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**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
January 31, 2013; 6:30 p.m.**

Board Members present: Don Shay (President), Greg Ernst (Treasurer), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon.

A quorum was established.

Minutes for the November 2012 board meeting were not read. They will be presented at the February 2013 board meeting. They would have been presented at the December board meeting, but no board meeting took place in December due to insufficient number of board members showing up.

Staff and committee reports:

Architectural Committee report.

- No official report. Cathy Coogan has not had time to spend on ARCH letters and no one has volunteered to help with typing letters or assisting other ARCH committee members.

Don Shay brought up the subject of community member participation in helping Timberline Rim on a volunteer basis. The board is already short two members, the ARCH committee needs more people, and the existing board members cannot do all the work. The majority of membership wants CC&Rs, but they seem unwilling to help with enforcing existing CC&Rs or with volunteering to help improve Timberline Rim as a community. The current board has accomplished a lot, but many issues have not and cannot be addressed without further participation of the membership.

Facilities & Water report presented by Gene Bloodworth.

- Had various water leaks.
- During one incident Gene was out of the area when the call was made. Jack and Ian were working on the problem when Gene got back to the Rim. Needed to wait until the next day to shut off the curb stop shutoff. The owner is not present at current time. The neighbor was informed that the water was shut off to the house. Cathy will see if the owner can be directly contacted.
- Relocated the air relief valve at well house No. 1 so that he could access the PLC cabinet. The door still cannot be opened all the way. The emergency valve needs to be rotated 180° to allow full access to the cabinet.
- There was no need to chlorinate the water system during January.
- Phillip delivered copies of Timberline Rim's water system layout for Gene to document the underground piping. Gene also wants to document the location of every water meter so that anyone can see the location.
- Did six water locates.

- OAWU costs approximately \$190.00 per year. Mr. Merrill does not believe that membership is necessary and we could save that amount. The information is available through other sources without cost.
- Don Shay asked about the list of spare parts that Mr. Merrill believes Timberline Rim should have on hand for emergencies. Gene has not seen that list yet.
- The lodge was vandalized by three men on December 31. To access and exit the pool area they tore down part of the fence and moved the pool cover. No damage was done to the new pool cover. The resolution of the security cameras is not sufficient to identify people. May need to look into higher resolution cameras and better lighting.
- Received water system software, but would like to work with the software company to see what it upgrades and will it actually help improve the use of the water system.
- A combination lock box was installed at the lodge to allow people access when no one is in the office.
- Did an inventory of keys in the security safe and identified those that were no longer needed.
- Removed and capped off the unused propane riser that was coming through the floor of the lodge.
- Contacted David Lynn about the sinking problem at the fence along the river. It probably is the same problem as was seen when the tennis court was sinking (debris rotting under the top layer).
- Need sufficient battery backup for all the office equipment and also for water system components. Gene needs to evaluate the power requirements and then purchase the necessary battery backup system. Right now some data is lost when there are power fluctuations or outages.

Due to the evening's schedule for the board, Don Shay requested that a renter present her request for use of the lodge to the board.

The renter has resided in Timberline Rim since the end of summer. She has requested use of the lodge for a yoga class she would like to teach. The board had several questions and potential issues as the requested was discussed:

- Is it for profit? It appears that donations would be accepted, but not required.
- Would it be open to people who are not residents of Timberline Rim? Yes, but the actual percentage of non-members would need to be determined. How much would traffic from outside be increased?
- How many days per week/hours per session? Timberline Rim currently has one yoga class. Can more than one be supported and would it take people away from the existing class?
- If allowed, the class would need to be scheduled so that it did not conflict with member usage of the lodge.
- The property owner would have to accept responsibility for the use of the lodge by a renter.

The board is in the process of developing a written lodge use policy to address the various requests that are now being made for use of the lodge, including types of activities and criteria for priority that may need to be assigned for those activities.

The board did not see any issues with allowing the yoga class, but wanted to complete the lodge use policy before giving final approval for the yoga class, since there was no need for an immediate

answer.

Office report presented by Cathy Coogan.

- 2013 dues received as of 1/31/2013 are as follows:
Water: Invoiced \$105,006.25; Received \$57,702.75 (55%)
Rec: Invoiced \$96,400.00; Received 54,764.14 (57%).
- Need to discuss vacation/holiday pay for employees.
- Another dog attack by a renter's dog on a Timberline Rim member's dog. The county has been informed and is involved, but nothing is likely to be done since the Timberline Rim member was not bitten (skin was not broken). There was a question about whether the person who owned the offending dog was just visiting or if she is permanently residing in the house with the renter of the house and thus may continue to be a potential problem for Timberline Rim. There was a hearing concerning the dog, but have not heard the results of the hearing. Need to write a letter to the property owner to try to get this resolved.
- It seems that most incidents concerning dog attacks are with dogs owned by renters.
- Working on lodge use policy, including donation based events/activities.
- O'Hanlon's office has indicated that they would be willing to do the 2012 financial review. Need to look at the cost of having the review done by a different company.

Treasurer report prepared by Greg Ernst.

- Approximate operating capital: Recreation Club is \$37,300 and Water Company is \$6,600.
- Approximate liquid assets: Recreation Club is \$90,300 and Water Company is \$246,700.
- Are beginning to see the results of actions taken last year to reduce overall operating costs. The new 2013 budget will show the results.
- Employee handbook update. There had been a resolution written but never approved by the board concerning vacation/sick/holiday time. The board needs to come up with a finalized version for Timberline Rim employees.

Security report.

- Shut down for the season.

Fire Safety Committee.

- No report.

CC&R Committee report.

- No report.

New Business

1. Don Shay discussed a person who would be willing to provide engineering services for evaluating the current river crossing and the possibility of installing a well on the south side of the river in the

event that the current water crossing is damaged or destroyed in another major flood event. This person has experience with the current river crossing and is qualified to give advice/evaluation of the project. In conjunction with Phillip Merrill we should be able to get a comprehensive engineering evaluation of our options and the costs. Current water tank and/or major infrastructure repair/replacement need to be considered for the future needs of the community. All of this will be very expensive.

Also need to check into the possibility of temporarily hooking into a neighboring water system if the current river crossing is damaged or destroyed (until a more permanent solution can be installed).

Based on current measurements and data, the river crossing not be very deep under the river (could be less than two or three feet below the bottom of the river). Timberline Rim was led to believe that the current site of the river crossing bore location was a permanent solution to our water problem.

After some baseline estimates are received, need to look at how the project will be financed. Massive assessments are not a reasonable solution. Need to look into other financing options which would allow a more gradual payment schedule.

2. BR&D has not signed a contract and has not paid for January 2013. Their water usage appears to have decreased significantly. Phillip Merrill wants a water survey letter sent to BR&D so that he can inspect their water system to verify that it is not a danger to our water system. If the backflow valve fails it could cause significant problems for Timberline Rim's water system.
3. Short discussion was held about dog policy for Timberline Rim so that the resolution can be finalized.

The next board meeting is scheduled for Thursday, February 28th.

Went into Executive Session at 8:45 p.m.

Executive session was held to address personnel issues.

Executive Session ended at 8:55 p.m.

Regular Board Meeting adjourned at 8:55 p.m.

Summary of motions made and approved during regular session:

26. No motions were made or approved.

Respectfully Submitted,

Glenn Kraski, Secretary

February 28, 2012

Insufficient number of board members present to establish a quorum.

No minutes.

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
March 28, 2013; 7:05 p.m.**

Board Members present: Don Shay (President), Greg Ernst (Treasurer), Glenn Kraski (Secretary), Patti Buoy.

A quorum was established.

Minutes for the November 2012 board meeting were read and corrections noted. Patti Buoy made a motion to approve the minutes as corrected. Don Shay seconded the motion. All board members voted to approve the minutes as corrected.

Minutes for the January 2013 board meeting were read and corrections noted. Patti Buoy made a motion to approve the minutes as corrected. Don Shay seconded the motion. All board members voted to approve the minutes as corrected.

Minutes for the January 2013 executive session were reviewed. The proposed change cannot be implemented so no action was taken regarding the decision made in the executive session.

Staff and committee reports:

Architectural Committee report presented by Jack Gann.

- One deck request, two tree removal requests. The requests were approved by the ARCH committee.
- Don Shay discussed a tree on his property that fell into his neighbor's yard during the last wind storm.
- A request to take down two cottonwood trees in the common area was presented to the board and was approved by the board. The property owner will pay for taking down the trees.
- A letter was received concerning a privacy barrier that was being rebuilt. The replacement material was inspected and approved prior to the work being done. It is not visible from the street and the adjoining neighbor had no problem with it being replaced. The board approved a variance for the project.

Facilities & Water report presented by Gene Bloodworth.

- Chlorination of the water system had to be done due to work on Mt. Creek Circle.
- On March 11th, Gene and Phillip Merrill tested the UPS units (battery backups):
 - Main desk: 23 minutes.
 - Office water system (two computers and a PLC): 30 minutes.
 - Well #1 PLC: 88.5 minutes.

Phillip would like to see more backup time for the PLCs. Some other tests need to be run before looking into more robust UPS units. Do not know if a standalone UPS can run the system for eight or more hours. Maybe a generator system would be a better option.

Further discussion was held about generators and how useful it would be to own one or if one could be kept "on reserve" for use during longer power outages. Need to look into the possibility. A generator could cost \$13,000 to \$15,000 for one large enough to run the pumps. Biggest problem right now would be if there is a power outage and the fire department needs to use the Timberline Rim water system.

- Repaired a residential water leak.
- Traced the power distribution and diagramed the circuitry for the office, as well as the power cables for the office. UPS hookups were not quite right and were corrected for best load balancing.
- Created an emergency assist folder so that when he (Gene) is traveling or on vacation people at Timberline Rim office can refer to basic emergency information for minor water system problems. Lists meter locations and shutoffs, etc.
- Water shutoff/chlorination notification signs have arrived. The signs will be a more visible way to alert residents when the water system will be worked on, chlorinated, etc.
- A question was asked about a comment in Phillip Merrill's water report concerning pump #2. It appears that it may be the pump that was installed in 1984, which would make it a "miracle" pump due to the approximate number of hours it has been in operation. Audrey had mentioned more than once that it was nearing the time when it would need to be replaced. Replacement of the pump will need to be planned and hopefully carried out before it fails. Have not yet been able to find information concerning the pump (date installed, pump type, etc.). Estimated cost of replacement is \$6000.00 to \$7000.00. Need to make sure the other pump can meet Timberline Rim's needs during the time it would take to replace the aging pump.
- Received burn paper for the burn pile. This can be used to keep the bottom layer dry so that a fire can be started without using flammable liquids and be able to get the fire going even if the upper layer is wet/green. This should eliminate the use of tarps (the blue tarps receive some complaints from residents across the river) once the burn paper is put in place on the burn pile.
- Received three 10-LED power failure flashlights for installation in the lodge to provide emergency lighting in the event of nighttime power failures when people are in the lodge.
- Had an unscheduled burn day on March 25th. The in-ground pole supports (made of PVC) were replaced with metal ones so that they do not melt during burning.
- Don Shay asked a question about the vandalism that took place at the pool a few months before. The cameras had proven to be totally inadequate for identifying the men who broke in. Gene lowered the cameras for a better view, but in broad daylight the image was still unacceptable. Need to look into higher resolution cameras and possibly extra lighting for the pool area.
- Don Shay also brought up the incidents of theft that have taken place in the Hoodland area (at some local restaurant parking lots, etc.). Jack Gann was aware of the incidents.

Office report presented by Cathy Coogan.

- Lodge use policy does require \$1,000,000 liability insurance for parties serving alcoholic

beverages. There is an amendment to the lodge use policy that was approved, however, it appears that the policy itself was never formally signed or adopted. Cathy has been working on updating the policy so that it can be adopted. Insurance can be inexpensively obtained for parties. Cathy will give the information to the people wishing to rent the lodge for the party.

The amount (\$1,000,000) is a standard amount typically required.

- Cathy is putting together the updated pool policy that had been discussed last year.
- Discussed how to secure the notification signs so that they do not get stolen when they are being used.
- Reviewed the new vicious dog rule (which defines what constitutes a vicious dog) and discussed corrections. It matches what the Timberline Rim attorney has reviewed.
- Don Shay made it clear that the rule being presented for approval is an amendment to the existing policy and that the existing policy will have to be modified to specifically refer to the vicious dog rule.
- Policy guidelines for response to a dog bite should be sufficient to get the owner's attention and should also help to maintain the safety of people and pets in Timberline Rim. Suggested changes to the policy are:
 1. 1st occurrence is a letter (owner may not be aware of how a dog will react)
 2. 2nd occurrence is a \$500.00 fine (owner has already been put on notice that the dog presents a biting danger); if the dog bites a **person** the dog's owner may be required to remove the dog from Timberline Rim. (If the owner of the dog is a renter, Timberline Rim does not have direct recourse except to take action against the lot owner. A renter may be sued by other persons involved in any incident with a vicious dog).
 3. 3rd occurrence is \$1000 (or whatever amount the board deems is necessary to get the owner to take corrective action) and the dog **must** be removed from Timberline Rim.
- Patti Buoy made a motion to approve the vicious dog rule, and to authorize Cathy to modify the existing policy as discussed and then bring it back to the board for final approval. Greg Ernst seconded the motion. All board members voted in favor.
- Schwindt & Co. is working on the financial review. A comment was made that an annual financial review seemed to be a waste of money. Don Shay said that it was clearly required by the Planned Community Act. Don Shay also asked Timberline Rim's attorney and the attorney agreed that the review was required. Schwindt & Co. was selected because the firm used in previous years did not do a professional/competent job last year.
- Need to review some past due accounts for continuing action. Timberline Rim probably will not be able to recover money from the foreclosures (since the banks have first position for collecting the debt). For current residents who refuse to pay dues, billing should continue for the balance due Timberline Rim. Further action against current residents could also include small claims court.

Jack Gann asked about the camper/trailer that has been sitting on the federally-seized property in Division 5. Glenn Kraski responded that he had heard that action was being taken and that it would be gone soon.

Treasurer report prepared by Greg Ernst.

- Approximate operating capital: Recreation Club is \$105,500 and Water Company is \$56,400.
- Approximate liquid assets: Recreation Club is \$158,800 and Water Company is \$297,600.

- A question was asked about the 2013 budget and Greg Ernst said that it would be based on last year's budget.

New Business

- Don Shay said that he had spoken with Ian Lenon and Ian had confirmed that he has resigned from the board and will submit a written resignation to Cathy. This leaves the board with only six members.
- Discussion was held about the proposed Yoga class (and other donation-based activities) that take place at the lodge. We need to have the people running any such class/activity in the lodge sign a waiver of liability so that Timberline Rim is not liable for injury incurred due to the class or activity.
- River crossing: Phillip Merrill was asked about water rights in Division 5. Apparently it is not as straight forward as Audrey implied. Water rights are not guaranteed until Timberline Rim has a permit. The permitting process is about \$5000.00. Then Timberline Rim would need to prove that an additional well would not affect the water for other people, which would cost in the neighborhood of \$3000.00. And then, if everything was okay, actual drilling of a well would have to be done within five years of obtaining a permit. This needs to be looked into further so that Timberline Rim can plan for and be prepared for a catastrophic water event in the future.

The next board meeting is scheduled for Thursday, April 25, 2013.

Board Meeting adjourned at 8:45 p.m.

Summary of motions made and approved during regular session:

27. Motion to approve the November 2012 board meeting minutes as corrected. All board members present voted in favor.
28. Motion to approve the January 2013 board meeting minutes as corrected. All board members present voted in favor.
29. Motion to approve the vicious dog rule and to modify the existing policy as discussed, including fines, and bring it back to the board for approval. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
April 25, 2013**

NO quorum was established.
NO meeting conducted.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
May 30, 2013**

NO quorum was established.

NO official business could be conducted.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
June 27, 2013; 6:18 p.m.**

Board Members present: Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary), Patti Buoy, Donna Bellows.

A quorum was established.

No minutes were presented for the May 2013 meeting because a quorum was not established.

Request for use of the lodge:

A Timberline Rim member made a request of the board to use the lodge for regular meetings of a Camp Fire Kids group. Lodge usage needed to be addressed during a board meeting because the board has not yet had time to write a lodge use policy. During the discussion the board established rules that would need to be observed by the organizers/leaders of the Camp Fire Kids group until a written lodge use policy was put into place. In addition, it was understood that the written lodge use policy (when it is finally approved) may have other rules/stipulations that would also have to be observed. Patti Buoy made a motion that members may use the lodge for non-profit activities with the stipulation that there will have to be acceptable waivers of liability to protect Timberline Rim, and that scheduled paid rental of the lodge by other members would have priority over a non-profit organization's use of the lodge. Donna Bellows seconded the motion. All board members voted in favor.

Staff and committee reports:

Architectural Committee.

- Requests: three tree removal (one pending), one fence, one house painting, one decking, one driveway.

Facilities & Water report presented by Gene Bloodworth.

- Investigated water leak. Based on vegetation in the area, it appears to have been in existence for some time, so it needs to be evaluated to determine if damage had been done to one of Timberline Rim's water lines. May be able to better determine the source and extent when the weather has been dry for a longer period of time.
- Don Shay brought up the matter of Phillip Merrill's contract renewal. It is time to either continue the contract or cancel. After discussion it was clear that Phillip had performed all the duties for which he was being paid, had a great deal of knowledge that was of great benefit to Timberline Rim, and worked well with Gene and other people to make repairs to keep the water system running. Patti Buoy made a motion to continue renew the current contract (locking in the current rate for five years). Don Shay seconded the motion. All board members voted in favor.

Executive Session:

Because no other Timberline Rim members were present except for Cathy Coogan and Gene Bloodworth (both Timberline Rim employees) a short discussion was held concerning year-round employees. A motion was made by Patti Buoy and seconded by Donna Bellows to accept the decision made during the discussion. All board members voted in favor.

Regular Session:

- The dog policy was sent to the attorney for review and some changes were suggested by him. One issue concerned the fines that would be applied for each offense and how many offenses would be allowed before a dog would be required to be removed from Timberline Rim. The board discussed the issues at length and it was decided how the policy should be worded for the attorney to include in the policy. Patti Buoy made a motion that the board accept the dog policy with changes as discussed, with the understanding that the attorney will incorporate the changes into the final policy. Donna Bellows seconded the motion. All board members voted in favor.
- Because of a misunderstanding about what constituted a quorum, the employee holiday/vacation/ leave resolution voted on previously was brought up for a vote again. Patti Buoy made a motion to accept the employee holiday/vacation/leave policy. Donna Bellows seconded the motion. All board members voted in favor.
- The requirement for establishing is quorum appears to be a majority of the number of board members that make up a full board (five) and then a majority of that number can approve motions.

Office Report presented by Cathy Coogan.

- Need requirements for part-time help. Gene is not able to keep up with all the maintenance required to maintain Timberline Rim property (part of the agreement with the Oregon Department of Forestry for all of the free work that was done is that Timberline Rim will keep those areas cleared of excessive flammable materials for five years).
- Need to determine pay and hours to be posted for part-time person.
- Employee holiday/vacation/leave policy already voted on.
- Jack Gann is providing security for Timberline Rim. A question was brought up about whether Jack should be paid 50/50 for security of the corporations. While he is on patrol he is watching for and dealing with both recreation club and water system issues.

Treasurer report prepared by Greg Ernst.

- Approximate operating capital: Recreation Club is \$105,000 and Water Company is \$34,000.
- Approximate liquid assets: Recreation Club is \$158,400 and Water Company is \$276,500.

Old Business

- Jack Gann and Don Shay went to view some playground equipment that had been removed from a day care, but the condition and prices were not what they had hoped for. This was done as a follow-up to comments the board had made during the annual meeting concerning various

common areas that had the potential for being developed into mini parks (picnic table or playground equipment). After discussion, it was decided that a few pieces of new playground equipment (swing set, picnic table, etc.) could be purchased and additional could be purchased in small amounts over time to decrease the impact on the budget.

- Shannon Herman made a motion to authorize the purchase a swing set and a picnic table and to excavate the Alpine Way location for installation of the swing set and picnic table. Patti Buoy seconded the motion. All board members voted in favor.
- Need to review and sign the Clackamas County Utility Placement Agreement for Timberline Rim Water Company. This agreement will make it easier if/when emergency work needs to be done on the water system.
- Need to see if a local company has high resolution security cameras that Gene can see in person, rather than purchasing online without talking with someone who can demonstrate operation. Glenn Kraski will look into possible local dealers.

The next board meeting is scheduled for Thursday, July 25, 2013.

Board Meeting adjourned at 8:56 p.m.

Summary of motions made and approved during regular session:

30. Motion to approve the use of the lodge by Camp Fire Kids if requirements as established by the board are met. All board members present voted in favor.
31. Motion to approve the renewal of the contract with Merrill Water Systems. All board members present voted in favor.
32. Motion to approve the vicious dog policy as discussed, including fines, and to be updated by the attorney. All board members present voted in favor.
33. Motion to approve the employee holiday/vacation/leave resolution. All board members present voted in favor.
34. Motion to purchase swing set and picnic table and to have Alpine Way location prepared for installation. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
July 25, 2013; 6:54 p.m.**

Board Members present: Don Shay (President), Shannon Herman (Vice President), Greg Ernst (Treasurer), Glenn Kraski (Secretary), Patti Buoy

A quorum was established.

Gerald Murphy, a Timberline Rim member, addressed the board seeking permission to use Timberline Rim greenway (lot 212) for access to private property along the river for him and David Linn to do revetment work. They cannot get permits for the work without prior permission to use Timberline Rim common area for access. He asked that permission be granted for one year since work cannot be done immediately. He also agreed that the greenway would be restored to a natural condition when work was completed. Don Shay asked that the proposal be submitted in writing, stating that David Linn would accept all liability for the access across the common area, and with the guarantee that the common area would be restored at the end of the work. Patti Buoy made a motion to allow David Linn and Gerald Murphy access through the greenway (lot 212) as requested. Shannon Herman seconded the motion. All board members voted in favor.

Minutes for the June 27, 2013 regular board meeting were read and corrections noted. Patti Buoy made a motion to approve the minutes as corrected. Shannon Herman seconded the motion. All board members voted to approve the minutes as corrected.

Staff and committee reports:

Architectural Committee report.

- Requests: four tree removal, one project, one deck, one outbuilding.
- Some lot owners have voiced concern about trash in the common area near Pine Tree Way. Kids keep dragging debris into the common area to build play structures and they leave garbage and tarps scattered around the area. Posting signs seemed to help for a time, but the problem has gotten worse again. Several suggestions were made on how to deal with the problem, but without video evidence of the activities it is really difficult to identify specific individuals who are contributing to the problem. Some parents of children in the area admit that their children may be involved, while other parents have no clue where their children are or what they may be doing. One solution may be to post larger signs and then just clean up the area periodically (tarps, makeshift structures, etc.) because they may eventually get the idea that "their" play area is not a garbage dump.

Facilities & Water report.

- A street valve cover was missing at corner of Mt. Meadow and Meadow Crest. It was replaced with an aluminum cover (not as heavy or durable as the original cover). A man later reported that the aluminum cover had damaged a tire on his truck. He never came into the

office to file a report nor did he bring the matter to the board. Gene showed the valve cover to the board.

- A wet area previously reported to Gene looks like it might be due to ground water, not a water line leak.
- County workers checked a water pipe inside the sewer line, but the line was not an active line, so there was no danger of water system contamination.
- Three broken snow poles for the fire hydrants.
- Don Shay brought up the county utility placement agreement for discussion. This is a benefit to Timberline Rim when emergency repairs need to be made to the water system. Greg Ernst made a motion that the board members sign the agreement. Patti Buoy seconded the motion. All board members voted in favor of signing the agreement.
- Pool cover had been moved because someone had been using the pool after normal hours of operation. There is no light or security camera coverage of the area where they entered. Suggested installing a lamp with a motion sensor.
- There had been theft and vandalism at the tennis court. The security cameras were no help in identifying who was responsible. Would also like to post rules for proper use of the tennis court restricting skateboards, etc.).
- Glenn Kraski is still researching security systems with better capability than current system because of the number of incidents that have occurred.
- Got a new special burn permit for the remainder of the year. Need to call Hoodland fire before burning.
- Posted signs/ads for part time summer help. Hope to hire someone soon so that training can be started before Gene goes on vacation. Currently have two applications on file. Gene needs to screen applications, then discuss applicant(s) with Don Shay. Two board members should be involved in the final interview/applicant screening process.

Office report.

- No report.

Financial report.

- Approximate operating capital: Recreation Club is \$98,900 and Water Company is \$30,350.
- Approximate liquid assets: Recreation Club is \$155,600 and Water Company is \$273,770.
- Greg Ernst questioned the amounts shown in the financial report prepared by Quail Oaks. The Recreation Club amounts seem high for this time of the year and the Water Company amounts seem low. Will look into it more closely.

Other Business

- Don Shay had a meeting with the Sandy River Basin Watershed Council last week. They are appealing the denial from OWEB, partly due to the fact that FEMA had not completed their flood plain mapping. OWEB was present and walked both sides of the river.
- Should know their decision within the next couple of weeks.
- Russ Plaeger is no longer on the Sandy River Basin Watershed Council.

The next board meeting is scheduled for Thursday, August 29, 2013.

Board Meeting adjourned at 8:40 p.m.

Summary of motions made and approved during regular session:

35. Motion to accept the June 2013 board meeting minutes as corrected. All board members present voted in favor.
36. Motion to allow Gerald Murphy and David Linn to use Timberline Rim property to access construction being done on Timberline Rim member's property. All board members present voted in favor.
37. Motion for board members to sign the county utility placement agreement. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
ANNUAL Meeting
September 29, 2013**

Board Members present: Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary)

Minutes for the September 2012 annual meeting were read by Glenn Kraski.

Don Shay discussed the general apathy of membership toward being involved in matters that affect the well-being of everyone in Timberline Rim. He was glad that people had shown up for the annual meeting, but made the point that if important Rim business needed to be conducted at the annual meeting, 59 people would be required for a quorum, but only 29 Timberline Rim members had bothered to show up. This apathy has resulted in a lack of members on the board of trustees. At present, the By-Laws state that the board should consist of nine members. The board presently consists of five members, which is the minimum required to achieve a majority of the total number of board members needed. Don Shay felt that the By-Laws needed to be rewritten to lower the total number of board members (Glenn Kraski had suggested seven and Don felt that five board members would be best, because a quorum could be more easily achieved).

A question was asked about what qualifications a person needed to be on the board. Don replied that the most important thing was that the person cared about the community and desired to serve. A degree or training or governmental experience was not necessary.

Neither the board nor the membership had sufficient people to establish a quorum.

Don Shay then introduced other people involved with operation of Timberline Rim: Shannon Herman and Glenn Kraski (board members), Phillip Merrill (water operator), Gene Bloodworth (facilities/maintenance), Cathy Coogan (office manager), Celeste (who assists in the office), Dave Creech (ARCH committee member), and Jack Gann (ARCH committee member and part-time security for Timberline Rim).

Water Report

1. Phillip Merrill presented the water report:
 - Gave background for Timberline Rim water operations. Two wells supply water, one near the lodge, and one up the hill. The water is pumped to the storage tank which has a capacity of 250,000 gallons. If power is lost, the water should be able to supply between two and three days of water to the community, depending on water usage.
 - Water usage from August 2012 to August 2013 was 27.4 million gallons. Average daily use per household was about 145 gallons per day, which he felt was quite a low number.

- All testing of the water is current. He had one positive result for coliform bacteria, which required five repeat samples, all of which came back negative. The reason that getting multiple re-samples for coliform bacteria is that it is an indicator that there may be more serious problems in the water system. Members can go to the Oregon Health Authority website to view test results for Timberline Rim.
- Tasks performed included:
 - a. Tested the battery backups (UPS) for computer systems. Problems were found and corrected.
 - b. Submitted annual water report.
 - c. Did a stress test on well #1 (the well on the hill). Needed to know if well #1 could supply sufficient water to the community if well #2 (primary well) was not operational. It was determined that well #1 could not directly replace well #2.
 - d. Replaced the pump for well #2. The pump had a manufacturer's date of 1983, which means that the pump was 30 years old (an amazing age for a pump).
 - e. Replaced the water system transducer.
- Enumerated some of the other maintenance projects performed in the past year.
- It is very helpful when members report any suspicious water events (pooling water or running water when there is no obvious source, etc.).
- The water emergency number should be called when there is an emergency (water line break, etc). Non-emergency issues (water or other) should be directed to the Timberline Rim office.
- Future projects include:
 - a. Generator to run the main well.
 - b. Routine maintenance/preventive maintenance.
 - c. Winterizing the hydrants.

A question was asked about the types of pipe used in the water system. Phillip answered that there is ductile iron, PVC, and asbestos concrete (cement lined asbestos pipe). Phillip said that he tests for asbestos on a regular basis to make sure the water is safe. Due to the age of the system, most of the main lines are ductile iron and asbestos concrete.

A question was asked about costs/assessments associated with a worst case scenario for water system failure. Phillip mentioned the high cost items, such as the water tank (over \$200,000 to replace), two main pumps (one of which was just replaced for \$11,000, and the other would probably be \$15,00 to 20,000 because it is pretty deep), the main lines (a major section would be very expensive), and the water crossing (or separate well in Division 5). Timberline Rim needs to be working on increasing the reserve funds for the water company in anticipation of water system maintenance in the future.

A question was asked about chlorination of the water system. They chlorinate any time the system is opened (broken water, fire hydrant flushing, accessing the water tank, etc.).

Staff and committee reports:

Activities and Events

Facilities Report presented by Gene Bloodworth

- Installed a new swimming pool winter/safety cover.
- Installed changeable combination locks on the tennis court gate and the gate to the burn pile. This allows the combination to be changed without worrying about keys.
- Installed a programmable thermostat in the lodge to save money.
- Photo cells were installed on outside lights to save money.
- Tested the UPS systems in the office. Need to go to larger UPS units for some computers and the water system PLC.
- Installed three plug-in LED flashlights for the lodge for power outages at night.
- The security cameras are inadequate for identifying people. Purchased a new set of 1080p cameras and the recording unit.
- Purchased two new weed/tree trimming tools for common area maintenance.
- Members need to keep water meter accessible for reading the meter and for turning off water in an emergency.

Financial Report presented by Glenn Kraski

- The actions taken by the board to save money have been working and we are now seeing the results.
- Operating capital (end of August 2013): Recreation Club: \$90,000; Water Company: \$17,000
- Reserve funds (end of August 2013): Recreation Club: \$56,600; Water Company: \$244,000
- Money needs to be transferred from the Rec Club operating capital to the reserve fund.

Architectural Committee report present by Dave Creech

- Now able to give immediate approval/disapproval on the spot when responding to ARCH committee requests.
- Requests: tree removal: 28, roof replacement: 4, painting: 3, project proposals: 3, decks: 3, outbuilding: 4, fencing: 6, hot tub: 1, garage: 1.
- Two complaints for disorderly lots, three dog complaints.

New Business:

Development of Park Spaces

Don Shay spoke about the development of a park space. There are a number of large areas that appear to have been intended to be developed for recreational use. The board believes that they should be developed as park/play areas. The largest is on Alpine Way and will be the first to be developed. With the loss of the area south of the lodge near the tennis court, other areas need to be developed. A picnic table has been purchased and some playground equipment will be purchased over the course of a few years.

Besides traditional playground equipment, will also be looking at disc golf as well.

There is another space across Barlow Trail road that could be developed into RV/boat storage.

Members brought up issues with having a park developed on Alpine Way.

Water Line Crossing

Don Shay and Phillip Merrill spoke about the water line crossing and the possibility of a stand-alone water system for Division 5.

Water for Division 5 comes from the water tank on the north side of the Sandy River. This river crossing (8-inch pipe), once down about 30 feet below the river, is now about 6 or 7 feet below the water and as the river erodes the bank the water gets closer to exposing the water crossing.

Clackamas County has been trying to decide whether or not they want to do another bore beneath the river for the sewer line, or if they will need to come up with a different solution. They are not sure if they can do another bore that would not be exposed in the future.

Using recent maps, Don Shay showed the current location of the river crossing and the erosion zone/danger areas depicted on the maps. At its current location, the river crossing will very likely be uncovered and damaged by another flood event similar to what occurred in 2011, unless the river significantly changes course to the north.

Another option would be to put in a well south of the river in Division 5 so that its water system pipe would not be in danger due to river bank erosion. No place is totally safe north or south of the river, but a stand-alone system would be more likely to survive regular flood events that now threaten the river crossing.

Phillip Merrill presented information about a new stand-alone system in Division 5. Items that need to be addressed: drill a new well, put in a storage tank (60,000 gallon), booster pumps, minor changes to water rights. It will be probably be a 1-1/2 to 2 year project. Cost would be approximately \$350,000 to \$400,000 (would require an assessment of \$650.00 to \$1,000, paid over three years). System operating costs would be \$30,000 to \$40,000 (\$6.00 to \$10.00 /month additional cost).

Another river crossing would probably be \$250,000 - \$300,000. The current river crossing was installed in 2007 and in 2011 it was nearly uncovered. It could be wiped out at any time, and a replacement river crossing could be washed out at any time as well.

If we wait until the river crossing gets washed out, the costs will be higher because emergency action to deliver water Division 5 will add to the total expenses.

New Policies and Procedures

Shannon Herman briefly discussed the new dog policy. It was developed by the board in response to several vicious dog complaints and dog attacks. The policy has increased fines and can result in a vicious dog being removed from Timberline Rim.

She also discussed a new lodge use policy being developed by the board, so that there will be defined rules for use of the lodge. Don Shay explained the temporary form currently used, and why a comprehensive lodge policy is necessary.

CC&Rs

Glenn Kraski discussed CC&Rs. Proposed changes were presented at the 2012 annual meeting and have been available to view both in the office and online. There has been NO feedback from the membership. Minimal changes were made to the original CC&Rs: two significant changes concerned dog control and responsibility of/for renters in Timberline Rim.

Don Shay added some additional comments about what the board intended to do if the CC&Rs passed in the upcoming vote. The most important item to be addressed would be a total re-write of the architectural committee handbook. He also reiterated that the corporations would continue to exist even if the CC&Rs fail to pass. The board still has work to do no matter what happens with the CC&Rs. Control of what can be done on an individual lot is then governed by county or other applicable governmental regulations, but the board still has oversight of the common areas, recreational facilities, and the water system.

Fire Safety

Don Shay spoke about the Rim's responsibility to maintain the areas cleared of trees and brush by ODF to help create a more fire safe environment. Insurance companies are looking at fire safety and the rating of Hoodland Fire and are raising rates for certain homes/neighborhoods. It is in the best interest of everyone to reduce the fire danger on your own property, not only for individual safety but also for community safety.

Flood Issues

Don Shay spoke about new maps showing redrawn flood zone, as well as evulsion and erosion zones. Many of the homes in Timberline Rim are affected by the areas noted on the maps. The good thing is that any resident of Clackamas County can purchase flood insurance, whether or not the home is in the actual flood plain.

Timberline Rim has partnered with many other organizations (including government agencies) to study the upper section of the Sandy River. Even though the old ways of protecting the bank are no longer being allowed for large projects, there are different ways that the river may be affected, including fish habitat restoration and the opening of historic channels. Timberline Rim may benefit from those types of projects.

Board Openings

Don Shay reiterated that there are open positions on the board which members could volunteer to fill. One member said that she would consider being on the board.

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting**

October 24, 2013; 6:21 p.m.

Board Members present: Don Shay (President), Shannon Herman (Vice President), Greg Ernst (Treasurer), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon

A quorum was established.

Minutes for the July 27, 2013 regular board meeting were reviewed by board members (there was no quorum in August and September). Patti Buoy made a motion to approve the minutes. Don Shay seconded the motion. All board members present (5) voted to approve the minutes. Greg Ernst arrived at 6:35 p.m.

The board reiterated what had already been said at the annual meeting: Timberline Rim members who attend the board meetings may bring their concerns or issues to the board and it will be discussed (even when there is no quorum to make motions or conduct other business).

A member in attendance expressed her concerns about the flood information presented at the annual meeting. Don Shay explained how Timberline Rim has board members on a committee which includes representatives from Clackamas County and sometimes state and federal agencies to address the dangers presented to the area by the Sandy River. The member was wondering about ways to reduce the cost of flood insurance (possibly by getting multiple members to help with the cost of elevation studies). Also, we need to make sure that when community meetings are held (in which state and federal agencies are present to answer questions) that as many people as possible receive notification.

Staff and committee reports:

Architectural Committee report.

- Two disorderly lots; two concerns: blocked stream and a dead tree in the green space.

Facilities & Water report.

- Exercised valves, flushed fire hydrants, installed snow poles on the hydrants, and documented the location of street valves.
- Water system was chlorinated due to the water system maintenance.
- Part time help continued to caulk the water tank base. It is very difficult to remove old caulking.
- Weatherized pool and installed pool winter cover.
- Need to replace the sump pump. It trips the GFCI receptacle because it has a small current leakage to ground from the motor. It is not safe in its current state. Could use a second sump pump for the water company.
- Notified Hoodland Fire prior to burning.

- Don Shay discussed that someone was cutting down willow trees on the river bank and leaving piles of cut branches. It is not legal and if State Fisheries asks about it, board members need to make sure they know that it was not done with the knowledge or permission of the Timberline Rim board. Not sure if it is the same people who were warned about doing it a couple of years ago.

Office report.

- Cathy Coogan is out for an extended length of time due to her son being badly burned in an accident. Celeste will be filling in as much as possible to handle the office and the various items needed for the upcoming CC&R renewal vote.
- Internet service has been switched to Wave Broadband.

Financial report.

- Due to Cathy's situation, the Internet connection being down for a time, and the fact that the financials were discussed at the annual meeting, no financial report was printed.

Other Business

- There will be a meeting with Clackamas County representatives, conservation organizations, and certain residents of our area on November 6th. It is not open to the general public, but is a meeting to help solidify the purpose and agenda of the committee. Two or three board members will represent Timberline Rim during the meeting.
- It is required that board officers be elected at the first board meeting following the annual meeting. Ian Lenon had been voted onto the board by the membership on the 2013 ballot. A motion was made by Patti Buoy to elect the following board members to the following offices:
 - Don Shay - President
 - Shannon Herman - Vice President
 - Greg Ernst - Treasurer
 - Glenn Kraski - Secretary.
 Greg Ernst seconded the motion. All board members voted in favor.
- Have not received any official notice of whether or not Donna Bellows still resides in Timberline Rim (and whether or not she is still a board member). Have only heard rumors that she might have moved out of Timberline Rim.
- Kimberly Wood-Saldana has requested to be appointed to the board. Her application was discussed by board members. Ian Lenon made a motion to appoint Kimberly Wood-Saldana to the board. Patti Buoy seconded the motion. All board members voted to appoint Kimberly to the board.
- Money was used from the water company operating fund to replace the water system pump, rather than from the water company reserve fund. Money will need to be moved from the reserve fund to the operating fund to replace that money. Patti Buoy made a motion to transfer an amount of money from the reserve fund to the operating fund as directed by our accountant. Shannon Herman seconded the motion. All board members voted in favor.
- Discussion was held about a pay raise for Celeste. She is a valuable employee and will be taking on a lot more responsibility in the office during Cathy's extended absence. Shannon Herman made a motion to give Celeste a raise. Patti Buoy seconded the motion. All board members

voted in favor.

- Board meeting time and day need to be evaluated to make it easier for all board members to attend. It has been very difficult to have a quorum of board members for the board meetings. A later start time might be preferable.
- Need to make a decision prior to the end of the year about how to deal with a water assessment to cover the cost of either a new water crossing or a new well on the south side of the river. The water crossing that we were led to believe “would never need to be replaced” is in danger of being washed out during another major flood event.
 - Discussed how much each option is estimated to cost and possible other options for financing, but higher fees are certainly needed to prepare for future repair/upgrade/construction to maintain water service to the entire Timberline Rim community. Also discussed what type of emergency action will be needed to supply water to Division 5 if the water crossing is lost sooner rather than later, or to the entire community if the water tank is damaged or destroyed by a catastrophic event.
 - A three year assessment would result in an approximate monthly increase of \$28.00 to \$35.00 per month.
 - Clackamas County is almost certainly going to do another (much longer) bore under the river similar to what is already there for a new sewer line and which could face the same problems as now if the river bank continues to be eroded in the future.

The next board meeting is scheduled for Thursday, November 21, 2013.

Board Meeting adjourned at 8:45 p.m.

Summary of motions made and approved during regular session:

38. Motion to accept the July 2013 board meeting minutes. All board members present voted in favor.
39. Motion to elect board officers as follows: Don Shay, President; Shannon Herman, Vice President; Greg Ernst, Treasurer; Glenn Kraski, Secretary. All board members present voted in favor.
40. Motion to appoint Kimberly Wood-Saldana to the board. All board members present voted in favor.
41. Motion to transfer money from the water company reserve fund to the water company operating fund. All board members present voted in favor.
42. Motion to give Celeste a pay raise. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting
November 21, 2013; 7:15 p.m.**

Board Members present: Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary), Patti Buoy, Kimberly Wood-Saldana

A quorum was established.

Minutes for the October 24, 2013 regular board meeting were reviewed by board members. Patti Buoy made a motion to approve the minutes. Shannon Herman seconded the motion. All board members voted to approve the minutes.

Staff and committee reports:

Architectural Committee report.

- Two roof replacement; two tree removals.
- Jack reported that he had seen Cathy Coogan earlier in the day.
- Previously messy yard was cleaned up sufficiently to no longer be a problem. No further complaints have been made.
- Discussed other messy yards in Timberline Rim. Most are not due to household garbage, but just various types of trash.
- There is a truck with expired registration that has been parked in the street for a very long time. Clackamas County will address the issue if someone reports it.

Facilities & Water report.

- Changed the way that the water report is written so that the full previous month's activity will be on the report. The current report presented to the board is for the month of October.
- Water system reporting was affected by the upgrade to cable and the cable company came out immediately to correct the problem.
- Had power outage and had to reset the drive for well number two.
- Discussion was brought up about needing a generator to run the water system and lodge during extended power outages. We cannot afford to keep having water system problems due to power outages. Need to look into purchasing a generator large enough to completely power the water system and lodge no matter how long power it down.
- The lodge needs to be kept powered because it should be a "center of operations" during emergencies (phones, computers, etc. need to be kept running to help keep emergency services as well as members informed of what is going on). The lodge could also provide shelter if it has uninterrupted power during a winter power outage.
- Kimberly Wood-Saldana made a motion for Gene Bloodworth to have an expert evaluate the power needs for the Timberline Rim water system and lodge in order to be able to evaluate generator options and prices. Don Shay seconded the motion. All board members voted in

favor.

- Purchase of water system parts was authorized, but purchase of larger items needs to be delayed until after the first of the new year.
- Took down tennis net for the winter. People seem to be locking up when they are done using the tennis court.
- Found a missing water hose with a section cut out of it (long enough to be used as a siphon hose).
- Don Shay asked about the sinking area by the fence. It does not seem to be sinking anymore.
- Gene has installed part of the new video camera system. He has tested one camera in the office and is happy with the resolution (he can actually recognize people). Hopes that existing installed cables will work for the new cameras, so that new cables do not need to be installed. When he starts installing outside cameras, would like to start with the one for the pool area since that is the most vandalized area around the lodge.

Office report.

- Debi Hambo submitted a written report since Cathy is not yet available.
- Celeste has done a good job filling in for Cathy on short notice.
- CC&R ballots were mailed out on time and some Timberline Rim members have already received their ballots.
- Celeste and Debi will be picking up ballots sent to the PO box and those submitted to the office. Debi will hire an additional counter to help with the ballot count after the deadline has been reached.
- A report for board review lists various Timberline Rim members which have past due water accounts to show how much money could be added to the water system operating funds if the accounts are collected.

Financial report.

- Money for the pump replacement was taken from the operating funds rather than from the reserve funds. This money needs to be replaced by transferring money from the reserve funds to the operating funds. Also need to move some funds from Rec Club checking to reserve fund.
- Approximate operating funds: Water is \$8,760; Rec Club is 77,700 (includes some reserve funds that need to be transferred).
- Approximate reserve funds: Water is 244,300; Rec. Club is 56,900 (does not include funds in operating account that need to be transferred).

Other Business

- A suggestion had been made that Timberline Rim Water Company should borrow money from the Recreation Club to cover the amount spent on replacement of the water pump, but it was determined that there was no need to borrow money from the Recreation Club when money could be transferred from the water company reserve funds.
- Glenn Kraski made a motion to authorize transfer of \$30,000 from the reserve funds to the

checking account and establish an additional interest-bearing account where some of the reserve funds may be kept so that Timberline Rim will not incur additional fees when money is transferred

to the checking account. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.

- The board needs to concentrate on finishing the Employee Handbook after CC&R voting is completed.
- Kimberly Wood-Saldana asked if she could help keep the board meetings on track. The board had decided to meet at 7:00 p.m. to allow more board members to attend the board meetings, so it would be helpful to keep discussion as focused as possible.
- Discussed possible additional information that could be put into the newsletter concerning the CC&R vote. Also need to add something to the newsletter that the board is looking into installing Wi-Fi for member usage in the lodge/pool area. Glenn Kraski volunteered to look into it for possible installation in the spring.
- Sandy River Basin Watershed Council wants to meet with the board sometime in December. Don Shay will forward the information to board members.
- A member had asked previously if there might be a discount if multiple people requested elevation surveys. Patti Buoy said that the company she spoke with will give a discount if four or five people request the surveys at the same time. It still is expensive (probably \$500 - \$600 per house), but that would be some cost savings. Apparently a flood elevation certificate is required now for people applying for flood insurance.
- Kimberly Wood-Saldana would like to publish the newsletter this coming weekend. The board members need to get their input in immediately.
- Can we find out the official status of Donna Bellows, whether or not she is any longer eligible to remain on the board (no longer a Rim member)?

The next board meeting is scheduled for Thursday, December 19, 2013.

Board Meeting adjourned at 8:51 p.m.

Summary of motions made and approved during regular session:

43. Motion to accept the October 2013 board meeting minutes. All board members present voted in favor.
44. Motion for Gene Bloodworth to have an expert make an evaluation of the electrical requirements for the water system and lodge. All board members present voted in favor.
45. Motion to transfer \$30,000 from water company reserve funds to checking account and other savings account. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Emergency Board Meeting
December 18, 2013; 7:15 p.m.**

Board Members present: Don Shay (President), Shannon Herman (Vice President), Greg Ernst (Treasurer), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon, Kimberly Wood-Saldana

A quorum was established.

This board meeting was called on short notice due to communication from Timberline Rim's attorney, which required immediate consideration and action. All board members were contacted in advance by Timberline Rim office personnel to see if they could attend a meeting on short notice. All board members agreed that they could attend if a meeting was required. Don Shay, as board president, asked the board secretary, Glenn Kraski, to officially contact all board members and notify them of a meeting to be held at 7:00 p.m. at the Timberline Rim lodge.

Reason for the board meeting:

- Timberline Rim received an email from the Timberline Rim attorney concerning the possibility of extending the CC&R voting period and allowing voting by email.
- He listed several steps that would be required to accomplish the extension in the limited time available prior to the end of the year.
- He did not have an answer about Timberline Rim board's responsibility for voting lots belonging to Timberline Rim.

Board Discussion and Actions:

- Don Shay discussed the requirement in the by-laws 24-hour notice must be given to all board members prior to a non-scheduled meeting of the board. However, since all board members had been contacted and agreed beforehand to attend the board meeting, the intent (which is that a meeting is not held without giving members sufficient notice for the opportunity to attend), the meeting proceeded without objection.
- Discussed the misinformation being propagated by a member who had rentals and who did not want the continuation of the CC&Rs.
- Discussed what might happen concerning payment of dues if the CC&Rs fail to be extended. The recreation club by-laws provide for payment of dues, and the collections policy will remain in effect even if the CC&Rs fail to be extended.
- Discussed the impact on property values if the CC&Rs fail to be extended.
- Discussed worst-case scenario for the corporations if the CC&Rs fail to be extended.
 - Discussed the attorney's suggestion to extend the voting deadline to December 28th. Since the original deadline was determined by the board, the board had the right to extend it if all Timberline Rim members were informed of the voting deadline extension. Since the attorney's email was received with less than two weeks remaining

before the end of the year, the board determined that it would be too difficult to accomplish during the holiday period. The membership was given 30 days to vote and if they do not vote during that time period, they would not likely vote if the deadline was extended. The board opted to not pursue extending the voting deadline.

- Discussed the possibility that mail could be delayed due to the holiday season. Greg Ernst made a motion to extend the deadline for mailed ballots to Monday, December 23rd to allow for ballots that might have been delayed due to the holiday. Patti Buoy seconded the motion. The board members voted as follows:

Don Shay:	yes	Shannon Herman:	no
Greg Ernst:	yes	Ian Lenon:	no
Glenn Kraski:	yes	Kimberly Wood-Saldana:	no
Patti Buoy:	yes		

- The question was brought up concerning the lots owned by Timberline Rim and whether they were to be included in the number of lots being voted. Based on the CC&Rs, it seemed as if the lots owned by Timberline Rim could be voted, so the board needed to address them since a non-vote was the same as a no vote.
- Ian Lenon made a motion to vote on the lots owned by Timberline Rim if they are able to be voted as defined by the CC&Rs. Shannon Herman seconded the motion. All board members voted in favor.
- Discussed the possibility of email voting as suggested by the attorney. The board could not see a good/secure means of allowing email voting, especially in the limited amount of time available to inform all the membership.
- Patti Buoy made a motion to vote yes on the lots owned by Timberline Rim if they are defined as being able to be voted in the CC&Rs. Greg Ernst seconded the motion. The board members voted as follows:

Don Shay:	yes	Shannon Herman:	no
Greg Ernst:	yes	Ian Lenon:	no
Glenn Kraski:	yes	Kimberly Wood-Saldana:	no
Patti Buoy:	yes		

- Ian Lenon made a motion to allow email voting. Patti Buoy seconded the motion. All board members voted no.
- Discussed sending a reminder to members to vote and what would be sent in the reminder.

Board Meeting adjourned at 8:58 p.m.

Summary of motions made and voting results:

1. Motion to extend the deadline for ballots mailed due to possible delay in delivery due to the holiday to Monday, December 23rd. The board members voted as follows:

Don Shay:	yes	Shannon Herman:	no
Greg Ernst:	yes	Ian Lenon:	no
Glenn Kraski:	yes	Kimberly Wood-Saldana:	no
Patti Buoy:	yes		
2. Motion for vote lots owned by Timberline Rim as defined by the CC&Rs. All board members present voted in favor.
3. Motion to vote yes on lots owned by Timberline Rim as defined by the CC&Rs. The board members voted as follows:

Don Shay:	yes	Shannon Herman:	no
Greg Ernst:	yes	Ian Lenon:	no
Glenn Kraski:	yes	Kimberly Wood-Saldana:	no

Patti Buoy: yes

4. Motion to allow voting by email. All board members present voted against.

Respectfully Submitted,

Glenn Kraski, Secretary

**Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
Board Meeting**

December 19, 2013; 7:25 p.m.

Board Members present: Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary), Ian Lenon, Kimberly Wood-Saldana

A quorum was established.

Minutes for the November 21, 2013 regular board meeting were reviewed by board members. Shannon Herman made a motion to approve the minutes. Kimberly Wood-Saldana seconded the motion. All board members voted to approve the minutes.

Staff and committee reports:

Architectural Committee report.

- One messy lot complaint; one noise complaint (described as dynamite or a gun shot); one vandalism; two tree removal requests.
- Discussed the complaints about peacocks in Timberline Rim. Shannon Herman investigated possible means to have the peacocks removed, but no one (Oregon Fish & Game, Oregon Zoo, Portland Metro, Code Enforcement, etc.) was interested in capturing or taking peacocks after they were captured. It is not Timberline Rim's responsibility to control peacocks. The specific lot owner needs to pay for removal of nuisance animals not specifically owned by other Timberline Rim members.

Facilities & Water report.

- Requested changes to the Tim Rim website to update the water emergency phone number. Also wanted phone number for WES for sewer problems.
- Call about water shut off for the winter for a lot.
- Tim finished caulking the base of the water tank and finished up by removing leaves and clearing a drainage path behind the tank.
- Evaluating generator options has been put off until after the first of the year.
- Still testing security cameras. One in the office worked well. Provide good image in low or no light.
- Needed to have the lodge security system evaluated since it was working intermittently. Two motion sensors, the main control panel, and two keypads were replaced.

Office report.

- Received two bids for the financial review, one from Schwindt & Co. and one from Kim Dowsett. The Schwindt bids: Rec Club is \$1900/\$300 tax return; Water Company is \$2100/\$1000 tax return.

The Kim Dowsett bids: Rec Club is \$1950/\$300 tax return; Water Company is \$1950/\$300 tax return. Schwindt total is \$800 higher than Kim Dowsett.

- Discussed who should do the financial review. The board was not satisfied with how the review was done last year. The board authorized using Kim Dowsett for the financial reviews and tax returns.
- PGE rates will be going up.
- Attorney's fee has gone up from \$350/hour to \$375/hour.
- A question was asked if the lodge would be getting a second Internet connection. It could be a security risk for the business computers to be using the same wireless if Timberline Rim decided to install a local hotspot for members to use in the vicinity of the lodge. Glenn Kraski responded that the lodge should have second line, but that he would not be able to evaluate what could be installed until spring. Would like to enhance member usage of the lodge.
- Discussed the possibility of installing a large flat screen TV for member use. Need to consider parental control on any cable TV service at the lodge to ensure that children cannot access unacceptable content.
- Shannon Herman said that the Christmas party was ready to go.
- Discussed collection procedures currently being followed. Looking into what it will cost to take past due accounts to small claims court (filing with county, serving papers, etc.). Need to proceed on accounts that are significantly past due who are not making a good faith effort to pay past due amounts.
- Ian Lenon made a motion to proceed on six past due accounts to go to small claims court pending board review of a settlement amount. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- Shannon Herman asked if the old security camera system (after it has been fully replaced by the new system) could be donated to Sandy Actors Theater (SAT). Kimberly Wood-Saldana made a motion to donate the old camera system to SAT. Ian Lenon seconded the motion. All board members voted in favor.
- Discussed the office work schedule for Cathy and Celeste.
- Discussed a member who was refusing to pay a late fee because he was 19 days late in paying his dues. If a credit card company or PGE charged a late fee he probably wouldn't get by telling them to "sue me."

Financial report.

- Glenn Kraski transferred \$16,000 from Water Company reserve account to the Water Company checking account. Transferred \$14,000 from Water Company reserve account to a money market account (which accrues interest) for easy access without incurring a withdrawal fee.
- Approximate operating funds: Water is \$6,000 (does not include money to be transferred from reserve account); Rec Club is \$71,000 (includes money that needs to be transferred to reserve funds).
- Approximate reserve funds: Water is 244,800 (includes \$30,000 to be transferred to operating fund); Rec. Club is 53,800 (does not include funds in operating account that need to be transferred).

Other Business

- Greg Ernst arrived at 9:30 p.m. He brought up the need to inform Timberline Rim membership of the impending deadline for the CC&R renewal vote. He suggested that the board make a last-ditch effort to inform members of the vote (perhaps by hiring someone to go door-to-door on Friday). Ballots for renewal of the CC&Rs had been mailed 30 days before the voting deadline, a newsletter had been sent which discussed the CC&Rs, signs with the voting deadline had been posted at each division, emails were sent to each email account on record with Timberline Rim, information was available on the website, the revised CC&Rs had been discussed at annual meetings, and the CC&Rs had been a subject at many board meetings during 2013. After a great deal of discussion the board took no further action.
- Will address donation based events and other activities at a later date.
- Attorney believes that any special assessment for a new river crossing or an additional well on the south side of the river will require a vote of the membership.
- Greg Ernst felt that a lot of progress had been made on the employee handbook.
- Dog issues previously discussed have been resolved.
- Need to determine how the lots voted at the emergency meeting will be dealt with if the lots are determined to be voted on as defined in the CC&Rs. At present, those lots are not included in the total lots being counted for the CC&R vote. Without a firm answer from the attorney they should not be considered for the CC&R vote.
- Need to make sure a reminder email to vote is sent to those members whose email is on file.

The next board meeting is scheduled for Thursday, January 30, 2014.

Board Meeting adjourned at 10:53 p.m.

Summary of motions made and approved during regular session:

46. Motion to accept the November 2013 board meeting minutes. All board members present voted in favor.
47. Motion to proceed with collections on six past due accounts. All board members present voted in favor.
48. Motion to donate old camera system to Sandy Actors Theater. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary