TVHA Quarterly Board Meeting
August 31, 2026
Approved by Board -- Posted September 7, 2026

Note: These minutes become final on September 22, 2026, absent community objection by September 21, 2026 (within 14 days of posting). See item 9.A. in these minutes.

1. **Call to Order.** Meeting called to order by President at 5:30

2. **Preliminary Matters**. Quorum established (all board members present); Motion to approve agenda, MSP (unanimous); Motion to approve June 8, 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., Greeter Chair), Sue Cross (Member at Large, ARC).

4. **Homeowners Attending.** Lydia Kelly, Teresa Daugherty, Neil Vroegop, Barb Phillips, Christina Anagnost, Lydia Kelly, Chris and Angela Van Buren, Jim & Rhonda Turner, Sharyn Tidwell, Carol Durban, Ruth Gribbin/Schmitt..

5. **Community Comment.** An opportunity for comment was offered at the beginning of the meeting. No homeowner indicated a desire to make comments during the initial period, so homeowner comments were deferred until discussion of items of business.

6. **Board Elections.** Motion to reelect board members to serve in same offices and committee positions as during the prior fiscal year. (See #3 above). MSP (unanimous).

7. **Officer & Committee Reports**

President's Report. Village Presidents Group & RCW 64.90 update: The group is continuing to meet every two months with 12 of 14 Villages participating. The last meeting focused on websites, bookkeeping and a plan to share expenses of updating governing documents. The savings would be accomplished through development and use of a shared template (shared cost) followed by customization of CCRs and bylaw preparation (individual Village expense). Eight or nine Villages are seeking approval from their boards to participate in this shared approach. More on this under old business. Pond stewards from multiple villages have also met to share information, led by our Pete Porter. This level of sharing between Villages is previously unprecedented and bodes well for all our Villages.

The board met for about three hours on August 3, 2026, for a workshop to address priorities for the coming year and to set this agenda. Matters to be addressed in motions in this meeting were discussed preliminarily including the need to replace website and bookkeeper, related insurance changes, reserve study needs and pond work. The meeting was open to homeowners but none attended.

End-of-year financial reports have been posted. Expenses exceeded *new income* (dues plus interest) by $3,249.19. Adjusted for the contingency fund transfers approved during the fiscal year ($3,190), the net overage was $59.19. Notes to the report explain how contingency vs. operational portions of the checking account were reallocated at the end of the fiscal year, with a little over $1,200 being returned to contingency.

Vice President & VMC Chair's Report. The Spinnaker clean up has been completed by our landscaper, Luis, who removed trees and cattails, trimmed surrounding brush, and hauled away the debris. $1,500 was previously approved for this work from the Asset Reserve fund. Actual cost was $1,638. The difference will be addressed in a new business motion.

Other work completed since our last meeting includes the annual pond work by the landscaper (normal budget item), substantial volunteer cleanup work at the top of Timberton (trimming rhodies and juniper from the back side), and many hours of work by volunteers trimming back brush around the Woods Pond and back side of the Double Cell Pond. The volunteer effort saved substantial funds that would otherwise likely have come from Asset Reserves for pond maintenance and landscaping as this is work that is major maintenance only done after a significant number of years.

Beyond normal work, upcoming work includes having our landscaper remove a dead, fallen tree below the gazebo. This will be covered from the regular VMC and Capital Improvement funds.

Treasurer: All dues for the first half of this fiscal year have been paid.

Secretary: We now have communication consent forms for all but six of our 78 owners. These are organized in a notebook that will allow us to keep better track going forward. Before this year's initiative, we could only locate 23 forms for the current 78 owners, though we had electronic contact information for all but a few. Efforts are underway to get the last few.

ARC: Two ARC applications have been received and approved. One for a deck was rushed through by SBCA to accommodate the homeowner. SBCA's cooperation is appreciated.

8. Old Business

RCW 64.90. The Village Presidents have been working collaboratively since last fall to address the common need to update all of our governing documents due to substantial changes that have already taken effect (in part) and will fully apply on January 1, 2028. We have negotiated with a law firm to prepare a common template for Declaration of CC&Rs at a shared cost (based on Village size) and to customize that template for each Village on a billable hour basis (estimated to cost $2,500 per Village) with the option to have the firm prepare bylaws (also on an hourly basis and estimated to cost $2,500): the "Template Initiative." Eight or nine Village Presidents believe their Villages will participate and are seeking approval and funding. Actual cost for the template share will depend on how many participate but is estimated to be $2,000 to $2,500 for Timberton's share, plus $2,500 each for customization of the template and bylaw preparation (estimated expenses). The total cost anticipated is well below the previously estimated cost to prepare these documents on an individual-Village basis. Estimates have ranged from $12,000 to $14,000 (initial estimate from this firm if several Villages had similar documents prepared) to up to $35,000 (estimate received by another Village for entirely individual work). The estimates do not include filing fees or expenses related to community vote on restated documents.

Community questions included whether the new documents would apply before January 1, 2028. Virginia explained they would be written to become effective on that date but could (and should) be adopted earlier. A homeowner asked whether the changes would go beyond updates to comply with the law. Virginia explained they would remove old declarant language that is no longer necessary and incorporate amendments since initial adoption so there is one, clean set of documents, but no other substantive changes are planned. There were no objections.

Motion to approve Timberton's participation in the Template Initiative including:

- Authorize President to sign engagement letter with law firm after circulating to board (absent written objection from a board member);
- Authorized use of up to $8,000 from contingency for Timberton's share of the Template cost plus customization and bylaws, with actual disbursals to be approved as ministerial matters (requires unanimous written consent of board, email suffices);
- Any additional contingency fund use (in the event legal bills exceed estimates), will require compliance with Balanced Budget Policy procedures (prior notice to community and board meeting).

MSP (unanimous).

9. New Business

A. Future minutes approval. South Bay has shared their attorney's advice that boards circulate and approve minutes of board meetings as "ministerial matters," so the minutes do not remain pending for extended periods of time. As noted above, this requires a unanimous written vote of the board. That writing can be by email. The purpose is to trigger the 90 day period to challenge board actions for failure to comply with RCW 64.90.445's procedural requirements. See RCW 64.90.445(l).

Motion for board to approve board meeting minutes as a ministerial action as follows:

- Minutes will be prepared and circulated between board members by email or otherwise;
- Board members may propose edits and, once agreed, indicate approval in writing (email suffices);
- Minutes will be posted and an eblast sent out advising homeowners that the minutes will become final after 14 days unless an objection to the accuracy of the minutes is received within that time;
- If an objection is received, the board will review and revisit the minutes and confer with the objecting homeowner;
- Absent agreement between board and an objecting homeowner, the minutes will remain pending until the next board meeting;

MSP (unanimous).

B. Website replacement.   Our current website is failing and our webmaster, Jim Tidwell has recommended we replace it as soon as possible. Resident Jim Turner has volunteered to help us evaluate and test alternatives. We initially considered PayHOA, a platform that would combine website and bookkeeping functions. Unfortunately, testing established the website portion of that program was weak and bookkeeping functions only adequate so that alternative has been rejected. HOA Express is another alternative, which multiple other Villages are using and are extremely satisfied with as reported in the August Presidents Group meeting (attended by Jim Turner and President). We are currently testing that alternative and anticipate a fully successful result given the experience of other similar Villages. The cost, if paid annually, would be $41 per month and the platform offers substantial advantages over our current web platform, which must, in any event, be replaced very soon. Funds are available in amounts budgeted for this year for renewal of the current web platform.

Motion to authorize purchase and implementation of the HOAExpress Platform assuming positive evaluation following 30-day test period.

- Select annual payment option;
- Final approval by ministerial vote of the board during trial period;
- Authorize President to sign any necessary agreement.

MSP (unanimous).

C. Bookkeeper replacement. Our current bookkeeper has given notice that she will resign in September after completing the August reports. Our alternatives include finding a replacement bookkeeper or a homeowner to take on the task as a volunteer. Finding a volunteer does not appear likely in the near future. We have received a proposal from Marie Osborne, owner of Oakpath Bookkeeping Services, to perform the same services as our current bookkeeper for $270/month. This service carries its own insurance. Our current bookkeeper charges $200 but, because she is uninsured, we pay an added $70 for insurance each month. Thus, the net monthly cost of the two bookkeepers is the same. There will be some additional set up costs initially, likely in the $300 to $700 range. The amount will depend in part on the format and completeness of data received from the current bookkeeper. Funds may be able to be paid from reallocation of other line items (e.g. savings on this year's planned reserve study cost and website renewal) and, if not, will require a separate meeting to approve use of contingency funds for this purpose.

Motion to hire Marie Osborne and Oakpath Bookkeeping Services to perform our bookkeeping including:

- Accept proposal option 1 (full service for $270/month) and authorize President to sign same;
- Pay start up expenses from reallocation of other budget line items if possible and, if not, set meeting to approve from contingency funds;
- Authorize Oakpath and Marie Osborne to access and receive account information (but not initiate any transactions) from Kitsap bank on our checking account and all three Edward Jones accounts as necessary to perform bookkeeping services;
- Authorize board members to access Quickbooks account set up by Marie Osborne; and
- Authorize payment of up to $100 to current bookkeeper for any additional work necessary to transfer records in new bookkeeper's preferred format.

MSP (unanimous).

D. Insurance Modification. With the replacement of the bookkeeper, we should be able to return to having our insurance solely through CAU rather than separate E&O Policy with Travelers, which was required because of current bookkeeper's uninsured status. Our CAU Agent has informed us this can be done without penalty and should save the equivalent of roughly $70 per month.

Motion to replace current policies, split between CAU and Travelers, with the same coverage solely through CAU: $2 million in liability and property coverage, $1 million in errors and omissions. President authorized to sign policy applications to this effect.

MSP (unanimous).

E. Reserve Study. We need and have budgeted $1,500 for an on-site professional reserve study this year. The firm we used previously, Associated Reserves, offers two forms of contract, one of which averages the cost of the on-site study ($1,280) with two-years of professional no-site-visit updates (currently $640/year) if the HOA agrees to a three-year "loyalty" contract. The annual cost would be fixed at $850/year for three years. Using this alternative would make budgeting easier and facilitate/encourage future compliance with statutory requirements that are now mandatory.

Motion to accept the proposed three-year loyalty program and authorize President to sign the related agreement.

MSP (unanimous).

F. Pond Expense. In June, the board approved use of reserve funds to pay various expenses relating to pond maintenance including: $150 for tools/miscellaneous, $1,500 for work on the Spinnaker pond. and up to $3,500 for an expert consultation. Spinnaker work was completed for $1,638 ($1,500 plus tax), was paid from checking, and will be reimbursed from reserve funds (the $150 plus $1,500). The funding for expert work remains subject to ministerial vote for final approval up to that cap once an expert is located. See June 8, 2026, minutes at 7.A. The pond steward now seeks an additional amount up to $1,000 to cover additional tools, minor repairs, and hiring of OWSI to use its vacuum truck to clean several of the accessible sumps that are the responsibility of Timberton. (Many sumps in the community are the responsibility of the county.)

Motion to approve expenditure of an additional $1,000 for pond maintenance, in addition to the previously approved amounts, with the funds to ultimately be paid from the Asset Reserve account at Edward Jones. The funds may initially be advanced from operational funds in Kitsap Bank checking account subject to reimbursement when CDs next mature in the Asset Reserve account.

MSP (unanimous).

MOTION TO ADJOURN, MSP (unanimous). Meeting adjourned at 6:42.

NEXT MEETING: December 7, 2026.

Respectfully submitted, Verba Abbott