

TVHA Quarterly Board Meeting
June 22, 2026
Pending – posted June 11, 2026

1. **Call to Order.** Meeting called to order by President at 5:34.
2. **Preliminary Matters.** Quorum Established (all board members present); Motion to approve agenda, MSP (unanimous); Motion to approve April 22, 2026, minutes without edits, MSP (unanimous).
3. **Board Members Present.** Virginia Vroegop (Pres.), Gail DeLuke (VP., VMC) Ann Louise Maynard (Treas., Finance Committee), Verba Abbott (Secty.); Sue Cross (Member at Large, ARC).
4. **Homeowners Attending.** Pete Porter, Teresa Daugherty, Neil Vroegop, Tom Snelson, Barb & Les Phillips, Christina Anagnost, Lydia Kelly, John Auty.
5. **Community Comment.** An opportunity for comment was offered at the beginning of the meeting. All homeowners present deferred any comment until discussion of items of business.
6. **Officer & Committee Reports**

President's Report. Annual meeting notices were prepared by President and Secretary and mailed out May 17, 2026. Two were returned, one due to an incorrect address and one with no forwarding address available. The first was hand-delivered. The second (Hellewell) was given to Tom Snelson who will contact owner and forward if requested.

The election process is addressed in written instructions that have been given to the election committee (two teams of two people). All returned election envelopes (ballots) will be delivered (sealed) to the election committee who will keep the ballots confidential and will seal them after the annual meeting. Ballots from prior meetings have now been destroyed if over four-years old and sealed if more recent.

Seven boxes of files from prior board members and one from Lydia Kelly have been reduced to four boxes of files and one of supplies. The reduction was primarily by removal of duplicates and files over seven years old. Select older documents were retained because they were deemed useful for historical purposes (e.g. records of extraordinary expenses or related to reserve-study preparation or pond maintenance). The retained files, including newly compiled files relating to prior litigation, have been organized for easier reference (e.g. date order).

Thanks to work by Chuck Baumann, we now have word-searchable governing documents on our website (Supplemental Declarations of CC&Rs and Bylaws).

Presidents Group & RCW 64.90 update: The group is continuing to meet every two months to discuss matters of mutual interest to South Bay Villages including statutory updates and how each village handles various needs (pond maintenance, reserves, accounting, etc.) Virginia has spoken with a law firm that will provide a cost estimate for preparation of updated governing documents if multiple villages act collectively.

Vice President & VMC Chair's Report. The Pocket Park on Heritage was cleared of brush, blackberry vines etc. by volunteers.

Pre-approved planned Summer projects are as follows: Juniper at top of Timberton to be cut back and Rhododendron trimmed up. Mulch to be placed at Timberton and Paradise Bay around monuments and trees. Fir trees on Timber Ridge to be trimmed up per Fire Department recommendation.

We have obtained a quote of \$1,500 from our landscaper, Luis, to clean out and around the Spinnaker pond. This will involve removing (hopefully pulling up) one third of the cattails, removing three trees growing in the pond, and cutting back brush around the pond. Funds would come from Reserve Fund (funding request to be covered in new business).

Clean up beyond what is normally done by our landscapers is also needed around other ponds (Woods and Double-Cell pond). This includes whacking brush and trimming back and hauling limbs. At least the work at the Woods pond and some at the Double-Cell pond can probably be done with volunteers working for several hours on two to three days. Some work in a ditch behind the Double-Cell pond may require more extensive work.

The Gazebo Trail and Gazebo were inspected by (Gail and Virginia). Some minor trimming is needed this summer.

Treasurer: We are currently collecting dues for the July billing. None are past due from prior billings (January). Most recent Edward Jones CD rollover was at 3.95% and next renewal should be at about the same rate.

Secretary: No report.

ARC: Only pending ARC request is for a tree removal on Timber Ridge and is being held so work completion period will be in the Fall.

7. Old Business

President withdrew proposal to modify months for quarterly meetings. They will remain in September, December, March and June, with the likely need for a special meeting in April to set the budget (due to statutory timing requirements).

The board will meet immediately after the Annual Meeting to decide whether to defer elections of officers until September (leaving current positions in place until then) or to have a special meeting to elect officers before the September meeting.

Options for updating our governing documents to comply with RCW 64.90 by January 2028 will be discussed at the annual meeting.

7. New Business

A. Pond Steward Report and Related Motions:

Pete Porter, Virginia and Gail completed a walk around June 8, 2026, to examine all three ponds and 27 catch basins. One catch basin could not be located and two could not be opened. Sediment levels in all others were measured. A few need to be cleaned out. Most of these are the HOAs responsibility. (The county is responsible for those in the county road right-of-way, but we may need to alert county when work is needed to avoid damage to portions for which we are responsible (pipes, downstream catch basins and ponds).

The group also examined each pond for maintenance needs. All need at least some perimeter trimming beyond the routine work done under our annual landscaping contract. Spinnaker needs substantial clean out including removal of trees, brush and cattails in ponds and cutting back of brush and limbs around pond.

Pete will present a summary of our stormwater system and maintenance needs at the annual meeting. He has multiple documents from our files and county records reflecting details of our system.

Pete has explored options for a professional inspection and report which would include a long-term maintenance plan specifically designed for our system. We are coordinating with Olympic Terrace II for this work and hope to gain some cost savings by coordinating timing of the expert's visit. The engineering firm being considered for this work is Zenovic & Assoc. in Port Angeles, WA. The engineer who would most likely perform the work is Seth Rodman, who is a Civil Engineer, holds a Professional Engineers License, and has 12-years of experience.

MOTIONS:

Motion to approve \$150 for pond maintenance tools to be drawn initially from VMC improvements line item and, ultimately, from the Asset Reserve. MSP (unanimous).

Motion to approve \$1,500 from the Asset Reserve for clean out of Spinnaker Pond (current landscaper's crew). MSP (unanimous).

Motion to approve up to \$3,500 from the Asset Reserve for expert consultation, report and plan. The board may, by unanimous written consent (as a ministerial matter) approve specific expenditures up to this amount for this purpose. MSP (unanimous).

(Total Asset Reserve expenditure approved up to \$5,150, to be held out when next CD matures. Funds may be advanced from available VMC or contingency funds in checking but will be reimbursed from the Asset Reserve when a CD next matures.)

Motion to approve volunteer projects for clean up around perimeter of ponds as needed. MSP (unanimous).

B. Insurance

We have learned that our bookkeeper does not carry professional liability insurance and that our primary insurer, CAU, requires such coverage to provide us with D&O coverage, which is required for other coverage from CAU. To address this issue, CAU has obtained a quote from Travelers Insurance for a separate D&O policy. This will add substantially to our insurance costs, which would have been roughly \$3,258 with the previously planned coverage of \$2 million in liability and \$2 million in D&O coverage from CAU (plus a small accident policy for volunteers).

Our cost options now are \$4,750 for \$2 million in liability coverage from CAU and \$2 million in D&O coverage from Travelers or \$3,917 if we drop the D&O coverage to \$1 million. The latter is slightly above our budget for insurance in FY 2026-27. Our other option is to find a different bookkeeper who carries insurance or to find a resident who will perform the work as a volunteer (which CAU will cover under our prior terms). Neither option is feasible in the short

term, though all options should be explored in the coming year. Initial inquiries indicate changing bookkeepers to one with insurance is not likely to yield a net savings.

MOTION:

Motion to modify our coverage for FY 2026-27 to \$2 million liability with CAU and \$1 million D&O with Travelers. MSP (unanimous).

C. Bookkeeper Contract and Check Signing

Our bookkeeper has confirmed by email that she has always served as an independent contractor. We do not but should have a written contract to this effect that also sets out the duties performed and amounts paid. Virginia has drafted a contract, which Ann and Gail have reviewed and which has been shared with the remainder of the board. Our bookkeeper has preliminarily reviewed the draft and did not have any concerns with the wording. She will review it again on June 12 when she returns home.

The only modification from the past years' terms is the bookkeeper will no longer have check-writing authority. She will still have electronic access to view any and all information relating to our checking account.

MOTION:

Motion to remove the bookkeeper as a signatory from checking account but to have her retain access to account information, to approve the contract as written, and to authorize Virginia to sign it on behalf of the HOA. Minor edits may be approved by unanimous written consent of the board as a ministerial matter without a further meeting of the board.

MOTION TO ADJOURN, MSP (unanimous).

Meeting adjourned at 6:38

NEXT MEETING:

Annual Meeting June 22, 2026, at 5:00 p.m.

A brief board meeting to address officer elections may follow that meeting.

Respectfully submitted,

Verba Abbott