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**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**January 28, 2016**

The meeting was called to order at 7:08 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Patti Buoy (Lot 483), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5) and Lilly Sawyer (Lot 236). Ian Kenney (Lot 408) was also participating via Mac FaceTime. A board quorum was established.

The board welcomed guest, Faith Calkins (Lot 298). Faith's husband, Don is serving on the board. The board also welcomed, Glenn Kraski (Lot 501). Glenn Kraski reported that the TimRimCommunity.org website needed to be updated. He is still listed as Secretary and Trustee; however that is no longer current. His term ended following the September 2015 Board of Trustee's meeting.

Celeste Jackson, Office Manager, will contact our web master, David Buoy, and give him an updated list of the Board of Trustees and officers.

**STAFF REPORTS**

**Jesse Matter, Facilities Manager, read the Water Report from Merrill Water Systems.**

Water usage in December was 2,064,000 gallons compared to 1,910,000 gallons for December of 2014. A monthly water sample was tested and no coliform bacteria was detected.

On December 7, 2015, power was lost to well #1. Trees took out the power line in a wind storm. PGE was called to repair the line. During this time, well #1 was run without power; therefore, Jesse Matter, Facilities Manager, went up the hill multiple times to monitor the tank level.

Jesse shut off water temporarily to one home because of a water leak on the homeowner's side. Also, a new water service was installed to Lot 321.

December 21, 2015 high winds caused a momentary power loss. Jesse worked with Phillip Merrill to reset the well alarm.

No chlorination was done this month.

**Jesse Matter, Facilities Manager, gave a Facilities Report.**

Jesse worked with Simon's Tree Service to fall two trees on the access road to the well and continued clearing the road of logs and branches.

Jesse posted Holiday Office Hours and 2016 Board Meeting Schedule on the Rim bulletin boards.

The snow poles arrived and Jesse installed them around the Rim.

Jesse worked on organizing the office and purging old files.

Jesse contacted the internet provider about a service loss at the lodge.

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Jesse reported he bought a new personal vehicle which came with a trailer hitch; so, he didn't need to buy a hitch to pull the Rim trailer.

Don Shay asked Jesse about the condition of the Rim trailer. Jesse reported that the trailer appeared sturdy, the tires were good. It was reported that the trailer has lights which are working, and because it is less than 12 feet, it does not need a license. Jesse reported that at this time, his vehicle insurance covers the trailer while he is pulling it with his vehicle.

Don Shay asked Celeste to call our insurance company and see what they say about coverage while Jesse is using his vehicle to pull the trailer.

**Jesse Matter presented a Firewood Proposal.**

Jesse proposed that the Rim sell the firewood that is available from the trees cut down on the water access road, instead of letting them rot up there. Two trees have been cut down and there are other trees which need cutting. Jesse said he could bring the rounds down, and split them when they are dry. The money from selling small bundles at around \$4.00 per bundle would off set the cost of building a storage area next to the shop for the wood, and put the wood to better use by offering it to the membership.

The board would like to have Jesse estimate the cost of a storage shed, before going ahead with the project.

**Jesse Matter presented a plan for Burn Pile use.**

At the last board meeting, the board decided to have Jesse Matter, monitor all Burn Pile drop offs. Jesse reported he has had plastic bags of dirt dropped off recently; so monitoring would be desirable.

The board approved the following Burn Pile Usage guide lines presented by Jesse Matter.

- 1.) The Burn Pile will no longer be open seven days a week for resident drop offs.
- 2.) Drop offs will be scheduled in advance. The Rim member will go to the Rim office or call the office to make a reservation by giving their name, date, phone number and a brief description of what is being dropped off.
- 3.) Drop off days will be Mondays and Saturdays between 9 AM and 5 PM.

**An Office Report was given by Celeste Jackson and Faye Hofstetter.**

Celeste presented binders to each of the Board Trustees, where they can keep their board minutes organized. This was requested by Patti Buoy at the last board meeting, and Celeste was following through.

Celeste reported that an updated employee handbook is still needed for the use of Rim employees. Celeste reported that Rim employees are currently using the old Employee Handbook plus additions from new changes in the law.

Charles Martin will have a look at the old Employee Handbook and the generic Employee Handbook that Patti Buoy found on the internet. Charles agreed to edit one of the Handbooks, update it, and present it to the board at the next Board of Trustees Meeting.

Celeste asked the board to clarify a board resolution that had been made by a previous board.

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Don Shay was a Trustee at that time and signed the resolution. Celeste had found two different versions on file with the same resolution number and the same policy number; and wanted to know which version was the final version so it could be filed.

Don Shay clarified which version was correct.

**Patti Buoy moved to accept, as correct, the version of Administrative Resolution Number 20, with the wording that for the purpose of sick leave, vacations, and paid holidays, employees are considered full time when they work 30 hours a week or more. Employees working less than 30 hours a week will be prorated. Kim Wood-Saldana seconded the motion and the motion passed.**

Celeste reported that there are no new collections for dues payment. There are two lien satisfactions; so, the liens are coming off.

Celeste reported that Jesse Matter set up a new unique password for the office internet router. The previous passwords were still set at default. Celeste reported that by having a unique password for the office, a “guest” password can be created so our membership can use the internet while in the lodge or on the deck, without giving those users access to any office data. There is no additional cost for this. Glenn Kraski was concerned about the use of band width by guest users. The board agreed to allow a “guest” password, unless a problem arose.

**Patti Buoy, Treasurer, presented the Treasurer’s Report.**

The Balance Sheet for the Timberline Rim Recreation Club, Inc. for December 31, 2015 includes Total Assets of \$179,243.28 and Total Liabilities and Equity of \$179,243.28.

The Balance sheet for the Timberline Rim Water Company, Inc. for December 31, 2015 includes Total Assets of \$438,925.19 and Total Liabilities and Equity of \$438,925.19.

Celeste reported that many Rim members are paying their yearly dues and water company payment before the January 31, 2016 deadline which includes an “on time” payment discount.

Don Shay asked if a notice had gone out the membership about discontinuing the “on time” payment discount. Celeste said that the notice had not gone out with this year’s billing as the billing pages had already been sent for printing. It was her understanding that the information would go out with the News Letter. The board agreed that notification would go out to the membership in the News Letter.

The board discussed the OnPoint Bank Account signees. The following information was obtained:

- 1.) Trustees who had been signers, and are no longer on the board, do not need to go in to be taken off as signers.
- 2.) New signers do need to go in.
- 3.) We thought Patti Buoy was a signer, but she is not.

**Patti Buoy made the motion that the current Timberline Rim Recreation Club Inc., and Timberline Rim Water Company, Inc. Board of Trustees' officers will be signers on the OnPoint Bank Accounts. Those officers are: Don Shay, President, Kimberly Wood-Saldana, Vice President, Betty Draper, Secretary, and Patti Buoy, Treasurer. All other previous signers should be removed from the OnPoint Bank designated signers. This change will be made as soon as the appropriate paperwork can be filed. The motion was seconded by Kim Wood-Saldana, and the motion passed.**

**Patti Buoy made the motion that the following Board Trustees of the Timberline Rim Recreation Club, Inc. and the Timberline Rim Water Company, Inc. will be signers on the Clackamas County Bank Account: Don Shay, President; Kim Wood-Saldana, Vice President; Betty Draper, Secretary; Patti Buoy, Treasurer; and Charles Martin, Trustee. All other previous signers should be removed from the Clackamas County Bank designated signers. This change will take place as soon as the appropriate paperwork can be filed. The motion was seconded by Kim Wood-Saldana and the motion passed.**

**A Fire Safety Report was given by Kim Wood-Saldana.**

Kim reported that she called the Forest Service about getting her lot checked for fire safety. A representative came out and checked her property and let her know what vegetation needed to be removed. After Kim does the fuel reduction removal, a representative will come out and check her lot again. If the lot is designated a "fire wise lot", they will give her \$400; as there is still \$90,000 left of the fuel reduction grant money, and it was a 2 year grant. All Rim members are welcome to go through this process and receive the \$400 if they do so within the grant's lifetime. Call the Rim office to get details from Kim.

**Don Shay presented a Sandy River Safety Report.**

Don Shay presented an email from Jay Wilson, of the Sandy River Watershed Council. Jay was letting the membership know that there was FEMA money left from the 2011 River Event. Most of the money was used by the Hoodland Fire Department and for the reinforcement of river banks from river relocation. There is \$275,000 FEMA money left which could be used to "buy out" a river front property damaged during the 2011 flood, a property which is in immanent danger from future flooding. FEMA would then own the land and property.

The board wasn't sure if we had any properties that met the guidelines. If there is a member interested, they should contact Don Shay for particulars.

**A Security Report was given by Jack Gann.**

On January 11, 2016, Jack spotted a water leak on his evening rounds and called Phillip Merrill. Phillip considered the leak a small one that could wait until morning.

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In the morning, Jesse Matter, Facilities Manager, turned off the water. The leak was on the home owner's side and they were instructed to call a plumber.

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Jack reported that Don Shay had gotten a call from a Rim member saying that tires and rims had been stolen off his truck in the day time. Don called Jack, who was out to dinner at the time.

Jack and Don went to interview a person that Jack thought might have information about the tires. The person was not at his house, but drove up shortly with the alleged tires in the back of his truck. Clackamas County Sheriff was called. The person said that he had bought them on the internet from someone he didn't know, and picked them up at a place he could not remember; however, the tires, rims and some other car parts that were missing were returned and no charges were filed.

**NEW BUSINESS**

The purchase of a pick up truck for timberline Rim use was discussed. Don Calkins will look into costs of purchase, insurance, repair, and gas; and compare that to budgeted employee mileage.

Don Shay instructed the board that when making a budget for the purchase of a truck, the purchase amount could be spread out over several budget years.

Charles Martin suggested that Timberline Rim Employees wear name tags making it easier for new members and renters to identify Timberline Rim employees who are in the community checking water meters or lot safety.

The board agreed that it would be helpful for employees to wear photo ID's. They could be made "in-house" with our laminator.

Jack mentioned he has magnetic sign for the sides of his truck and has a hat and coat with Tim Rim Logo. Jack also has cards he can hand out.

Jesse does not have any signs for his vehicle or identifying clothing.

**Don Calkins gave an update of his conversations with Phillip Merrill about our water system.**

Positive comments about the water system:

1.)Our water is good for water connections. Our water contains the kind of minerals which deposit on water pipes, lining them. This keeps them from leaking, and prevents other contaminants from entering the system.

2.)We have had very few waterline breaks which means our ground is stable.

3.)We have an artesian well behind the club house, meaning people could use the water directly from the well during a natural disaster.

Disadvantages of our water system:

1.)We still have some galvanized mains.

2.)We have a water pipe crossing under the river, which could be broken.

Precautions that could be taken:

1.)We could have a back up generator. Don Calkins knows of one which we may be able to acquire at little or no cost. It is diesel and noisy, and has twice the power that we need; but, it is usable. He will check into it.

2.)We could purchase an amount of 4” poly pipe which could be kept on hand, in case the “under the river” water pipe line to Division V broke and we needed to string a temporary water line over the river.

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3.)The board talked about having training for Jesse, and anyone else, as appropriate, who may be called upon to fix a section of our concrete and asbestos water piping. Training is needed to remove sections of asbestos piping safely. Don will ask Phillip Merrill how to arrange this training.

Ian Kenney, trustee, was attending the board meeting by Mac FaceTime. He was introduced to the new Trustees. He will be returning from his year in Mexico in July.

The board read the minutes of the previous Board Meeting and the previous Executive Board Meeting of December 17, 2015. No corrections were made.

**Patti Buoy moved to approve the Regular Board Minutes and the Executive Board Minutes as written. Kim Wood-Saldana seconded the motion and the motion passed.**

The meeting was adjourned at 8:40 PM. An executive meeting will follow.

Respectfully submitted, Betty Draper, Secretary.

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**February 25, 2016**

The meeting was called to order at 7:00 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5) and Ian Kenney (Lot 408) was also participating via Mac FaceTime. A board quorum was established.

Guests were present: Jack Gann and his wife and Chris Page and his wife.

New Hook up to Timberline Rim Water

Chris Page was attending the Board meeting to share with the Board the progress that has been made towards connecting his home to the Timberline Rim water supply as Chris's property borders Rim property, and he has very little water to his home because of a faulty well.

The Tim Rim Board approved a hook up to Timberline Rim water at a previous meeting if Chris pays for all the expenses and that he sign a contract that is attached to his deed limiting the property parcel to one home.

- 1) Chris has gotten approval from Clackamas County for Timberline Rim to extend its water rights to include Chris's property. Chris reported it was a time consuming process and cost \$1500.
- 2) Chris and water supervisor, Phillip Merrill, are planning to contact Chris's Tim Rim's four adjoining neighbors, letting them know that a new up-graded water line will be going into the utility easement. The current 1 ½ inch pipe is not large enough to serve all five homes. There is some concern by a property owner, already contacted, about damage to the root structure of large trees which may be in the easement.
- 3) Once the water pipe reaches the curb of Chris's property, the rest of the line installation becomes Chris's responsibility.
- 4) The easement might need to be clarified, so Chris and Phillip will look at plot maps of the adjacent properties and a plot map of Chris's property to determine the correct easement.

### Suggestion for Presenting Reports

Kim Wood-Saldana, Trustee, requested that less time at meetings be spent on reading reports out loud. Celeste agreed to email reports to the board if they came in to her desk one week before the board meeting and to summarize the reports ahead of time so that a summary might be included in the Board minutes. The Board agreed to try this out.

### Water Report

The Phillip Merrill Water System's Report was read by Don Calkins.

The water was tested on January 12, 2016 and no coliform bacteria was present. No chlorination was done this month. There was one leak detected on the customer's side of the water meter.

Phillip Merrill met with Don Calkins, Trustee, to explain the details of our water system. Plans for next month include writing "Standard Operating Procedures for Asbestos and Rate Analysis" and "Schedule for 2016". These will be shared with Jesse Matter.

### Hoodland Area Water Coalition (HAWC)

A meeting of HAWC will take place Saturday, March 19, 2016, at 2 PM in the Timberline Rim Lodge. The guest speaker will be Jay Wilson, from the Clackamas County Emergency Management Team.

Timberline Rim Water Company belongs to HAWC. It is a mutual agreement statewide and nationwide, to give assistance in a water emergency to other water companies, there is no cost for membership and there is a cost repayment plan if assistance is given.

### Charles Martin read the facilities' report completed by Jesse Matter

Charles noted that Jesse will be taking a medical leave for an upcoming surgery. While Jesse is out, Phillip will take care of water emergencies with help from Don Calkins and Jack Gann. Linda Clayton, Swimming Pool Supervisor, will be called in to pump the pool's excess water if heavy rain occurs. Charles Martin will call Linda and let her know.

Jesse reported that he was writing a Periodic Maintenance Checklist and Maintenance Job description. He obtained a burn permit from the fire department and burned the burn pile. Jesse will take Mondays off and work on Saturday, so that the burn pile can be accessed by the membership on Saturday. Jesse blew off hydrants and cleaned the kiddy pool. Jesse suggested that he build a cover for the kiddy pool to prevent it from filling up with water.

Selling wood from Trees Cut down on the Water Access Road

Jesse reported that Mountain building Supply has agreed to buy bundles of firewood at \$3.50 each. This will allow us to sell them in bulk opposed to slowly selling them over time. A lean-to style shed placed on the back side of the shop could be built using pallets that are free from the hardware store. The roof and gate lock would be between \$100 and \$150.

Employee Phones

Jesse suggested that he have a pay-as-you go phone from AT&T. It could save the Rim some money on the phone bill for mobile phones. Jack already uses a phone of that type. The Rim also pays for a mobile phone for Phillip Merrill. The Board asked Don Calkins to see if Phillip Merrill was using the phone the Rim is providing to monitor our water system computers. The board designated Charles Martin to approve a change in the phones if it would meet qualifications for Phillip Merrell and if the cell coverage does cover the Rim.

Insurance on Rim Trailer

Our Tim Rim Insurance can cover the trailer because it is less than 2,000 pounds. We can add a rider for the trailer for \$75 a month. We need to put a serial number on the trailer. Tim Rim can do this with an engraver. The serial number will indicate which trailer we are insuring. Since the trailer was “home made”, it did not come with a serial number.

Office Report – Collections

Celeste gave the Board a list of debts owed to Tim Rim by members, along with the dates and amounts. The statute of limitations on the debts is limited to 6 years. Debts older than that cannot be collected. Some of the debts owed to the Rim are approaching the six year date. Some of the debtors, no longer live in the Rim or in the State and have no forwarding address.

**Charles Martin made the motion that the Timberline rim Board designate that the five oldest debts are deemed “uncollectable” as the amount to collect would exceed the benefit to the rim due to aging of the accounts and the inability to find owners. The motion was seconded by Kim Wood-Saldana and the motion passed.**

The Board asked Celeste to pursue the four remaining debts, by hiring a private investigator to find the parties involved, so that a claim can be made in small claims court. The Board put a cap of \$150 on the address investigation for each claim.

Outdoor School

**Charles Martin made a motion to donate \$145 to Welches School, \$5 for each student, for the purpose of assisting Welches School sixth graders who live in Timberline Rim Community to attend the Outdoor School activity organized by Welches School. The motion was seconded by Marty Keeter and the motion passed.**

Fire Wise Community Clean Up

The Board agreed to put up flyers regarding a proposed Fire Wise clean up. When given a date and information about how the organizers would like the wood sticks stacked, the Rim will be happy to inform the Tim Rim membership with a flyer.

Treasurer's Report

Patti Buoy was not present. Celeste presented a report. There is a 3.6% increase in on-time Rec Club dues and a 7.7% increase in on-time water company payment.

Bank Account Signers

Tim Rim Rec Club and Water Company needs new Board officers added as signers on our OnPoint accounts. Don Shay, who is currently an officer and a signer, will go to OnPoint, located by Gresham Station, and find out the requirements for adding and subtracting signers to the accounts.

River Erosion Plan

The project is moving forward. Clackamas County is participating.

Security Report

Jack Gann gave the security report. Charles Martin, Trustee, rode with Jack on February 5, 2016, to get familiar with security procedures. Jack's schedule is Monday through Friday evenings, and 8:30 AM to 1:30 PM on Friday and Saturday.

New Business

Employee Handbook

Charles Martin wrote a third version of an employee handbook for the Board to consider. He will email it to the Board for consideration when he is finished. He can also get input from Don Calkins' wife, who is a Human Resources person at Timberline Lodge.

Pot Holes by the Mail Boxes

Betty Draper, Trustee, requested that holes in the parking strips next to the mailboxes be filled with gravel. The Board will have Jesse measure the cubic feet of gravel needed. It is a small amount; Don Shay will donate the use of his pick-up to haul gravel. A pick-up can hold three quarters of a yard. It should cost \$90 to \$180. The Board will have Jesse work on this after he gets back from sick leave.

Cathy Coogan's Retirement

The Board agreed that Timberline Rim Rec Club and Water Company would make a retirement gift to Cathy Coogan who worked for the Rim as Office Manager for fifteen years; Cathy has been a valuable asset to the Rim and is much appreciated.

**Kim Wood-Saldana moved that Timberline Rim Recreation Club and Water Company gift Cathy Coogan a gift of three weeks pay for her fifteen years of service. Marty Keeter seconded the motion and the motion passed.**

Marty Keeter offered to get the card.

**Kim Wood-Saldana moved that the Board Minutes of January 28, 2016 be approved as written. The motion was seconded by Charles Martin, and the motion passed.**

Don Shay, President, adjourned the meeting at 9:40 PM.

Betty Draper, Secretary, passed out Executive Board minutes of January 28, 2016. They will be read by the Board members and presented for approval at the next Board meeting.

Respectfully Submitted by, Betty Draper, Secretary

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**March 31, 2016**

The meeting was called to order at 7:03 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Betty Draper (Lot 353), Patti Buoy (Lot 483), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5) and Lilli Sawyer (Lot 236). A board quorum was established.

Three guest members were present at the meeting.

Safety Concern

One of our members reported that there was construction going on next to a green belt lot near Meadow Crest. Children had been seen collecting discarded wood from the construction site and carrying it to the green belt lot to use for play. The members were concerned about the children's safety since the boards contained old nails which might injure the children.

Don shay responded by asking Jesse Matter, Maintenance and Facilities Manager, to remove all construction debris from the green belt area. He asked Jack Gann, Security Manager, to contact the children's parents, if possible; so, that they would be aware of the children's activities and could watch out for their safety.

New Outside Water Hook-up

Chris Page is a neighbor outside the Rim who has a well that has failed. The board has agreed that Chris Page may hook up to Tim Rim water if he pays all the costs for hook-up and agrees not to sub divide his lot.

Chris Page has been working with Phillip Merrill, Water System's Management. Chris provided this update. Phillip and Chris have contacted all three Rim members who will have digging in the easement by their lots when the new water line goes in that will connect Chris Page's home to Rim water. The neighbors were content with the installation as long as their yards were not disturbed and digging was in the easement.

Celeste Jackson, Office Manager, was asked to have Chris Page sign the Rim's Outside Water User Contract.

Don Shay will contact Phillip Merrill about writing a contract for Chris to sign, stating that he will not sub-divide his property. This contract will need to be reviewed by the Rim attorney before it is signed. After it is signed, a deed restriction will be filed with the county. Chris Page will pay for this filing.

Phillip Merrill's Water Systems Report was read by Patti Buoy

A monthly water testing sample was taken on February 15, 2016. Coliform bacteria was detected, but no e-coli was detected. Five repeat samples were taken on February 17, 2016; one at each well, and three throughout the system and no coliform was detected.

Work is being done for PGE to install a conduit for replacing buried power lines by Extreme Excavation. They dug up, but did not damage our Asbestos Concrete 6 inch mainline, three times. Each time, Phillip Merrill came out to inspect our mainline. The pipe appears to be in good condition about 36 inches below ground surface. Two out of three times, the pipe did not have proper sand or gravel above the pipe. This is a worry because improper pipe bedding puts greater stress on the pipe.

During the work for PGE, a ¾ inch copper service line was broken on Alpine. A temporary repair was made February 19, 2016 and a full repair was scheduled for February 22, 2016. Chlorination was done from February 19, 2016 to February 28, 2016 because of the pipe repair.

The Facilities Report was given by Jesse Matter, Facilities Manager

Jesse Matter has been working to clean up brush and tree limbs left from the Oregon Department of Forests fuel reduction work, in the green belt buffer along the river in Division V. Jesse said he has scheduled this work for Fridays and Saturdays when he is at the burn pile.

Don Shay reported that there used to be a picnic table in the green belt area, but it went down the river during the last flood, and hasn't been replaced. Betty Draper asked Jesse to add replacing that picnic table to the facilities maintenance list of things to be completed when funds become available.

Jesse reported that he inspects Alpine Park once a month and rakes under the swings. Jesse documents his inspection in a file.

The board discussed Jesse's suggestion for a more economical phone for him to use so people can contact him about the burn pile, and for Phillip Merrill to use for the Water Company. Jack Gann, Security, is already using a pay-per-minute phone, provided by the Rim.

**Charles Martin moved that the Board discontinue payment for Phillip Merrill's current phone and replace it with a pay-per-minute phone with a \$15 card for monthly minutes or similar, for Jesse Matter and Phillip Merrill. The Water Emergency contact number will stay the same and the Maintenance and Facilities number will be a new number for Jesse Matter. Don Calkins seconded the motion and the motion passed.**

Jesse Matter reported on the need for new door locks for the Rim office and lodge doors, the maintenance shop, and the pool chemical room and pool filter room. Jesse priced the locks on Amazon for approximately \$102.99 each. Amazon is approximately \$50 less in price than Schlage. The lock

comes with a one year warranty. These locks have a code key pad, which would eliminate the need for keys, and for re-keying locks when there are board and personnel changes. Celeste reported that this type of security is required for doors that have access to Water Company monitors and regulators, by the Office of Homeland Security.

The board agreed to the purchase of two locks to be used for the Rim office and lodge doors, to be paid for out of the Water Company funds for the security of our Water Company.

Locks for the other doors would be desirable; but can wait until funds become available. They can be put on the list of items for future facilities repair and up-keep.

The board discussed the building of a wood shed proposed by Jesse Matter that would be used for storing wood that is bucked up and aging. The wood would be sold to benefit the membership. The walls can be made from recycled wood pallets. Corrugated panels for the roof are \$17.29 each and six or eight will be needed.

The board asked Jesse to hold off on this purchase until funds become available. It can be added to the list of future purchases for maintenance and repair.

#### The Office Report was given by Celeste Jackson

Celeste has had questions from members about their yearly billings and due dates. There seems to be more than one interpretation of the due date, ie. does “on time” refer to the date postmarked, or the date received? The board instructed Celeste to accept the members in question, payments, as being “paid on time”.

The board requested that Celeste post the fee’s amounts and due dates, in the future, on the Rim Bulletin Boards, the Web Site, and the Newsletter.

Celeste reported that members are asking about the rescinding of the yearly discount for paying dues all at once at the beginning of the billing cycle instead of paying in installments. One member sent an email to the office asking for information.

Don Shay asked Celeste to write a reply to the member, indicating that the Rim’s operating budget for the Recreation Club, has been running over collected dues payments. The contingency fund is being used for the shortfall. Currently dues are at a fixed limit of \$200 per year. We have 426 lots and the rescinding of the complete payment discount, would add some badly needed money to the Rim maintenance and repair budget. Don also mentioned that the idea of a dues increase can be presented to the membership at the annual meeting. Don requested that Celeste include the information in an upcoming newsletter.

Celeste reported on progress she has made in adding an insurance rider to our Rim policy to cover the Rim trailer. Celeste has been unable to have the company add the rider since the agent that provided

the initial information is out of the office and the covering agent believes that an auto insurance policy is required before a rider for the trailer can be added.

Patti Buoy shared with the board that the Rim has been paying for a \$4 or \$5 dollar a year charge for the Timberline Web Site to have a mobile app. It does not appear to be used by the members. Patti will ask David Buoy, Patti's husband, who is our volunteer Web Master, to discontinue the app to save a few dollars.

The board asked Celeste to find out if a "not for profit" organization like Timberline Rim Recreation Club is allowed to have a fund raiser to increase funds for the benefit of its members.

The Sandy River Report was given by Don Shay

Don Shay reported that the Sandy Watershed Council is holding a contractor's meeting April 5. The contractors will drive around and view the project area for the river management job to be done this summer.

Betty Draper reported that the Sandy Watershed Council was holding a tour for the public to view the area on April 1. The notice was posted on the Rim Bulletin Board.

The Security Report was given by Jack Gann, Rim Security Manager

Jack reported that some tools, paint brushes, and hoses were stolen out of an unlocked truck. Some owners had left dome lights on in their cars and garage doors open.

Patti Buoy reported that a Neighborhood Watch was being proposed on the internet "Next door" web site. Members are welcome to join and support the effort.

The Treasurer's Report was given by Patti Buoy, Treasurer

The board received a balance sheet for the Rec Club and Water Company for February 29, 2016. Patti Buoy reported that she will set up a meeting with Celeste to make a new budget for the Timberline Rim Recreation Club, for the board's approval, as the current budget needs to be revised.

The Employee Handbook Report was given by Charles Martin

Charles is still working on the handbook and making it available to the board by email.

The Greenbelt Report was given by Don Shay

Don Shay asked Jack Gann to have a look at a tree on greenbelt property which is leaning. The tree needs to be checked for stability and disease. Don asked Jack to get Simon Burke to look at the tree and get an estimate of the cost to remove it. It is the Rim's responsibility if the tree falls and damages the neighboring property.

The Generator Report was given by Don Calkins

Don reported that the availability of the used diesel generator is still being investigated. After talking to Phillip Merrill, a 20 KW generator would be required to run the wells and lodge in a power outage. The generator in question is a 50 KW generator and is stationed at Happy Valley. It is decommissioned and may be available. It is a Detroit diesel generator and very noisy. It would cost \$200 to \$300 to have someone inspect it.

Generators are extremely expensive to buy, \$15K to \$20K. If it were given to the Rim, we should also purchase a trailer at \$2,000 to \$3,000 for it to sit on, so it can be relocated. After it fills our water tank, it could be made available to other water companies in Hoodland. We belong to ORWARN and HAWC, which are organizations that pledge to come to the aid of another water company in an emergency. After the aid is given, government funds become available to pay back the water company providing assistance.

The diesel generator would also need to be housed in a shed, which would cut some of the noise. The same shed could be used for a new generator, if one was purchased in the future. This would add to the initial expense.

#### New Business Report by Don Shay

A contractor contacted the Rim inquiring about putting in a driveway through Rim property in order to access a property for sale on the other side. This driveway on Rim property is not necessary, only desirable.

The board discussed the request and decided not to allow the driveway.

#### Signs report by Jesse Matter

Jesse Matter reported that he finished refurbishing the Tim Rim location sign that had been located in the past at the end of Brightwood Bridge Road, where it dead-ends at Barlow Trails Road. It gives directions to the Rim.

The board asked Jesse to contact the appropriate County Roads department and inquire if there were any problems with placing the sign back in that location.

Jesse also reported that he had removed the "dog" sign from property in Division V that had bothered a neighbor. It had originally been placed to signal a path for dog walkers and as a pet memorial. The dog sign would be lovely if refinished.

Patti Buoy suggested that the sign might be used as lodge decoration, as it was historic and beautifully crafted. No decision was made about locating the sign in the lodge.

#### Minutes

The board read the Minutes of the Board Meeting of February 25, 2016 and the Executive Board Minutes of January 28, 2016. Lilli Sawyer made a correction to the Executive Minutes stating that her name was spelled with an "i".

**Marty Keeter made the motion to approve the Timberline Rim Board Minutes of February 25, 2016 as written. Don Calkins seconded the motion and the motion passed.**

**Charles Martin made the motion to approve the Executive Board Minutes of January 28, 2016, as corrected. Marty Keeter seconded the motion, and the motion passed.**

The meeting was adjourned at 9:15 PM by Don Shay, President.

There will be an Executive Board Meeting to follow.

Respectfully Submitted, Betty Draper, Secretary

**Minutes for**

**Timberline Rim Recreation Club, Inc.**

**Timberline Rim Water Company, Inc.**

**BOARD of TRUSTEES Meeting**

**April 28, 2016**

The meeting was called to order at 7:08 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Betty Draper (Lot 353), Patti Buoy (Lot 483), Marty Keeter (Lot 057) and Kim Wood-Saldana (Lot 186).

A board quorum was established.

The Phillip Merrill Water Report was read by Patti Buoy.

Wells 1 and 2 pumped a total of 2,354,000 gallons, compared to 2,056,000 for 2015.

Water samples were tested. No coliform were present and no e-coli were detected. No chlorination was done this month.

Patti Buoy asked a question about Rim meter reading. Jesse Matter reported that it was done once in the spring and once in the fall. It takes five days to read the meters. Outside users' meters are read twice a week.

Chris Page, a proposed outside water user's, water hook-up was discussed. Mr. Page is paying all costs for hook-up fees and lawyer's fees related to the contract with Timberline Rim. Chris Page and Lisa Page will sign a document, "Restrictive Covenant" agreeing not to sub-divide their lot, agreeing to cap their existing well, and agreeing not to reconnect to any piping with another water source. They will also sign a "Perpetual Restrictive Covenant" which will be filed in Clackamas County and restrict their heirs, successors and assigns to the "Restrictive Covenant". They may be connected to Rim water next month.

The possible development of a new well site in Division V was discussed. It is proposed on the largest greenbelt in Division V. This lot has access for heavy machinery. Six properties would need to sign a "Perpetual Restrictive Covenant: to allow the well. Five residents have been contacted and responded in agreement. One resident has not responded to any approaches made to date by the Rim and Don Shay.

A neighboring water company, a member of Hoodland Area Water Coalition, HAWC, has agreed to provide water to Division Five in an emergency.

The Office Report was given by Celeste Jackson, Office Manager

Concerning the OnPoint Community Credit Union Accounts, signers need to be current on the accounts. Betty Draper, Secretary, will go to OnPoint, and will update the list of signers. Signers can then go to the bank and sign a signature card. Signers must fill out a profile with driver's license and credit card, unless they already have an OnPoint Account themselves. Signers will be Board officers.

Celeste reported that one lien for back-payment of Rim dues has been removed.

Celeste reported that a Rim member called her and said a Fed Ex package may have been stolen from a neighbor's home. Rim member's should be aware of this possibility, and guard their belongings. A group of members have begun the process of starting a Neighborhood Watch program. There will be information for residents in the Rim monthly newsletter, The Timberliner.

Celeste gave an update on insurance for the Timberline Rim trailer. According to our insurance agent, the insurance for the trailer would need to be covered by the driver of the car that is driving the trailer.

The Rim Board agreed that the Rim should have a record of the driver's license and vehicle insurance for all Rim employees who are getting paid for mileage. Celeste Jackson will collect this information from Rim employees, and will keep it filed.

The Treasurer's Report was given by Patti Buoy, Treasurer.

The Recreation Club income year to date is \$82,515.24. The budgeted year to date is \$81,572.79. The annual income expected is \$127,553.26. The Timberline Rim Recreation Club Annual Budget is \$131,279.92. The current annual budget is \$3,326.66 short of expected income. The Expenses year to date is \$27,732.47. The budget for expenses year to date is \$36,969.84. The expenses year to date are under budget by \$9,237.37; however, expenses for the swimming pool come up in the summer, and are spread out over the year to date figure.

The Water Company income year to date is \$119,121.25. The budgeted year to date is \$115,760.16. The annual income expected is \$171,876.61. Expenses year to date are \$32,543.91. Budgeted year to date is \$31,946.74. The Water Company expenditures are \$597.17 over budget.

The Board is concerned that the 2016 Recreation Club budget, previously approved, might not reflect the correct expenses. Patti Buoy will consult with Celeste Jackson on the 2016 budget to look for areas where the budgeted expenses may not correctly reflect up coming expenses. The budget may need to be revised. Patti will report at the next Board meeting.

The Board will discuss budget issues with the membership at the annual meeting. There is currently a cap on membership dues at an annual fee of \$200. Regardless of the cap, inflation continues to increase the cost of wages, office supplies, swimming pool supplies, and facilities repair and up-keep. This discussion will include the proposed cancellation of the discount for total yearly payment at the beginning of the billing year for the Recreation Club and Water Company.

The Facilities and Maintenance Report was given by Jesse Matter, Facilities Manager.

On April 4, 2016, Jesse posted signs for up-coming chlorination and called people who are on the "Chlorine Notice Call List". This is a short list of members who can not be exposed to any amount of chlorine in the water.

Kim Wood-Saldana asked if all the membership could be informed of up-coming chlorination through an email notice. The board instructed Jesse Matter to put Celeste Jackson on the “Chlorine Notice Call List”. When Celeste gets the call from Jesse about up-coming chlorination, she will send an email to the membership. The email list includes members who have given their email addresses to the Timberline Rim Office.

Jesse reported that he met with a total of nine members this month for burn pile drop off. Jesse reported he repaired a main waterline, cleaned the greenbelt on Pine Tree and Meadow Crest, repaired the trailer hitch, had the chain saw sharpened, filled gas cans, cleaned out the well house, mowed lawns, located a water leak at resident’s home, cleaned weeds around fire hydrants, marked water meters and got paint for marking pool deck steps.

A Report of Lodge Use was given by Don Shay.

The Sandy River Watershed Council has asked permission to hold a meeting at the lodge, Monday, May 23, 2016 at 10:00 A.M. The Council will then conduct a site tour at 1:00 P.M. with contractors for the River Migration Project. The Board agreed to the lodge use.

The Security Report was given by Jack Gann, Security Manager.

Jack reported that he patrolled the Rim. He checked security on the lodge doors and reported to residents who left dome lights on in their cars. Jack was informed of a possible stolen FedEx package by Celeste Jackson. Jack disbursed a group of people from the lodge parking lot who appeared to be selling drugs.

Jack reported that a new lot owner cut a 12” diameter fir tree from the common area behind their lot and cut some vine maple. He and Charles Martin were unsuccessful in talking to the new homeowner. Patti Buoy said she would get a copy of greenbelt policy, maps of the common area and the owner’s lot, and call on the home owner to explain the boundary and greenbelt policy.

Jack Gann turned in a letter of resignation from his Architectural duties regarding greenbelt encroachments. The Board accepted Jack’s resignation from these duties.

The board asked Celeste to put information in the newsletter about greenbelt encroachment. Patti Buoy agreed to help write this article.

NEW BUSINESS

Proposed RV Parking Area

The Board agreed to postpone any development of the triangle lot across Barlow Trails Road from the mailboxes. Jesse was asked to keep the area free of “ladder fuels”.

#### Bulletin Board Protection

Charles Martin’s suggestion for covering with plastic, the Rim Notices on the Rim bulletin boards was discussed. This would be a plastic cover over the postings such as: Board Meeting dates and the water shut-off and burn pile phone numbers. The notices frequently need to be replaced because they get wet or taken down.

#### After-Hours Water Emergency Protocol

The Board reviewed the after-hours water emergency procedure. Phillip Merrill should be called in an after-hours water emergency. If Phillip needs help in the Rim after hours he will call in this order of availability: 1) Jesse Matter 2) Don Calkins 3) Don Shay, 4) Jack Gann. The Board talked about this before in executive session, but did not call and tell Phillip Merrill. Celeste will tell Phillip Merrill.

#### OLD BUSINESS

#### The Proposed Employee Handbook

A copy of the proposed Employee Handbook was given to each board member for inspection. Don Calkins’ wife, HR personnel at Timberline Lodge Ski Area, made the Employee Handbook for Timberline Lodge available to the HR team on a thumb drive. She stated, however, that Timberline Rim Recreation Club and Water Company are not as large as Timberline Lodge, and would not need the same type of handbook.

#### The Minutes of the previous meeting were read by Board members.

**Patti Buoy moved that the Board minutes of March 31, 2016 be approved as written. Marty Keeter seconded the motion, and the motion passed.**

**Patti Buoy moved that the Executive Board Minutes of March 31, 2016 be approved as written. Marty Keeter seconded the motion, and the motion passed.**

The meeting was adjourned at 8:55 P.M. by Don Shay, President.

Respectfully Submitted, Betty Draper, Secretary

## **Minutes for Timberline Rim Recreation Club, Inc.**

**Timberline Rim Water Company, Inc.**

**BOARD of TRUSTEES Meeting**

**May 26, 2016**

The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298), Lilli Sawyer (Lot 236) and Ian Kenney (Lot 408). A board quorum was established.

**Kim Wood-Saldana, Vice President, introduced the topic of a proposed logging project, near Timberline Rim at 7:04 PM.**

Guests were present from Rim membership and neighbors adjacent to the Rim who are concerned about the proposed logging by Mr. Demers. The property is located above Barlow Trails Road, Hackett Creek, and neighbors on McIntire Road.

Oregon Department of Forestry (ODF) Unit Manager, Molalla Unit, Scott West, and Stewardship Forester, Molalla Office, Tracy Brostrom, were invited as speakers and spoke to the group, responding to questions asked about the proposed logging.

The major concerns were about the threat of landslides caused by logging on steep terrain above wells and homes, increased traffic of ATV's and 4x4's who might misuse the reinstated road area off McIntire Road that Mr. Demers proposes building to access the logging, and endangering the water quality in streams that the logging road crosses.

Bill Simons, a neighbor of Timberline Rim and resident on McIntire Road, gave history and background. The 22 acres were bought for approximately \$80,000 by Fern Hollow Farms LLC. Mr. Demers talked to neighbors on behalf of Fern Hollow Farms LLC which is owned by his wife. Mr. Demers plans to open up an old abandoned logging road to log the property. It is a county road and county right of way. There is a statement from 1926 that records the road as a county road and it was never vacated. The road goes across BLM property. The culverts were taken out and no maintenance was done on the road. The Road Permit Request has not yet been approved; Mr. Demers filed an application for opening the road, and filed a request for a permit for logging from ODF. Mr. Demers plans to take cedar and fir and leave maple and alder. Mr. Demers said he plans to have a couple of home sites after the logging

The ODF regulates the permit. Scott West reported that ODF regulates water quality, landslide hazard areas, and wild life, such as spotted owls and endangered plant species.

The ODF will monitor the road building and the protection of the streams that the road crosses over. The ODF will monitor the logging, and the replanting.

Mr. West reported that there is an ODF web site. A person can sign up to be a subscriber for a small fee, and then as a subscriber, they have the ability to comment on the written plan, the road work, and the risk areas. The ODF can respond to the comments; and they appreciate comments which refer to anything that is technically wrong.

Tracy Brostrom is employed by ODF and was brought in to look at the site of the proposed logging. ODF hired a licensed geologist, Mike Buren, as well. It was necessary for a licensed geologist to make recommendations for the proposed logging.

The geologist flagged part of the 22 acres as being “not available for logging” as the terrain was too steep and logging might cause the steeper part of the land to become unstable and cause land slides. The geologist assessed the danger that comes from slides depending on how far away the homes are from the toe of the slide. He evaluates the soil layers of the slope. He took into consideration that Hackett Creek is very close to the toe of the slide path. A 70 foot buffer of trees is designated to be left adjoining Hackett Creek. The geologist has marked “leave trees” to protect the homes below, from slide damage and to protect Hackett Creek. It is Tracy Bronstrom’s job to monitor the logging, to make sure that the designated “leave trees” are not removed.

Tracy will take a GPS reading after the ribbons marking “leave trees” are put out, so he knows if the logging has left the correct area of trees unlogged. Mr. Demers will be required to replant the logged areas. Typically 400 trees per acres, so that 200 trees per acre are left alive after 6 years. Tracy will also monitor that. Mr. Demers does not have to post a bond, for any possible logging errors.

In the past Mr. Demers has had lawsuits related to work that he has done. ODF is in charge of monitoring the correct logging practice and the Department of Justice is in charge if Mr. Demers doesn’t pay fines imposed for illegal activity. According to neighbors reports, Mr. Demers appears to be willing to pay fines for errors in his logging and road construction rather than avoiding or correcting the errors .

When Mr. Demers builds the road, no sedimentation may enter the streams that the road crosses. If it does, it is a violation. Fines are limited to \$5,000 per violation on logging and road construction violations. If someone is interested in stopping the logging, they would need to do research to see if the county road is usable. If it is not, that would stop the logging. Any other technical problems that are discovered may also stop the logging.

Mr. West will ask the geologist to come out again. A few of the residents at the meeting were concerned that the “leave trees” were not sufficient to negate the possible effect of a landslide above their property. Their houses were not noted on the geologist’s report; but seem to be in the slide area. One or two of these home are in Timberline Rim.

Mr. Demers was hoping to start his logging in June or maybe, July. He would need permission to burn branches, and that is not allowed in the summer. There may be stream work that also is not allowed during certain times of the year, and may change his timeframe for logging.

Phillip Merrill, Timberline Rim Water Company consultant, looked at Mr. Demers’ logging plans; and he talked to Tracy. Phillip reported that our well is 485 feet deep and in basalt. He doesn’t see any threat

to the well because of the proposed logging project. The toe of the potential slide area appears to be 300 feet from the well head, and 450 feet from the tank.

**Don Shay, President, called the business part of the meeting to order at 8:45 PM.**

**A Report was given about Chris Page's progress on hooking up to Timberline Rim Water.**

Don Shay read a letter from, Chris Page, sent to the Rim, thanking the Rim for allowing him to hook up. All of Chris Page's previous piping has been decommissioned. His previous well is decommissioned but is not yet capped.

**The Phillip Merrill Water Systems Management Company Report of May 19, 2016 was read by Don Calkins.**

Routine coliform bacteria testing samples were taken on 4/19/16 and no coliform and no e-coli were detected. No dial out alarms took place this month.

A leak was reported on 4/2/16 and the leak appeared to be minor and coming from the mainline on Timberline Drive. On 4/3/16, Phillip Merrill was onsite to confirm the leak and make a plan to address it. A call was put in to excavate and schedule a repair. Notices were put out that a repair would take place on 4/5/16. The closest house was 65690 Timberline Drive. David Linn's excavation crew dug down and exposed a crack in the 6 inch asbestos cement pipe, and Phillip Merrill made a repair with a repair clamp. The repair was done without depressurizing the water system. The pipe, overall, appeared to be in good condition; however, very little to no bedding of the pipe was encountered and the pipe was only 36 inches below ground surface. The lot next to the crack site was recently cleared property and a large cotton wood tree had fallen across the road at about the site of the crack.

Work was done on Chris Page's water hook up project was on 4/12/16 and 4/13/2016.

Chlorination was done this month from 4/22/16 to 4/26/16 as part of the Page's project.

Plans for next month are to finish standard operation procedures for asbestos and to finish rate analysis.

**Don Calkins reported on the plan to acquire a back-up generator to use during power outages.**

Don Calkins reported that Sunrise Water Company Board ruled that they had a generator that was surplus. It would be available to Timberline Rim Water Company with no strings attached. Timberline Rim Water Company would need to move it.

Don Shay said that that the generator will need to be tested before being acquired by the Water Company.

The generator is on skid rails sitting on concrete and it will fit through the door. The Timberline Rim Water Company Board agreed that we should acquire the generator, if it was in good working condition. A new generator would cost \$35,000. The Water Company would use reserves as this expenditure is not in the current Water Company budget.

**The Facilities Maintenance Report of 5/20/16 was read by Kim Wood-Saldana.**

The water system was chlorinated, the common areas were cleaned up, the burn pile drop offs were monitored, the necessary water shut offs were made, the pool deck was cleaned, the new pool cover parts were installed, the pool fence was pressure washed, the net on the basketball hoop was changed, the edge of the pool-deck step was painted white, the broken water valve in the pool pump room was replaced, the lodge lawns were mowed, the mailbox areas were blown free of debris, the limbs on the water access road were hauled to the burn pile, the new locks for the office door were researched for compliance with Homeland Security, the snow poles were taken down, the base of the well was inspected for leaks, the kiddy pool was vacuumed, and the residential water meter boxes in part of the Rim were cleaned out and marked.

**An explanation of the rights and obligations of homeowners with respect to the Timberline Rim common areas was written by Patti Buoy.**

The board agreed that this explanation was well written and consistent with our by-laws. The board asked Celeste to proof read the document, retain it for further reference by the membership, and post it in the up coming newsletter.

**A report on the Timberline Rim newsletter, The Timberliner, was given by Celeste Jackson.** Celeste reported that the newsletter will be kept under two pages and will be sent out in an email. Celeste stated that she needed articles to go in the newsletter. Board members were asked to take turns writing articles for the newsletter.

**The Treasurer's Report was read by the board.**

The Recreation Club income year to date is \$90,340.29. The budgeted year to date is \$91,285.62. The expenses year to date are \$34,655.03. The budget for expenses is \$47,947.86. The expenses year to date are under budget by \$13,292.83. This will be used for the expenses for the swimming pool which come up in the summer, and are spread out over the year to date figure. Pool attendant salaries, \$11,090; propane \$2,102.15; Chemicals \$1,000; bathroom supplies \$276.46; pool cards \$57.03; for a total of \$14,525.64.

The Water Company income year to date is \$131,211.79. The budget income year to date is \$132,838.44. The water Company expenses year to date are \$40,927.93. The budgeted year to date is \$39,575.60. The water company expenses are \$1,352.33 over budget. An unforeseen crack in the water main requiring excavation was the cause for the extra expense beyond budget.

**The Security Report for 4/22/16 to 5/19/16, written by Jack Gann, Security Guard, was read by Kim Wood-Saldana.**

. Jack reported that a green Honda was parked down by the pump station and two guys were walking around. He took down the license number in case it was needed in the future. Jack reported that several garage doors were left open, and he notified the owners. He reported that a resident reported to Clackamas County Sheriff that someone had attempted to steal a car rack from his next door neighbor's house. The car and description of the driver were reported. Jack reported that he was contacted by Jesse Matter about a woman who had confronted him in the street. Jack advised Jesse to call the police while Jack went looking for the lady, and located her. Her husband was advised and took her home. Clackamas County Sherriff was informed when they arrived.

**The Swimming Pool Report was given.**

Linda is hiring pool employees. They will receive minimum wage of \$9.25 to \$9.75 an hour. Betty Draper recommended that the staff should be kept to below four employees because of health benefit requirements.

**The Sandy River report was given by Don Shay.**

Don reported that the Sandy River Watershed Council meeting, referred to at the previous board meeting, would be rescheduled to sometime in June. The council is not ready to hold the meeting.

**The Employee Handbook was discussed.**

The Timberline Rim board thanked Charles Calkins for his work on the employee handbook. The board decided that the handbook was too limited. It did not refer to overtime, and a few other employee concerns. The board would like employees to take compensation time for any hours worked overtime, rather than a wage. However, overtime policy would still need to be addressed. Currently, Celeste works 24 hours a week, Faye works 15 hours a week, and Jesse works 32 hours a week; therefore we don't expect overtime pay to be an issue, but it needs to be addressed. The board would like the handbook to read that an employee cannot work overtime unless it is pre-approved by a board member, who is the employee's designated direct supervisor.

The Board asked Celeste to present a revised form of the current expired employee handbook including updates in the law, at the next board meeting.

**The Report on the OnPoint Checking and Savings Account was given.**

Betty Draper and Don Shay are now signers on the OnPoint Accounts. Kim Wood-Saldana and Patti Buoy were asked to go down to OnPoint in Gresham, and add their signatures to the account. The board previously approved the officers of the Timberline Rim Board to be signers on those accounts.

Celeste reported that the board had approved \$40,000 in Water Company income to be transferred to savings for the Water Company reserve fund in order to earn more interest. Celeste will look into doing that, when we have all signers on the account.

**The board read the minutes of the April 28, 2016 board meeting and Kim Wood-Saldana made the motion to approve the minutes as written. Marty Keeter seconded the motion, and the motion passed.**

Don Shay adjourned the meeting at 9:45 PM. The next meeting will be held June 30, 2016.

Respectfully Submitted, Betty Draper, Secretary.

**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
BOARD of TRUSTEES Meeting**

**June 30, 2016**

The meeting was called to order at 7:03 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5), and Patti Buoy (Lot 483). A board quorum was established.

Guests were present.

**Timberline Rim Water Company budget was discussed.**

Timberline Rim Water Company will need to spend \$2,500 extra this year for water testing that was not included in the 2016 budget. The water testing that takes place annually was included in the budget; however, the testing which needs to be done every 3 years and 9 years was overlooked since it does not occur every year.

Nitrate is tested yearly. SOC, Lead, Copper and Volatile organics are tested every three years. Asbestos.DIST, Arsenic, IOC, Nitrite, RAD-Gross Alpha, RAD-Radium 226/228, RAD-Uranium are tested every nine years. This year the water company needs to test for RAD-Gross Alpha, RAD-Radium 226/228, RAD-Uranium, SOC, and Volatile organics.

The board members agreed that the money needed to be spent in order to comply with water testing regulations. Patti Buoy, Treasurer, will include up coming testing costs in the budget for next year, and subsequent years as required.

**Patti Buoy read the Water Report from Phillip Merrill Water Systems for May 2016.**

Routine water testing samples for Coliform Bacteria were taken on 5/24/2016. No coliform was present and no e-coli was detected.

Phillip Merrill was on site this month to install a water meter.

Phillip called Tracy Brostrom, the Oregon Department of Forestry Stewardship Forester in the Molalla office, regarding the logging permit application for logging above the Timberline Rim reservoir and well. Phillip then met with Tracy at his office to review the landslide hazard maps and discuss the dangers to the Rim's reservoir. There does not appear to be any danger to our water system from this logging plan. No chlorination was done this month.

Next month a Complete Consumer Confidence Report on Timberline Rim's water for 2015, will be completed and sent to the membership and Phillip will complete a water rate analysis.

**The board reviewed the Timberline Rim Water Company Annual Drinking Water Report for 2015.**

All members are receiving a mailing of this report. The report asks members to call the office and check to see if their current phone number, email and mailing address is on file. The report includes a Water Quality Data Table. No violations were present in the 2015 Testing Data, except, for 2 positives of coliform bacteria that were present in 2 of the 5 samples taken on 10/12/15. No e-coli was present in those samples. Coliform bacteria is naturally present in the environment. Data sheets are also available at the Timberline Rim office, and on-line.

**Patti Buoy read the Facilities Report written by Jesse Matter, Facilities Manager.**

Jesse cleaned and checked a portion of the residential water meter boxes. A meter installation on Timberline Drive was completed. An investigation was made of the Water meter flow rate on Mountain Meadow. Jesse set up a shared file in google docs for inputting weekly meter readings. Jesse continued to check meters and update the google docs. Jesse met with a resident on Timberline Drive to show her where her meter was located.

Jesse picked up lawn debris bags at a resident's home on Meadow Crest. He repaired a leaking faucet by the lodge deck. He put the tennis court net back up, cleaned the winter pool cover and put it away, and repaired a broken coupling on the hose under the deck. Jesse cleaned up the burn pile area. He cut up limbs and cleaned out the drainage ditch on the well #1 access road. Jesse did maintenance on the exterior lodge grounds, cleaned the shop and tuned the saw. He hauled a broken TV to the dump, pumped up basketballs, cleaned up under the stairs in the lodge, and completed the playground inspection check list.

**The board discussed the facilities.**

The board asked Charles Martin to inspect the Rim Trailer for safety. The board authorized the expenditure of new lights for the trailer. The lights tend to break when the trailer is unhitched and drops on the ground. They should be mounted in a different location. The board asked Charles to check on brakes for the trailer.

The board discussed the clean out of the water meter boxes at individual lots. They are difficult to clean because of the sand and dirt that collects and the fragileness of the meters inside the boxes. The board authorized the purchase of a shop vacuum for Jesse to use in cleaning out the meter boxes.

Don Calkins reported that there are devices available for cleaning out meter boxes. The board asked Don Calkins to check on the possibility of renting this kind of device, and what it would cost.

The suggestion was made that the reading of the meters be done division by division; and, that the reading be spread out over the year on a rotating basis, so all the meters are read twice a year. Currently, they are supposed to be read twice a year in the same month. That is very difficult, as the boxes are filled with dirt and sand. Someone will need to check with Phillip Merrill and see if he thinks this would be a feasible strategy for meter reading.

The board discussed the burn pile. Don Shay reported that it looked like the burn pile was all piled up, as if a machine had piled it. There was sand and gravel in the pile, and Don questioned whether the burn pile would burn like that. Someone will find out from Jesse, how and why the burn pile got piled up.

There is a need for a water spigot in the kid's playground in Alpine Park.

Celeste was asked to call Phillip Merrill and ask him to tap into the Rim Waterline and put a spigot in. We have the parts in the shed, and Phillip can do this during his regular working hours.

The board discussed the need for gravel to fill in the parking areas next to the mailboxes in Division 5, and next to mailboxes on the Barlow Trails entrance to the Rim. Gravel could also be used for Alpine Park. It appears that Boring Bark could deliver gravel with a \$30 delivery charge and a 3 yard minimum. Celeste was asked to call Boring Bark and check on the prices. Celeste will ask Jesse to measure out the areas to be filled and come up with the number of yards of gravel that would be needed. The gravel size should be a 3/4<sup>th</sup> minus or a 1 inch minus.

#### **Celeste Jackson read the Office Report.**

Celeste reported on collections of delinquent accounts. The private investigator was able to locate the address of three of the past Rim Members who moved, but still owe money. Three other past Rim Members addresses were not found by the private investigator. The office will pursue those leads that were found, leading to collections.

Celeste requested that the board approve that Timberline Rim Recreation Club collection letters be sent in one 30 day lien letter, to save money on postage and time.

Celeste requested that the board approve a move to a 30 day collection policy rather than a 60 day collection policy. Rim members will find it easier to pay a smaller amount when they are delinquent. When the charges get too large, they are difficult to pay.

**Patti Buoy made a motion to change from two 15 day collection notices sent to members who have not paid their Timberline Rim Recreation Club dues and/or their Timberline Rim Water Company Payment, to one 30 day collection notice. Kim Wood-Saldana seconded the motion and the motion passed.**

**Patti Buoy made the motion to change the collections policy for Timberline Recreation Club and Timberline Water Company to a 30 day collection policy leading to a lien, rather than a 60 day collection policy leading to a lien, because it is easier for members to pay a smaller amount. Marty Keeter seconded the motion and the motion passed.**

Celeste reported that all Timberline Rim employees have turned in their proof of driver's license and proof of automobile insurance to the Rim office.

Celeste requested to simplify the Chart of Accounts making the Accounts and expenditures easier to read.

**Patti Buoy made the motion to have Celeste Jackson consolidate line items in the Chart of Accounts and to consolidate budget areas in the Timberline Rim and Water Company Budget for future budgets making them easier to read. Kim Wood-Saldana seconded the motion and the motion passed.**

Celeste requested that Timberline Rim Recreation Club members have the option of paying membership dues monthly. The Timberline Rim Water Company already allows a monthly payment plan. We can always try it for a year and see if it works. The new policy can be put in a newsletter, and on the website to notify members of the change.

**Patti Buoy made the motion to make a change in the Timberline Rim Recreation Club dues payment schedule to allow members to make their payments in monthly installments. Kim Wood-Saldana seconded the motion and the motion passed.**

Celeste discussed the Timberline Rim Recreation Club and Water Company schedule for record retention. Celeste gave each board member a print-out of typical record retention time frames. Some records need to be retained for a period of time determined by law, and some are a Board of Directors decision.

The board asked Celeste to write out a draft of guidelines for retention of records that she thinks would work for Timberline Rim.

Celeste asked the board if we planned to use Kim Dowsett for review and taxes. The board agreed to use Kim as her price was reasonable and was the same as last year. Kim is reliable: \$450 and \$2400 for a total of \$2850 for Tim Rim Rec and Tim Rim Water.

Celeste asked the board to clarify if the Timberline Rim Lodge was available for members to use such as saunas, billiards and exercise year round during office hours. The board agreed that it was open during office hours. It was not to be used for an activity where the user is having a business or making a profit.

Celeste reported that Faye was able to find a new copier for the Rim that was affordable in our budget. Faye was able to find a copier for \$1,000, which is less than the \$3,000 that was budgeted.

**The Treasurer's Report was given by Patti Buoy.**

The Recreation Club income year to date is \$92,370.39. The budgeted year to date is \$93,951.45. The expenses year to date are \$43,277.35. The budget for expenses is \$57,418.88. The expenses year to date are under budget by \$14,141.53. This will be used for pool operating expenses. Also, with the resignation of Jack Gann, Rim Security, last month, the Rim is without a Rim Security Manager. Those wages have not been paid this month. The Rim HR board is actively seeking a replacement for Jack Gann.

The Water Company income year to date is \$135,701.34. The budgeted year to date is \$134,321.44. The Water Company expenses year to date are \$51,254.75. The budgeted year to date is \$47,566.04. The Water Company expenses are \$3,688.71 over budget. A repair of a crack in the water main, and unbudgeted water testing expenses were the cause for the extra expense beyond the budget.

**The Sandy River Report was given by Don Shay.**

The Salmon habitat creation and river flood mitigation project is under way. The Sandy River Water Shed team found the digging easier because there was a lot more sand than expected.

The team has put up survey stakes and caution tape to help workers with the project and to help the public stay safe. Don reported that survey stakes have been pulled up, making it more difficult for the project workers to find the correct GPS locations for their work. Caution tape, warning the public of machinery at work, has been taken down, making it more difficult to protect the public from tree limbs that are hanging down, danger from tree falling that is being done to make a road and get machinery into the area.

Don wanted the board and membership to know that the area will be replanted and put back to natural forest. The Columbia Land Trust is an environmental group, and is aware of the need to keep our forested areas natural.

Also, Don reported that the Columbia Land Trust is having a picnic on July 30. The neighborhood is invited to the picnic which will be in Alpine Park, the children's park in Timberline Rim. The neighborhood

can have a little food and ask questions of the environmental team doing the salmon habitat restoration. There will be a tour of the area where the river work is being done following the picnic. The team expects to be working in the river from July 15 to August 30<sup>th</sup>.

**Don Calkins reported on the plan to acquire an emergency generator to run the Timberline Rim water system during a power outage.**

Timberline Rim Water Company can acquire a generator from Sunrise Water Systems because the generator has been declared surplus. Don Calkins reported that it will take \$360 for fuel filters and oil filters for the generator, so that the generator can be test-run and an evaluation can be made of its condition. The board authorized the expenditure.

The evaluator can also move the generator. It fits out through a 3 foot wide door.

The suggestion was made that the Rim purchases a Connex Cargo Container for \$2,000 to \$2,400 to use to store the generator. The container could be located next to the shed behind the lodge. The container is heavily insulated and can be painted or sided to match the lodge. The purchase of the container would be done only if the generator is evaluated and determined to be in good working order.

**Charles Martin reported on the Employee Handbook.**

The employee handbook is finished except for some additions. The Timberline Rim Recreation Club is a “not for profit” organization for the mutual benefit of its members. A section on overtime needs to be added. Celeste reminded the board, that Jesse works a 40 hour week; therefore the overtime policy does need to be included in the handbook. The handbook will also need to include a section pertaining to performance review and procedures that staff needs to follow. The board can vote on the corrected employee handbook at the next board meeting after reading a copy on line.

Charles reminded the board that the employee handbook is necessary for our employees to function properly and that even when it is put into place; it can be changed and added to as needed.

**A member’s concern about the Sandy River destroying the river bank near several Timberline Rim vacation homes was discussed.**

The question was raised by a member about the possibility of using rip wrap to protect homes along the river, as it has been used by some Rim homeowners in the past.

Don Shay reported that the current river flooding mitigation theory does not include the use of rip wrap; but rather the use of other means to slow the river down and give it room to spread up-river, before it takes away banks down-river. That is why the Columbia River Land Trust is working with Clackamas County and Timberline Rim to reclaim a channel that was filled in after the 1964 flood. Following the 1964

flood when the river jumped its bank, the Corps of Engineers put the river back in its previous channel and built a levee. This created a situation where the river had no room to spread out, and therefore became faster and was a threat to banks and infrastructure downstream. Rip wrap can also create a faster river flow as it moves downstream, and therefore is no longer the preferred method of management.

They are working on the river right now, and people can walk one street east of Timberline Rim on Barlow Trails, and talk to Bill, who is working on the project, or go to the picnic on July 30 and talk to the Council and tour the work area.

The meeting was adjourned at 9:15 PM, by Don Shay, in order to conduct an executive session of the board.

The regular board meeting was re-convened at 10:15 PM by Don Shay.

#### **The Planned Community Act was discussed by the board.**

When the Timberline Rim Home Owners Association was created, it caused the creation of two corporations: the Timberline Recreation Club and The Timberline Rim Water Company. According to The Planned Community Act, once the creations are legally filed with the state, they stay in perpetuity unless they are actively dissolved by 80% of the membership; and the HOA divests itself of all the community holdings. When the CC&Rs (Covenants, Conditions and Restrictions) lapsed, The Bylaws of the community were still in place. The Bylaws contain all the information included in the CC&Rs except for the provision of an architectural committee and the provision of hooking up to the water company. Regardless of the lapsing of the CC&Rs, the Timberline Rim HOA continues to approve hook-ups to the Timberline Rim Water Company because it would be unethical not to do so. Homeowners who live in Timberline Rim pay Timberline Rim Recreation Club dues as well as Water Company fees.

The board agreed that there would be no refund of late fees requested by a member for Timberline Rim Recreation Club dues, just because the member stated that, "He didn't know that he needed to pay them". All real estate companies inform the buyers of homes in Timberline Rim about the HOA dues and Water Company fees when they buy property here.

The minutes of the May 26, 2016 Board Meeting were read by the board.

**Patty Buoy moved to approve the minutes of the May 26, 2016 Board Meeting with the following corrections: Charles Martin's name was mistakenly written as Charles Calkins, and Jesse Matter works 40 hours and not 32 hours per week. The motion was seconded by Marty Keeter and the motion was passed.**

The meeting was adjourned at 10:25 PM by Don Shay, President.

Respectfully Submitted by: Betty Draper, Secretary.

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**July 28, 2016**

The meeting was called to order at 7:10 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236) and Patti Buoy (Lot 483). A board quorum was established.

#### MEMBER'S FORUM: OPEN TO MEMBERSHIP COMMENTS AND QUESTIONS.

A Rim member thanked Jesse Matter, Rim maintenance, for being available to open the burn pile on short notice.

A Rim member reported that there are three dead trees on greenbelt property in division 5. They are from 6 to 10 inches in diameter. Don Shay responded that he will have one of our Rim members who volunteers for us, look at the dead trees and see if he can fall them safely, or if a professional faller is needed. Don Shay reported that he and Murph Murphy took out 16 dead trees from Alpine Park. He also noted that the burn pile was full of branches and will need to be burned soon. Timberline Rim can get a special burn permit to burn from the fire department, even when there is a general burn ban, if the fire department deems it a safe time to burn.

#### STAFF REPORTS

##### The Phillip Merrill Water Report was read by Patti Buoy.

This month, wells #1 and #2 pumped 2,892,000 gallons compared to 1,274,400 for 2015 and 2,502,000 for 2014. Water usage is a little high. It will be monitored to see if it goes back down after making a leak repair in Division 5.

Routine Coliform bacteria samples were taken and no coliform was present and no ecoli was detected.

Low water pressure was checked at one home. It was determined that the shut off was not fully opened after a repair. Rebooting was needed on the water computer and cycle breakers for the pumps after a power outage, and rebooting was done by Jesse Matter. The Consumer Confidence Report was completed and Celeste mailed it at the end of the month. On one occasion the computer went off-line when Jesse Matter was out of town. Don Calkins, Board Trustee, was given instructions on how to reboot the computer and restart the SCADA system.

No chlorination was done this month.

##### Jesse Matter, Rim Facilities, gave The Facilities Report.

Jesse reported that during this month, he put up Forth of July Parade signs, He made preparations for the parade by weed eating the parade route, doing fuel reduction at the lodge, raking lodge grounds, cleaning the bbq, filling the propane tank, mowing lawns and blowing lots. Jesse reported that he helped set up the event and helped clean up after the event. Jesse also made balloon animals for the children during the event.

Jesse reported that he worked on the tree removal in Alpine Park, and hauled brush piles to the burn pile and firewood to the lodge. The park was cleaned up and the paths raked. The tables in Alpine Park were anchored down. The area for a water hook up in Alpine Park was located.

Jesse reported the security system was worked on, exposed wires were cleaned up, and an electronic deadbolt was installed on the lodge office door and pool entry door. The alarm instructions for pool attendants were rewritten, and B.O.D. codes for the deadbolts were written. A Wi-Fi signal booster was installed in the lodge area for pool WiFi.

A garbage can was placed on the Division 5 greenbelt trail for animal waste. A trailer of garbage was hauled to the transfer station in Sandy.

Jesse reported that he put a flyer up to get volunteers to split firewood, for needy families in the Rim. The volunteers were met, and the work on the firewood was begun.

Jesse reported that he called people on the burn pile waiting list, to make appointments.

Don Shay reported that today, Jesse and Phillip Merrill started tapping for water at Alpine Park. They will put in a water hose spigot and a drinking fountain.

The Office Report was given by Celeste Jackson, Office Manager and Operations Manager.

There have been two lien satisfactions for the Recreation Club. There are two small claims in process for the Recreation Club.

The Rim Lodge carpet was cleaned. \$400 was budgeted for the cleaning, and Celeste reported that she was able to keep the price for the cleaning at \$300.

Patti Buoy gave the Treasurer's Report.

The recreation club income year to date is \$95,273.35. The budgeted year to date is \$96,743.78. The expenses year to date are \$51,070.80. The budget for expenses year to date are \$68,863.31. The expenses year to date are under budget by \$17,792.51; however, expenses for the swimming pool come up in the summer, and are spread out over the year to date figure.

The water company income year to date is \$137,566.95. The budget income year to date is \$134,925.44. The water Company expenses year to date are \$57,997.33. The budgeted year to date is \$77,437.65. The water company expenses are \$19,440.32 under budget. More money was budgeted for July than was budgeted in May and June.

Patti Buoy, Treasurer, is preparing for the 2017 budget. Patti presented the board with a spread sheet for the Recreation Club and for the Water Company of expenses including the last three years. The budget will need to be presented to the membership at the September 2016 Annual Meeting.

The board made a suggestion for the 2017 budget to include a recreation club budget category for upkeep and repair expenses in the amount of approximately \$10,000. Recently, old and outdated Rim

playground equipment, previously located around the Rim Lodge and taken down, was replaced with new playground equipment in the Alpine Park. In another yearly budget, money was spent for the Sandy River Basin Watershed Council River Project which will help prevent erosion of the Sandy River banks and the erosion of more of the Rim greenbelt areas and homes along the river.

Projects which are currently on the list for replacement or repair are the tennis courts, the kiddie pool, and the lodge furnace, which has only one half that is working. Projects which are currently on the list for upgrades and development over the next few years are the mailbox area covers, the Alpine Park benches, Division 5 greenbelt benches, and the proposed RV parking area across from the mailboxes on an unused greenbelt.

The board discussed the fact that our Recreation Club dues are capped at \$200. A plan has not been made for a dues increase to cover inflation of the cost of supplies and “cost of living” raises for employees. A plan has not yet been made for a dues increase to cover appropriate reserves. A reserve fund should cover deductibles for the Lodge after a fire or other damaging event. It should cover the replacement of the pool if it becomes too old or needs to be brought up to code. The board is responsible for keeping up amenities that were part of the HOA when a resident purchased their property. Family backyard pools cost approximately, \$40,000. We have \$102,806.70 in reserve.

The Timberline Rim Water Company also needs to save for a destructive event or aging. The Water Company has \$245,729.98 and should have several million in reserves as owners of an aging water system. A Water Company rate increase was made this year to help with that problem. We are approximately half-way through the life of our current underground piping.

Don Shay gave the Committee Reports on Fire Safety and the Sandy River.

The Sandy River Project being done by the Sandy river Basin Watershed Council is underway. A tour of the project will be given on July 30, 2016 at 10:30 AM. Restoration Coordinator, Bill Weiler, will conduct a walk through the Floodplain Reconnection Project in process on Columbia Land Trust’s open space upstream of Timberline Rim. The walk will be through the log jam and other habitat features under construction, and discuss steps to re-establish forest vegetation once the project construction ends August 30<sup>th</sup>.

Patti Buoy, Human Resources, discussed the Rim Security Position being hired.

A very good candidate has been interviewed. He is currently employed; but would like an evening job that would allow him to be home in the daytime. The Rim will offer this applicant the position and give him time to give two weeks notice to his employer.

OLD BUSINESS

Don Calkins reported on the proposed purchase of an emergency generator.

The emergency generator that is being considered for purchase has been inspected. It had one stuck injector, and a new one was ordered and installed. There needs to be maintenance on the other

injectors and the diesel injector pump. They have been sitting 14 years. This will cost about \$1,500 to \$2,000. The generator would be given to Timberline Rim as it is being decommissioned by Sunrise Water Authority. The generator is a GM product with a Detroit Engine, so there is an availability of parts.

A Conex Box will need to be purchased. The generator is 7 feet long, and could fit in a 20 foot or 40 foot box.

Don Calkins reported on the need for an under-road digger for the water company.

The Rim has a lot of poly service line. Currently, when the poly service line needs repair, a part is cut out and a splice put in. A better thing to do is to dig under ground and replace the poly tubing with  $\frac{3}{4}$  inch copper tubing by pulling it through under the ground with a special digging device. It is trenchless repair and cost approximately \$500 for the tool.

Don Calkins reported on the rental of a machine to vacuum out water service connection boxes.

Don said he saw the place to rent them, but hasn't stopped yet to check on a rental cost.

Charles Martin reported on the Employee Handbook.

Charles reported that the handbook is finished and ready to adopt. Changes can be made by the board as needed.

Charles also stated that he can no longer work as a HR person. He will finish the hiring of the Security personnel, but does not have the time, to continue to be involved due to family concerns. Patti Buoy will continue as HR.

**Patti Buoy moved to adopt the Employee Handbook, Resolution**

**Number 072916EH. Marty Keeter seconded the motion and the motion passed.**

Don Shay reported on the progress for putting in a stand alone well for Division 5.

A dependable water supply is needed for Division 5, since their waterline runs under the Sandy River. A Perpetual Restricted Covenant contract went out to Timberline Rim Lot Owners who are living close to the proposed well site in Division 5. It lets Rim members living close to the well site know that the Rim will pay any notary expense, as the contracts need to be notarized. The Rim members may turn in a receipt and get reimbursed for any fees.

One well site on greenbelt property is preferred because it is likely to have water. Three additional sites are included in the Perpetual Restricted Covenant, in case the original desired site, does not drill well for the needed water.

The well is due to be put in next summer. The reserve water tank can be put in later; A portable tank may be used until a permanent tank is built. Don Calkins had some suggestions about the type of pressurized tank that might be needed. Pressurizing decreases the use of booster pumps. The tank and the well will be located in two different locations. Don Calkins will talk to Phillip Merrill about a choice of tank.

There will be a \$2,500 application fee to the county for the permit for the well. It will amend the water rights and involves a geologist. After the permit process, the Rim will have five years to put in the well before the permit expires.

The cost of the well will be \$60,000 to \$100,000 of our current \$245,729.28 in reserves. An additional \$40,000 will be raised by this years water payment increase.

#### NEW BUSINESS

Jesse is requesting \$400 to buy a trailer. He is currently using an eight footer borrowed from Gene Bloodworth. The new trailer has lights but no deck. It is a single axle. The board authorized Jesse to purchase the trailer and bring it to the Rim. It will be inspected by a board designee, and if found suitable, the Rim will buy it. Jesse will then build a deck with pressure treated wood.

**Patti Buoy moved that the Board Minutes of June 30, 2016 be approved as written.**

**Kim Wood-Saldana seconded the motion and the motion passed.**

**Patti Buoy moved that the Executive Board Minutes of June 30, 2016 be approved as written. Marty Keeter seconded the motion and the motion passed.**

The meeting was adjourned at 9:20 PM by Don Shay, President.

Respectfully Submitted: Betty Draper, Secretary

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**August 25, 2016**

The meeting was called to order at 7:12 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298), Lilli Sawyer (Lot 236), and Patti Buoy (Lot 483).. A board quorum was established.

#### WATER REPORTS

The Merrill Water System Management Report of July 16, was read by Don Calkins.

Wells 1 and 2 pumped 2,598,000 gallons compared to 1,765,000 gallons for 2015. Usage was down 300,000 gallons from last month.

Routine Coliform Bacteria samples were taken and no coliform and no ecoli were present. No chlorination was done this month.

During this month, a leak was repaired on Mt Vista to a Rim member's black poly service line; and a water meter was installed in Alpine Park.

Patti Buoy reported on the invasive logging project above Barlow Trails Road.

Patti reported that she talked with Mark Johnson, District 52. He will also listen to concerns if a group from the Rim wants to meet him at his office in Salem. A letter was drafted to be sent to Oregon Health Authority-Drinking Water Service, care of David Leland, Manager, about the concerns of the membership regarding the potential for disturbing creeks that feed our aquifer and about the potential slide threat in the area of our Rim water storage tank. Corrections were made on the draft and it will be signed by Don Shay, Board President, and sent.

Don Shay reported on drilling a new well in Division 5.

The water line to Division 5 is threatened; it is only buried 6 feet under the Sandy River. There is only one location for a stand-alone well in Division 5 where it is not too close to the river or too close to a well that drew water tainted with rust. Don Shay has asked the residents near the well site to sign legal paperwork, a contract on their property prohibiting them from polluting the ground near the well site; so, the Rim can proceed with the necessary permits. If getting the contracts signed doesn't take too long, the well will be dug next summer and before another large flood takes out the water line. Timberline Rim Water Company needs to move money in the Reserve Account. The Division 5 well is an expensive project The Timberline Rim Water Company has been saving for.

Don Shay reported on dead trees near the current water tank in the Rim.

There are 13 dead trees around the water tank. They must be taken down before they fall down this winter. The cost of removal will be investigated.

Reports were given on Water Company machinery.

Don Shay reported that there is a Kabota Tractor for sale for emergency water repair. It has very few miles on it. The cost verses benefit will be investigated before the purchase.

Jesse Matter reported that a new trailer for Rim use has not been found. The one that was possible was too small. He is borrowing Faye's trailer. A vacuum has not been bought. The Rim Water Company might rent the proper machine. Don Calkins will recommend the proper tool.

#### TREASURER'S REPORT

The recreation club income year to date is \$105,400.27. The budgeted year to date is \$106,822.11. The expenses year to date are \$65,054.27. The budget for expenses year to date are \$82,798.25. The expenses year to date are under budget by \$17,743.98. The water company income year to date is \$153,515.97. The budgeted income year to date is \$151,827.72. The water Company expenses year to date are \$67,874.80. The budgeted year to date is \$85,448.29. The water company expenses are \$17,573.49 under budget.

Patti Buoy, Treasurer, reported that she is working on the budgets for 2017 to present at the Annual Meeting. Patti will include the board's recommendation to include a category for special projects.

#### COMMITTEE REPORTS

Don Shay reported that there is a ban on burning. No backyard fires.

Don Shay reported on the Sandy River Channel Restoration Project. They may not be finished by August 31. They are asking for an extension. They are working on the 4<sup>th</sup> log jam. 5 log jams have been planned.

#### INTRODUCTION OF OUR NEW SECURITY PERSONEL

The board welcomed David Doody, who will be the new Rim Security. Currently, both he and Celeste need training under Oregon regulations for unarmed security personnel. The training is in Bend on August 14. Celeste will be trained as David's supervisor. Right now he is working maintenance assistant and getting orientation to the Rim; however, they can work on a 90 day temporary work permit.

#### NEW BUSINESS

Betty Draper suggested that Board minutes be emailed to the membership after they are approved. The board approved the suggestion and they will be sent out with the Timberliner Newsletter.

#### OLD BUSINESS

The Timberline Rim Board is planning to buy a generator for Water Company use. We'll need to wire the generator into our well system and to have a panel board.

Don Calkins presented information about cleaning the water meter boxes. The machine to clean the boxes would rent for \$333 a day and \$1100 a week. Jesse could pick up the machine on a given Friday, and then Don Calkins could work with him on Saturday and teach him how to use it. Jesse would not have time for anything else that week. 480 connections at 5 minutes a connection would take 40 hours.

#### APPROVAL OF MINUTES

**Patti Buoy made the motion to approve the minutes of July 28, 2016 as written. Marty Keeter seconded the motion and the motion passed.**

The meeting was adjourned at 9:35 PM by Don Shay, President.

Respectfully Submitted, Betty Draper, Secretary

**Minutes for  
Timberline Rim Recreation Club, Inc.  
Timberline Rim Water Company, Inc.  
BOARD of TRUSTEES Meeting  
September 22, 2016**

The meeting was called to order at 7:02 PM by Kim Wood-Saldana, Vice President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057),

Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Buoy (Lot 483). A board quorum was established.

Guests were present, David and Tina Linn.

The Linns bought a piece of property adjacent to Timberline Rim. The address is on Barlow Trail. It is 2.58 acres in a triangle between the east end of the Rim and Hiawatha. The tax lot is 101. The property has drainage issues. David and Tina are requesting to hook into Timberline Rim water because the drainage issues make it difficult to locate a well site with proper set backs from septic areas. David Linn contacted a Rim resident adjacent to the lot, and that resident said they would have no problem granting an easement to allow for the water hook up. Patti Buoy will look up the Tax lot map and email it to the board. The board will table any decision about hooking into Timberline Rim water until all facets are looked into.

Patti Buoy read the Phillip Merrill Water Report of August 2016.

Wells 1 and 2 pumped a total of 2,683,000 gallons compared to 3,500,000 for 2015. Routine coliform bacteria samples were taken on 8/9/16 and 8/12/16. Coliform was present but no ecoli was detected. Chlorination began on 8/22/16 as a preventative measure. A sample was taken on 9/12/16 and no coliform bacteria was detected. Water tests were made for synthetic organic compounds and volatile organic compounds on wells 1 and 2. A connection was made for a new customer on Lupine Drive. On 8/28/16 power was lost on well 2 and the lodge. The water for the Rim was provided by well 1 until power came back on and Jesse reset the breaker to bring well 2 back on line.

Patti Buoy reported on the proposed logging above Barlow Trails near our well site.

Phillip Merrill, Water Manager, and David Buoy, Rim member, went to Salem to talk to Mark Johnson about the logging problem. Mark Johnson will try to pass legislation to change Oregon Law to require untrustworthy logging operators to provide a bond against damage they might cause. Patti reported that since logging did not take place this year, this contractor will need to apply again for permits. Kim reported that the logging company appears to be looking for another access to the proposed logging property. They were looking at an access near our well site; however, this access is blocked by a strip of private property about 1 foot wide, which the Rim owns.

Kim Wood-Saldana read the Facilities Report written by Jesse Matter.

Jesse reported that he dug a trench for the water hook up to Alpine Park. He cleaned up brush in Division 5 and built a new bridge over a culvert in a Division 5 greenbelt area. Jesse reported that he put up caution signs along the river bank near the lodge, sealed the lodge foundation and repaired the bicycle rack. Jesse reported he worked with David Doody, Security, and showed him how to check for leaks in the water system and how to check the locks on Rim property.

Kim Wood-Saldana presented the Burn Pile Update Flyer.

A flyer has been made to explain to members about how to access the burn pile. Members should not enter the burn pile area to dump when they are not with Jesse. Members have been accidentally locked in by other utilities accessing the burn pile area.

Celeste Jackson gave the Office Report.

Celeste presented the draft of the agenda for the annual meeting. It was approved as corrected. Celeste reported that Rim paperwork was being put on disc to archive relevant documents and to free up space in file cabinets and storage. Celeste reported that Security training for her and David Doody was postponed until October 19. They are covered on provisional credentials until December, and this will allow them to take training in Portland instead of Bend. Celeste will have a yearly performance review conducted by Patti Buoy and Kim Wood-Saldana on 11/10/16, a year from her hire date. Celeste, as part of her duties as Operations Manager, will conduct reviews on the other Rim employees on the one year anniversary of their hire dates. The board will be in charge of any raises earned by our employees.

Patti Buoy gave the Treasurer's Report.

The Recreation Club income year to date is \$108,024.92. The budgeted year to date is \$109,675.44. The expenses year to date are \$82,896.88. The budget for expenses year to date are \$96,370.61. The expenses year to date are under budget by \$13,473.73. The Water Company income year to date is \$155,391.10. The budget income year to date is \$152,873.72. The water Company expenses year to date are \$80,907.37. The budgeted year to date is \$93,744.45. The Water Company expenses are \$12,837.08 under budget.

Patti reported that she had finished the draft of the budget for next year, based on our actual expenditures for the previous three years.

Celeste presented the draft of the Accountant's Report for 2014 and 2015 and asked for any corrections by the board. A correction was made noting that a discount was given this year for an early payment of fees. Celeste will pass it on to our accountant.

David Doody gave the Security Operator Report.

David has begun making his rounds. He has an ID card and an ID tag. Celeste will work on getting him a jacket with the Timberline Rim Logo. Betty Draper suggested that David carry some business cards to give out to members he meets. Patti Buoy said that she had some business card stock with the Timberline Rim Logo that can be used to print business cards and she will bring these to Celeste. David has been working 7:30 PM to 1:30 AM. David reported that Don Shay has asked that the times of the security patrol be varied and that he patrol Friday and Saturday nights as long as possible. David may also start at 6:30 PM or 7 PM as the days get darker.

New Business

Charles Martin would like the board to consider revising the bylaws. He suggested that the board read the bylaws and bring suggestions for revising them to the next board meeting.

**The board read the draft of minutes of the August 25, 2016 board meeting. Patti Buoy moved that the minutes be approved as written. Charles Martin seconded the motion and the motion passed.**

The meeting was adjourned at 8:25 PM by Kim Wood-Saldana, Vice President Respectfully

Submitted, Betty Draper, Secretary

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**October 27, 2016**

The meeting was called to order at 7:09 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Don Calkins (Lot 298) and Patti Buoy (Lot 483). A board quorum was established.

A tribute was made to Glenn Kraski by Don Shay.

Glenn Kraski passed away last week. The Rim Board sent a card and flowers to Mrs. Kraski giving our condolences. Glenn was on the Timberline Rim Board for many years.

#### BOARD REPORTS

The Phillip Merrill Water Report was read by Patti Buoy.

Routine coliform bacteria samples were taken on 9/12/16. No coliform was present and no ecoli was detected. The tank level transducer filter was replaced and the top of the reservoir was cleaned. There was a water leak call from Jesse Matter at 11:30 PM on 9/29/16. The leak was in Division 5 on Wildfern Lane. David Linn Excavation was called on 9/30/16. There was a leak in ¾ inch poly which had cracked. The leak was repaired by 11:00 AM. The hole was filled with ¾ minus gravel. Chlorination was needed for the repair and for the upcoming hydrant flushing. Chlorination was done 9/30/16 to 10/6/16.

Kim Wood-Saldana read Jesse Matter's Facilities Report.

Jesse reported that he had set up for the Annual Meeting at the Lion's Club. He did a water location on Timberline Drive and on Lupine Dr. this month. Cleaning was done on the burn pile in preparation for burn season. Landscaping was done at Alpine park, and logs were cleaned up on the water reservoir access road. The winter pool cover was put on and winterization of the lodge was started. Snow poles were put up and the tennis court net was taken down. Leaves were blown on the lots, courts and mailbox areas. A pedestal was installed for the Alpine Park faucet. Don Shay mentioned that the faucet for Alpine Park needs to be completed before the weather turns cold.

Celeste Jackson gave the Office Report.

Celeste reported that the Rim has been notified by the mail carrier in Division 5 that there are not enough package boxes on the Division 5 side. With more people getting packages from mail order; it has become a problem. The mail carrier will install additional package boxes on the existing concrete slab if they are purchased by the Rim. The board discussed the purchase, and decided that the boxes were necessary for the residents. Since money has been saved in other budget categories in the 2016 budget, there is enough money to purchase additional package boxes.

**Patti Buoy moved that the Timberline Rim Recreation Club purchase additional**

**UPS approved Package boxes for Division 5 with a ceiling cost of \$1,700.**

**Marty Keeter seconded the motion and the motion was passed.**

Celeste reported that she and David Doody have completed Security Training. Celeste told the board that if for any reason David Doody was unable to continue working as Rim Security, the state will need to be notified within 48 hours, according to law. Celeste asked the board to familiarize themselves with the DPSST Laws: Oregon Administrative Rules (OAR 259 Division 60) and Oregon Revised Statutes (ORS 181A.840 -181A.995) (ORS 181.870 - 181.991).

Celeste reported on collections. Two collections have been made. One lot was taken to small claims and wages were garnished, and the final garnishment payment was paid to current. Another lot was a short sale, and although we were not able to locate the previous owner, the title company paid the balance to current when the house sold. Also, the private investigator found the address of one of our lot owners and the small claims process has begun. There are two lots where the PI could not find any valid address or place of employment; we only have their last known address which is in the Rim.

Celeste reported that when money is owed to Timberline Rim a lien is filed on the property. This is in place until the house goes into foreclosure. It is our belief that when using Small Claims Court to collect fees owed, we need to serve the person somewhere where you know they will be found such as their new address or place of work. Celeste will call our attorney to see if the claim needs to be physically served; or, if it is sent registered mail to the last address, can we still go to Small Claims Court and file?

Patti Buoy gave the Treasurer's Report.

The Recreation Club income year to date is \$110,326.60. The budgeted year to date is \$112,525.77. The operating expenses year to date are \$94,328.96. The budget for operating expenses year to date are \$106,511.34. The Recreation Club's operating expenses year to date are under budget by \$12,182.38.

The Water Company income year to date is \$156,623.27. The budgeted year to date is \$154,175.72. The operating expenses year to date are \$88,555.72. The budget for operating expenses year to date are \$101,838.43. The Water Company's operating expenses are \$13,282.71 under budget.

The board discussed the 5% incentive discount for dues and water fees paid in full at the beginning of the year in January. The board discussed the discount with the membership at the Annual Meeting. It is the conclusion of the board that the discount continues to serve a purpose, and will continue. The need for increased money for the Timberline Rim Recreation Club for operating expenses and contingency fund will need to be addressed through a dues increase in the future, rather than discontinuing the discount.

The tentative plan is to have fact gathering pertaining to a dues increase, and then present the information at the September 2017 annual meeting. The Board will then hold a special meeting in November 2017, pertaining to a dues increase. There would be a 10 day notice of the special meeting, and ballots mailed to members. Ballots would be due by 5 PM the day of the meeting.

The board will notify members about the amount needed in a dues increase by the March 2017 Newsletter and an invitation will be extended to the membership to join in the discussion.

Celeste reported that Timberline Rim Board needs to set up a special account at OnPoint that is named for reserves for special projects. Celeste will find out exactly what that account needs to be called. Without a special account, we have money that is subject to taxes.

Don Shay gave the Fire Safety Report.

The Forest Service came in and did clean up of brush and ladder fuels on several Timberline Rim lots. Seventeen homes participated, ten in Divisions 1 through 4, and seven in Division 5. The Forest Service plans to provide this service again next year.

Don Shay gave the Sandy River Report.

The current Sandy River project has been completed and is functioning exactly as designed. Water is spilling from the river onto wet lands designated for this purpose.

David Doody gave the Security Report.

David reported that he found water leaking all over the street on the evening of 9/29/16 and reported it to Jesse Matter who responded to view the leak. Jesse contacted Phillip Merrill.

Jesse would have overtime due him from the after hours call on the water leak. The Rim discussed the Employee Contract concerning overtime and mileage in the case of an emergency call. The board asked Celeste to credit the appropriate overtime.

David reported that there were the sounds of fireworks coming from Alpine Park last night, and he investigated. He also investigated on 10/5/16 a strange pickup truck driving through Division 2. He hasn't seen that truck again.

David Doody now has signs on his truck indentifying him as Rim Security. He has a badge and DPSST card and Rim business cards. The reflective jacket, vest and hoody with Timberline Rim Logo has been ordered but it has not been delivered as yet.

David's Rim work phone number is: 503-971-8437.

NEW BUSINESS

The board reviewed the results of the election of Trustees. The following Trustees were elected at the Annual Meeting for a three year term ending 2019: Betty Draper, Kim Wood-Saldana and Marty Keeter.

The election of 2016-2017 board officers was conducted by Don Shay, President.

The following nominations were made by Patti Buoy and seconded by Marty Keeter: Don Shay, President; Kim Wood-Saldana, Vice President; Patti Buoy, Treasurer; and Betty Draper, Secretary. These board members accepted their nominations. The vote was taken, and the officers were elected.

Patti Buoy asked all the board to read the Roberts Rules of Order in order to refresh themselves on this information before the next board meeting.

The minutes of the 2015 Annual Meeting were presented to the membership at the 2016 Annual Meeting. At the meeting, a member made an addition. The member asked that a sentence be included in the minutes saying: "Due to the meeting running overtime and another activity booked at the Lion's Club at 5:00 PM, there was no time for member comments."

**Patti Buoy moved that the minutes of the 2015 Annual Meeting be approved as corrected.**

**Kim Wood-Saldana seconded the motion and the motion passed.**

OLD BUSINESS

Don Calkins reported on the proposed generator for the Water Company. Don has been unable to find an appropriate trailer for the generator. He suggested that we go ahead and purchase the Conex box that is needed to store the generator, and continue to look for the appropriate trailer later. He and Don Shay will look at the available area behind the lodge and decide on the size of the Conex box.

The Board discussed the request by David Linn to hook up to Tim Rim water. The board decided that, at this point in time, a hardship has not been proven and Timberline Rim Water Company Board will decline to extend water service. Celeste will send a letter indicating this to Mr. and Mrs. Linn.

Don Shay reported on the stand alone well for Division 5. The Rim has received signed Perpetual Covenants from all the properties surrounding the Division 5 proposed well site, and they are filed with Clackamas County. Phillip Merrill, our Water System's Manager, and Duane Klever, of WES who was an engineer on the bore for our current water and sewer line, are currently consulting companies to get bids for the well and comparing proposals.

The board read the minutes of the September 22, 2016 Board Meeting.

**Patti Buoy moved that the minutes of the September 22, 2016 be approved as written.**

**Marty Keeter seconded the motion and the motion passed.**

The meeting was adjourned at 9:27 PM by Don Shay, President.

Respectfully Submitted, Betty Draper, Secretary

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**BOARD of TRUSTEES Meeting**  
**November 17, 2016**

The meeting was called to order at 7:10 PM by Kim Wood-Saldana, Vice President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236) and Patti Buoy (Lot 483). A board quorum was established.

The Merrill Water System Management Report was read by Charles Martin.

Routine coliform bacteria samples were taken on 10/25/16 and no coliform was present and no ecoli was detected. The water system was remotely monitored during each day and one dial out alarm took place due to momentary loss of power. Chlorination was done from 9/30/16 to 10/6/16. On 10/4/16 and 10/6/16 fire hydrants were flushed, valves were exercised and snow polls were installed.

Celeste reported on a conversation with Phillip Merrill about our water system budget.

Phillip Merrill would like the Rim to be pro-active about replacing aging pipe. He would like to start by replacing the galvanized pipe. The galvanized pipe is mainly in Mountain Creek Circle and it is main line pipe. There is also some galvanized pipe in Div. 5. Patti Buoy, treasurer, asked Celeste to find out how much he anticipates budgeting each year and for the price per foot of the replacement pipe.

Phillip also stated that the water tank needs to be painted within the next 5 years as we have to pass inspection of the tank each year. That project may cost \$100,000.

Patty Buoy, treasurer, stated that we need to plan on \$60,000 to \$80,000 to pay for the first part of installing a well in Division 5. The well is scheduled to be drilled this summer. The board discussed the need for two additional well sites to be listed on the application in the event that the first well site does not produce water. The board instructed Celeste to contact Don Shay or Don Calkins and ask them to give Phillip Merrill the locations of the two next possible alternate sites.

Jesse Matter's Facilities Report was read by Patti Buoy.

Jesse worked on several projects around the Rim Lodge. Jesse cleaned out the garbage disposal, moved file cabinets in the office, cleaned up leaves around the lodge and tennis courts, cleaned the lodge gutters, fixed a toilet, and worked on the lodge furnace duct repair. Jesse worked on the Division 5 light timer.

Jesse called PGE and scheduled a time for them to drop the PGE lines near the water tank, so the access road could be cleared of dead trees and branches. Jesse flushed hydrants, did a water locate, and made brazing rods for the water company.

Jesse met with members to drop off wood at the burn pile and he did dead tree removal at the burn pile. He hauled away fallen trees on Sandy River Lane, delivered firewood to resident's homes, burned, and cleaned up burn pile with the help of a resident and their Kubota tractor.

The board held a discussion on the merits of buying a pickup for the Rim, and including that purchase in next year's budget. Jesse is still borrowing a resident's trailer to haul things.

#### The Office Report was given by Celeste Jackson.

Celeste reported on the new parcel boxes for Division 5. They were requested by the mail carrier as there is not enough room to deliver parcels in the current boxes. The boxes have been delivered and the postmaster must order keys from the PO to install on the boxes, and then they will be installed by the end of next week. The total cost was \$1,412.95.

Kristen, from the attorney's office, called in response to the question about small claims. The question was, "Can we send the paperwork to the last known address and if the certified letter comes back, still file the claim?" The answer was that, "You could do so, but the judge is likely to dismiss the case if there is no one there to accept the papers and the person can't be served. If the judge dismisses the case, which he or she does in a large percentage of cases when a person can't be served because they do not live at the address, then the Rim has to start from the beginning and pay the filing fees again."

Faye Hofstetter, Office Assistant, would like the board to write a formal Collection Procedure Policy outlining the steps that the office should follow when dealing with unpaid bills.

#### Patti Buoy gave the Treasurer's Report.

Patti is working on the draft of the Recreation and Water Budgets for 2017. Items such as insurance, property taxes and employee salaries go up 3% to 8% per year. The \$200 Rim dues amount was reached in 2012, and there has not been any dues increase since then.

The board discussed the need for a maintenance plan for the Recreation Club. The board is in a difficult spot because if a maintenance plan was done in the past, it is not in our files. A plan of this type is typically done by professionals in the field. The water company's plan cost \$30,000. This would be a lot of money for Rec. The board would like to get a current estimate of the cost in order to budget for it.

Celeste reported that we have a savings account at OnPoint for the water company. Because of need for the new well and other major maintenance, we need to call the savings account: Water System Improvement Reserve. Celeste will set up a section in our own accounting books called, Contributed

Capital Account. Money that is not needed for water operating expenses will be transferred to the Water System Improvement Reserve.

The Recreation Club income year to date is \$119,756.34. The budgeted year to date is \$122,241.60. The operating expenses year to date are \$101,664.29. The budget for operating expenses year to date are \$115,372.86. The Recreation Club's operating expenses year to date are under budget by \$13,708.57.

The Water Company income year to date is \$171,210.86. The budgeted year to date is \$170,629.17. The operating expenses year to date are \$99,871.34. The budget for operating expenses year to date are \$110,049.35. The Water Company's operating expenses year to date are under budget by \$10,178.01.

David Doody gave his Security Report.

David reported on minor incidents. David responded to a phone call he received informing him about a noise complaint. David spoke to the household.

David reported that he is continuing to check the locks on our buildings and gates.

NEW BUSINESS

The board discussed a plan for up-dating the Association By-laws. There are still references to the Architectural Committee. This committee was discontinued when a portion of the provisions in the Rim Covenants, Conditions and Restrictions expired. In the By-Laws there is a reference about using a telegraph for communicating with trustees. This needs to be taken out. Email communication is not mentioned, and needs to be added. A vote of the membership is needed to update the By-Laws. The board discussed holding a special meeting for the purpose of updating the By-Laws.

The board discussed the job description for Office Manager/Operations Manager Responsibilities. Patti Buoy, Human Resources Manager, suggested a change to the section under: Employee Management. The board agreed to change the wording.

OLD BUSINESS

Discussion about the purchase of a generator, the new well, and update on flood damage to the river crossing was tabled as Don Shay and Don Calkins were not present to discuss the issues.

The board read the minutes of the Board Meeting of October 27, 2016.

**Patti Buoy made the motion to approve the Board Minutes of October 27, 2016 as written. Lilli Sawyer seconded the motion and the motion passed.**

The board read the minutes of the Executive Board Meeting of October 27, 2016. Kim Wood-Saldana made a correction.

**Patti Buoy made the motion to approve the Executive Board Minutes of October 27, 2016 as corrected. Lilli Sawyer seconded the motion and the motion passed.**

The next Board Meeting will be December 29, 2016.

The meeting was adjourned at 8:45 PM by Kim Wood-Saldana, Vice President.

Respectfully Submitted by, Betty Draper, Secretary.

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**EMERGENCY BOARD of TRUSTEES Meeting**  
**December 16, 2016**

The meeting was called to order at 3:00 PM by Don Shay, President. The following board trustees were present: Don Shay (Lot 465), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Buoy (Lot 483) . A board quorum was established.

Betty Draper, Secretary, asked Celeste Jackson, Office Manager to notify the board members on December 15, 2016, that there would be an emergency meeting on December 16, 2016 at 3:00 PM at the Lodge. The meeting was arranged to discuss opening a savings account for the Water Company to use for improvement projects, such as the painting of the inside of the water tank and for the expenses of a new well in division 5.

Don Shay opened the proposal for discussion.

Celeste reported on input from Kim Dowsett, the Rim's Certified Public Accountant. Kim made the following suggestion: The projected net income from the additional dues assessment for capital improvements should be moved to a reserve account for capital improvements and should be a minimum of \$65,000 - \$70,000. I would recommend the high end of this range if the Board agrees. Since none was reserved last year, they can reserve more if they like.

Don Shay suggested that we open the account at Clackamas County Bank. It will be more convenient for the Board to access the money.

Celeste reported on her conversation with Clackamas County Bank concerning the type of savings accounts that they had available. These were all the interest accounts: (minus long term CD's) 3 mo CD- .50%, Money Market- .1%, Savings- .01%.

In addition, the Clackamas County Bank money market account does not lose money if the market fluctuates. Clackamas County Bank said that because this will be a new account, all the designated signers

will need to come in and sign another card for the new account. The board decided on a three month CD and then a Money Market Account.

Celeste also said that Clackamas County Bank stated that the funds for each of our companies were insured to the limit of \$250,000. Don Shay asked Celeste to check with OnPoint Credit Union where we have other accounts to see what the insured limit is on those funds.

**Kim Wood-Saldana moved to open a new Timberline Rim Water Company Incorporated (interest bearing account) for a Water System Improvement Reserve at Clackamas County Bank in the amount of \$90,000 with the board officers: Don Shay, President, Kim Wood-Saldana, Vice President, Patti Buoy, Treasurer, and Betty Draper, Secretary, as signers. Patti Buoy seconded the motion and the motion passed.**

The meeting was adjourned at 3:12 PM by Don Shay, President.

Respectfully Submitted, Betty Draper, Secretary.

**Minutes for**  
**Timberline Rim Recreation Club, Inc.**  
**Timberline Rim Water Company, Inc.**  
**ANNUAL Meeting**  
**September 25, 2016**

The meeting was called to order at 2:00 PM by Don Shay, President. The following board trustees were present: Don Shay, President (Lot 465), Kim Wood-Saldana, Vice President, (Lot 186), Betty Draper, Secretary, (Lot 353), Patti Buoy, Treasurer (Lot 483), Marty Keeter (Lot 057), Don Calkins (Lot 298), Charles Martin (Lot 491-5), and Lilli Sawyer (Lot 236). A quorum of the membership was not established.

Don Shay introduced the Timberline Rim Board of Directors.

Don Shay thanked the Board of Directors for their service this year to Timberline Rim membership. Don also paid tribute to Glenn Kraski, who served as Board Secretary for many years. Don let the membership know that Glenn was battling cancer.

Kim Wood-Saldana introduced the Timberline Rim employees.

The following employees were recognized, David Doody, our new Security Patrol, Jesse Matter, Facilities Manager, Faye Hofstetter, Office Assistant, Celeste Jackson, Operations Manager, and Phillip Merrill, of Merrill Water Systems.

Phillip Merrill of Merrill Water Systems gave the Water Report.

Phillip said he has been the water manager for the Rim for the last few years. He wanted to explain a little about our water system. He stated that the Rim has at least 2 days of water in the case of an emergency well shut down. Phillip explained that our water is not chlorinated. He has a water sample tested every month. If there is a positive trace of coliform bacteria another test is made a week later. A positive testing of coliform is not dangerous in itself, but it is an indicator that ecoli bacteria may be present. Ecoli would be dangerous. If there are two tests showing coliform, the water is chlorinated as prevention. He also explained that this year there would be testing for organic compounds, pesticides and for nitrate. Phillip stated that we have an asbestos and concrete main line and the last leak was in 2012. The pipe is designed to last 100 years and we have had it for 50 years. When it begins to fail, we will have multiple leaks. The Timberline Rim Water Company Board needs to build up a reserve to pay for the replacement of the line. The pipe does not cause asbestos to be in the water. There is a sampling process every 2 to 3 years, and no asbestos has ever been found. Our water chemistry is not corrosive

and it does deposit some minerals which help to protect the pipe. All of Division 5 is piped with ductile iron. We don't know why the difference.

Phillip reported that the Rim was working on acquiring an emergency generator to run the well. We have a chance to acquire it from Sunrise Water in Happy Valley. It was declared surplus, and Don Calkins, one of our board members, works for Sunrise Water and inquired about them donating the generator. It runs on Diesel.

A member asked if the Rim would be better served if we metered our water and charged members by the gallon. Don Shay explained that because of the Rim Water Company's size as a public utility, regulations allow it a ceiling of \$33 a month at this time for unmetered water and only \$3 more per hook up would be generated if we read the meters. There would be more money spent in reading the meters and for accounting.

Don Shay reported on the plan to drill a stand alone well in Division 5.

Division 5 water comes from wells 1 and 2 and is piped under the river. The current water line depth was determined by an imaging test after the 2011 flood by WES as the sewer line uses the same bore pit. At its shallowest point, the water line is buried 6 feet under the river. The cost of digging a new water line would be more expensive than putting in a separate well for Division 5. A separate well would insure water, in the case of a water line break. Even if a new line was dug under the river, there is no guarantee that that the line might not be exposed in the future. In the case of a water line break, membership would need to fund the trucking of water over to Division 5, as a water company cannot leave its customers without water. The well would be dug next summer.

Kim Wood-Saldana reported on private logging operation above Barlow Trails Road.

A company has purchased 22 acres of land above Timberline Rim on the north side of Barlow Trail, and near well 1. There will be no logging this year because the date to work on putting in culverts over creeks on the logging road has passed. The contractor will need to repeat the permit process. The road is accessed from McIntyre Lane and is a problem because of switchbacks and the need to get logging trucks to agree to maneuver the road. People connected with the project have been searching for another access point through Timberline Rim. Kim recommended that Rim members write letters to the Forest Service and State Water Licensing Board, discussing the danger to the Rim homes from proposed logging on steep terrain. Phillip Merrill reported that the proposed logging, if the logger adhered to the map excluding the steepest of the terrain, would not pose a danger to our well or water tank. Our well is 486 feet deep in solid basalt. It could still pose a danger of land slide to houses below, cause increased sediment in Hackett Creek and increase traffic on McIntyre Road. Another solution might be if neighbors got together and pooled their money and bought the property.

The Treasurer's report for the Rec Club and Water Company was given by Patti Buoy.

The biggest expenditure recently for the Rec Club has been the building of the Alpine Park. In the upcoming budget, there will be a budget category for new projects. Suggested projects include a dog park, restriping the tennis courts, and building a shelter for the mail boxes.

Looking at upcoming expenses for the Water Company, the stand alone well in Division 5 will be the biggest expense.

Rim members asked about collection of unpaid dues. Patti reported that we use a private investigator to find members who have moved with unpaid dues and no forwarding address. Small claims court is used to force payment of folks who are in arrears. In the past attorneys were used, but they were expensive and very little money ended up being collected. The Board also changed the amount of time before members become in arrears to 30 days; that way, the bill would be smaller, and members would find it easier to pay than after interest becomes included.

Patti Buoy presented the idea to the membership of discontinuing the discount for Rim and Water Company fees paid in full at the beginning of the year in order to add to the Rim budget. The Rim does not currently have an adequate amount in reserves. Patti asked how many members in the annual meeting had taken advantage of the discount by paying their fees all at once at the beginning of the year. Only two members raised their hands. One member stated that they thought it was a good incentive

A member asked about the feasibility of discontinuing the Rec Club. It is likely that divesting the Rim of the green belt common areas would be a liability for the homeowners, and divesting itself of the water company would be almost impossible. Someone would need to buy it. It is unlikely that costs would remain low in that case.

Patti also brought up the idea of increasing Rec Club dues. A member asked how much the Board was thinking of raising the dues, so it doesn't double or triple immediately. In the previous vote of the membership in 2000, a cap of \$200 was put on the amount for dues. This is so long ago, that the board must consider an increase. It is possible that a percentage cap per year could be placed on the dues increase. In order to raise the dues, we need a vote of the membership.

Don Shay introduced Steve Weis of the Sandy River Watershed Council.

Steve Weis made a presentation on the past migration of the Sandy River, and on the flood management plan that was put in place this summer by the Sandy River Watershed Council. A book with maps and an explanation of the plan is available at the Timberline Rim Office.

The plan that was put into place this summer included the building of 6 log jams and the removal of 4,500 cubic yards of rock and sand. It opened up a previous flood plain to the river to use during high water. It created a channel by removing part of a levee that had been put in by the Corp of Engineers in 1965 when they put the Sandy River back in its channel after the 1964 flood event. It opened up the Beaver Pond to access by fish.

The finding of a current river study shows that the use of rip-wrap next to the banks of the river, actually allows the river to run faster downstream and erode more of the river bank. By opening up a flood plain up river, it allows the river to safely overflow into that space and reduce the speed and therefore the erosion down river. Doing nothing, has the potential for increasing damage to infrastructure, bridges downstream and our sewer and water line. It is the first project of this type, and a demonstration of restorative flood response. The project will replant disturbed ground with native plants and trees.

Steve Weis thanked Timberline Rim, as the project was paid for by funds from Columbia Land Trust, Timberline Rim Home Owners, Clackamas SWCD, Portland Water Bureau, OWEB, ODFW Restoration and Enhancement, and Lottery Money.

Jay Wilson of Clackamas County Disaster Management was introduced.

Jay Wilson said the County is looking carefully at this project, as it presents another alternative to prevent river bank erosion. Timberline Rim lost 110 feet and half of its tennis court during the 2011 flood. Jay reported on a Flood Risk Survey that was sent out to all the folks in Timberline Rim and surrounding areas. The Survey was designed to find out what residents thought the county's role should be in the case of a flood disaster. There were 320 responses, 10% of the surveys that were sent out. Among other things on the survey, people were asked how the county should spend a \$100 to help in flood control. People responded that \$30.34 should go to prevent river migration, \$29.07 should go to recovery after a flood, \$21.84 should go to personnel responding to the flood, and \$19.28 towards preparing people to handle a flood event.

There are now new flood plain maps. The last mapping was done in the late 70's and early 80's. FEMA has asked for any comments or changes, and after that period the maps will become regulatory in about 6 months from now. If you are outside of the FEMA map zone, you have less cost of flood insurance. Only 25% of the folks damaged in the last flood event, had flood insurance and 8% had the insurance because they were required to do so. Hurricane Sandy bankrupted the system, so congress has raised the rates gradually to compensate from the loss.

Burn Pile procedures were handed out to the membership.

The new procedure is designed to prevent the dropping off of garbage in the burn pile. Members should not enter the burn pile if Jesse is not there to let them in or out. Members have been locked in the burn pile, because the gate was opened by someone other than Jesse, and the gate was locked again with members inside.

The meeting was opened up to members for topics for discussion.

Please contact the board if you are interested in helping with trail maintenance. Not all trees are dangerous. If the tree is not on your property, the board must be contacted to determine if a tree is a hazard.

A member asked the board to look into pool maintenance. She noticed that some of the side of the swimming pool was flaking off and that it has been a long time since it was resurfaced.

A member asked about removing more trees around the pool area. Don Shay responded that the Rim was not planning to remove any more trees from around the pool area. Linda Clayton, Pool Attendant, has talked to members, and most like the amount of shade that is afforded by the trees. The trees have been limbed up to reduce ladder fuel.

Thanks were given to Gerald (Murph) Murphy for volunteering to cut down 37 dead trees in the water tank area and Alpine Park area. Some trees were hanging over the power line and the tank.

It was clarified that there is now only one auxiliary above ground water tank at the well site. Originally there had been three of those tanks.

Discussion was conducted around the facilities maintenance plan and new expenditures that the Rim might desire such as a dog park, RV parking area, restriping of the tennis courts, and a small tractor and back hoe for the water company.

A member asked that the board develop a maintenance plan for the Recreation Club as there is not one currently. The need for a current maintenance plan was brought up at the last Annual Meeting; and was not completed by the board. It was suggested that the board mark this as a higher priority for this coming year.

A correction was made to the minutes of last year's Annual Meeting. The minutes should state that, "Due to the meeting running overtime and another activity booked at the Lion's Club at 5:00 PM, there was no time for member comments."

Members were reminded to turn in their ballots for the electing of Board Members. Ballots will be counted after the meeting.

The next annual meeting will be September 24, 2017.

The meeting was adjourned at 5:25 PM by Don Shay, President

Respectfully Submitted, Betty Draper, Secretary