

# 2071875 MASON CO WA

03/30/2017 10:11 AM RESOL  
WILSON HOSS #102043 Rec Fee: \$76.00 Pages: 4



**After Recording Return To:**

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DOCUMENT TITLE:	Timberlake Community Club Resolution 2017- , Rules Committee
REFERENCE NUMBERS OF RELATED DOCUMENTS:	N/A
GRANTOR:	<b>Timberlake Community Club</b>
GRANTEES:	Public
LEGAL DESCRIPTION:	Timberlake Divisions 1 – 13
ASSESSOR'S PROPERTY TAX PARCEL NO.	Division 1 – 20018-50-00001 thru 22018-50-09162 Division 2 – 22017-50-00001 thru 22017-50-00908 Division 3 – 22018-51-00001 thru 22018-51-00902 Division 4 – 22018-52-00001 thru 22018-52-00061 Division 5 – 22018-53-00001 thru 22018-53-00903 Division 6 – 22018-54-00001 thru 22018-54-00088 Division 7 – 22017-50-00001 thru 22017-50-00104 Division 8 – 22007-51-00001 thru 22007-51-90933 Division 9 – 22017-51-00001 thru 22017-51-00169 Division 10 – 22017-52-00001 thru 22017-52-00088 Division 11 – 22017-53-00001 thru 22017-53-00900 Division 12 – 22018-55-00001 thru 22018-55-00018 Division 13 – 22008-50-00001 thru 22008-50-00900

## **TIMBERLAKE COMMUNITY CLUB**

### **RESOLUTION NO. 2017 - 04**

#### **RULES COMMITTEE**

Supercedes Resolution 2010-04

This Resolution sets out the purposes, authority, make up, and operating procedures of the Timberlake Rules Committee. It is to be harmonized with all provisions of other Rules of Timberlake where possible, and where not possible, the provisions of this Resolution control.

**1. Purposes.** The Rules Committee has three primary purposes, centered on service to the Members of the Association:

- to identify circumstances that would benefit from a new general Association Rule, based on experience, circumstances and/or understandings of best practices, and/or any other good and sufficient reasons; to investigate these circumstances, prepare drafts or other written information as appropriate, and recommend such rules to the Board;
- to identify current Rules or parts of current Rules that would benefit from amendment, based on experience, further understandings of best practices, and/or any other good and sufficient reasons; to investigate these circumstances, prepare drafts or other written information as appropriate, and recommend such amendments to the Board; and
- to ensure the alignment of all proposals with other Timberlake governing documents, or to recommend revision of such other governing documents as necessary.

**2. Authority.** Timberlake Community Club has the authority to enforce its Restrictive Covenants and other Rules that apply to the Timberlake development. Timberlake also has the authorities specified in the Washington State Homeowners' Association Act at RCW ch. 64.38, and the Washington State Nonprofit Corporation Act, RCW ch. 24.03. This Resolution supersedes all inconsistent other Rules of Timberlake.

The Rules Committee does not have the authority to act for the Board with respect to any final decisions or implementation of any Rules; rather, it recommends to the Board based on its experience, circumstances, understandings and deliberations. The Board may or may not accept such recommendations in whole or in part. The Rules Committee shall present its recommendations for action, if any, to the Board of Directors sufficiently prior to a Board meeting at which such recommendations are to be considered to allow the Board members adequate time to review and consider the recommendations, and it shall work with the Board to reach conclusions that best serve the needs of the Membership.

**3. Composition.** The Rules Committee shall consist of one member of the Board of Directors, who shall act as Liaison with the Board and as a Rules Committee member; a Chairperson who is a general Timberlake member; and from two to six additional Members, which may include other Directors. All members of

the Rules Committee shall be appointed and serve at the discretion of the President of the Board of Directors, and approved by the Board of Directors. Follow Committee Guidelines 2010-03.

In addition, the office staff of Timberlake will provide support to the Rules Committee, with regard to mailings, office procedures, filing, and so on, under the direction of the Office Manager. Any concerns or issues regarding such support shall first be made subject to informal, good faith discussions, and if no agreement is possible, shall then be brought to the Board of Directors for resolution by the Board Liaison Committee member.

**4. Operating Procedures.** The Rules Committee shall operate pursuant to procedures that are fair and reasonable. It shall create and make systems for its operation, which shall include:

- timelines, assignment of responsibilities, accountability/ follow-through, and letters and other forms, as well as other procedures that support the work of the Committee;
- processes such as flow charts for actions to be taken;
- use of civility and courtesy when dealing within the Committee and with members; and
- coordination with legal counsel.

The Committee shall keep and maintain accessible records of its systems, processes, procedures and actions. It shall make and keep reasonably accurate and complete written minutes of its proceedings.

**5. Severability.** If any provision of this Resolution is found to be unlawful, the remainder shall not be affected.

**6. Effective Date.** The terms of this Resolution apply on its effective date, and they apply to all circumstances currently existing at the time of its approval, except when to do so would interfere with existing, vested rights. Existing, vested rights are limited to those matters and conditions that were properly approved by Timberlake as required; and in compliance with all relevant Timberlake Restrictive Covenants and other Rules as of the time of their approval, if any approval was required, and subsequently, as those Rules have existed over time.

THIS RESOLUTION was adopted by the Timberlake Community Club Board of Directors this 25 day of March, 2017.

