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Minutes for Timberline Rim Board Meeting January 16th, 2010

Timberline Rim Recreation Club Timberline Rim Water Company Board of Directors

January 16, 2010

Minutes

Directors Present: Joe Evans, Shannon Herman, Louise Hoyt, Carlin Irish, Blythe Nordbye, Greg Skipper, Rod Stewart.

President Carlin Irish called the meeting to order at 10: AM, and verified that a quorum was present. The December 2009 minutes were approved with changes. The first is a typo under Water Environment Services that should state the motion to allow water Environment Services to not pay Recreation dues was passed. Under Audrey Edwards, Blackberry iphone should be changed to iPhone. Under Joe Evans, the motion to extend the old CC&Rs was passed. Approval of the audit was passed including a motion to have Debi Hambo perform the audit passed. Lastly, the Board agreed to a payment plan discussed in last month's Executive Session.

Guest and Rim homeowner Noeleen Ashton shared her experience with water damage to her home. The purpose of sharing was to call attention to the need for homeowners to have water shut-off valves, every household member know where their water shut-off valves are and to make sure they work. Anyone with questions or in need of help in this area can talk to Audrey.

Water Company Manager Audrey Edwards informed the Board that a rock came down the bank and hit the Water Tank with no real damage. There are more rocks behind the tank and she has spoken to an excavator about moving them. Every year there is maintenance that needs to be done on the bank and Audrey suggested considering building a retaining wall.

Also, she is in the process of updating the Water Company's Backflow

Report as mandated by BMI ordinances. The Rim has had no backflows. She took this opportunity to reiterate backflow requirements.

There is currently one major leak in a homeowner's driveway. This is the third major leak at this site. Since there is a cross connection- threat, Audrey sent a warning letter to the property owner asking them to fix their water leaks. The cold freeze last month caused 9 leaks.

Recreation Club Facilities report: Audrey stated that the Forestry Department will do fire mitigation for us again. Targeted areas would be behind Hideaway Lane, between the Highway and the mailboxes of Division 5, and 15 undeveloped lots.

Finally, Audrey proposed the idea of opening up the pool and having a "Polar Plunge" to raise relief money for Haiti. (Add to old business)

Lodge Activities: Audrey related that the Wednesday preschool group is picking up and the Friday activity night is slowing down.

Office Report: Carlin, for Cathy shared a Timberline Rim Recreation Club Resolution adopting the hiring of a collection agency to help in collecting past due fees and fines. Discussion followed concerning what the new resolution changes, the ethics of recording a lien and collection procedures. At this time, Audrey informed the Board that most water Companies charge

\$25.00 for a water shut- off fee. The Resolution was signed by Carlin Irish, Joe Evans, Louise Hoyt, Blythe Nordbye, Rod Stewart. Greg Skipper and Shannon Herman did not sign.

Treasurer Joe Evans informed the Board that the pool would be the Recreation Club budget stretcher in the future. Pool issues include the need for re-plastering, compliance with the new drain Law, and a new pump.

Also, the 2010 budget will be ready for review in February.

At this time Joe brought up the question of hiring Farthingham to represent the Rim Recreation Club and Water Company. Discussion followed. No new action. (Old business)

Concerning accusations from a homeowner that Audrey Edwards was responsible for stopping the fire mitigation the Department of Forestry was conducting in 2005, Carlin Irish read a letter sent to the Board January 12, 2010. The letter stated, "We found no barriers working with Audrey Edwards or the Timberline Board, but we found resistance from some homeowners who chose privacy and vegetation buffers between neighbors instead of participating in the fuels reduction program" signed Chris Paul, Protection Supervisor-Molalla Unit- Oregon Department of Forestry.

Discussion followed on platting common areas. There will be a meeting at the Lion"s Club January 16, 2010 for owners to discuss fire prevention with the Department of Forestry.

Old Business: Suggestion of fines for homeowners who do not act responsibly and cause extra hours (\$) of services- such as refusing to install water shut-off valves on their systems blocking meters, etc. Carlin asked Audrey to write up a policy proposal and present it to the Board.

Discussion on properties without culverts. This matter could be addressed in any future revision of CC&Rs.

Discussion on hiring extra help for the Water Company.

Club House propane stove. Audit

Meeting adjourned 11:40AM

Moved to Executive Session

Moved back to regular session and meeting was adjourned.

Respectfully,

Louise Hoyt

Minutes for Timberline Rim Board Meeting February 20th, 2010

Timberline Rim Recreation Club Timberline Rim Water Company Board of Directors

February 20, 2010

Minutes

Directors Present: Judy Baumgarte, Joe Evans, Shannon Herman, Louise Hoyt, Blythe Nordbye, Greg Skipper, Rod Stewart.

Vice President Rod Stewart called the meeting to order at 10: AM, and verified that a quorum was present. The January 2010 minutes were approved with one change. The very last statement under „Meeting Adjourned“ shall be stricken.

Guests Roy Howard and Rick Marshall spoke on the topic: Our Forest Environment“. See attached.

ARCH Report: Lynn Richartz shared a list of last month“s activities. 14 letters were sent out, mostly approvals.

Water Company and Facilities Manager Audrey Edwards informed the Board that Resolution 76 has been revised to correct a misplaced decimal point and updated to reflect current water rates of \$240.00. The new overuse rate is .00328 cents per gallon. Blythe Nordbye made a motion to approve the overuse fee of .00328 cents per gallon. Discussion followed on average water use and regular practices of other water companies. The revision to Resolution #76 dated: 2-10-10 was passed with Greg Skipper voting against it.

Audrey is waiting for an update on the regulation for the new backflow ordinance. She also thanked Craig Brooks, Carlin Irish for picking up

Christmas trees and taking them to the burn pile.

Lodge Activities: Audrey related that the Friday Movie night has been popular.

Office Report: Cathy stated that the 2009 financial records have been delivered and the audit has started. The Rim website has been updated with the new day and time of the monthly board meetings.

There were 100 statements sent out for non-payment on January accounts. 7 accounts were sent to collection and 5 accounts have had liens since 2008, 2 since 2009.

At this point there was a question about the office not reading a lot #, and making an elderly woman cry. Carlin stated that he would check into that with Cathy.

Treasurer Joe Evans informed the Board that the audit would cost \$8000.00, and measure 66 and 67 will cost the Water Company \$1000.00 in retroactive taxes for 2009. He will make these changes to the budget and have it into the office next week. Joe will try to have the proposed budget for 2010 at the March meeting for approval.

At this time, the floor was opened for questions.

Kim Saldana questioned the changes made to how she pays her 2 accounts. She also inquired how much was paid to Debi Hambo to „clean up the books“. Greg was upset that Debi couldn“t attend the meeting.

New Business:

1. Joe Evans made a motion to accept Vial Fotheringham L.L.P. to represent the Rim. Discussion followed with the accusation that the Board had promised not to hire a lawyer until the audit was completed. Louise Hoyt seconded the motion and it was passed, with Greg Skipper and Shannon Herman opposing. Carlin Irish absent.

2. Water Company volunteer assistance was discussed. Joe reported that most water companies lock their water boxes for the reason of guaranteeing that only a certified water operator controls it. Also

there would be no liability insurance for a volunteer, only for employees.

3. Shannon Herman shared that she would have to back off in helping to write a Lodge rental policy.

4. The wording on the collection agency form needs to be changed to include: ....collection agency or attorney chosen by the accounting office and approved by the Board.

Patti Hatzi and Jeanne Woodfin were approved to be alternates on the Architectural Committee.

The resignation of Board Director Jimmie Cheatham was announced. Brian Floyd was approved to fill this seat until the annual meeting September 2010 with Louise Hoyt opposing.

Old Business:

1. Lodge Propane Stove. Still looking for a buyer.

2. CC&R updates. No discussion. Meeting Adjourned: 12:15 Next Meeting March 20, 2010.

Respectfully submitted;

Louise Hoyt

Minutes for Timberline Rim Board Meeting April 17, 2010

Timberline Rim Recreation Club Timberline Rim Water Company Board of Directors

April 17, 2010

Minutes

Board Members Present: Carlin Irish-Pres., Rod Stewart-VP, Joe Evans-Tres., and Louise Hoyt-Sec.,  
Trustees: Greg Skipper, Brian Floyd, Shannon Herman,

Absent: Blythe

Meeting called to order: 10:00 a.m.

Quorum established

February minutes: were not approved as Greg wanted to make some changes. There were no March minutes as no March meeting.

ARC Report – 20 items since February meeting. Complaints about storage pod being used indefinitely. They are not addressed in the CC&R's. Lynn will contact the owners about them. Neighbors have complained about member encroaching on the common path area. Parking vehicle, placing stumps, etc. Letters have been sent and owner has been spoken to on several occasions. May need executive session to discuss possible solution.

Water Report – A new Cross Connection policy was presented that contains the current rules and regulations.

Facilities Report - Audrey requested permission to buy a new lawn mower as the other is beyond repair. Carlin offers to donate his mower. May 1st will be Volunteer cleanup day. Volunteers will be needed by 9:00 a.m. to pick up member's debris for the burn pile.

Office Report – Updated audit completion date estimated approx. April 23rd. No other report.

Treasurer Report – Joe said 34 delinquent H2O water accts and 40 Rec. Joe says need to consider moving \$\$ from operating acct. to the money market acct. 40% should be moved from H2O operating acct to money mkt. acct.

Common Area: no report/absent

New Business:

Question regarding new attorney fees. Amount was posted incorrectly. Attorney retainer was \$3000. The remaining \$534 showing on the financial statement will be corrected and transferred to collections where it belongs.

Discussion regarding the 3rd absence of any board member would be grounds for removal.

It was agreed that the original signatures from the Lion's Club meeting would be

delivered to the Rim's attorney on Monday. Jonathan Lohnes Lot 112 suggested we collect the signatures now. There was a discussion about Patti getting together with Cathy to check signatures for members in good standing.

Discussion took place on the wording of last Water & Rec. statements. It seemed harsh especially when some members were not past due. Cathy explained that the template used for the last statements was incorrect and meant for only past due accounts. Cathy also went on to ask members for their input on future wording to be used. Lilly Sawyer Lot 236 asked to verify where in the By-Laws is it stated "Voting is a Right"? Further discussion by Greg Skipper on what was meant by members in good standing verses the right to vote.

David Buoy Lot 483 had concerns of the office using the Rim's time & computers to read and/or post blogs. These allegations were denied by Lynn Richartz..

Don Shay Lot 467 inquired on the amount of funds that have been spent to date on the Rim's attorney, Gregory Coxey. Cathy explained that \$3,000.00 had been spent for the retainer and to date there have not been any further billings. There was also a discrepancy on the printed out budget sheet that stated attorney charges was

\$3,534.35.

Cathy said this would be corrected with the \$534.35 being moved to Collections. Don Shay and Richard Niday wanted to know who had authorized the attorney to send the cease and desist letter. Joe said when Carlin's daughter was in the hospital he sent the attorney an email on Carlin's behalf informing the attorney what had happened at the March board meeting and the attorney said he was sending a letter out after he learned from the bank that people were contacting them about the Rim's accounts. More discussion regarding the attorney followed.

Glenn Kraski Lot 501 made comments about Glen Coxey's fee agreement letter

being dated in November and the board saying he wasn't hired until February. Lynn tried to explain that the fee agreement was not signed until February.

Don Shay requests Tim Rim Website not be used as „scare tactics for CC&R's". It was agreed to remove that from the website.

There was further discussion about the CC&R's and how to vote on the CC&R's.

Larry Hoyt Lot 461 spoke on the current situation and specifically what he claims are misrepresentations that are being made.

There was a discussion about the office computer that had broken. Audrey explained the computer was taken to her husband who has been repairing and working on the Rim's computers for nine years.

The mother board and the CPU were replaced and it is presently back in the office and being used as a backup to Audrey's water computer. Don Shay stated that board members should only be elected by the members, not the board.

There was discussion about a back up water person for Audrey and further discussion about the insurance liability.

Further discussion about delivery of the signatures and that the special meeting will be called within 30 days. Murphy Lot 307 does not want anyone to use the word

„illegal“ because it is slanderous.

Meeting adjourned 11:45 am

Respectfully submitted,

Louise Hoyt

**Approved Minutes for  
Timberline Rim Special Meeting  
May 25th, 2010; 7:05 p.m.**

Board Members present: Greg Skipper, Shannon Herman, Ian Lenon, Brian Floyd (President), Richard Niday (Treasurer), and Glenn Kraski (Secretary)

Quorum was established.

Minutes for the May 17, 2010 emergency meeting were read by Shannon Herman. Minutes were discussed, corrections were presented and clarified. Greg Skipper made a motion that the minutes be accepted with stated corrections. Ian Lenon seconded the motion. All board members voted in favor of accepting the minutes with corrections.

Due to not being a regular meeting no staff reports were presented.

Discussion followed about the vacated board positions. Written resignations had not yet been received Greg Skipper presented a form to be filled out by members applying for board positions.

Several members of the community were present and participated in the discussion of some of the following agenda items:

Discussion was held about missing documents created by Vial Fotheringham attorney for the previous board. Very few documents are in the office. It appears that some documents may have been e-mailed to and may currently be in the possession of former board members.

Discussion was held about whether or not to pay Vial Fotheringham to get complete set of all documents and/or e-mail communications between Coxey and former board members. All documents are the property of Timberline Rim, not any individual member. It may be possible to get the attorney to hand over a complete set of documents if someone appears at the office in person. General agreement was that it is worth paying, if necessary, to get a complete set of all documents created for Timberline Rim.

Richard Niday discussed the current issues about new board members not being able to fill out signature cards at the bank for the Timberline Rim accounts. He explained the situation and said that Coxey had faxed a letter to the bank now stating that the current board is legitimate. The bank should allow new signers as soon as they are presented with the minutes showing the status of the new board.

Greg Skipper made a motion that after the current board members had signatory rights at the bank that Vial Fotheringham be dismissed as Timberline Rim law firm and the documents discussed earlier be obtained from the attorney in person. Shannon Herman seconded the motion. All board members voted in favor.

Discussion was held on the unsecured money market accounts. Paperwork had been mailed on the previous Thursday, May 20th, to Bank of America. The money needs to be moved to FDIC insured accounts. Question was brought up about total amount of money in all accounts: it appears to be approximately \$122,000.

Discussion was held on background checks for board members. Patti Hatzi volunteered to get information about a company that does background checks. It was suggested that filing of background checks be consolidated as much as possible for committee members and new board members.

Discussion was held about a security guard position. Shannon said that a volunteer had come forward, a Rim member. Shannon will get a job description for the opening to define duties and responsibilities. Also Timberline Rim can check with Sandy and/or put up a notice that the position is open.

Discussion was held about committees. Don Shay, chairman of the CC&R revision committee, announced that the first public meeting will be the 8th of June at the lodge. He explained the CC&R process and briefly looked at several existing versions that may work for the new CC&Rs. The committee will address CC&Rs, By-Laws, architectural committee handbook, and versions worked on previously.

Don also discussed fire safety and the situation at Tim Rim. He would like to keep the fire safety committee small, but would also like to include some non-Timberline Rim members on the committee because they are experts.

Discussion was held about the Timberline Rim web site. Timberline Rim did not own the previous web site. David Buoy has offered to give his ([timrimcommunity.org](http://timrimcommunity.org)) to Timberline Rim. All Timberline Rim forms would need to be moved to the new web site, if Timberline Rim decided to use it.

Don Shay asked that notice about the CC&R meetings be listed in the newsletter, when it is published and also on the web site, when available.

Discussion was held about committees. Timberline Rim probably needs a maintenance committee to review long-term needs. Some members expressed concerns about committees not being open to all members or not given sufficient notice about committees. It was explained that some committees, such as the CC&R revision committee had to be started as quickly as possible to try to accomplish the work in a very short period of time. There had not been time to publicize the committee to all members. In the future, committees need to be publicized as widely as possible (bulletin board, newsletter, e-mail, web site, etc.).

Some committees should be under board supervision/oversight, and some are not officially controlled by the board (they are strictly volunteer) and do not need board approval. Examples of committees needing board oversight:

Office Committee (if such need is established), since it would deal with employees and processes in the office.

Architectural Committee

Maintenance Committee  
Finance Committee

Discussion was held about Richard Niday's status as a Rim member. He stated that paperwork had been submitted to correct the situation and add his name to proper documentation.

Ian Lenon discussed liens on properties, the processes and filing of liens. A standard procedure is followed in dealing with a member who is behind in dues or fines, which gives that member the opportunity to set up a payment plan.

Discussion was held about the architectural committee. There was confusion about who was still on the committee. There were also concerns about the volunteer position of chairperson being paid to type up and send out letters.

Greg Skipper made a motion for Mr. Creech to be chairperson for the Architectural Committee. Discussion was held about clearing up former complaints made by the previous Architectural Committee chairperson against his cleaning up Tim Rim property. Further discussion is needed about existing common areas and why some are not marked for use.

Greg Skipper restated his motion for Mr. Creech to be chairperson of the Architectural Committee and also approve Lilli Sawyer to be on committee.

Ian Lenon seconded the motion. All board members voted in favor.

Richard Niday made a motion to send a newsletter out to advertise committees and discuss the new board. Shannon Herman seconded the motion. All board members voted in favor.

The next meeting was tentatively scheduled for June 1, 2010 to deal exclusively with budget issues.

9:30 p.m. Meeting adjourned.

Respectfully Submitted,

Glenn Kraski, Secretary

Minutes for Timberline Rim Special Meeting June 19th, 2010

Board Members present: Brian Floyd (President), Glenn Kraski (Secretary), Richard Niday (Treasurer), Shannon Herman, and Ian Lenon, Quorum was established.

Minutes for the May 25, 2010 special board meeting were read by Glenn Kraski. Minutes were discussed and corrections were presented. Brian Floyd made a motion that the minutes be accepted with stated corrections. Richard Niday seconded the motion. All board members voted in favor of accepting the minutes with corrections.

Staff and committee reports:

Architectural Committee report was presented by Patti Hatzi. Jeannie Woodfin and Lilli Sawyer are the other members of the committee.

They received about half a dozen requests for project approval. Neighbor of the month

Various forms will be put on the timrimcommunity.org web site Whether complaints should remain anonymous and the ability to appeal.

Water report was presented by Audrey Edwards. The annual water report had been mailed.

In the next couple of weeks she will need to flush the hydrants and operate valves, so she will have to chlorinate the water system.

Facilities report was presented by Audrey Edwards. The swimming pool is open.

The burn pile was closed on June 15th for the summer. 4th of July parade.

Office report was presented by Brian Floyd because Cathy could not be present.

Quarterly statements will be going out in the first week of July. Two payment plans are not being paid. They will need to be recalculated.

Cathy will work with volunteers to send out a July newsletter. A member e-mail list is being compiled.

Request to extend office hours will be revisited later.

Treasurer report was presented by Richard Niday. All new signers have been added to the bank accounts.

Liquid assets: Recreation Club is about \$136,000 and the Water Company is about \$266,000.

The Columbia funds should show up shortly. All money will be in FDIC insured accounts.

Location of current accounts and how the accounts could be consolidated for higher yield.

An effort will be made to find the best return on Timberline Rim's money.

Timberline Rim needs a study to establish projected expenses (long term) for future maintenance of Timberline Rim assets.

A question was asked about the money for the special assessment. That specific information had not been included in the financial reports he had received.

Common Area report was presented by Ian Lenon. Discussed effort to maintain the common areas.

Cannot rely solely on volunteers or Audrey to consistently maintain the common areas.

One or more persons need to "shadow" Audrey and learn facility maintenance and water system operation, who could then fill in as needed.

A question was asked about the possibility of an outside maintenance contractor who could be paid to do the work, but he felt that someone who could learn from Audrey would be more cost effective in the long run.

A question was asked about an amplified system so that board members could be heard more clearly. Patti Hatzi volunteered the use of a karaoke machine at no cost to Timberline Rim.

Fire Safety Committee report was presented by Don Shay. ODF and Hoodland Fire Department spoke to the Fire Safety Committee, CC&R committee members, and board members the previous Wednesday.

ODF is willing to come in and clean up the common areas at their expense.

They will do a demonstration project for the community to see. A community meeting with ODF and Hoodland Fire is scheduled for July 10th at 11:00 a.m.

- They will discuss fuel reduction and a healthy forest.
- A kiosk with videos will be loaned to Timberline Rim.
- Video will also be available on the Hoodland Fire web site.

CC&R Revision Committee report was presented by Don Shay.

CC&Rs need to be revised to address fire safety.

The common areas will be maintained even if the CC&Rs expire. A community CC&R meeting was held prior to today's board meeting. The meetings are meant to be a forum for community members to express what they want in CC&Rs, if they want CC&Rs.

Discussion followed about CC&Rs, with some members indicating they are working on an alternative CC&R document that they hoped would affect the community vote, possibly resulting in no CC&Rs after December.

Helping Hands Committee report was presented by Kim Saldana. A community potluck is scheduled for Saturday, July 3rd.

Plans are for a winter and summer potluck.

Need to determine how to reach out and help the community. Newsletter could list activities

New Business:

1. Water system inspection and review was discussed. Forecasting for the Water Company is expiring. A person has been contacted about coming in to evaluate and present an update at the middle of the current 20-year master plan.

2. The Timberline Rim newsletter was discussed. There has been a problem getting a full newsletter written and printed. A single page flier was sent out with the annual water report. David Buoy will put the single page flier on the [timrimcommunity.org](http://timrimcommunity.org) web site and will post the full newsletter when it is available.

3. A Maintenance Committee is being formed.

It will consist of people qualified to help assess and correct maintenance problems.

Chosen for professional experience in maintaining facilities. They will help evaluate current facilities and make projections for future maintenance needs.

Discussion was held about lack of community involvement in selecting the committee members. A question was brought up about liability. Maintenance requiring special skills (such as electrical work) will be done by qualified, licensed people.

Questions were raised about whether the water system forecasting

report would be completed prior to the September meeting. There was no way to guarantee that it would.

4. Pre-payment of dues was discussed. When dues are paid too far in advance (beyond the current year) it causes accounting problems. Richard Niday made a motion to limit payments to the amount due for the current fiscal year only. Brian Floyd seconded the motion. All board members voted in favor. After further discussion the motion was tabled until more information could be gathered.

5. Brian Floyd stated that the board should not have appointed Mr. Creech as chairperson of the Architectural Committee at the last board meeting. It is the responsibility of the committee members to appoint their own chairperson. Brian Floyd made a motion to rescind the appointment of Mr. Creech as architectural committee chairperson. Shannon Herman seconded the motion. All board members voted in favor.

6. Discussion was held about the newsletter and other communication with the community.

Need to have a newsletter and ask the community questions what they want.

There have been delays in getting the newsletter out, but it needs to be done right.

Need to get e-mail addresses from community members so that email can be used to notify members of meetings, etc.

Lengthy discussion was held about the CC&Rs, details for implementing and changing the CC&Rs, including changes that will make it easier to implement a fire policy.

A suggestion was made to use [timrimcommunity.org](http://timrimcommunity.org) web as a major way to get information out to the community. The site lists an e-mail address that can be used to communicate with the CC&R committee.

7. Shannon Herman brought up the subject of a lodge use policy, to be discussed in more detail at a later date.

8. Richard Niday pointed out that the recently appointed board members' terms needed to be determined. Greg Skipper's resignation was briefly discussed, but a written resignation was not included in the board's information packet. Shannon Herman made a motion to determine the term lengths of the recently appointed board members at the next board meeting. Ian Lenon seconded the motion. All board members voted in favor.

No response has been received to date on the request for documentation from Fotheringham. It was sent on June 2nd.

9. Richard Niday brought up the subject of bus shelters. Some glass and metal shelters were for up for bid on eBay. After discussion, it was determined that it would not be pursued at the present time.

Old Business:

1. The board has not yet received the written resignations for Carlin Irish and Louise Hoyt. Brian Floyd made a motion to officially remove

Carlin Irish and Louise Hoyt from the board of trustees of Timberline Rim. Shannon Herman seconded the motion. All board members voted in favor.

2. Discussion was held about the security guard position, possibly splitting the time between two people. Another applicant needed to be interviewed.

3. The lodge propane stove has never been hooked up. It has a broken glass door. No one seems interested in buying it. Shannon Herman made a motion to sell the stove for \$500.00 or best offer. Richard Niday seconded the motion. All board members voted in favor.

Open Discussion:

1. Don Shay clarified his position about the current board and appointments. He did not want anyone to think that his dislike of appointments meant that he did not fully support the board. He still wanted a rewrite of the by-laws concerning appointments to the board, but he was not calling for current board members to step down in September.

2. Blythe Nordbye requested that the board publicly acknowledge when allegations made during the recall process are proven false or unfounded. Further discussion did not result in any action.

3. Lilli Sawyer asked if a monthly financial statement would be submitted to the members.

12:45 p.m. Meeting adjourned.

Respectfully Submitted, Glenn Kraski, Secretary

**Minutes for****Timberline Rim Board Meeting****July 17, 2010; 10:15 a.m.****Board Members present:** Brian Floyd (President), Glenn Kraski (Secretary), Richard Niday (Treasurer), Shannon Herman, and Ian Lenon,**Dave Rygell** from the Oregon Department of Forestry (ODF) presented the reasons for working on removal of brush in the common areas, the fire danger, and the availability of grants for private lot clean-up. He presented an agreement to the board to sign to allow the common areas to be cleared by ODF with the understanding that the areas worked will be maintained by Timberline Rim for five years.

A Timberline Rim member with 17 years in the forest service, addressed the members concerning the work that private owners might ask to be done to receive grants. She asked that the architectural committee give approval to all of the tree/plant removal recommended by ODF for each lot.

Discussion was held about the cost of clearing the common areas. The only cost will be the chipping costs. ODF will not charge for their work.

Discussion was held about how to deal with the individual lots, perhaps working through Timberline Rim to help coordinate the requests to ODF. A suggestion was also made that some of the Timberline Rim lots could have picnic tables and be "mini-parks."

Dave Rydell read aloud the agreement that would be signed by the board. Richard Niday made a motion to accept the ODF agreement. Ian Lenon seconded the motion. All board members voted in favor. All board members signed the ODF agreement.

Minutes for the June 19, 2010 board meeting were read by Glenn Kraski. Minutes were discussed. Brian Floyd made a motion that the minutes be accepted. Richard Niday seconded the motion. All board members voted in favor of accepting the minutes.

**Staff and committee reports:****Architectural Committee** report was presented by Jeanne Woodfin. They had:

- Seven tree requests, two not approved due to lack of signature or trees not marked.
- Seven miscellaneous general improvement.
- One disorderly lot concern (messy yard/trash). Letter sent to renter and lot owner.

**Water** report was presented by Audrey Edwards.

- Did not exercise the valves or chlorinate.
- Will coordinate with Fire Department flow test to chlorinate, etc. to save water.
- While reading water meters, found two home leaks.
- Has estimate for the 20-year plan.
- River crossing cost amount: \$97795. Total received: \$99,989.
- Also received: \$7,250 from lots not using water.

**Facilities** report was presented by Audrey Edwards.

- The swimming pool doing great, no algae problems.

- Problem with people repeating use of the pool, which limits other people who want to use the pool. Per state law, the pool is limited to 125 people per day with no more than 48 at one time. Multiple use by the same people limits use by others later in the day.
- 4th of July parade was great. Seemed to be several people watching from their homes.

Additional information concerning the maintenance plan was presented by Ian Lenon. Many items in the plan have already been addressed.

- An updated plan will cost about \$14,000.
- Could use the current plan by just updating the dates, without the cost.
- The water lines have a life of about 70 years, with approximately 40 years remaining. Timberline Rim will not need to evaluate the water lines in the near future.
- Need to ensure that sufficient funds are available for a catastrophic failure. The probability of such a failure is low at the present time, but still needs to be planned for in the future.
- Have improved the water system management for remote monitoring.
- Ian does not know if paying \$14,000 for an updated plan is worth the money since many of the suggestions have been addressed. Updated water system maps may be more useful.
- Should get replacement parts for the system. A backup drive and a the second computer be set up as a backup to the current PC. Requires some programming. Current program is proprietary and is no longer supported. A new program would cost about \$15,000.

A question was asked about how the system works. It monitors the water level in the reservoir and operates the pumps. Audrey can remotely view the status on her phone. Sends automatic trouble alerts to her phone.

Need to look into a new, supported version of software. See if it is worth the cost, versus maintaining the current software.

A question of asbestos pipes was asked. Is not a danger until it is worked on, which would require specialized repair and disposal.

A question was asked about the \$7250 that was mentioned earlier. Vacant lots were improperly billed for water connection. This is not related to the assessment for the river crossing. A follow-on question was asked about the \$2000 difference between the cost of the river crossing and the amount assessed. The river crossing costs did not include additional office fees, permits, etc. It covered only the actual construction cost.

**Office** report was presented by Shannon Herman because Cathy was not present.

- E-mail list is being compiled and is near completion.
- While Cathy is on vacation, the office will be staffed by Jeanne Woodfin, who will perform standard office duties.
- Brian will have all office keys and allow access to the office.
- Shannon from Quail Oaks Financials will be in on Fridays to pay bills, A/R, A/P and make deposits. Audrey will be present on those days.

**Treasurer** report was presented by Richard Niday.

- Liquid assets: **Recreation Club**: approx. \$127,000; **Water Co.**: approx. \$258,000.
- Recommended moving money (except checking) to OnPoint Credit Union. It has much greater yield.
- Amount in checking shouldn't exceed \$25,000.

- CDs at OnPoint: approx. \$100,000 for Rec. Club; approx. 225,000 for Water Co. Money is available to transfer to checking if necessary. Would lose 90 days interest.
- An effort will be made to find the best return on Timberline Rim's money.
- Timberline Rim needs a study to establish projected expenses (long term) for future maintenance of Timberline Rim assets.

Brian Floyd suggested further discussion before making a decision. Only drawback is easy access to checking account for deposits. OnPoint is located in Gresham. Discussed option of keeping checking in Clackamas County Bank and get CDs at OnPoint. Need to determine how long transfer would take from OnPoint to Clackamas County Bank.

Richard Niday will determine how much is necessary to keep in checking at Clackamas County Bank.

#### **Fire Safety Committee**

- No report. Don Shay had left to show Dave Rygell the common areas.

#### **CC&R Revision Committee**

- No report. Don Shay had left to show Dave Rygell the common areas.
- Next meetings will be on July 22 and July 31st. These meetings are open to the community.

**Helping Hands Committee** report was presented by Kim Wood Saldana.

- Summer potluck. Approximately 75 sources of protein (hamburgers, hot dogs, veggie burgers, etc.).
- A lot of people attended on a come-and-go basis.
- Next year should be better with better morale and better communication. Maybe signs to advertise it.
- Plan for summer potluck and winter potluck.
- Everything else is going slowly, but people are showing interest in helping.

A question was asked about yoga classes. The nights have been rescheduled to Monday/Wednesday, probably because of conflict with CC&R meetings on Thursday evenings.

#### **Newsletter:**

- Brian Floyd asked about the newsletter. Nance said that it had been submitted. A question was asked about the opinion cards requesting response about CC&Rs.

#### **Maintenance Committee**

- Gerald Murphy helped Don Shay with flagging the common areas. Has not done anything with the maintenance committee.

#### **New Business:**

1. Richard Niday discussed the Schwindt & Co. audit. The complete audit is back. It seems to be accurate based on the information they were given. It took several attempts to get into the accounts to finalize the audit.

A question was asked about the budget. There had been issues about how money was possibly credited to the wrong account. The budget was taken from the previous year's budget. No money was paid to people who were not supposed to be paid. The budget will be fixed by tax time season.

2. Brian Floyd read aloud the Vial Fotheringham termination letter. They provided every document highlighted on the billing statement, but there may still be documents missing.

A question was asked about whether or not the communication between the previous board and Fotheringham could be viewed by the membership in general. Until legal determination is made as to liability if the documents are released, the documents will not be released.

A question was asked about when the law firm was hired. There is a signed agreement dated on or after the board meeting in which the law firm was approved by the board.

A question was asked about people named in the e-mails received from Fotheringham, but the names were not disclosed due to possible legal issues and future litigation possibilities.

Fotheringham's lawyer was paid \$3000.

3. Air conditioner for the office.

- Richard Niday purchased an air conditioner.
- It cost \$30 and about \$10 for additional trim.
- He will install the air conditioner in the office.

Brian Floyd made a motion to install the air conditioner. Ian seconded the motion. All board members voted in favor.

4. Office laser printer.

- Glenn Kraski researched monochrome laser printers for the office.
- An office monochrome laser printer would cost about \$500-\$700. He found one at Staples for \$450.00. He did not know that the laser printer that died was a color laser printer
- He will research the cost for a office-level color laser printer (which could be a \$1000 or more).
- Other options presented: rent a laser printer, or buy get a cheap color laser printer and an office monochrome laser printer and replace the cheap color printer when it dies rather than buying an expensive color laser printer.

6. Michelle Miller.

- Requested documents for the lot she owns.
- Brian Floyd was not certain that he could release the information to another person to deliver to Michelle Miller.
- He will find out the legality of releasing the information.

7. Trustee applications. The board has received three trustee applications.

- Kimberly Wood Saldana
- Craig Brooks
- Donna Bellows

A request was made to read the information submitted on the trustee applications. Shannon Herman read the information provided on the applications.

Discussion was held about the applicants. Ian Lenon asked an applicant if that person could separate personal views about CC&Rs from duties performed while on the board. Brian Floyd asked if the person understood that the corporations will still exist even if the CC&Rs no longer exist and that the board of trustees are still responsible for the common areas. The applicant responded that

there are no legal documents that support the continuing existence of the corporations if the CC&Rs expire.

A question was asked of the appointees present if they would support an independent third party to be involved in the vote for CC&Rs and board members.

A question was asked of the board what their position was on CC&Rs.

There was a discussion about pro tem positions and whether the latest board members had agreed to a 60-day appointment. Previous board minutes from May 15, 2010 were read, but no mention of pro tem positions was recorded. To clarify the situation, Brian Floyd made a motion that Glenn Kraski, Ian Lenon, and Richard Niday serve whatever terms they are assigned or picked until their time is up. The motion was not seconded or voted on.

Discussion was held concerning the issues of communication among board members and how meeting are perceived by members of Timberline Rim.

Ian Lenon made a motion to appoint Craig Brooks, Donna Meadows, and Kimberly Wood Saldana to serve on the board. Donna Bellows asked to postpone consideration for being appointed to the board. Ian revised his motion to approve Kimberly Wood Saldana and Craig Brooks to the board. Richard Niday seconded the motion. All board members voted in favor.

A question was asked about allowing the group opposed to extending the CC&Rs a place for holding meetings. Brian Floyd said that they were welcome use the facilities as long as it didn't conflict with other scheduled events.

Brian Floyd made a motion that Ian Lennon, Richard Niday, and Glenn Kraski remain on the board of trustees until their applied term runs out. Ian Lenon seconded the motion. All board members voted in favor.

Board appointees drew the following terms:

- Ian Lennon: 2012
- Richard Niday: 2010
- Glenn Kraski: 2011
- Kimberly Wood Saldana: 2011

Existing board member terms:

- Shannon Herman: 2012
- Brian Floyd: 2010

Craig Brooks will draw a term when he is present at a board meeting.

**1:15 p.m. Meeting adjourned.**

Respectfully Submitted,  
Glenn Kraski, Secretary

Minutes for Timberline Rim Special Meeting August 21st, 2010

Minutes for Timberline Rim Board Meeting

August 21, 2010; 10:15 a.m.

Board Members present: Brian Floyd (President), Glenn Kraski (Secretary), Shannon Herman, Ian Lenon, Kimberly

Wood Saldana, and Craig Brooks A quorum was established.

Minutes for the July 17, 2010 board meeting were read by Glenn Kraski. Minutes were discussed and corrections made. Shannon Herman made a motion that the minutes be accepted as corrected. Ian Lenon seconded the motion. All board members voted in favor of accepting the corrected minutes.

Role call of board members was taken.

Brian Floyd changed the order of the meeting. He made a motion to appoint Donna Bellows to the board of trustees. Kimberly Wood Saldana seconded the motion. All board members voted in favor. Donna took a position at the table.

Staff and committee reports:

Office report was presented by Cathy Coogan.

Preparation work needs to be done prior to the annual meeting. Need to determine how CC&R vote information and ballots will be distributed.

Need deadline for volunteers for the board to have their names on the ballot for the annual meeting.

Realtors requesting information for Timberline Rim. It takes time to prepare the information for the realtors, to gather it all together and to print it. Timberline Rim needs to charge for the packet for realtors. She was told that HOAs normally charge \$50.00.

Thanked the board for the air conditioning unit

Shannon Herman made a motion to charge \$75.00 for the realtor packet. Ian Lenon seconded the motion. All board members voted in favor.

Architectural Committee report was presented by Patti Hatzi. They had:

Suggestion from Dave Creech to go out in pairs to evaluate a project request, so that an immediate approval can be made at that time.

Complaints against a neighbor will no longer be anonymous. Ray Howard (former US Forest Service) has volunteered to evaluate trees for members and give his advice.

Received compliments in Division 5 on the cleanup of common areas.

Introduced Jack Gann.

Water report was presented by Audrey Edwards.

Total of 8 house leaks. Most in the 300 gallon per day range. One was in the 900 gallon per day range. One homeowner is using up to 4000 gallons per day (watering yard), which makes it difficult to estimate the leak.

Water usage has increased. 114,000 gallons per day up to 120,000 gallons during the warm weather.

Average home should be less than 400 gallons per day, so people need to conserve water.

Chlorinating was done while Fire Department was testing the hydrants. Found very little pressure loss with two hydrants running. Audrey tested for water pressure with just one and then two pumps.

Looking into rock removal from around the water tower. Need to evaluate cost and access with proper equipment.

Cathy Coogan and Audrey Edwards presented a letter to the board stating that they are no longer responsible for security of the contents of the office. Cathy and Audrey presented a letter to the board that they are no longer responsible for security of the contents of the office due to an access violation by a board member's spouse.

Discussion followed about office security. Need a new security system and different security company.

The only board members with keys are Brian Floyd, Glenn Kraski, and Richard Niday (current officers of the board). Previously the only people with keys were employees. Need a security system that keeps track of who enters the office and when.

Facilities report was presented by Audrey Edwards.

Tennis court fence has been fixed. Still need to address the sink hole in the tennis court.

Pool party is scheduled for the 28th at 1:00 p.m. About 50 people attended the previous year.

Three teenagers vandalized the pool area, damaging the pool cover. They also burned a can of primer at the far corner of the tennis court. They were caught on video, but could not be identified.

Pool cover spool end caps will cost about \$270.00 to replace.

Ian Lenon made a motion to replace the end caps on the solar pool cover. Brian Floyd seconded the motion. All board members voted in favor.

Treasurer report was presented by Brian Floyd.

Working on getting the funds transferred from Clackamas County Bank to First Tech Credit Union. Can transfer \$17,000 from the Recreation Club account and \$10,000 from the Water Company account. Paperwork has been filled out.

Schwindt and Company audit is available at the office.

Common Area report.

No report. Currently there is no one involved in maintaining the common areas.

Discussion followed about whether renters or other non-members could be involved on a committee overseeing the common areas. A board member should head up the committee, but there shouldn't be a problem with renters being involved.

Fire Safety Committee report presented by Don Shay.

Don Shay spoke with Dave Rygell and ODF is ready to come back into the community. The common area behind the tennis courts has been flagged.

Some neighbors have volunteered to allow ODF to bring debris through their yards to the street.

ODF will be back after the 15th of September.

Would like a schedule further meetings in the community and would prefer to work through the Rim as blocks of owners rather than dealing with individual lot owners so that they can justify using the grant money for larger acreage for multiple homeowners. People seem really positive about the work being done by ODF.

CC&R Revision Committee

Meetings are continuing.

Getting ready to make recommendations to the board based on feedback from the meetings.

Interest has increased. E-mail system has allowed people to give feedback. Response has been about 95% to renew or extend the CC&Rs.

Many in the community has expressed the desire for the CC&R vote to be held over two or three week period to allow as many people to vote as possible.

Vote could start at the annual meeting and then continue for two or three weeks.

Discussion was held about how votes would be counted over that period of time. All votes should be unopened until the end of the voting period. Also, would a third party be used to collect and count the votes?

Discussion was also held about the e-mail list being given to the NO on CC&R people. The e-mail list was gathered solely for Timberline Rim business for the CC&R committee use. The e-mail recipients were informed of the purpose of the list and agreed to such use. The "NO" group can solicit e-mail addresses from people who want to be informed about the "NO on CC&Rs" activities.

Brian Floyd suggested that Timberline Rim could give out the mailing addresses, but some members objected to the mailing list be given out without their permission.

Helping Hands Committee report was presented by Kim Wood Saldana. Call for a lost cat if it had been trapped to get it spayed.

Maintenance Committee

Gerald Murphy had not done anything with the maintenance committee.

New Business:

Discussion was held about how to get independent vote counters to deal with the ballots (annual meeting and CC&R).

1. Fotheringham e-mails. Opinion of the current attorney is that the emails between previous attorney Coxe and Timberline Rim members could be released to the membership. He does not believe that it would be worth trying to take legal action against the previous attorney.
2. Review of the voter's packet.
3. Discussed location for the annual meeting. Lion's Club was suggested because of possible bad weather and also would allow members to hear what was happening.

Discussion was held about how the lots would be voted. The CC&Rs state that to be renewed it requires a 55% of platted lots, not members, so it appears that a member with three lots would get three votes. We need to get a legal about whether a person with multiple lots gets multiple votes, and an opinion about what happens to the corporations if the CC&Rs expire.

4. Video camera purchase. Could a camera be tied into the existing system and mounted in the lodge. It would be a fixed system. Glenn Kraski volunteered to research and recommend a video camera for Timberline Rim use.

Craig Brooks made a motion to purchase a video camera for a cost of

\$500.00 or less. Brian Floyd seconded the motion. All board members voted in favor.

Discussion followed about the office laser printer. The second printer in the office quit working, so Timberline Rim purchased a color laser printer for under \$500.00.

5. Received an application for the position to assist Audrey. The person lives in the Rim, journeyman electrician. Audrey and Ian have talked with him.

Discussion was held about whether to post the position in the community for all members to have the opportunity to apply. There is no job description printed. Audrey said that she would print one. Also, the security guard position was discussed, but one will not be hired now that the summer is nearly over. Neighborhood watch has not worked in the past (there was little interest in participation).

Old Business:

1. Propane stove. There has been no interest in the propane stove. It had been advertised for \$500.00. No decision was made on what to do with it.
2. Water system inspection. Audrey has the list, nothing that wasn't discussed at the last meeting.
3. Tennis courts. Got estimate for \$1000.00 from Dave Linn to open up the sink hole to determine the problem. Once that is determined, then could get bids for the repair work if the membership approves work. Need expert assessment of the problem.

Discussion was held about how to deal with the hole. Whether or not it is a safety hazard and why it needs to be done now. IT was suggested that the job be advertised to people within the community. The person who had quoted \$1000 has the equipment and experience to do the job. Bid includes a full day, taking down the fence, excavating the hole, and evaluating the situation. To post the work would further delay having it analyzed prior to bad weather. Ian Lenon made a motion to have the tennis court opened as soon as possible, for the \$1000.00 with Dave Linn. Craig Brooks seconded the motion. Following board members in favor: Brian Floyd, Glenn Kraski, Shannon Herman, Donna Bellows, and Craig Brooks. Board member opposed: Kimberly Wood Saldana. Motion passed.

#### Open Discussion:

Discussion was held about the Timberline Rim newsletter. Some members took exception to the use of the word "forensic" in connection with "audit." They felt that it implied criminal activity and branded the previous board members as participating in wrongful use of Timberline Rim's funds. Also, there was discussion about allowing a "non-member" to work on the newsletter. Certain unauthorized additions had been made that were removed prior to the newsletter being printed. The "nonmember" would not be allowed to continue to work on the newsletter. Cathy Coogan said that she could produce the newsletter in the future.

Discussion was held about people's opinions concerning CC&Rs. People are mostly in favor of CC&Rs, just not the CC&Rs as they are currently written, which allows for personal interpretation and inequities in how they are enforced (when they are enforced).

Discussion was held about how to deal with the Fotheringham emails.

Despite personal opinions about keeping the e-mails private, or having limited in-office viewing, based on the attorney's opinion the e-mails will be available to all members in the office for copying.

Ongoing board communication between board meetings was discussed.

Web site. Timberline Rim will not pay to have the Web site maintained. It was given to Timberline Rim and can be maintained by volunteers. It is not a forum for member discussions, but for information about the Rim.

Discussion was held about having a limit of \$250.00 on any nonemergency expenditures without having board approval. The amount did not seem sufficient to most board members. No decision was made.

Discussion was held about new board member briefing. There are no procedures in place for orientation of new board members.

Newest board appointees drew the following terms: Craig Brooks: 2011

Donna Bellows: 2012

Summary of motions made and approved: Accept July board meeting minutes as corrected. Appoint Donna Bellows to the board of trustees. Charge \$75.00 for the realtor packet.

Replace the end caps on the solar pool cover. Purchase a video camera for a cost of \$500.00 or less.

Tennis court opened as soon as possible, for the \$1000.00 with Dave Linn.

1:45 p.m. Meeting adjourned.

Respectfully Submitted,

Glenn Kraski, Secretary

Minutes for Timberline Rim Special Meeting December 18th, 2010

Minutes for Timberline Rim Board Meeting

December 18, 2010; 10:30 a.m.

Board Members present: Brian Floyd (President), Richard Niday (Treasurer), Glenn Kraski (Secretary) Donna Bellows, Craig Brooks, Charlene Cardotte, Patti Gay-Buoy, Shannon Herman, and Donald Shay

Prior to the board meeting, Brian Floyd asked the board to go into Executive board meeting. The board members gathered in the Timberline Rim office. Due to the nature of the Executive meeting, it needed to be done prior to the regular board meeting. On completion of the Executive meeting all board members returned to the lodge common area.

A quorum was established.

Minutes for the November 20, 2010 board meeting were read by Shannon Herman. Minutes were discussed and corrections made. Patti Gay-Buoy made a motion that the minutes be accepted as corrected. Charlene Cardotte seconded the motion. All board members voted in favor of accepting the corrected minutes.

Staff and committee reports:

Architectural Committee report was presented by Jeanne Woodfin. One disorderly lot. Same lot as discussed at a previous board meeting. Tenant should be moving soon.

Three fence requests.

Two tree removal requests.

The moving van situation appears to be taken care of. It poses a safety hazard and should not be parked in the neighborhood. It is owned by a friend of a homeowner and had been moved after Sheriff's department was asked to get involved.

A new roof may have been installed on a home without permission. Probably a new owner required the roof be replaced as condition of sale. The roof looks okay, but the new owner needs to be advised of Timberline Rim rules.

Water and Facilities reports were presented by Audrey Edwards. Spoke with fire department about fire hydrant snorkels. They do not furnish them. Fire Chief did not see any reason that Timberline Rim needs them. Markers should be sufficient.

Water testing was not completed because the laboratory messed up a test. Will ship samples overnight to Washington to finish up before the end of the year.

Dealing with remaining water leaks.

Having the usual power, computer, wind problems encountered this time of year.

Thanked Gene Bloodworth for the donation of a couch to the lodge.

Christmas party went well. Probably had 90 to 100 people show up, over 30 children.

Mailbox light had not yet been replaced by PGE.

Gene switched the lights in the bathroom so that the sauna can be used without having the light turned off.

Water system computer runs on battery backup when power is down for about 30 minutes. Have about 4 to 5 day supply of water if power is lost for extended period of time. Water usage decreases when power is out.

System is set up to connect to connect a generator, but have not had the need to purchase one.

Office report prepared by Cathy Coogan, presented by Brian Floyd.

Packet contains new resolution. Debbie had found several financial changes that needed to be changed to coincide with the laws.

Bank should be contacting new check signers. Ian has been removed and Charlene Cardotte and Don Shay will be added. Need to start thinking about the budget for the new year.

A review of the finances should be done. See if a different person/firm could do the review (to have "different eyes" look at the finances). A minimum of a review is required by law, with an audit required after a defined number of years. Since an audit was just done, a review is allowable.

Members who are behind in their dues are sent monthly statements which give them the opportunity of a payment plan to bring their dues current. Very few people take advantage of this option and of those who do, most do not follow through with the monthly commitment.

In the first week of December, two letters were sent out for both recreation and water to members with outstanding balances. The first letter was a reminder for their last quarter payment only. The second letter contained a 10-day water cut-off notice and/or intent to lien. The response was minimal. Only a few members made a payment, one email was received, and one promise to pay was not kept. Cathy is requesting that members who are a certain amount in arrears be required to meet in person with the board of trustees for a solution. This may more strongly emphasize the importance of paying dues in a timely manner.

An office assistant could handle the process of payment/collection letters which would free Cathy to do normal office work required for Timberline Rim. It is very difficult to maintain proper timelines for the letters needing to be sent to the number of members who are behind in paying the dues.

The past due accounts are approximately \$17,000 to \$18,000.

Discussion followed about the past due accounts. The number of accounts is affecting the monthly operation of Timberline Rim. Money needs to be transferred from OnPoint to Clackamas County bank checking accounts to pay bills, rather than coming from dues being paid on time. It will get to the point where water will have to be shut off for those past due water bills. There are 4 to 5 households in that situation. Will wait until after Christmas to pursue shutting off water.

Cathy believes that the staff have not received any wage increase since 2005 or 2006 and asks that the board consider a cost of living increase for the staff.

Discussion was held about hiring an office assistant. Have delayed due to budget issues. Need someone who can come in two to three days a week, take care of collections and also be temporary replacement when Cathy is gone.

Have three people who have applied for the position and are ready to be interviewed. Two appear to want higher rate of pay than the position warrants. An office assistant would make it possible to extend office hours or be open on additional days to allow members better access to the office.

Discussion was held about how and when to interview the applicants. Need to review current wage structure. Question was raised about how to select an office assistant when he/she might be a friend of a board member. Cathy would make the initial decision, and the board would then vote to hire or not hire the applicant.

Deb Hambo submitted changes that need to be made to stay compliant with current laws. Audrey raised questions about how the sick leave/ vacation time compensation would be implemented. Further detailed discussion needs to be held in an executive board meeting. Current policy is not in writing, but needs to be established. Need to get Deb involved to get specific details for understanding of what is being proposed.

Treasurer report was presented by Richard Niday.

Funds were transferred to OnPoint Credit Union. Approximate liquid assets in OnPoint: Recreation Club is \$88000 and Water Company is \$241000. Transferred balances to Clackamas County Bank checking accounts: \$12000 to Water Company and \$7000 to Recreation Club because of non-payment of dues.

Common Area report.

No report. Don Shay said that a part time member would like to be considered for the Common Area position. Very interested in being involved.

CC&R Committee report. No report.

Fire Safety Committee report. No report.

Old Business:

1. Tennis court.

Have not submitted request for member input concerning what should be done with the tennis court, either rebuilding the one side or using it for some other purpose.

Need to present options for people to view.

This could be a recurring problem and really needs to be evaluated carefully. It has already cost a lot of money.

CC&R Vote Report was presented by Brian Floyd

Lawyer had advised the most conservative method of counting votes to help mitigate possible claims of improper counting.

369 ballots were received out of a possible 484. 115 ballots were not returned.

Questionable ballots (some had signature only, some had printed name only, some had neither, some were received after the deadline) were set aside and not counted.

Of the remaining ballots, 290 were in favor and 27 votes against renewing the CC&Rs.

The 290 ballots equaled 59.92% of the total possible ballots, so it was more than the 55% positive vote needed.

Results will be posted for community members to view.

Open Discussion:

Suggestion was made about how to solve the present concerns about Audrey's compensation when

Summary of motions made and approved:

Accept November board meeting minutes as corrected.

11:47 a.m. Meeting adjourned.

Respectfully Submitted,

Glenn Kraski, Secretary