

Draft

**TIMBERLAKE COMMUNITY CLUB, INC.
ANNUAL MEMBERSHIP MEETING
MINUTES
AUGUST 8, 2021, ~ 1:00 P.M.**

I. The meeting was called to order by President Lynwood David at 1:00 p.m.

Pledge of Allegiance

Check for Quorum – No, only 49 signed in, no business can be conducted at this meeting.

II. ANNOUNCEMENTS:

Introduction of present Board of Directors

- Lynwood David, President and Permitting/Covenants Director & CERT Liaison
- Dawn Howard, Vice President
- Terry Hubbard, Secretary ~ Maintenance/Water Director & Rules Liaison
- Christy Vaughn, Treasurer & Office Director
- Our members at large:
- Ray Tomlinson ~ Lake Safety Liaison
- Stan Miller ~ Activity Committee Liaison
- Ken Bassett

III. BUSINESS:

No motion can be made to approve the minutes of the 2019 Annual Meeting as there is no quorum. The minutes will be approved at the September Community Meeting.

Reports

President Lynwood David introduced himself, he has lived at Timberlake for 3 years, was appointed to the Board 2 years ago and is currently sitting as President.

Treasurer Christy Vaughn reviewed the June Financial Report and the FY 21-22 Budget. (Both attached).

Water Department

Terry Hubbard reported that there have been several service line leaks, most of these are due to failing “barbed fittings”

The Reserve Rates were raised to meet the requirements a set by the Reserve Study.

General Maintenance & Common Properties

Terry Hubbard reported on the following subjects:

We are working on the 2nd mower as time allows

Craig has been doing a great job maintaining all our parks and bathrooms.

Vandalism is increasing in our area

Committees:

Activity Committee

Last year due to covid we couldn't do all of our events, but we did have; an Easter Parade, Christmas Parade and Trunk-or-Treat.

This year we have handed out a list of our upcoming events and information on the school drive. (Attached).

CERT Committee

The CERT Committee is having a Safety Fair August 28, 2021, at Island Park from 10 a.m. to 4 p.m. There will be food, fun, pamphlets, and games for the kids.

Rules Committee

Our Chair for this Committee, Si Capelletti, is on vacation so could not attend today. Terry Hubbard gave an update, the only work in progress is the Renters Resolution. The next meeting is August 19, 2021

Lake Safety

Ray Tomlinson stated that this committee needs at least 2 more volunteers. He requested members see him after the meeting to find out more information or call the office. A good part of this committee is just monitoring making sure folks have their Lot numbers and registration stickers.

Ray also reported that the life preserver station was set up for use by all members for free. All life jackets were stolen within the first week of putting them up.

Permitting

Lyn urged everyone to please call Angi in the office with any questions. She is knowledgeable and able to assist with any subject.

The Tree Cutting Resolution is still a work in progress, once it is re-worked, we will present it to the membership again for review.

IV. INTERMISSION:

V. ANNOUNCE RESULTS OF THE ELECTION:

Fiscal Year General Budget ~ Approve 132 ~ Disapprove 52

Fiscal Year Water Budget ~ Approve 125 ~ Disapprove 60

Audit ~ Internal 65 ~ External 113

Board candidates:

Lynwood David ~ 144

Christy Vaughn ~ 150

Security ~ Yes 90 ~ No 99

VI. SHERIFF PRESENTATION:

Deputy Chief Spurling reported on the status of the Mason County Sheriff's Office. There are only 37 patrol officers, which results in only 6 officers per shift to cover 1,000 square miles including 200 lakes, Hood Canal, and the National Forest. The Department receives 125-150 911 calls every day.

Officer Matt Colbenson explained the Block Watch program and the Departments willingness to assist Timberlake Members with setting the program up.

VII. RECOGNITION OF VOLUNTEERS

Introduction of Board of Directors and seating of same ~ Lynwood Introduced himself and Christy as the incumbent Board Members who were elected for another 3-year term.

Recognition of Volunteers ~ Linda Bruder presented Raccoon Pins to the volunteers and employees

Clay Long Volunteer of the Year Award: The announcement of the Volunteer of the Year was done by Clay Long. Our volunteer of the year is Siro Cappelletti. Congratulations Si!

VIII. FOR THE GOOD OF THE ORDER (Open Floor/Questions):

Frank Mahoney thanked all the people who work here and volunteer to keep Timberlakes beautiful. He is grateful for the place to go and the people. He thanked the Maintenance crew for the upkeep of the bathrooms and grounds. He was raised to show respect for people and property and is very grateful to everyone.

It was asked when we will call for a revote for the Sheriff/security ballot. Christy replied that it will not be brought forward again until the next annual meeting. The main problem we are having is a participation problem, when we only received 189 votes it is a problem. We all need to encourage our friends and neighbors to vote.

Emergency Exit ~ who has the keys to open the gate in case of emergency? It is a coded lock, and the CERT Committee, Employees and Board all have the combination. The Fire Department is requesting a code and/or lock box.

Pam Villareal asked about the Evacuation signs. They are too small and some of the arrows are hidden by brush. MaryAnne Preece responded that the signs meet highway standards. Terry will have maintenance check the signs to assure they are not covered up and will have them move the arrows above the signs.

CERT will also mark the roads with yellow arrows incase of emergency. We have pamphlets and a CERT Handbooks available in the office.

IX. MOTION TO ADJOURN: NO motions can be made without a quorum. The meeting was ended at 3:08 p.m.

Respectfully Submitted by, Sheila Hedlund, Office Manager

These are draft minutes and have not been approved by the Board of Directors.

TLCC Budget Status Summary as of June 30, 2021

Income		Oct '20 - June '21	Budget	Variance
	Total 6500 · General Income	\$ 272,120	\$ 251,910	\$ 20,210
	Total 8500 · Water Income	\$ 343,017	\$ 284,205	\$ 58,812
	Total 8511 · Water Reserve	\$ 226,043	\$ 235,467	\$ (9,424)
Total Income		\$ 841,179	\$ 771,582	\$ 69,598
Expenses				
	Total 6000-01 · General	\$ 253,554	\$ 243,693	\$ (9,861)
	Total 8000-00 · Water	\$ 260,345	\$ 301,300	\$ 40,955
Total Expense		\$ 513,899	\$ 544,993	\$ 31,094
Net Income		\$ 327,281	\$ 226,589	\$ 100,692

Recoverable Legal Income/Expenses	Oct '20 - June '21
6526 · General - Legal Recoverable	\$ 28,239
8503-03 · Water - Legal Recoverable	\$ 28,266
Total Reimb. Legal Income	\$ 56,505
606002A · General - Reimbursable Legal	\$ 5,102
806001A · Water - Reimbursable Legal	\$ 5,702
Total Reimb. Legal Expense	\$ 10,804
Net Income	\$ 45,702

2021-22 TIMBERLAKE GENERAL BUDGET

proposal

EXPENSE PROJECTIONS				
6002 Wages			6006 Taxes	
6002-04	General Clerical Wages	\$78,000	6004-01 Income Tax	\$2,000
6002-07	General Maint Wages	\$71,000	6004-05 Property Tax	\$1,200
6002-17	IRA 3% match	\$5,000	Total	\$3,200
		TOTAL		\$154,000
6004 Payroll Taxes		\$24,400	6022 Lake & Fish	
			6022-01 Fish Stocking	\$10,000
			6022-02 Lake safety	\$500
6009 Training		\$500	6022-03 Weed Control	\$15,000
			TOTAL	\$25,500
6010 Office Expense			6026 Activity Committee	
6010-12	Bank Fees	\$0	\$4,500	
6010-04	Equip Lease	\$4,500	CERT Committee	
6010-14	office equip	\$1,000	\$2,000	
6010-05	Equipment Maint & Repair	500	6060 Professional Fees	
6010-07	Postage	\$3,500	6060-02 Attorney Fees	\$6,000
6010-08	Printing	\$1,600	6060-08 Recording Fee	\$900
6010-09	Software	\$3,400	6060-10 Webpage Maint	\$1,600
6010-10	Supplies	\$2,200	6060-12 External Audit	\$4,000
6010-15	Bd & committee - Supplies	\$1,500	Total	\$12,500
6010-16	Social Expenses	\$1,500	6075 Insurance	
		TOTAL		\$19,700
6013 Utilities			6075-01 D & O	\$2,800
6013-01	Electricity	\$8,500	6075-02 Fire & Liability	\$27,000
6013-02	Garbage	\$800	TOTAL	\$29,800
6013-03	Propane	\$1,000	6090 General Reserve	
6013-04	Telephone & Internet	\$3,800	6090-52 Reserve Study	\$1,200
		TOTAL	Total	\$1,200
6015 Vehicles				
6015-01	Gas & Oil	\$2,800		
6015-04	Maint & Rpr (truck)	\$2,500		
6015-05	Gen. Mileage	\$700		
		TOTAL		
		\$6,000		
6019 Maintenance Common Property			INCOME PROJECTIONS 2021-22	
6019-02	Equipment	\$2,500	6501 Dues ~ Annual \$235.80/Lot	\$324,697
6019-03	Property	\$4,000	6528 Lien Fees	\$1,600
6019-05	Gas & Oil	\$900	6523 Bldg Permits	\$3,600
6019-06	Greenbelt	\$3,500	6531 Transfers	\$12,000
6019-08	Licence/Permits	\$1,500	6503 Interest Income	\$2,500
6019-09	Maint Supply	\$4,900	6521 Activities Committee	\$300
6019-10	MPC, repair/maint bldg	\$3,000	TOTAL PROJECTED INCOME	\$344,697
6019-12	Restroom supplies	\$1,000		
6019-15	Porta Potties	\$2,500	TOTAL PROJECTED EXPENSE	\$322,000
6019-19	Tools	\$800	TOTAL PROJECTED NET INCOME	\$22,697
		TOTAL		
		\$24,600		

**2021-22 TIMBERLAKE WATER BUDGET
PROPOSAL**

EXPENSE PROJECTIONS			
8001 Salaries & Wages			
8001-07	Water Maintenance	\$110,000	
8001-03	Water Clerical	\$60,000	
8001-21	IRA 3% match	\$5,000	
	TOTAL	\$175,000	
8004 Payroll Taxes			\$21,200
8005 Training			\$1,000
8010 Office Expense 60/40			
8010-06	Postage	\$5,100	
8010-07	Printing	\$2,400	
8010-08	Software	\$5,100	
8010-12	Office Equip	\$1,500	
8010-09	Supplies	\$3,300	
8010-03	Equip Lease	\$6,000	
	TOTAL	\$23,400	
8013 Utilities 60/40			
8013-01	Electricity	\$22,000	
8013-04	Telephone	\$6,000	
8013-02	Garbage	\$1,200	
8013-03	Propane	\$1,000	
	Total	\$30,200	
8015 Vehicles			
8015-01	Gas & Oil	\$3,400	
8015-03	Maint & Rpr	\$4,800	
	TOTAL	\$8,200	
8017 Backhoe			
8017-01	Gas & Oil	\$200	
8017-02	Maint & Rpr	\$200	
	TOTAL	\$400	
8040 Water Expense			
8040-03	Water Consultant	\$1,200	
8040-05	Water Meters/Equip	\$200	
8040-06	Water Exp. - Tools	\$2,300	
8040-07	Water Treatment	\$800	
8040-08	Sample Tests	\$800	
8040-09	Supplies/Other	\$8,000	
	TOTAL	\$13,300	
8035 Generator Set			\$1,000
8018 Security (not Sheriff)			\$3,100
8047 License & Permits			\$4,200
8004 Taxes 60/40			
8004-06	Property Tax	\$1,800	
8004-01	Excise Tax	\$22,200	
8004-07	Income Tax	\$5,000	
	TOTAL	\$29,000	
8060 Professional Fees 60/40			
8060-01	Attorney Fees	\$5,000	
8060-07	Webpage Maint	\$2,300	
8060-08	Recording Fees	\$1,200	
8060-09	External Audit	\$5,400	
	TOTAL	\$13,900	
8075 Insurance 60/40			
8075-01	D & O	4,500	
8075-02	Fire & Liability	\$9,000	
	TOTAL	\$43,500	
8090 Special projects			
8090-03	WSP Plan	\$1,500	
8090-20	Reserve Consult Study	\$1,400	
	TOTAL	\$2,900	
8030 Water System Repair & Maint			\$14,000
PROJECTED INCOME			
	8505 Base Rate ~\$228/yr (1320 Lots)		\$312,360
	8506 Camp Rate ~ \$114 /year (57 lots)		\$6,498
	8504 Water Usage+ 4%		\$75,000
	8503 Legal/Adequacy/Backflow		\$3,000
	8501 Equipment Rental (BackHoe)		\$1,100
	8502 Interest Income		\$6,200
	TOTAL PROJECTED INCOME		\$404,158
TOTAL PROJECTED EXPENSES			\$384,300
TOTAL PROJECTED NET INCOME			\$19,858
WATER RESERVES ~ ANNUAL \$258 ~ 1377 LOTS			
	Major Repair & Replacement Reserves		\$177,633
	Main Line Replacement Reserves		\$177,633
	TOTAL WATER MAINT RESERVES		\$355,266

2021-2022 TIMBERLAKE HOA (General) BUDGET 20201-2022 TIMBERLAKE WATER BUDGET

EXPENSE PROJECTIONS

6002	Wages	\$154,000
6004	Taxes Payroll	\$24,400
6009	Training	\$500
6010	Office Expense	\$19,700
6013	Utilities	\$14,100
6015	Vehicles	\$6,000
6022	Lake Treatment & Fish Stocking	\$25,500
6019	Maint. Common Property	\$24,600
6004	Taxes (Income & Property)	\$3,200
6060	Professional Fees CPA & Attorney	\$12,500
6075	Insurance	\$29,800
6090-52	Reserve Study	\$1,200
6020	Committees	\$6,500

TOTAL PROJECTED EXPENSE

\$322,000

INCOME PROJECTIONS 2021-2022

Dues ~ Annual \$235.80 (1238 Lots)	\$324,697
Administrative Income	\$20,000
TOTAL PROJECTED INCOME	\$344,697

TOTAL PROJECTED NET INCOME

\$22,697

EXPENSE PROJECTIONS

8001	Wages
8004	Taxes Payroll
8005	Training
8010	Office Expense
8013	Utilities
8015	Vehicles & Backhoe
8040	Water Expense (Includes Licensing)
8030	Water Sytem Repair & Maintenance
8004	Taxes (Income, Property, Excise)
8060	Professional Fees CPA & Attorney
8075	Insurance
8090	Reserve Study
8090	Special projects
8035	Generator Set
8018	Security (not Sheriff)
8047	License & Permits

TOTAL PROJECTED EXPENSE

INCOME PROJECTIONS 2021-2022

Water Base Rate and Use	
Other Water Income (included Interest)	
TOTAL PROJECTED INCOME	

TOTAL PROJECTED NET INCOME

Activities for 2021

School Supply Drive 8-6 through 8-27

Ice Cream Social 9-4 1 to 3 pm

Halloween House Decorating Contest 10-1 through

10-31 Trunk-or Treat 10-31 5 to 7 pm

Chili Cook-Off 11-13 10 to 4

pm Holiday Food Drive

Christmas House Decorating Contest 12-1 through 12-21

Kids Tree Decorating 12-11 1 to 3 pm

Santa 12-18 1 to 3 (or so)

Craft Fair 10-9

SCHOOL SUPPLY DRIVE

The schools have received an abundant of supplies from the Federal Government this year because of Covid.

This year besides the regular supplies they are in need *of* watercolor paints, socks of all sizes, gloves and head phones.

We are sponsoring a Sock Drive, you can bring socks of all sizes, kindergarten through 6th grade to the MPC.

Pioneer School welcomes all donations they receive.