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TIMBERLAKE COMMUNITY CLUB, INC #161997 Rec Fee: \$207.50 Pages: 5



After Recording Return To:
Timberlake Community Club, Inc.
2880 East Timberlake West Drive
Shelton WA 98584

DOCUMENT TITLE:	Timberlake Community Club Resolution 2021-01
REFERENCE NUMBERS OR RELATED DOCUMENTS	
GRANTOR	Timberlake Community Club, Inc.
GRANTEE	Public – residents of the Timberlake Community
LEGAL DESCRIPTION	Timberlake Divisions 1 - 13
ASSESSOR'S PROPERTY TAX, (PARCEL NO.)	Division 1 – 20018-50-00001 thru 22018-50-09162 Division 2 – 20017-50-00001 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 22007-51-00933 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. 2021 - 01
Community Emergency Response Team (CERT) COMMITTEE**

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Community Emergency Response Team (CERT) COMMITTEE

- 1. Purpose:** The Community Emergency Response Team (CERT) program educates and trains volunteers to prepare for and respond to the hazards that may impact the Timberlake Community in the event of a major disaster. CERT offers a formal, FEMA recognized, nationwide approach to volunteer training and organization that support the community so that professional responders can focus on more complex tasks.

- 2. Objectives:** The Timberlake Community CERT is a community based and member supported committee staffed by local community volunteers. The CERT is a self-contained, trained, and self-sustained team of individuals that will assist the TCC community in the event of a disaster when immediate assistance from outside resources is not immediately available. The CERT will be ready to provide assistance to first responders when they arrive.

- 3. Plans:** The CERT Committee will prepare short- and long-range plans that will provide for the coordination, creation of & distribution of a variety of educational material on various topics and FEMA recognized classroom experiences to include but not limited to:

 - Fire & personal safety
 - Wildfires
 - Emergency Evacuation
 - Earthquake
 - In home disaster preparedness (food, water, heat)
 - Sheltering in Place (your home) vs going to a shelter
 - Winter storms
 - High winds-power outage
 - Extreme Heat
 - CPR & First Aid

- 4. Reports:** The CERT committee will inform the community of the CERT Team progress, and preparedness plans as follows, but not limited to in writing, verbal reports at Community meetings, thru social media, TCC website and other written or published materials.

- 5. Composition:** The CERT Committee shall consist of one member of the Board of Directors, who shall act as both a Liaison with the Board and as a CERT Committee member. A Chairperson who is a Timberlake member; and from six to twelve additional Members, a steering committee and unlimited other volunteers. All members of the CERT Committee are approved by the President and serve at the discretion of the Board of Directors.

6. Members: Only Timberlake members in good standing may be members of the CERT Committee. The CERT Committee may select its members, pursuant to procedures it adopts regarding the same. At all times a member of the Board of Directors shall be a member of the CERT Committee, and shall serve as the liaison between the Board and the Committee

7. Initial Committee Staffing:

- Chairperson
- Vice-Chairperson, Treasurer
- Team of task managers responsible for
 - Distribution of supplies or materials
 - Traffic control as needed
 - Shelter management/assistance as needed
 - HAM radio operators
 - Other resources as needed or indicated
- All Members serving on this Committee shall conduct themselves per;
 - A. Article VII – Code of Ethics of our Timberlake By-Laws dated June 15, 2006.
 - B. Follow Committee Guidelines Resolution 2010-03.
 - C. Complete Background checks

8. Support: The office staff of Timberlake will provide support to the CERT Committee, regarding mailings, office procedures, filing, and so on, under the direction of the Office Manager.

9. Operating Procedures: The CERT 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.
- Coordination with legal counsel.

10. Records: The Committee shall keep and maintain accessible records of its systems, processes, procedures and actions and it will make and keep reasonably accurate and complete minutes of its proceedings.

11. Budget: Each year the CERT Committee will submit its proposed operating budget to the Board of Directors in time for their review and approval so it can be included in the final Timberlake Community Club budget. The CERT Committee budget will show as a single line item in the final budget. All expenses will follow Timberlake Community Club's accounting procedures.

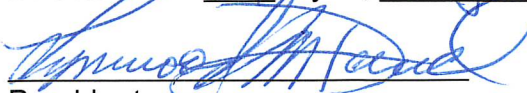
12. Review: The CERT committee shall review this resolution as a living document annually to ensure the fluidity of the document as it pertains to changes needed to comply with FEMA and CERT National mandates.

13. Authority: The CERT Committee does not have the authority to act for the Board with respect to any final decisions or implementation of any actions; rather, it recommends to the Board based on its experience, FEMA & CERT guidelines, circumstances, understandings and deliberations. The Board may or may not accept such recommendations in whole or in part. The CERT Committee shall present its recommendations for action to the Board of Directors sufficiently prior to a Board meeting to allow the Board members adequate time to review and consider the recommendations.


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

15. 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 04 day of August, 2021.



President,
Board of Directors
Timberlake Community

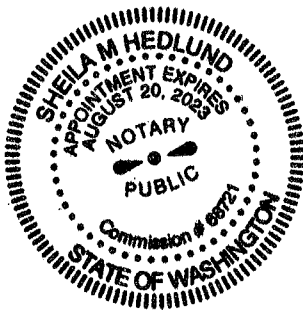


Secretary
Board of Directors
Timberlake Community Club

STATE OF WASHINGTON)
) ss.
COUNTY OF MASON)

On this 4th day of August, 2021, personally appeared before me Lynwood David, personally known to me, provided to me on the basis of satisfactory evidence to be the President of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged that said instrument to be the free and voluntary act and deed of the said corporation, for the uses and purposes therein mentioned, and oath stated that he is authorized to execute said document.

WITNESS my hand and official seal affixed the day and year above written.



Sheila M. Hedlund
PRINT NAME: Sheila M. Hedlund
NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, residing in Shelton
My commission expires 08-20-2023

STATE OF WASHINGTON)
) ss.
COUNTY OF MASON)

On this 4th day of August, 2021, personally appeared before me Serry Hubbard, personally known to me, provided to me on the basis of satisfactory evidence to be the Secretary of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged that said instrument to be the free and voluntary act and deed of the said corporation, for the uses and purposes therein mentioned, and oath stated that he is authorized to execute said document.

WITNESS my hand and official seal affixed the day and year above written.



Sheila M. Hedlund
PRINT NAME: Sheila M. Hedlund
NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, residing in Shelton
My commission expires 08-20-2023