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**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
Board Meeting  
January 30, 2014; 7:05 p.m.**

**Board Members present:** Don Shay (President), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon (left at 8:20 p.m.), Kimberly Wood-Saldana. Shannon Herman (Vice President) arrived at 7:43 p.m.

A quorum was established.

Kimberly Wood Saldana board position had expired. There are three vacant positions. Patti Buoy made a motion for Kimberly Wood-Saldana to be appointed to one of the board positions that will expire in 2016. Ian Lenon seconded the motion. All board members present voted to approve the appointment.

**Member Requests/Concerns:  
Lodge usage request**

- A Timberline Rim member requested permission to continue to use the lodge for yoga classes.
- Don Shay explained the current process the board was involved in to write a lodge use policy (which had never really been written as a cohesive policy). The board has drafted a temporary policy until the permanent policy is completed.
- The lodge use policy includes the necessity for having insurance. Typically, for individual use, insurance is available. Due to the many requests of differing types of usage for regularly scheduled activities/meetings the lodge use policy had to include insurance (procured by the person leading the activity), and in the case of children or other group activities (such as Girl Scouts, Campfire groups, etc.), parent consent/release/waiver forms are needed to give permission for each child's attendance, and relieving Timberline Rim of liability.
- A question was asked about the afterschool program. It is a Timberline Rim sponsored activity with Timberline Rim employee(s) supervising the kids. Timberline Rim employees have had background checks.
- This member is a registered yoga teacher, but had not kept the registration current, so she stated that she is not eligible to obtain insurance for the yoga class she wishes to continue.
- The board suggested that she check with insurance carriers to make sure that she was not eligible for insurance. She still did not believe she could get insurance for the yoga class since she is clearly an instructor for the class.
- Without the ability to get insurance coverage for the yoga class she will not be able to use the lodge for that purpose.

**Questions about Timberline Rim without CC&Rs**

- A Timberline Rim member had questions about the impact on Timberline Rim members since the CC&Rs had failed to be renewed in the 2013 vote.
- The corporations continue to exist, which have responsibility of the common areas, lodge,

pool, and the water system.

- Members may paint houses whatever color they choose. They may build structures, etc., as long as they meet all building requirements for Clackamas County, including proper permits and observing any right-of-way/easement.
- The roads are the responsibility of the county.
- The member felt that the board had not publicized the vote nor appeared to want it to pass. Glenn Kraski made it clear that the board had been working to get the CC&Rs renewed for three years, including announcing it at annual meetings, in emails, in a newsletter, and in the documents included with the ballots. Short of going door-to-door (which is not the board's responsibility), the board had done its best to notify the membership about the vote. It appeared that the membership just didn't care enough to vote—and a non-vote was the same as a "NO" vote.
- Board meeting minutes have been regularly published on the website. Regular board meeting attendance averaged 0 to 1 Timberline Rim members who were not in some way directly related with Timberline Rim operations. The number of board members has regularly been less than the maximum and often a quorum could not be achieved for board meetings because of the lack of board members, resulting in delayed action by the board.
- There is no way to establish a new set of CC&Rs without a 100% vote of those who wish have CC&Rs. Those who choose not to reestablish CC&Rs would not be covered by those rules. So one lot may be under CC&Rs and an adjacent lot may not be.
- If members see activities which are not in accordance with county regulations, they may contact the county, and also contact the office about the issue. Depending on the issue, Timberline Rim may also help inform the county of serious conditions which may affect the health and safety of Timberline Rim members.

Shannon Herman arrived at 7:43 p.m.

- Would be good idea to post county regulations on the website (or links to the county website). Also would be nice to put a reminder to members to make sure that work being done should be done by licensed/bonded contractors (for member protection) and with required permits.

#### **Questions about scheduled maintenance**

- A Timberline Rim member had questions whether there was a maintenance plan. Specifically mentioned cleaning the mailboxes, also wondered if a cover could be installed over the mailboxes.
- There are projects that were scheduled in previous years which are proceeding as planned, including lodge updates (Wi-Fi and enhanced video cameras). Also, projects for neighborhood enhancement will continue to be planned and implemented.
- Timberline Rim can continue to be a neighborhood in which people want to live.
- Priority has been on solutions for bank stabilization and protection of membership property. Selected board members have been attending meetings involving conservation groups, homeowner groups, and various governmental agencies to try to come up with workable, long-term solutions for this entire stretch of the Sandy river.
- Highest priority for current board issues is the water supply to Division 5, which has been in danger of losing the water crossing since the last major flood event.

**Staff and committee reports:****Facilities & Water** report presented by Gene Bloodworth.

- Asked by Clackamas County to post the need of photos for any flooding near the sewage pumping station at Division 5.
- Laid off part time worker for the season. Will need to discuss options.
- Posted two water shutoff notices, which were cancelled the next day.
- Due to winter conditions, shut off water to multiple homes (leaks, etc.).
- Hoodland Fire Dept. personnel have been extremely helpful to members in dealing with water emergencies.
- Performed several water locates.

Ian Lenon left at 8:25 p.m.

- Will try to run different cables for the new security cameras in existing runs, since the old cables will not work properly with the new cameras. New cables came with the cameras, so there should be no additional expense for cables.
- Got an evaluation for setting up a generator. Gene was told that, due to the voltage/phase requirements, two generators would be needed to keep the lodge and water system operational during extending power outages. Also, he was told that propane is a good choice for powering generators. Will receive some pricing for various generator configurations.
- Received quote from Hoodview Security for card lock security system upgrade.

**Additional member comments**

- A Timberline Rim member came in later with issues for the board.
- Had comments about the condition of the water tank road, and also about motorcycles/off-road vehicles causing damage.
- After discussion, it was decided to evaluate/repair the road as necessary. Also, additional posting of the land as being private property could be done.
- The member also questioned the water operator's maintenance of the property. General maintenance is performed by Timberline Rim employees, not the water operator. The water operator is directly involved with water system operation, maintenance and repair, but general maintenance of the land is performed by Gene and other Rim employees or volunteers.
- The member was involved with the water system many years ago and he may have records which will show the depth of the pump for well #1. We know the shutoff depth is set at 250 feet, but have no records that show the actual depth of the pump itself.

**Office** report.

- Ordered new Quickbooks software. This is done every two or three years due to some segments of the program becoming outdated.
- Will be having a person do minor fixes on computer and networking issues.

- Need to finalize 2012 Water Company and Recreation Club financial reviews done by Schwindt.
- Wave Broadband parental controls are in place.
- Had some questions concerning the 2014 Quail Oak contract. One line with the wording that Timberline Rim is engaged in “retail sales” stood out, since Timberline Rim is NOT involved in retail sales. Need to review what the content of the contract was in previous years. Need to discuss this with Debi Hambo.
- The board discussed how to deal with nasty/personal complaint letters received by the office or by board members. Many such letters are handled by the board President or the person receiving the letter rather than bringing it to the entire board.
- Need to determine if sufficient funds are available in Water Company operating funds to purchase spare parts. Need to evaluate how much has come in so far in Water Company dues, so will delay ordering parts until February.
- Cost for filing liens has increased, so the new rates to add and remove liens need to be charged.
- No contract was sent to BR&D last year. Payments are current, but will be past due tomorrow. Need to send a contract for this year.
- For Kim Dowsett, travel time and mileage are included in her charges for doing the financial review, etc.
- Request to move \$550.00 from the trust account to the general water operating account. This will help with financial review issues.

**Financial report.**

- Approximate operating funds: Water is \$20,000; Rec Club is \$65,000 (includes money that needs to be transferred to reserve funds).
- Approximate reserve funds: Water is \$229,000; Rec. Club is \$54,000 (does not include funds in operating account that need to be transferred).

**Other Business**

Minutes for the December 18 and December 19, 2013 board meetings 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.

The next board meeting is scheduled for Thursday, February 27, 2014.

**Board Meeting adjourned at 9:45 p.m.**

**Summary of motions made and approved during regular session:**

47. Motion to appoint Kimberly Wood-Saldana to a board position which expires in 2016. All board members present voted in favor.
48. Motion to accept December board meeting minutes. 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  
February 27, 2014; 7:10 p.m.**

**Board Members present:** Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon (arrived at 7:40 p.m.), Kimberly Wood-Saldana.

A quorum was established.

Glenn Kraski brought up the subject of check signers. Glenn asked if Clackamas County Bank needed to have a signed copy of the minutes designating all of the signers. The question was left unresolved and no motion was made to officially designate authorized check signers for Timberline Rim Recreation Club and Timberline Rim Water Company.

A letter of resignation from the board was received from Greg Ernst, which means that there are three open board positions. Since Greg was treasurer, a new treasurer will have to be appointed.

**Staff and committee reports:**

**Facilities & Water** report presented by Gene Bloodworth.

- Received a quote from Lear Electric for installing a generator for well #2 pump and associated system hardware. Kimberly Wood-Saldana asked a question about the bid process used by Timberline Rim. This quote was made by a Timberline Rim resident, so he was familiar with Timberline Rim's needs and how the generator would be used. To answer Kim's question, depending on the situation, Timberline Rim does not always go with the lowest bid received, but also looks at the quality/extent of work needed, a company's reputation, past experiences with a company, etc. This bid gives Timberline Rim a baseline amount to consider for budgeting for the water system and for the lodge.
- The lodge has three 200 amp panels, so power usage needs to be properly evaluated and generators chosen to properly feed emergency power to the water system and the lodge.
- Discussion was held about how to ensure that knowledge of what is needed does not reside solely in one person, so that knowledge about specific projects is not lost if an individual is no longer available or no longer involved. Phillip Merrill is also kept informed of what is going on with projects that will affect the water system.
- In general, the minutes record most issues in sufficient detail that multiple people can see what was discussed previously.
- The water tank should be inspected and cleaned every three years to help avoid costly repairs. As part of this service, video documentation is provided to Timberline Rim to show the internal condition of the tank. Projected cost for inspection/cleaning is \$2650. In comparison, the painting of the tank (the paint should last 15 to 20 years) was \$64,500 in 2006. Periodic inspection/maintenance should detect/correct minor problems, which would

otherwise become major problems if not dealt with in a timely manner.

- The water system should not need to be shut down during the inspection/cleaning process, but will need to be chlorinated.
- Ian Lenon arrived at 7:42 p.m.
- There are sections of old pipe and other debris (scrap metal) left near the water tank. Phillip Merrill has the equipment to remove the pipe. In addition, Gene needs to have some large pieces of pipe (spare parts) moved to a different location. The board authorized Phillip to move the spare pipes for Gene and also to remove/keep the scrap that has accumulated at the water tank.
- The cable access for the television used by children is password-protected to prevent children from watching improper programming or purchasing pay-per-view movies. Will also not display adult program titles.
- The propane tank had leaks and needed repair. The propane tank capacity should be sufficient to run an emergency generator if/when installed.
- Needed to have a broken window repaired. Called Glenn Sheppard Construction to do the repair. Gene is familiar with the quality of work done by his company. The window has a 10 year warranty. The security company will have to set up a new sensor.
- The ground south of the tennis court is getting more dangerous. Even though it is roped off, people still ignore it as they go toward the river. The bank is undercut quite a distance from the river and poses a hazard. Need to have it evaluated to see what, if anything, can be done after winter is over.
- Something has to be done, but the solutions will not be cheap to stabilize the bank. As it deteriorates it becomes a greater hazard to people, and to homes downstream. Whatever the solution for the tennis court area, it may never be truly safe for people/activities.
- Need to continue to develop the neighborhood park north of the river. It may help draw people/activity away from the grassy area at the tennis court. Highest priority is to evaluate the tennis court area and come up with solutions. May need to have an engineer look at it to give us viable options.

#### **Office report.**

- Don Shay had asked Cathy for an analysis of payments received for the water company, which seems to be short of normal income. Debi Hambo sent an email with conclusions with which the board had some disagreement. Need to get a concrete answer to the question asked of Cathy.
- Even though money was transferred to the OnPoint checking account to cover the amount spent to replace the pump for well #2, only part of it was transferred to the operating account in Clackamas County Bank. The remainder was left in OnPoint.
- The board needs to discuss this and other financial issues.

#### **Other Business.**

Ian Lenon asked Gene if he had seen the reported leak on Sandy River Lane. Gene had not seen it. Ian said it was under a trailer. Gene had contacted the renters and the home owner and it was repaired (it was almost 700 gallons/hour on the residence side of the meter).

Jack Gann has agreed to monitor common area usage. We need volunteer(s) to evaluate building or tree removals being done in Timberline Rim to ensure that any work does not directly

affect Timberline Rim property (common areas). Requests will still need to be made to Timberline Rim for any project that affects Timberline Rim property.

The majority of roads in Timberline Rim are county roads, but Kimberly Wood-Saldana was told by the county that the road she lives on is not county road, even though it is part of Timberline Rim. We need to remember this when contacting the county about road problems.

**Financial report.**

- Approximate operating funds: Water is \$48,400; Rec Club is \$117,000 (includes money that needs to be transferred to reserve funds).
- Approximate reserve funds: Water is \$240,000; Rec. Club is \$54,000 (does not include funds in operating account that need to be transferred).

Minutes for the January 2014 regular board meetings was reviewed by board members. Shannon Herman made a motion to approve the minutes. Patti Buoy seconded the motion. All board members voted to approve the minutes.

Held a lengthy discussion on various financial and personnel issues. Did not make or approve any motions, and no solutions to problems/issues were reached. These are ongoing issues that will need to be revisited and resolved in the near future.

Discussed which board members should sign official documents. The designated document signer is the board President. The board Secretary may also sign documents. Some documents may also be signed by additional board members or the entire board, as required.

The next board meeting is scheduled for Thursday, March 27, 2014.

**Board Meeting adjourned at 9:26 p.m.**

**Summary of motions made and approved during regular session:**

49. Motion to accept January 2014 board meeting minutes. 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  
March 27, 2014; 7:35 p.m.**

**Board Members present:** Don Shay (President), Shannon Herman (Vice President), Glenn Kraski (Secretary), Patti Buoy, Ian Lenon (arrived at 8:05 p.m.), Kimberly Wood-Saldana.

A quorum was established.

**Staff and committee reports:**

**Facilities & Water report.**

- Discussed fall/accident protection for the ladder on the water tank. Enclosed an estimate for the board to review. Would be approximately \$2,650. This is a safety issue that needs to be addressed soon. This system would allow a person to be safe across the top of the tank.
- Patti Buoy made a motion to approve the purchase of the protection cable system for fall protection on the water tank. Kim Wood-Saldana seconded the motion. All board members present voted in favor. Money would be spent from the water company reserve fund.
- Don Shay wanted to make sure that the board had approved the phased purchase of spare parts for the water system. The board members remembered discussing and approving the purchase at a previous board meeting. The purchase had been delayed due to water company income. Don had concern about the shelf life of the parts, but Phillip had told Gene that the shelf life of the parts would pose no problem.
- The first phase of the purchase is \$3,663. The second phase would be \$1,858. The total would be \$5521, which would come out of the water company reserve funds. Don Shay wanted to reapprove this purchase for the first phase, stating that the money would come out of the reserve funds. Patti Buoy made a motion to approve the first phase purchase of spare parts with the money to come out of the water company reserve funds. Shannon Herman seconded the motion. All board members present voted in favor.
- Gene Bloodworth will further pursue the possibility of a single backup generator feeding power to both the lodge and to the water system. It probably would be more expensive than having two separate generators, one for the lodge and one for the water system. A question was asked about the estimate that was given to the board for a generator. This is part of the cost and project evaluation process prior to recommending the purchase of one or more generators.
- Hoodland Fire has expressed concern about Timberline Rim not having a backup power system for the water company in the event of an extended power failure and their ability to fight a fire in Timberline Rim.
- Rotated the valve at well #1 so that the PLC cabinet door can now be opened for access to the panel. Previously, the valve had blocked the door so that full access was not available.
- Had a scheduled burn day in February, but due to freezing conditions, did not have water available for the burn. Tried to burn in March, but the burn pile was too wet to sustain a fire,

so only achieved a partial burn of the yard debris. Will try again when a longer period of dry weather may help to make the effort more successful.

- Waiting for the replacement for the broken window.
- Gene worked on the copy machine to keep it running, but it is mostly dead.
- Don Shay asked about how the search for summer help was going. Gene will be telling applicants that interviews would not be taking place until after the ad appears in the April Mountain Times. Gene will do the initial screening of the applications, then one or more board members will be involved with Gene in the interview process.

#### **Office report.**

- Need to add signers to the bank accounts. Don Shay felt that all current board members, except Ian Lenon (who has been trying to sell his home in Timberline Rim) be active signers. Need to make sure that all previous signers are removed and that only current board members are listed as signers.
- Patti Buoy made a motion that Don Shay, Shannon Herman, Glenn Kraski, Kim Wood-Saldana, and Patti Buoy be approved as signers on Timberline Rim accounts at Clackamas County Bank and OnPoint Community Credit Union. Also, any non-current board members be removed as signers from those accounts. Kimberly Wood Saldana seconded the motion. Ian Lenon arrived prior to the vote and participated in the vote. All board members voted in favor.
- Need to elect a treasurer and review pending issues before approving a new budget.
- Need to transfer money from the Timberline Rim Recreation Club to reserve fund accounts in OnPoint. Total should be approximately \$60,000 transferred to the reserve fund, similar to what was done with the water company accounts (money market account which draws interest, but which does not have a penalty when money is transferred to the checking account) due to major capital expenditures that will need to be made this year.
- Patti Buoy made a motion to transfer \$60,000 from the Timberline Rim Recreation Club operating fund in Clackamas County Bank to an OnPoint money market account and checking account. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- A copier for the office could be very expensive, but it needs to be more than just a standard multifunction printer/copier/scanner due to the amount of printing that the office does. It should be a color unit that prints non-water-soluble toner so that it can be used for various types of printing. The original amount that was given to Glenn to work with was \$3600, but after Glenn Kraski had done some research online, he hoped to have a little more flexibility in how much he could spend on a copier for Timberline Rim. A copier is a long-term investment and should be good quality in order to perform office functions over the course of many years.
- At the moment, the current copier is operational (after Gene's temporary fix), but could fail at any time.
- Patti Buoy made a motion to authorize Glenn Kraski to research and purchase a copier with a maximum budget of \$5,000. Shannon Herman seconded the motion. All board members voted in favor.
- Need to know if Jack Gann will be performing security patrol starting about Memorial Day. It is a valuable service which does benefit members. He seemed to be open to doing it again the last time he was asked about it.

- Discussed taking members with past due accounts to small claims court and how to deal with those accounts if people wished to settle before being taken to court. The letter to be sent to past due members was reviewed by the board.
- Patti Buoy made a motion to approve the small claims court notification letter as written. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- Extensively discussed how to deal with members with past due amounts who wish to make arrangements to pay the amount owed in full and what circumstances will still require taking it to small claims court
- Since the architectural committee no longer exists, should Timberline Rim attempt to collect any fines that were assessed on members? After discussion, Patti Buoy made a motion to waive any architectural committee fines still on member accounts. Shannon Herman seconded the motion. All board members voted in favor.

### **Other Business.**

Since Greg Ernst resigned from the board, need to elect a treasurer. Shannon Herman made a motion to elect Patti Buoy board treasurer. Ian Lenon seconded the motion. All board members voted in favor.

Don Shay suggested that Kimberly Wood-Saldana be appointed to oversee the development/ progress of the new park area. Since the area at the tennis courts is quickly becoming dangerous and unusable for recreation, Timberline Rim needs to develop other areas for members to use. The board agreed that Kimberly be appointed for that task.

Patti Buoy and Kimberly Wood-Saldana have agreed to work on developing the lodge use policy. This will include the lodge rental policy and incorporate all or part of the contingency use rules currently being used.

Patti Buoy volunteered to see if she could get the previous work done on the employee handbook from the former board member so that Glenn Kraski can work to finish the handbook.

Minutes for the February 2014 regular board meeting were reviewed by board members. Patti Buoy made a motion to approve the minutes. Kimberly Wood-Saldana seconded the motion. All board members voted to approve the minutes.

Ian Lenon left at 9:00 p.m.

Remaining board members continued discussion concerning collection of past due accounts.

Glenn Kraski made a motion to give the board, or its appointed representative, flexibility to negotiate with five members with past due accounts, as discussed by the board, payment options in an effort to avoid taking those members to small claims court. If a member is not willing to pay the negotiated amount per arrangement set up by the board, or its appointed representative, then the member will be taken to small claims courts for payment of the entire amount due on the account. Patti Buoy seconded the motion. All board members present voted in favor.

The small claims court notification letters will be mailed after April 15<sup>th</sup>.

Don Shay wants to set up a meeting with David Linn, Gene Bloodworth, and Gerald Murphy to discuss how to address the road to the water tank, the ditch near the water tank road, and look at the tennis court area. Work cannot be done around the tennis court at this time because it is too unstable, but we do need solutions for when the weather is better for construction work. Also, need to see about gravel in the mailbox area. Also need David Linn to evaluate the work necessary for the new park area.

Kimberly Wood-Saldana will be evaluating playground equipment so that the park area can be laid out based on the equipment. The project will be built in phases as money is available for the playground equipment. Discussed various playground equipment and picnic tables that can be installed.

**Financial report.**

- Approximate operating funds: Water is \$55,300; Rec Club is \$125,800 (includes money that needs to be transferred to reserve funds).
- Approximate reserve funds: Water is \$235,000; Rec. Club is \$57,000 (does not include funds in operating account that need to be transferred).

The next board meeting is scheduled for Thursday, April 24, 2014.

**Board Meeting adjourned at 9:30 p.m.**

**Summary of motions made and approved during regular session:**

50. Motion to approve the purchase of the protection cable system for fall protection on the water tank. All board members present voted in favor.
51. Motion to approve the purchase of water system spare parts, with the money to come out of the water company reserve funds. All board members present voted in favor.
52. Motion that the following people be approved as authorized signers on Clackamas County Bank and OnPoint Community Credit Union accounts:

Don Shay (President)  
Shannon Herman (Vice President)  
Glenn Kraski (Secretary)  
Patti Buoy (Treasurer)  
Kim Wood-Saldana

and that the following be removed from the list of authorized signers:

Ian Lenon  
Greg Ernst

Any previous signers no longer serving on the board.

All board members present voted in favor.

53. Motion to transfer \$60,000 from the Timberline Rim Recreation Club operating fund in Clackamas County Bank to OnPoint reserve fund accounts. All board members present voted in favor.

54. Motion to authorize Glenn Kraski to research and purchase an office copier. All board members present voted in favor.
55. Motion to approve the small claims court notification letter. All board members present voted in favor.
56. Motion to waive any architectural committee fines still on member accounts. All board members present voted in favor.
57. Motion to elect Patti Buoy board treasurer. All board members present voted in favor.
58. Motion to accept February 2014 board meeting minutes. All board members present voted in favor.
59. Motion to give the board, or its appointed representative, flexibility to negotiate with five members with past due accounts, as discussed by the board. 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 24, 2014; 7:45 p.m.**

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

Prior to a quorum being established, Jerry Chinn presented information concerning Hoodland Emergency Action Response Team (H.E.A.R.T). They provide CERT training for volunteers in the Hoodland area to address emergencies. The information could be posted on the Timberline Rim website and in the newsletter. Kimberly Wood-Saldana volunteered to coordinate with Jerry Chinn.

The board members discussed the reverse 911 system that would be part of emergency response for Timberline Rim, but they did not believe that even though it had been discussed, it had ever been implemented.

Kimberly Wood-Saldana presented her thoughts about the proposed park area, and a Timberline Rim member gave his observations about how much of the area was really usable during the wettest time of the year. Don Shay made it clear that it was not the board's intent to cut down very many trees in the area—just where the playground equipment and picnic tables would need to be placed for the greatest amount of use throughout the year.

A fifth board member arrived. A quorum was established.

The board members reviewed the minutes for the March 2014 board meeting. Patti Buoy made a motion to approve the minutes. Kimberly Wood-Saldana seconded the motion. All board members voted in favor. Glenn Kraski then signed the approved minutes so that additional board members could be added to authorized signers for Timberline Rim accounts.

**7:50 p.m.** Went into Executive session to discuss multiple pool attendant issues, and member past due account issues.

**8:05 p.m.** Ended Executive session. Pool attendants should be reviewed each year—they are not guaranteed a position from year to year. Member with past due account wants to meet with the board, but is unable to attend this month's meeting. Needs to meet with the board in closed session at or before the next board meeting, or collections activities will continue.

**Staff and committee reports:**

**Facilities & Water report.**

- Will buy PLC software and interface cables that would be needed to set up a new PLC if a

current one dies.

- Emailed David Linn about an estimate for the road work needed on the water tower road.
- Repaired the new gauge for the artesian well head.
- Posted a new chlorination list near the chlorinator in well house two and on the PLC cabinet in the office for contacting people adversely affected by chlorine in the water.
- Two water shutoffs. One house is vacant; the other house is occupied by a person fixing up the house for the owner to sell. Owner is out of the country and has not kept the water bill current.
- Still working on Glenn Kraski's questions about the possibility of using a single large generator to supply both the water system and the lodge. Do not know what the cost would be at this time. Need to determine power requirements. May not be feasible due to pump power requirements.
- Talked with Gerald Murphy about the river bank situation near the tennis court. Placed more barricade rope in the area.
- Has come up with three candidates for the part time help needed for facilities and water. Glenn Kraski agreed to help with the interviews.
- Investigated water leak and determined it was on resident's side of the system.
- Attended first aid/CPR courses with Linda Clayton. Would like to see pool attendants get same training.

**Office report.**

- Collections notices have been sent out to lot owners. Need to resend the letters certified mail to show receipt or delivery attempted so that collections can proceed.
- Cathy needs to research current state regulations concerning work breaks and lunch breaks.
- How do we replace Celeste for help in the office?
- The board needs to review 2014 budgets.

**Financial report.**

- Approximate operating funds: Water is \$55,400; Rec Club is \$127,700 (includes money that needs to be transferred to reserve funds).
- Approximate reserve funds: Water is \$237,000; Rec. Club is \$57,500 (does not include funds in operating account that need to be transferred).

Kimberly Wood-Saldana left at 8:20 p.m. Board no longer had a quorum; could not proceed any further with business.

The next board meeting is scheduled for Thursday, May 29, 2014.

**Summary of motions made and approved during regular session:**

60. Motion to accept March 2014 board meeting minutes. 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  
May 29, 2014; 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.

Don Shay explained that the meeting was starting late due to an earlier meeting with a Timberline Rim member.

**Staff and committee reports:**

**Facilities & Water** report.

- A Rim member sent some pictures showing how another Rim member was using a weed burner to clear his lot, which included burning roots of trees. It could be dangerous, because if a tree root burns deep enough it can smolder for a long time and possibly travel to other areas which can catch fire later. Hoodland Fire was contacted and they spoke with the member. But apparently it is not illegal, so until unwanted damage occurs, the county will not do anything about it, even though Timberline Rim has the potential for wildfires. The burned area is on the member's property and on the county easement. This is not an issue that the board can deal with. The board can take action only if it concerns the common areas or the Recreation Club / Water Company facilities.
- A fence has been built on a lot that encroaches on the county easement. It is about a yard from the Timberline Rim water main and will probably have to be torn down if the water main needs to be repaired in an emergency. The fence had been built before Gene was able to get out to do the water line locate (he had 48 hours to do the locate). It is against county regulations to dig without all utility locates being completed (technically, they could be fined). If the fence needs to be torn down to access the water main, it will have to be replaced at the owner's expense since it is so close to the water main.
- Jack Gann suggested that the Water Company send a letter stating that the fence is in close proximity to the water main and that in the event of maintenance having to be performed on the water main, the fence would have to be moved or may be damaged/destroyed during the maintenance, and replacement of the fence would not be Timberline Rim's responsibility.
- Phillip Merrill will be addressing the water system infrastructure. It is getting to the age (nearly 50 years) where major repair/replacement will be necessary and it needs to be planned in advance as much as possible. The reserve study that had been done previously needs to be reviewed and updated, so that the financial needs can be more accurately projected.
- Hired a part time helper for Gene. Glenn and Gene interviewed applicants and a decision was made. So far, Gene is totally satisfied with his work and he has shown that he doesn't need to be closely supervised to get work done.

- Got the software for the PLC, but had problems getting Phillip's laptop to communicate properly.
- Installed Lithium batteries in the PLCs (there were none installed) for a cost of \$9.90. The batteries should last approximately five years.
- Linda Clayton discussed the swimming pool. It should be open on Sunday. It did not open Memorial Day, as some people had hoped, but it is not guaranteed that it will always be open for that holiday. All the attendants will be ready (many of them are involved with the school) to start back helping with the pool. She needs to order a new roller for the solar blanket.

#### **Office report.**

- Cathy Coogan gave Glenn Kraski an approximate monthly count on the office copier. This will help in making a final decision on a replacement copier.
- Cathy asked about the budget. Patti Buoy will announce a meeting to address it.
- Everyone has signed for Clackamas County Bank accounts, but not everyone has taken care of OnPoint.
- Patti Buoy will contact a member about past due account and whether Timberline Rim needs to proceed with action in small claims court.
- Discussed \$5.00 administrative fee for late accounts. Need to be consistent in how it is applied, but may be a good idea to allow a one-time forgiveness. The collections policy requires the office to collect the late fee, but that can be amended to allow waiving the fee once. Do not want members to be consistently late with payments because the accounting costs, statement preparation costs, and postage costs. Members need to take their responsibilities seriously—why should late payment of Timberline Rim dues be any different than payments made to any other type of account (credit card, payment plans, library, etc.)?
- Patti Buoy made a motion to amend the Timberline Rim collections policy as follows: one time only for a member, the late payment fee will be waived if a payment is received within five (5) business days after the due date. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- Cathy needs to know who is helping with the 4<sup>th</sup> of July activities. Don Shay wanted find out if we needed the same budget as last year. Cathy has tracked what was used last year and thinks that we don't need to buy quite as many burgers. There will also be alternate (non-meat) burgers and hot dogs available, but may not have both vegetarian and vegan.
- Need to move forward on taking at least three members to small claims court to collect past due accounts.
- A document was included in the board packets explaining how reverse 911 works and how to sign up for it.

#### **Financial report.**

- Approximate operating funds: Water is \$53,500; Rec Club is \$66,500 (transfer was made to reserve funds).
- Approximate reserve funds: Water is \$236,800; Rec. Club is \$117,500 (transfer was made from operating funds).

#### **Other Business.**

Kimberly Wood-Saldana discussed what she had found out about the proposed new park area (since the area near the tennis court is eroding and cannot be used for recreation. She would like to get multiple estimates from David Linn for how to develop the site. She needs to have an idea of the scope of work for the first and follow-on phases of development.

Kim also discussed emergency preparedness in Timberline Rim, and members residing in Timberline Rim who would be willing to be involved.

Don Shay discussed fire reduction efforts. The newly-hired person will be working on maintaining the areas that ODF already cleared, since Timberline Rim has responsibility for keeping those areas cut down.

The board reviewed the minutes for the April 2014 board meeting. Patti Buoy made a motion to accept the minutes as written. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.

Patti and Kim have been working on a lodge use policy, and Patti will be presenting it at the next board meeting.

The next board meeting is scheduled for Thursday, June 26, 2014.

**Board Meeting adjourned at 9:05 p.m.**

**Summary of motions made and approved during regular session:**

61. Motion to allow a one-time waiver of the late fee for a payment received within five business days of the due date.
62. Motion to accept April 2014 board meeting minutes. 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  
June 26, 2014;**

**NO QUORUM**

**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
Board Meeting  
July 31, 2014;**

**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
Board Meeting  
August 28, 2014; 7:18 p.m.**

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

A quorum was established.

A member asked about the approximate cost of a generator for the water system and lodge. Gene said that the person he had been working with had not yet found out if a single generator was feasible for supplying both types of power (for the lodge and the water system). There will be an flood information meeting the last of September that will possibly give the board more information about the safety of the area by the tennis court and how the lodge might be affected.

**Staff and committee reports:**

**Facilities & Water report.**

- The telemetry system for the water tank failed in July. This was probably due to the electrical storm that had occurred earlier in the day. The sensor was sending erroneous information about the water level.
- Ordered new components and lightning protection for the water system.
- Need to locate and gain access to water meters for each of the lots. Some people currently block access to the meters and the Rim will need access to all meters in the future. Need to create a policy that will fine members that do not allow easy access to the water meters. If a member refuses to pay the fines (and they accumulate on a daily basis), the amount owed will trigger the normal collections policy, which may lead to a lien being placed on the property and the possibility that the member may be taken to small claims court.
- Because the water usage is above normal for this time of year, Phillip Merrill thinks that there may be leaks in Division 5, but will need to monitor meters over time to identify where the leak(s) may be located. Having access to the water meters is necessary for maintaining proper operation of the water system.
- There are members that refuse to allow Phillip and/or Gene reasonable access to their water meters.
- Don Shay met with a representative from Clackamas County about the ditching and tree removal at the Alpine park site. Removed the vegetation from the area so the county can set up lasers for elevation measurements. Trees in the ditch (which are buckling the road and have their roots intertwined with utilities) need to be cut down. County needs to flag the trees that need to be removed so that the county can do the ditching work. If Timberline Rim cuts down the trees, the county will remove the stumps and complete the work that needs to be done.
- Several people have researched various playground equipment for installation in the park.

- Cathy's UPS at her computer died. Gene purchased two new UPSs for the office which can properly shut down a computer when the battery power gets low.
- At the end of July Gene was planning for a scheduled burn day, but when he contacted Hoodland Fire, he was told that the Forestry Service was not allowing any burning due to the very dry conditions. Do not know when burning will be allowed again.
- Common areas: some people are cutting tree branches and leaving them on the ground. This creates a fire danger. Timberline Rim residents need to be reminded that the common areas are not their private property and they need to ask the board for permission to cut/clear vegetation that is not on their own property. The common areas belong to ALL members and are maintained under the control of the board for everyone to use.
- The dog policy needs to be reworded to address dog owners and their dogs using the common areas. As already stated, the common areas still fall under the jurisdiction of the Timberline Rim board. Rules concerning dogs in the common areas still need to be approved and enforced. The county is responsible for rules concerning dogs on private property.

#### **Office report.**

- Presented pages for the annual meeting packet for the board to review/approval.
- Kim Wood-Saldana asked if the H.E.A.R.T. team could be added to the agenda for giving a presentation at the annual meeting (possibly 10 or 15 minutes).
- Need to get a projector for the annual meeting.
- Discussed Phillip Merrill's presentation for the annual meeting concerning the water system and the need to increase water dues.
- Need to have a more visible sign-up sheet at the annual meeting for people to volunteer for serving on the Timberline Rim board of trustees.
- Discussed Timberline Rim packet charge. Cathy also showed the board how many duplicate requests have been received for packets for the same lot.
- Need to be able to put a lien on property for past due water accounts (usually the result of bankruptcy/foreclosure). Need to establish a defined water shutoff policy when water dues are not paid on time so that large past due amounts do not accrue.
- Schwindt and Company suggested that Timberline Rim should cover the bank accounts with fraud insurance. Need to check with the bank to see if they have any fraud protection for accounts or whether Timberline Rim needs to pay for fraud insurance.
- Need to get Wi-Fi for the lodge that is separate from that used by the office. The office Wi-Fi should not be available to the membership since it could affect security of confidential information.
- Board members signed the amendment made to the collections policy approved at the May 2014 board meeting.

#### **Financial report.**

- Approximate operating funds: Water is \$34,200; Recreation Club is \$50,800.
- Approximate reserve funds: Water is \$238,100; Recreation Club is \$117,800.

**Other Business.**

Don Shay mentioned that a person wearing a ski mask had been trespassing in the Welches area checking back decks, yards, and possibly stealing personal property. The board decided that Jack Gann needs to continue with the security patrols for a while. Lot owners had said that they really appreciate seeing Jack making random patrols through the Timberline Rim neighborhoods.

There was no quorum for the June 2014 and July 2014 board meetings. The board reviewed the minutes for the May 2014 board meeting. Patti Buoy made a motion to accept the minutes as written. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.

The next board meeting is scheduled for Thursday, September 25, 2014.

**Board Meeting adjourned at 9:35 p.m.**

**Summary of motions made and approved during regular session:**

63. Motion to accept the May 2014 board meeting minutes. 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  
September 25, 2014**

**NO QUORUM**

**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
Board Meeting  
October 30, 2014; 7:05 p.m.**

**Board Members present:** Don Shay (President), Shannon Herman (Vice President) arrived at 7:11 p.m. and left at 8:40 p.m., Glenn Kraski (Secretary), Patti Buoy, Kimberly Wood-Saldana, Ian Keeney. Board members appointed during the meeting: Betty Draper and Marty Keeter.

A quorum was established.

Don Shay introduced new board member Ian Keeney, who had been appointed to the board at the annual meeting. He then opened up the meeting to Rim members who may have questions or comments. Two members present had volunteered to be on the board: Betty Draper and Marty Keeter. There were sufficient open board positions to appoint both to the board. Each prospective board member briefly explained his/her reasons for wanting to join the board.

Patti Buoy made a motion to appoint Marty Keeter to the board. Kimberly Wood-Saldana seconded the motion. All board members present (five) voted in favor to appoint Marty to the board. Marty joined the board at the table. Shannon Herman arrived after the vote.

Patti Buoy made a motion to appoint Betty Draper to the board. Kimberly Wood-Saldana seconded the motion. All board members present (seven) voted in favor to appoint Betty to the board. Betty joined the board at the table.

Positions voted in by membership in 2014:

Don Shay: expires 2017  
Glenn Kraski: expires 2017

Positions filled by newly appointed members:

Ian Keeney: expires 2017  
Betty Draper: expires 2016  
Marty Keeter: expires 2016

**Board Officers:**

Don Shay pointed out that new board officers were supposed to be nominated and voted on at the first regular board meeting following the annual meeting. Nominations were requested. New board members were asked if they were interested, but no one volunteered. The following nominations were made and approved:

1. Patti Buoy nominated Don Shay for President. Kimberly Wood-Saldana seconded the nomination. All board members voted in favor.
2. Patti Buoy nominated Shannon Herman for Vice President. Marty Keeter seconded the nomination. All board members voted in favor.

3. Patti Buoy nominated Glenn Kraski for Secretary. Kimberly Wood-Saldana seconded the nomination. All board members voted in favor.
4. Kimberly Wood-Saldana nominated Patti Buoy for Treasurer. Marty Keeter seconded the nomination. All board members voted in favor.

### **Staff and committee reports:**

#### **Facilities & Water report.**

- Installed the lightning-protected transducer in the water tank. Received a new 24 volt power supply required for the system. The transducer transmits water level information.
- Have new 120 volt receptacle at the base of the tank.
- All of the old brass spare parts are no longer usable due to the lead content. All of the parts need to be sold as scrap, and new lead-free components purchased (\$6500.00). If the old parts are used in an emergency situation, the parts would later have to be replaced with new parts which meet current standards.
- The board approved the use of reserve funds to replace the obsolete water system parts.
- Gene would like input from the board to complete the water company policy for members who are not allowing access to water meters/shutoff valves. Some members regularly block access to the water meters/shutoff valves (which are Timberline Rim Water Company equipment). Timberline Rim has the right to access the meters and needs a policy to help ensure access to the water meters. Need to make sure that everyone is clearly informed that the meters have to be accessible, and that notices will be posted and fines will be imposed when access to meters is blocked.
- Lengthy discussion followed about how to notify members (including those who do not reside in Timberline Rim full time) that meter access is necessary, and that Timberline Rim will proceed with fines if the situation is not corrected by a specified date. The notification has to be in a timely manner so that fees do not accrue before a member has a chance to respond to the notice. Absentee members must also be held responsible for access to the water meters.
- Received the playground equipment and it is currently in storage until it can be installed. All parts were received. Will need volunteers to help install the equipment once the park has each equipment site prepared.
- Introduced a new burn pile policy (in the past some people have dumped large truck-loads of yard debris, which severely restricted use by other members. The board asked that the maximum size of branches/trunks be reduced from 12 inches to 8 inches in diameter. All members who will be dumping yard debris at the burn pile will be required to sign that they have read and understood the burn pile policy.
- Should use of the burn pile be restricted for use by members in good standing?
- A board member brought up the possibility that an insurance company may consider suing Timberline Rim for a tree located in common area that fell on a house. Even though there was no quorum at the September board meeting and no official actions were taken, the board had a lengthy discussion with a Timberline Rim member concerning trees located in the common areas. If a member requests that a healthy tree be removed from the common area (a leaning tree, etc., but still healthy) the member may remove such a tree at his/her own expense with review team approval. A team will be sent out to evaluate the tree before approval (which can be approved on the spot). If the request is made for a diseased or damaged/weakened tree (as determined by a certified tree specialist), Timberline Rim will

- pay to have the tree taken down. Due to the extent of the common area and the number of trees, Timberline Rim is not able to monitor the condition of trees. Members who wish a tree to be removed need to bring a request to Timberline Rim so it can be evaluated. Trees that are located on private lots are no longer under the control of Timberline Rim (due to the expiration of the CC&Rs) and the property owner is fully responsible for those trees.
- There was a misunderstanding by the company that will be cleaning the water tank, so the system was chlorinated in preparation for cleaning but the cleaning did not take place. It has been rescheduled for November, which is later than we would like.

**Office report.**

- Changes to the insurance policies need to be reviewed by the board. One change suggested by Phillip Merrill was to increase the coverage on the storage shed.
- Need to amend the By-Laws to address current situation in Timberline Rim (no ARCH committee, collection policy, etc.). This will require a meeting/vote of the membership to changes that need to be made.
- Reviewed/discussed water disconnection policy.
- A question was asked about whether dues could be paid using credit/debit cards. It is too difficult for Timberline Rim to use payment systems at this time.
- Reviewed/discussed policy for dues which are not paid on or before January 31st.
- Paperwork filed for small claims/process papers for two lots.
- Looking into flood insurance for Timberline Rim. Insurance company did not have the lodge located properly in Timberline Rim, so it may need to be addressed in the near future. Don Shay explained the process by which the most recent maps will be made official.
- Reviewed premium for "Acts of Terrorism" to see if we need that type of coverage.
- Have insurance on the playground equipment while it is in storage.

**Financial report.**

- Approximate operating funds: Water is \$20,100; Recreation Club is \$39,750.
- Approximate reserve funds: Water is \$239,000; Recreation Club is \$118,000.

**Executive Session 8:55 p.m. to 9:20 p.m.**

The board went in to executive session to discuss a letter received on behalf of a member concerning payment of Recreation Club dues.

The board discussed how membership is defined in the By-Laws of the corporation and members can stop paying dues when they transfer ownership of their lot(s) to someone else (who then has the obligation of paying dues). After a great deal of discussion, it was decided to refer the issue to Timberline Rim's attorney.

**Regular Session resumed 9:20 p.m.**

**Other Business.**

- The board members reviewed the minutes for the August 2014 board meeting. Patti Buoy made a motion to accept the minutes as written. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- The board members reviewed the minutes for the 2013 annual meeting (which were presented at the 2014 annual meeting). Patti Buoy made a motion to accept the minutes as written. Kimberly Wood-Saldana seconded the motion. All board members voted in favor.
- A board member asked when action will be taking place for a water solution for Division 5. Don Shay explained what the county was doing concerning a possible under-the-river bore. However, the county is looking seriously as other options for the sewer line, which means that Timberline Rim would not be able to benefit from using the same bore used by the county. The possible standalone well in Division 5 was also discussed.
- A board member suggested one possible way of keeping invasive plants under control would be by using goats. Various board members felt that it had both advantages and disadvantages. No action was taken.

The next board meeting is scheduled for Thursday, November 20, 2014 (a week early due to the Thanksgiving holiday).

**Board Meeting adjourned at 9:45 p.m.**

**Summary of motions made and approved during regular session:**

66. Motion to appoint Marty Keeter to the board of trustees. All board members present voted in favor.
67. Motion to appoint Betty Draper to the board of trustees. All board members present voted in favor.
68. Don Shay nominated for board President. All board members present voted in favor.
69. Shannon Herman nominated for board Vice President. All board members present voted in favor.
70. Glenn Kraski nominated for board Secretary. All board members present voted in favor.
71. Patti Buoy nominated for board Treasurer. All board members present voted in favor.
72. Motion to accept the September 2013 annual meeting minutes. All board members present voted in favor.
73. Motion to accept the August 2014 regular meeting minutes. 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 20, 2014; 7:06 p.m.**

**Board Members present:** Don Shay (President), Patti Buoy (Treasurer) (left at 7:50 p.m.), Glenn Kraski (Secretary), Kimberly Wood-Saldana, Betty Draper, Marty Keeter, and Ian Keeney (arrived at 7:33 p.m.). Board member appointed during the meeting: Nicole Stenson.

A quorum was established.

Don Shay opened the meeting for members and other people to address the board.

1. A new board volunteer, Nicole Stenson, gave a brief description of herself and family, as well as reasons why she was interested in joining the board.

Kimberly Wood-Saldana made a motion to add Nicole Stenson to the Timberline Board of Trustees. Patti Buoy seconded the motion. All board members present (six) voted in favor. Nicole joined the board at the table.

2. The postmaster of Welches discussed the need for some sort of covering over the mailboxes. She said that the original agreement was that the Post Office owned the mailboxes, but that Timberline Rim would provide shelter or covering over the mailboxes. The mail delivery person, who has been delivering mail for many years, was present. He spends a lot of time delivering mail in the rain, but does his best to make sure that the mail stays as dry as possible.

There was a question about whether or not the concrete pad is in the utility easement, and whether Timberline Rim can legally build a covering without permission. Don Shay had a folder that the office manager had found plans for covering the mailboxes, but had not yet looked at the material, so he did not know how far along the project had progressed and why it was never completed.

The postmaster suggested the possibility of something on wheels that could move along the rows of boxes, so there would be no need for permits or permission for building in the easement. However, that does not address the requests by membership for permanent protection over the mailboxes. Both the postmaster and Timberline will look into this further so that a decision can be made in the near future.

3. Timberline Rim water system operator, Phillip Merrill, needed to speak to the board about some issues affecting the water company and Timberline Rim.

The **first issue** discussed was the new rate structure for Timberline Rim members and for outside water users. For Timberline Rim members the rates will be increasing. This is due to multiple factors, primary of which is the need for either another water crossing or a standalone water system for Division 5. Another reason is the aging infrastructure that will require a

substantial reserve fund to prepare for future repairs. The new rate is still a very good deal for Rim members.

Phillip Merrill described the requirements that Timberline Rim water company must meet to stay in compliance with Public Utility Commission (PUC) rules for the outside water users (cannot disconnect the outside users as long as they pay). Glenn Kraski made a motion that water rates be set for all outside users to be in compliance with current PUC regulations and be maintained until the water system changes and we come under different regulations. Betty Draper seconded the motion. All board members present (eight) voted in favor.

The **second issue** was the policy for fines if water meters are not accessible. Some members have ignored requests to keep their water meters accessible. A fine policy was discussed at the October board meeting and further discussion was made to finalize the policy so that it could be put in force at the beginning of 2015. Phillip Merrill gave his opinion as the water operator who would like to have access to the water meters whenever circumstances required it. Needed to make sure the policy included a provision that in the event of an water system emergency Timberline Rim has the right to move whatever obstructs access to the meter at the owner's expense if the owner is not immediately available.

Betty Draper made a motion to accept the water meter policy as corrected. Nicole Stenson seconded the motion. Those voting in favor: Don Shay, Glenn Kraski, Ian Keeney, Betty Draper, Marty Keeter, Nicole Stenson. Not in favor: Kimberly Wood-Saldana.

The **third issue** concerned cross-connection/backflow. Even though members no longer need to request permission for changes on their property as they did under the CC&Rs, they still cannot do whatever they want with the water lines on their property. Anything that affects the water company must get approval (water features, sprinkler systems, hot tubs, etc.) if they pose a backflow problem (anything that is pressurized or can siphon contaminated water back into the main water system). Certain installations with high contamination potential will require backflow protection (the most effective—and costly--type of approved backflow assembly needs yearly testing at an approximate cost of \$50.00 to \$80.00). Small, inexpensive (start at under \$10.00) backflow protection devices cannot be tested and may or may not always work. Sprinkler systems require backflow protection and if they are discovered to not have protection water may be shut off until adequate protection is installed.

A question was asked about the water system being chlorinated so much. This is due to scheduled tank inspection and cleaning which has been delayed several times, even though the initial inspection date had been set up many months in advance (a contract was signed in February and inspection was scheduled for September, before any freezing weather was expected) and they did not put it on their schedule. The tank needs to be chlorinated prior to the inspection because divers enter the tank.

The **fourth issue** was asbestos concrete water pipes. The Rim has approximately 24,000 to 25,000 feet of main line pipe in the ground. Most is 6-8" main line. About 55% of that is asbestos concrete pipe (about 13,600 feet). It does not pose a health hazard unless broken or deteriorating. State requirement for water testing for asbestos is every 9 years. Phillip proposed doing a yearly test at Timberline Rim because the system is approaching the low end of its useful life.

Since asbestos is considered hazardous waste when worked with above ground, it needs special handling. Specialized cutting is required when performing repair and any work on the system must be dealt with under both DEQ and OSHA regulations. With proper training, Timberline Rim personnel can perform asbestos concrete pipe repairs without calling in outside help. This is one reason we need to build up the water company reserve fund because future cost of replacement when the system begins to fail could be very high. The board authorized Phillip Merrill to purchase safety equipment and tools necessary to work on asbestos concrete pipe, and the necessary training for Timberline Rim personnel (\$5000-\$6,000 total).

## **Staff and committee reports:**

### **Facilities & Water report.**

- Have been receiving spurious pump alarms. Trying to narrow down the cause.
- Discussed the need for getting a metal detector to locate water meters, lines, and other water system components. Need something that can locate to a depth of at least 3 feet. Marty loaned one with a standard coil to Gene to test to see how it works prior to purchasing one with a more expensive 15" coil.
- People have been parking in front of fire hydrants. Hoodland Fire says that there must be 10 feet of clearance around the fire hydrants.
- Gene discovered that he had a dead spot in his home where the emergency phone had no signal. Will keep the phone in another location so that he can receive messages.
- Trees came down during the last big storm, causing water line, car, and home damage in the Rim. Cleared out a tree that came down near the mailboxes.

### **Office report.**

- Discussed the Recreation Club dues collection policy. After minor changes were made to the policy, Kimberly Wood-Saldana made a motion to approve the policy. Ian Keeney seconded the motion. All board members present (seven) voted in favor.
- Other items may be reviewed by the board for discussion at the next board meeting.

### **Financial report.**

- Approximate operating funds: Water is \$13,000; Recreation Club is \$34,000.
- Approximate reserve funds: Water is \$239,000; Recreation Club is \$118,000.

### **Other Business.**

- There is a security issue currently in the Rim which should be resolved shortly. However, in the meantime, keep cars and houses locked.
- The board members reviewed the minutes for the October 2014 board meeting. Betty Draper made a motion to accept the minutes. Kimberly Wood-Saldana seconded the motion. All board members present (seven) voted in favor.
- Don Shay discussed the possibility of getting funding for projects on the upper reach of the Sandy River, including areas around Timberline Rim.

The next board meeting is scheduled for Thursday, December 18, 2014 (a week early due to the Christmas holiday).

**Board Meeting adjourned at 9:36 p.m.**

**Summary of motions made and approved during regular session:**

74. Motion to appoint Nicole Stenson to the board of trustees. All board members present voted in favor.
75. Motion to set outside user water dues. All board members present voted in favor.
76. Motion to approve the water meter fine policy. Six board members voted in favor, one opposed.
77. Motion to accept the Recreation Club dues collection policy. All board members present voted in favor.
78. Motion to accept the October 2014 regular meeting minutes. 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  
December 18, 2014; 7:09 p.m.**

**Board Members present:** Don Shay (President), Shannon Herman (Vice President) arrived 7:20 p.m., Glenn Kraski (Secretary), Betty Draper, Ian Keeney (arrived at 7:30 p.m.), Marty Keeter, and Nicole Stenson.

A quorum was established.

Don Shay opened the meeting for members to address the board. No one had anything to bring before the board.

**Staff and committee reports:**

**Facilities & Water** report.

- On the 22<sup>nd</sup> the water system computer/system had completely malfunctioned. The PC was not communicating with the PLCs. Had no control over the water system, except for manual operation of the pumps. After resetting the PLC and shutting everything down, control was regained. When the water system went down during the bad weather, no signal was sent to Phillip Merrill to alert him of the situation.
- Generators would prevent most storm-related incidents because they would provide long-term power backup for the entire water system.
- Need to get the backup for the PLC set up and tested.
- Gene presented a copy of a billing policy for disconnecting water to a lot. Water dues still apply to all lots with a water connection, even when the water is temporarily shut off at the valve. However, if someone wants to have the water system physically disconnected (line cut and capped), there would be a disconnection fee (costly) as well a physical reconnection fee which would be very costly (compared to the dues for maintaining a continuous water system connection). Board discussed the examples of amounts that other water systems commonly charge for physical disconnection/reconnection. The board needed to take more time to consider this issue.
- A family not in Timberline Rim sent a letter inquiring about the possibility of connecting to Timberline Rim's water system (their well is not working properly and they don't know if they can hit water in another location on their property). After recent discussions concerning current outside water users, several questions were raised by various board members. A great deal of discussion was held and issues raised concerning this request, many dealing with what would happen if the property were sold or divided in the future. The board needs to meet personally with family members to discuss this issue further so that a decision can be made.
- Due to cold weather, the faucets in the lodge were set to drip. This is to keep the water lines from freezing. Members need to keep this in mind before turning off dripping faucets in the lodge.
- Opened the burn pile. Trent worked on fuels reduction around the lodge.

- Some tree removal in the common areas did not seem to meet proper standards (not cut short enough). Need to look into the circumstances of why the stumps were not cut down lower to the ground.

**Office** report.

- Reviewed the Timberline Rim document fees. Shannon Herman made a motion to amend the document fee policy as presented to the board. Marty Keeter seconded the motion. All board members present (seven) voted in favor.
- Mediation date for one of the small claims court cases is set for March 5th. Also got a judgment lien on another collection.

**Security** report.

- It has been really quiet.
- Of the previously discussed people who had been causing trouble: one went to the Job Corps on the coast (two year program). The other was arrested, but is now back home in the Rim; he has been keeping a low profile.
- A motorhome had been moving from location to location in the Rim and elsewhere in the Hoodland area. Jack had been keeping an eye on the situation.

**Financial** report.

- Approximate operating funds: Water is \$3,600; Recreation Club is \$19,600.
- Approximate reserve funds: Water is \$239,800; Recreation Club is \$118,200.

**Other Business.**

- The board members reviewed the minutes for the November 2014 board meeting. Marty Keeter made a motion to accept the minutes. Ian Keeney seconded the motion. All board members present (seven) voted in favor.

The next board meeting is scheduled for Thursday, January 29, 2015.

**Board Meeting adjourned at 9:14 p.m.**

**Summary of motions made and approved during regular session:**

79. Motion to amend the document fee policy. All board members present voted in favor.
80. Motion to accept the November 2014 regular meeting minutes. All board members present voted in favor.

Respectfully Submitted,

Glenn Kraski, Secretary