.

Motion to approve professional projects and transfer \$850 of contingency funds MSP, unanimous.

**Projects for Approval – Community Volunteer Projects.** Three volunteer projects are proposed.

- Heritage Pocket Park. Clean out blackberries and some low branches on evergreen tree.
- Top of Timberon on the Heritage side, cut back junipers from the back side to open space and trim rhododendron behind the junipers to enhance health and blooms. Landscape contract includes one dump load to pick up trimmings.
- Cut up fallen tree in wooded area above double pond.

**No community comments.**

Motion to approve volunteer projects MSP, unanimous.

#### **D. Reserve Study**

Per approval in December Board Meeting, Virginia purchased a program and ran preliminary models with our actual reserve balance, which is substantially lower than the assumed balance used in the December 2023 professional study. Despite the lower number, we are still above 100% fully funded. The model, nonetheless, recommends contributions of \$2,990 to begin in FY26-27 to always remain above 100% funding and a minimum of \$2,000 as a baseline, which results in projected shortfall in five or six years.

The President, VP and Pond Steward will inspect assets and determine any near-term maintenance before running a final report. Information on that report will be included in the annual meeting packet and discussed at the annual meeting.

No motion was made. There were a number of community questions and comments critical of both the December 2023 report and the board's plan to restart contributions. This and related budget item discussion is detailed under Budget Worksheet Discussion.

**E. Survey Possibility.** The possibility of a community survey was raised and discussed. A simple survey can be completed anonymously and at no cost using our website. The format would probably be in a narrative form, asking for community input as to likes, dislikes and ideas in a number of areas such as community communications, grounds maintenance, etc. Volunteers would be needed to help collate the responses. Community comment was generally favorable. Timing would be after the annual meeting. Further discussion postponed to a later meeting.

#### **F. Budget and Annual Meeting Planning**

**Annual Meeting Planning.** The annual meeting will include a PowerPoint presentation followed by a potluck social. Volunteers are needed to sign in members and count votes. More specifics will be decided at the April meeting to finalize the budget.

**Note:** date for meeting was set for April 22, 2026 after the close of this meeting.

### **Budget Worksheet Discussion.**

**Note:** Board comments are set out first in these minutes. Comments relating to the budget occurred throughout the meeting but are set out after the board comments below.

**Board Presentation.** Virginia gave a short history of how we have covered significant expense increases with only minimal dues increases over the last decade. This involved first eliminating contributions to a special Uncertainties Reserve Fund, then eliminating contributions to our regular Asset Reserve Fund, then using interest from all reserves for operational expenses. The board believes this path is unsustainable.

The proposed increase this year is a one-time correction, not a new trajectory. With this correction, future increases should be inflationary only.

Specific areas the board is considering to reduce the proposed budget and related dues increase include the following.

- Reducing insurance coverage from \$6 million to \$2 or \$3 million (the increase was made about two years ago to better protect the community, but significant cost increases since that time have made the cost far higher than anticipated). This could save from \$750 to \$1,500.
- Combining the line items for reserve contribution and study costs and use a three-year average to level out these expenses. Even with a steady contribution, the combined expense varies substantially from year-to-year because RCW 64.90 requires a professional study (est. \$1,500) every third year and a self-study (est. \$400 for program) in other years. Assuming an average contribution of \$2,700 per year (less in professional study years and more in self-study years), this would reduce these two items on this year's budget from a total of \$4200 to roughly \$3500 combined.
- Website. We should consider changing to a more full-service program with an annual cost of roughly \$500. This decision needs to be made before April 2027 when our payment of roughly \$845 for a three-year use of current platform is due. Total actual cost would be higher in a three-year period, but cost would be lower this year. We would need volunteers to study the options.
- Rotary Flags. We have made a \$160 contribution per year for flags for a number of years but it is a voluntary contribution we could eliminate if the community so desires.
- VMC Capital Improvement. This can be dropped from the proposed \$1,800 to \$1,500. Any projects that exceed the \$1,500 would then need to be funded from the Contingency Fund.
- Bookkeeper. Theoretically, we could save \$2,400 per year if we had a volunteer bookkeeper. That option is not, however, likely to be practical as it would require a long-term commitment to provide services that could satisfy full-accrual accounting requirements and withstand audits that are more likely to be required under provisions

of RCW64.90 that become effective in 2028 (audit required unless waived by majority of voters).

**Community Comments.** The following comments were made throughout the meeting but are primarily collected here for ease of reference.

**Reserve Study.** Members raised questions regarding the accuracy of the current professional reserve study (prepared in December 2023 for FY24/25), including whether it included unnecessary components (such as periodic major landscaping costs) and whether the projected costs of maintaining listed components were too high (such as for pond maintenance and mailbox replacement).

**Note:** A new professional study is required in FY26/27, which will be completed with input from the pond steward (position created in December 2025) and the board. The board also has concerns with the quality of the last professional study, in part because it fails to consider multiple components included in prior self-studies and concludes far less is needed for future costs than prior self-studies predicted.

Questions were raised regarding the need to purchase a program to run self-study models in years in which that is allowed and whether we could not just create our own spreadsheet or save by purchasing together with other Villages

**Note:** The board explained that the previously free program was no longer available, the program purchased incorporates data from the professional study, and the cost (\$400) was approved in the December meeting without objection. Using a program purchased by someone else risks license violation. The board would welcome assistance from a volunteer willing to create a program/spreadsheet that satisfies the stringent statutory requirements.

**Reserve Funds.** Comments included that interest should remain in reserve accounts and not be used for operations. Concerns were raised that funds had been commingled several years ago. Objections were raised to restarting reserve contributions.

**Note:** The board noted it had voted to separate the accounts in September 2025 and completed the task before December 2025 as reflected in minutes for those meetings. An intent to discontinue reliance on interest was addressed in the December 2025 minutes and proposed budget.

**Budget Proposal.** One member presented extensive comments suggesting the dues increase could be reduced to 13% or less by eliminating the reserve contribution and “buffer” line item, reducing various line items including social (from \$300 to \$150) and VMC Capital Improvements (from \$1,800 to \$1,500), using some contingency funds for operations, and reducing insurance coverage from \$6 million to \$2 million or less. Multiple members indicated agreement to lowering the insurance coverage, which was increased two or three years ago. There was an extensive discussion of insurance options and potential savings. One member agreed to check into pricing of alternative insurance policies. One member was concerned about the cost of bookkeeping but also about the

fact our bookkeeper is not a CPA. A board member noted we would need to increase the budget substantially to hire a CPA for bookkeeping.

Note: Several of the suggestions were discussed in the board's proposed options for reducing the budget. The board is considering all proposed options and will address them in a revised proposed budget to be sent out two weeks before the meeting to finalize the budget (now set for April 22, 2026). Anyone interested in reviewing the policies or assisting in policy research, should contact Virginia.

#### **G. Next Steps.**

The board will set a meeting the week of April 20 to finalize the budget and plan for the annual meeting. A new proposed budget will be sent out two weeks before that meeting.

**Note:** Budget meeting set for April 22 at 5:30 after this meeting concluded.

The board will assemble and send out the annual meeting packets in May. The packets are required by statute to include significant information regarding budget, reserve study status, and reserve fund status.

Next regular quarterly meeting is June 8, 2026, at 5:30 as previously set and reflected on website.

Annual Meeting: June 22, 2026, time to be determined (likely 5:30 start). Meeting will include a power point presentation and include a pot luck social.

**Meeting Adjourned at 7:42 p.m.** Motion to adjourn, MSP, unanimous.

Respectfully submitted,

Sue Cross