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		Annual Meeting

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
January 26, 2017

The meeting was called to order at 7:06 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), Patti Gay-Buoy (Lot 483), A board quorum was established.

There was not a quorum of board members at the scheduled meeting of December 29, 2016; therefore, the board meeting was cancelled. At this meeting, January 26, 2017, Staff Reports were given for both November and December.

STAFF REPORTS

Don Calkins read the Phillip Merrill Water Systems Report for November.

Wells 1 and 2 pumped 2,127,000 gallons. Routine water samples were taken on 11/14/16. Coliform bacteria were present but no e-coli were detected. Five repeat samples were taken on 11/18/16: one from each well and 3 in the distribution system.

In 2016 the Oregon Health Authority adopted from the federal EPA the “Revised Coliform rule”. This revision makes it more difficult for systems to operate without continual chlorination. This is because the rule has a three strikes provision that states that if a water system has three confirmed positive samples within an 18 month period the system will be required to continuously chlorinate on an indefinite basis. Because the Rim has had 2 positive coliform samples in this 18 month cycle one more positive sample would result in permanent chlorination, Joel Ferguson from Clackamas County Health Department met with Phillip Merrill, Water Systems Manager, to discuss possible sources of coliform bacteria. They were unable to locate a source. Chlorination was done from 11/23/16 to 12/1/16.

Don Calkins read the Phillip Merrill Water Systems Report for December.

Wells 1 and 2 pumped 2,206,000 gallons. Routine water samples were taken 12/6/16 and no coliform or e-coli were detected. Phillip Merrill presented the following information in his report: Positive Coliform Bacteria Samples 1999 to 2016.

1999-2 positive samples, 2000-2, 2001-2, 2003-1, 2006-5, 2007-1, 2011-1, 2013-1, 2015-3, February 2016-1, August 2016-2, November 2016-3. Timberline Rim had a confirmed coliform sample in August and

November of 2016. Because of this we will continue to be vigilant regarding any potential sources of contaminates.

Phillip Merrill has not found a source of any outside contamination to our system, but that positive coliform samples in our system are generally directly correlated to water temperature. No coliform bacteria have been found in water taken directly from well 1 or well 2.

Phillip Merrill also reported on the proposed well for Division 5. One site has been determined. Two alternate sites would be beneficial. Don Calkins was asked to consult with Phillip Merrill on the proposed sites. There is a possible site on private property adjacent to Timberline Rim. Patti Buoy will research language for a contract if the Rim decides to consider a mutual benefit contract to locate a Timberline Rim well on adjacent property.

Patti Buoy read Jesse Matter's Facilities Report for 11/10/16 to 12/25/16.

Simon's Tree Service was consulted about a tree on Tim Rim Common area. The tree was reported to be dangerous by the homeowner. The tree was determined to be a danger, since the roots were lifting in the wet ground and the tree was leaning. A quote for removal was given by Simon's Tree Service. It was considered by the board to be too high and another tree service was consulted.

Jesse reported that he worked with PGE and a Rim volunteer to fall a tree near the Rim water tank.

Jesse met with resident for burn pile drop off. He insulated the Lodge pipes and called members on the "at risk" list about upcoming chlorination. Jesse read meters and tested the chlorine level in our water for the water company. Jesse called the Hoodland Fire Department to renew the burn pile permit. Jesse bought "Ice Melt" and did snow removal at the Lodge. He fixed a broken lock at the Lodge.

Patti Buoy read the facilities report for 12/25/16 to 1/16/17.

Jesse took down Christmas Lights. He did ice removal at the mail boxes and helped pull the garbage truck out of the ditch. Jesse did calls to the "at risk" list about upcoming chlorination. He met with Alder Tree Service to get a bid on the tree removal. He did pump-room inventory, fixed legs on the foosball table, and started wiring for the security camera over the pool area. He bought bleach for chlorination, picked up the burn permit, and did resident burn pile drop off. Jesse delivered water shut-off notices and fixed one water shut off valve. He met with Alder Tree Service when they came to cut down the problem tree.

Celeste Jackson gave the Office Report.

Celeste presented Faye Hofstetter's proposal for a \$20 per month internet search service to help locate the addresses for Rim members who moved while in arrears on their dues. The board approved the expenditure.

Celeste presented a request by a homeowner to cut a leaning Cottonwood on Tim Rim Common Area in Division 5. The tree was checked and determined not to be dangerous; however, the board agreed that

the homeowner could remove the tree at their own expense. Celeste was asked to have Jesse measure the distance of the tree from the river to insure that it was not in the river buffer zone. Celeste was asked to compose a letter for the homeowner to sign agreeing to take all the liability and to ask whomever they hire for their insurance policy. The tree service should be licensed and bonded.

Celeste reported that our furnace stopped working in the Lodge. It has been repaired but the repairman indicated that a new furnace was needed. Celeste, on the request of the board, got bids for a heat pump designed to heat the Lodge and office. The bid from Comfort Heating and Cooling was \$14,744. The bid from Honke was \$15,730 not including the electrician or \$200 for PGE. The board recommended that a surge protector be put on the heat pump for an additional amount of approximately \$250.

Kim Wood-Saldana made the motion that the Timberline Rim Recreation Club purchases a heat-pump for the Lodge from Comfort Heating and Cooling with the money coming from the Recreation Club reserve fund. Marty Keeter seconded the motion and the motion passed.

Patti Gay-Buoy presented the Treasurer's Report for November.

The Recreation Club income year to date is \$122,456.75. The budgeted year to date is \$124,818.43. The operating expenses year to date are \$112,250.80. The budget for operating expenses year to date are \$123,088.89. The Recreation Club's operating expenses year to date are under budget by \$10,838.09.

The Water Company income year to date is \$172,686.33. The budgeted year to date is \$171,128.96. The operating expenses year to date are \$108,093.61. The budget for operating expenses year to date are \$117,706.07. The Water Company's operating expenses year to date are under budget by \$9,612.46.

Patti Gay-Buoy presented the Treasurer's Report for December, which is the year end report.

The Recreation Club income year to date is \$124,158.10. The budgeted year to date is \$127,553.26. The operating expenses year to date are \$119,285.79. The budget for operating expenses year to date are \$131,279.92. The difference between actual income and expenses is \$4,872.31.

The Water Company income year to date is \$173,674.93. The budgeted year to date is \$171,876.61. The operating expenses year to date are \$123,298.12. The budget for operating expenses year to date are \$125,348.71. The difference between actual income and expenses is \$50,376.81.

Patti Gay-Buoy, Treasurer, presented a proposal to the board concerning a dues increase for 2018 for the Tim Rim Recreation Club.

A dues increase will require a vote of the membership. The board will have discussion meetings with the membership concerning this increase. Operating expenses have increased. Money continues to be spent for projects, using the reserve fund that was established by the dues increase in the year 2000,

without any substantial money returning to the reserve account. The new Lodge heater at a cost of about \$15,000 is not in this year's operating budget and must come from reserves.

A proposed \$40 per year increase is based on the increase in actual operating expenses due to inflation. The last dues increase was in 2007, going from \$175 per year to \$200. The amount reflected in a dues increase for an HOA's should also relate to a study of the amount needed by the HOA in reserves. The board asked Celeste to find out the cost of doing a current reserve study for the Tim Rim Recreation Club.

The board also asked Celeste to invite Phillip Merrill to attend a board meeting to present the findings from his annual review of the Water Company's Reserve Study.

Celeste presented an invoice from the Sandy Watershed Council for the Timberline Rim's contribution to last summer's flood mitigation project.

Patti Gay-Buoy moved that \$18,000 Timberline Rim Recreation Club Inc. Reserves, split equally, to the Timberline Rim Recreation Club account to pay Timberline Rim's part in the Sandy Watershed Council project. Marty Keeter seconded the motion and the motion passed.

The board reviewed the 2017 budget presented by Patti Gay-Buoy and Celeste Jackson.

The motion was made by Patti Gay-Buoy to approve the Timberline Rim Water Company Inc. Budget for 2017 and to approve the Timberline Rim Recreation Club Budget for 2017, with the following changes, \$18,000 will be moved from reserves and a budget category in the Timberline Rim Recreation Club budget will be created for Special Projects in the amount of \$2,814.42. Marty Keeter seconded the motion and the motion passed.

David Doody gave the Security Report for November and December.

David monitored Rim property and checked all doors, locks and gates. David checked on an individual who was loitering. The person was waiting for a ride, and was picked up. David checked on individuals playing basketball after dark, and sent them home. He checked on unfamiliar vehicles in the area and took down license plates in case of incident. He checked on 3 cars that were unusually parked and took license numbers. He also noticed a semi tractor parked in the Lodge parking lot. After consulting with Celeste, he left a note on the vehicle concerning no overnight parking.

The board requested that Celeste put a note in the Timberliner concerning no overnight parking in the Lodge lot. The board also asked David and Celeste to purchase a metal sign saying, "No Overnight Parking" to be put up in the Lodge parking lot where it can be more visible than a paper sign. Overnight car parking is a liability in the Lodge parking lot including camping.

David needs to learn to operate all facets of the security cameras. Celeste will train him.

OLD BUSINESS

The board discussed purchase of the Water Company generator. The Conex box to use as generator storage will go between the tool shed and the pump house on a gravel pad. David Linn can compact the gravel when the boundaries of the pad are located and marked. The pad needs to be located where it will not get inundated by water. The well can pump 300 gallons per minute. We need to make sure if the well becomes uncapped in an accident that it will not drown the generator. Permits need to be pulled for electrical. Fuel storage cannot be within 100 feet of the well. A plastic container will need to hold the fuel tank to contain any inadvertent diesel leak.

Patti Gay-Buoy, treasurer, read the motion from the Emergency Board Meeting of 12/16/16 into the minutes of this regular meeting.

On 12/16/16, 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.

Timberline Rim Water Company, Inc. General Resolution No.77 was made following this motion. The Resolution was signed by the designated board members on 12/29/16 and the check was drawn and deposited into the new account 12/30/16.

NEW BUSINESS

The motion was made by Patti Gay-Buoy to approve the minutes of the 11/17/16 Board Meeting. Marty Keeter seconded the motion and the motion passed.

Patti Gay-Buoy made the motion to approve the minutes of the Emergency Board meeting of 12/16/16. Marty Keeter seconded the motion and the motion passed.

The meeting was adjourned at 9:50 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
February 23, 2017

The meeting was called to order at 7:15 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), Don Calkins (Lot 298), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Buoy (Lot 483). A board quorum was established.

The board thanked Don Shay for his past service as trustee. Don Shay has resigned his position on the board and his position as president. Don has accepted the position of Rim Facilities Manager. A new Rim Facilities Manager was needed because of the resignation of Jesse Matter, last month.

STAFF REPORTS

Patti Gay-Buoy read the Phillip Merrill Water Systems Report.

Wells 1 and 2 pumped 1,710,000 gallons. Routine coliform bacteria samples were taken on 1/24/17 and no coliform was present and no e-coli were detected. This is important because we have two coliform positives during this 18 month cycle, and if one more positive sample is confirmed, the Rim will be required to chlorinate on a permanent basis. Chlorination was done from 1/4/17 to 1/24/17 before the routine coliform test.

Celeste Jackson gave the Office Report.

Celeste presented information about the upcoming purchase of a new lodge furnace. If the board purchases unducted heat pumps for the lodge, there will not be dedicated heat to the bathrooms. This could be a problem in cold weather. The board decided to amend the proposed purchase of the lodge heater.

Patti Gay-Buoy moved to decline the previous bid from Comfort Heating and Cooling; and instead, accept the bid from them for a ducted system and heat pump for the lodge with no heat pump in the balcony area and including an unducted heat pump for the office for a total of \$13,726.00, with the money coming out of reserves. Marty Keeter seconded the motion and the motion passed.

The board agreed to install a fan on the lodge ceiling, with a remote control; so that heat from the lodge can be moved into the loft area.

The conex box purchased to hold the Rim's donated pre-owned emergency generator has arrived. The box will need electricity installed.

The Rim trustees asked Celeste Jackson to get bids from Salmon River Electric and Orient Electric for the wiring for the loft fan and the conex box.

Celeste gave an update on the request for removing a cottonwood tree by a homeowner in division 5. The homeowner is planning on having a survey of his property before removing the tree to determine on whose property the cottonwood is growing.

Patti Gay-Buoy gave the Treasurer's Report.

The Rim is planning to present a dues increase to the membership for the Timberline Rim Recreation Club. The need for a dues increase was discussed at the last Annual Meeting of the membership and will be discussed again.

Prior to the next Annual Meeting, the board will have a Reserve Study done for the Rec Club. The board has asked for bids from Portland Area experts. The board has reviewed one bid, and is waiting for two more. This will give the board up to date information about how much money our HOA should have in out Reserve Fund.

The board discussed the difficulty of moving money from our Reserve Fund. It's difficult for the designated account signers to access the money in the OnPoint Account in Gresham because it is so far away. The board decided to create another Reserve Account at Clackamas County Bank. There is currently \$56,900.56 in an OnPoint 60 month CD, \$40,108.85 in money market, \$6,100.00 in checking, and \$5.00 in savings for a total of \$103,114.41 in the HOA reserve account.

Patti Gay-Buoy made the motion to open a Money Market Reserve Account for Timberline Rim Recreation Club Inc. at Clackamas County Bank in the amount of \$38,000 by transferring money from the OnPoint Money Market Reserve Account. Don Calkins seconded the motion and the motion passed.

The Recreation Club income year to date is \$81,879.94. The budgeted year to date is \$75,755.02. The operating expenses year to date are \$21,744.01. The budget for operating expenses year to date are \$19,841.44. The Recreation Club's operating expenses year to date are over budget by \$1,902.57.

The Water Company income year to date is \$132,512.93. The budgeted year to date is \$113,980.40. The operating expenses year to date are \$19,805.09. The budget for operating expenses year to date are \$20,611.62. The Water Company's operating expenses year to date are under budget by \$806.53.

Don Shay gave the Facilities Report.

Don Shay reported that the Rim is behind on needed maintenance. After taking over from Jesse Matter, Don has done water locates, checked water meters and has cleaned up the shop. Don determined that there is siding on the lodge and shop that are deteriorating and need to be replaced. Stringers on the Lodge front steps need to be replaced and the deck needs to be refinished. Alpine Park was cleaned up. The tether ball was cut off by an act of vandalism and will need to be replaced.

Don told the board that there is still a broken timer for the light at the Division 5 mailboxes. The board asked Don to leave the light on all the time. The cost is minimal.

Don was present when the conex box for the generator was delivered. Don would like the generator placed into the box before he locates the box on the gravel pad which was laid by David Linn. When located, the conex box will sit on 5 x 5's to keep the metal box from rusting.

David Doody gave the Security Report.

A gentleman was parked in the Lodge parking lot after hours. David informed him that there was no parking in the lot after dusk. The man said he was cleaning his windows. He apologized and left.

NEW BUSINESS

The board held an election for president, since Don Shay has resigned from the board.

Patti Gay-Buoy nominated Don Calkins for president. Charles Martin seconded the nomination. The vote was taken and all board members voted in favor of Don Calkins becoming President of the Board.

Patti Gay-Buoy moved to remove Don Shay as a signer on all OnPoint and Clackamas County Bank Accounts. Marty Keeter seconded the motion, and the motion passed.

Patti Gay-Buoy moved to have the Board Officers: Don Calkins, President; Kim Wood-Saldana, Vice President; Betty Draper, Secretary; and Patti Gay-Buoy, Treasurer, as signers on the OnPoint and Clackamas County Bank Accounts and to have Charles Martin as an additional signer on the Clackamas County Bank Accounts for the Timberline Rim Recreation Club, Inc. and the Timberline Rim Water Company, Inc. Kim Wood-Saldana seconded the motion and the motion passed.

The Rim received a request from an owner of a property adjacent to Timberline Rim property to hook up to our water company. They said that they were told that this was an option for them, but were unable to produce any paperwork that attested to this. The Rim Board decided not to extend water services to the property owner, as the property is large and they are not in a hardship situation.

Don Shay reported that Murph Murphy is working on a grant along with Steve Weiss, a county grant writer. Jay Wilson, Emergency Manager of Clackamas County, recommended that Timberline Rim Water

Company might meet the criteria for this grant. It would be \$13,000 towards the Division 5 emergency well and has an April 15th due date.

OLD BUSINESS

The update on the generator was given by Don Calkins. The conex box is ready for the generator. The generator should be delivered in the next couple of weeks. The box will need some modifications such as noise baffling and electricity.

Phillip Merrill has been in contact with a land owner who has property outside of, but adjacent to, Division 5 about the possibility of locating a second possible site for the Division 5 well. If we include this well site as an alternate site, we would need to have a letter from the owner, agreeing to the perpetual easement and water rights, so that if this site is chosen, the homeowner cannot deny the offer. This letter would need to be vetted through an attorney. This is an alternate site to be used if the green belt between Boulder Court and Mountain Vista Court does not get approval from the state.

The board discussed the need for making up-dates to the Rim ByLaws. The suggestion was made that proposed changes be voted on at the next Annual Meeting.

Patti Gay-Buoy moved that Ian Kenney be removed as a Board Trustee as of this meeting. Marty Keeter seconded the motion, and the motion passed.

Patti Gay-Buoy moved that the Board Minutes of January 26, 2017 be approved with the correction of the spelling of the word “insulated”. Charles Martin seconded the motion and the motion passed.

The meeting was adjourned at 9:10 PM by Don Calkins, President.

Respectfully Submitted, Betty Draper, Secretary

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
March 30, 2017

The meeting was called to order at 7:08 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Betty Draper (Lot 353), Marty Keeter (Lot 057), Lilli Sawyer (Lot 236), and Patti Buoy (Lot 483). A board quorum was established.

Dona Rogers, Rim Member, was a guest at the meeting. Dona has been volunteering for the Rim, taking care of several greenbelt areas, keeping them clean, and filling the dog waste bag holders. This is a time consuming job, and Dona has been great to volunteer.

Dona has proposed a clean up day for the Alpine Park and another large greenbelt area, to pick up sticks and debris and to trim plants that may be overgrown. The clean up day will be planned for April, close to Earth Day, and Dona will post the information asking for volunteers on the Neighborhood internet website, and in the April Timberliner Newsletter.

Dona suggested to the board that the fencing behind the basketball court needs to be extended behind the backboard.

The board noted that the bank is very unstable there, in the area of the current fencing. There are signs posted there indicating the danger.

STAFF REPORTS

Patti Gay-Buoy read the Phillip Merrill Water Report.

Routine Coliform Bacteria samples were taken on 2/14/17 and no coliform was present and no e-coli were detected. No chlorination was done. The water in the tank is cooler during this time of year. It is likely that chlorination will be done in the summer when the water in the tank is warmer. Coliform bacteria itself is not dangerous; however, it is an indicator bacteria that other organics may have entered the system. **If we have 3 confirmed positive coliform samples in a running 18 month period, we will be required to chlorinate on a continual basis. We already have 2 in this 18 month period.**

Don Calkins mentioned that there can be an undisturbed layer of water at the top of the tank which can be warmer and breed bacteria. In the summer, when more water is used by members, the top layer gets used and mixes into the whole tank. There is a device that the Water Company may wish to purchase that circulates the water in the tank at all times of the year, and may keep the top warmer layer from forming. He will discuss this option with Phillip Merrill.

Patti Gay-Buoy read the Facilities Report from Don Shay, Facilities Manager.

Don Shay reported on the burn pile. The burn pile has been difficult to maintain.

Currently, there is a great deal of leaves, moss, dirt, ash, and rock in the pile, which is wet and does not burn well. If the pile does not burn, then what remain needs to be hauled off as garbage at the expense of the Rim Membership and a rate of \$96 per ton not including the cost of loading and hauling. Don Shay is planning to burn during the burn season, but is requiring that no leaves be hauled to the burn pile. Leaves do not burn well and add to the difficulty of maintaining a useful burn pile. Only limbs and sticks will be accepted at the burn pile during this burn season.

The Lodge deck, stairs and fencing need repair. The Lodge stairs at an estimated cost of \$600 and the Lodge deck at an estimated cost of \$700. Some of the stair stringers are rotting. The deck was built by volunteers to home standards, and needs to be rebuilt for commercial standards. Part of the deck is sagging.

Celeste Jackson gave the Office Report.

The County came out to clear some of the culverts that had backed up causing some homes in the Rim to have water in their lots and water coming up to their foundations.

Some homeowners, to get more parking spaces, filled in their ditch areas in front of their homes and some let leaves block the culvert entrance. The County said that since we are plotted as an HOA, we have responsibility as an HOA to require our Members to have culverts and ditches to control the water in the rainy season. We need to report to County Code Enforcement any homes which are violating the required ditch and culvert code for their lot. There is a website to report.

The Board asked Celeste to keep a folder in the office containing the list of homes which have been reported for a possible code violation.

Patti Gay-Buoy, Treasurer, gave the Treasurer's Report.

The Recreation Club income year to date is \$81,463.49. The budgeted year to date is \$77,922.19. The operating expenses year to date are \$35,577.53. The budget for operating expenses year to date are \$27,550.72. The Recreation Club's operating expenses year to date are over budget by \$8,026.81.

The Water Company income year to date is \$127,192.34. The budgeted year to date is \$115,051.61. The operating expenses year to date are \$29,814.90. The budget for operating expenses year to date are \$30,395.09. The Water Company's operating expenses year to date are under budget by \$500.19.

Since the Timberline Rim Rec Club is over budget by \$8,026.81 at this time, and will continue to be over budget as the fiscal year goes on; the board looked at cutting expenses until such time as the budget was balanced or a dues increase is voted in by the membership at the Annual Meeting.

The board authorized Treasurer and Human Resources, Patti Gay-Buoy, to make as many cuts in employee hours as was needed to come close to balancing the budget.

The following employee hours were suggested to be cut in the first round of cuts.

1. The Saturday office hours for the Rim Office will be cut.
2. The swimming pool hours will be cut, cutting the pool attendant's hours for that time. The pool will not run weekdays when school is in session. The pool will run from Memorial Day, on weekends, until school gets out. The pool will run full time until Labor Day, and will run weekends until the annual meeting.
3. More pool attendant hours will be cut by having Don Shay, Facilities Maintenance, open the pool on the weekdays, so that the pool can open and the attendants can come in during high volume hours.
4. Cutting back the Rim Security Guard until summer, and possibly have the Rim Security Guard, David Doody, be a Contract Employee.

Patti Gay-Buoy reported that the Water System Improvement Reserve 3 month CD at Clackamas County Bank was rolled over for another 3 months as the money for the Water Company is not expected to be needed until June.

Patti Gay-Buoy moved that the Timberline Rim Water Company, Inc. Reserve Fund CD at Clackamas County Bank be moved into a Money Market Account for the benefit of Timberline Rim Water Company, Inc. and labeled "Water System Improvement Reserve" when the CD matures in June with the following board members as signers: Don Calkins, President, Kim Wood-Saldana, Vice President, Patti Gay-Buoy, Treasurer, Betty Draper, Secretary, and Charles Martin, Trustee. Marty Keeter seconded the motion and the motion passed.

Patti Gay-Buoy moved to change the OnPoint Community Credit Union signers to supersede the previous motion made at the February 23, 2017 board meeting concerning signers on the OnPoint Credit Union Accounts. Don Shay, previous Board President and previous signer, is authorized to make changes to the authorized signers at the OnPoint Credit Union for the Timberline Rim Recreation Club, Inc. and the Timberline Rim Water Company, Inc. The new signers will be Kim Wood-Saldana, Vice President, Betty Draper, Secretary, and Patti Gay-Buoy, Treasurer. Marty Keeter seconded the motion and the motion passed.

Patti Gay-Buoy moved that the Timberline Rim Recreation Club, Inc. board open a Money Market Account, labeled Reserve Account, for the Timberline Rim Recreation Club Inc. at Clackamas County Bank by transferring money and closing the OnPoint Money Market Reserve Account, the OnPoint Checking Account and the OnPoint Savings Account. This will supersede the motion made at the February 23, 2017 meeting of the board to transfer \$38,000. The signers will be Don Calkins, President, Kim Wood-Saldana, Vice President, Patti Gay-Buoy, Treasurer, Betty Draper, Secretary, and Charles Martin, Trustee. Marty Keeter seconded the motion and the motion passed.

David Doody gave the Rim Security Report.

David responded to a Members complaint about two girls that were throwing toilet paper at the mailboxes off Lodge Lane. The girls were located and monitored to make sure they were not committing other acts of nuisance.

David responded to a Member complaint about a small argument between a prior tenant and a current tenant. David introduced himself to the new resident and monitored the situation from across the street. A deputy sheriff drove by and advised that a call be made to the police non-emergency number if there were further incident.

NEW BUSINESS

The board discussed the four bids that were obtained for a Reserve Study and Maintenance Plan for Timberline Rim Recreation Club, Inc. Bids were obtained from Capital Reserve Consultants, LLC, Beaverton, OR, Facilities Advisors International, LLC, Ventura, CA, Reserve Study Group, Portland, OR, and Schwindt and Company Reserve Study Services, Portland, OR. The following motion was made following discussion.

Patty Gay-Buoy moved that Timberline Rim Recreation Club, Inc. hire Schwindt and Company Reserve Study Services, Portland, OR, to do a Reserve Study and Maintenance Plan for the Timberline Rim Recreation Club community property for a cost of \$2,750. Marty Keeter seconded the motion and the motion passed.

The board tabled discussion about painting the conex box purchased for the generator, as it might not be able to hold the generator. Don Shay may need to build a suitable out building to hold the generator.

Patti Gay-Buoy presented to the board a letter from a person who just purchased a home on Brightwood Loop Road. The person would like to hook up to Timberline Rim Water Co. water. There appears to be a hardship related to this request. The board instructed Patti Gay-Buoy to contact the person and have them employ Phillip Merrill Water Systems to investigate what would be entailed for hook up. Phillip Merrill should report back to the board about his findings.

OLD BUSINESS

Gerald (Murph) Murphy has not been able to write the Grant application on behalf of the Tim Rim Water Company. Celeste will give the application to Don Calkins to see if he can get it done. The due date for the Grant request is April 5, 2017.

The board discussed the new Rim electric generator. Moving the generator has been put on hold since the conex box may not be suitable for installation.

The board discussed the corrections to the bylaws that are being prepared for approval at the September Annual Meeting of the Membership. Betty Draper asked Celeste to remove a reference to the Timberline Rim sewer treatment as Timberline Rim no longer has a sewer treatment obligation to the membership.

The minutes of the February 23, 2017 board meeting were read. Celeste corrected the date that the Grant is due. It is April 5, not April 15, 2017.

Patti Gay-Buoy moved that the minutes of the February 23, 2017 board meeting be approved as corrected. Marty Keeter seconded the motion and the motion passed.

The meeting was adjourned at 10:15 PM by Don Calkins, President.

Respectfully submitted, Betty Draper, Secretary

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
April 27, 2017

The meeting was called to order at 7:08 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), 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.

Phillip Merrill gave a report on his annual review of the Reserve Study for the Water Company

Phillip reported that he made a spread sheet constituting 8 pages covering the water company components, how long they should last, when they will die, and how much to replace them.

The Rim HOA is at a point where it should have been **saving for a long time, but that wasn't** done. Phillip divided the repair and replacement of components of the water company into short term, mid term and long term priorities.

At this time we have had few cracks in the main line. One crack appears to have been caused by a tree that was cut down and let fall into the street. It appears that the weight of the tree falling cracked the water main line. The board asked Celeste Jackson to put a note in the Rim newsletter warning residents about falling trees in the road where the water main line is located. Falling trees there will likely cause more damage to the main line.

The Rim can get money for repair and improvements by borrowing the money, completing the project, and then raising the rates of water users to cover the repayment of the loan. Regular bank loans can have a high percentage rate of 8%. The Rim could look into finding grants which require no repayment, or low interest loans of 2%. Almost every water company hires a grant writer in order to get these grants or low interest loans.

Replacing the galvanized pipe in the system will cost about 20 or 30 thousand a year. We must paint the water tank for 100 to 150 thousand every 5 years. The stand alone well will cost about 60 to 90 thousand for the first phase.

Don Calkins will approach the grant writer at Sunrise Water to see if she might be paid to do some grant writing for the Tim Rim Water Company.

Kim Wood-Saldana made the motion that we have a three person committee made up of Phillip Merrill, Don Calkins and Don Shay to set out a plan to move Timberline Rim Water Company Board through the short term, mid term and long term priorities, listing out the priorities for the next five to ten years. Patti Gay-Buoy seconded the motion and the motion passed.

Kim Wood-Saldana suggested that the Timberline Rim Water Company Board move forward to pay a grant writer. The grant writing process is time intensive. It would be helpful if the grant writer for Sunrise Water was interested as she would already have the background in the specifics related to water companies. If we get the information, we could budget the proper amount of money for this service.

The Board discussed the request of a home owner outside the Rim to hook up to Timberline Rim Water Company Water.

This home owner is adjacent to BR&D Water Company to whom we supply water. The home

owner would need to apply to them, and not to Timberline Rim Water Company. BR&D currently are using 3 hook ups out of the 4 they are allowed by Timberline Rim Water. If BR&D allow this home owner to hook up to their company, they would need to use their free connection or apply to the Rim **to add another connection to their water company's water usage.**

Phillip Merrill **looked at the home owner's lot.** It appears there is room for a well on their property; although, it would not be in a convenient location. Phillip Merrill will call the county water master to see if she has been able to go to the lot to measure. Patti will tell the owner that it is not our water company that they would need to hook up to.

Patti Gay-Buoy read the Phillip Merrill Water Report.

Wells 1 and 2 pumped 2,344,000 gallons of water compared to 2,354,000 for 2016.

Routine Coliform Bacteria samples were taken on 3/21/2017. No coliform was present and no e-coli were detected. No chlorination was done.

The concern is that if there is one more positive coliform sample in a running 18 month period, we will be required to chlorinate on a permanent basis.

Don Shay gave the Facilities Report.

Don reported that he is working on the deck in front of the Lodge and Pool. It is settling, and he **doesn't know the cause.** Don will make a repair to the deck to avoid having to replace it this year. The deck boards will need refinishing as it appears that the current deck stain washed off. The some porch railings will need to be replaced as there are splices in the long boards making it weak. The ADA ramp will be blocked off for the summer and people entering the pool can use the stairs, then in the fall the ramp can be re done. **It can be built free standing, and then it won't affect the building of a new deck.**

Don tore out and replaced the broken plumbing for the pool shower, drinking fountain and pool hose. Don placed the wiring for the security system that ran under the deck and placed it in a conduit to protect it from damage.

Don screened the vents in the Lodge. They had been taken out in order to run wiring but had never been replaced, allowing rodents access.

Don is planning to build a cover for the baby pool. It would need a hatch so that it could still be pumped out when rainwater fills it.

Don is planning to cut out the bad parts of the siding on the Lodge and shop and replace the bad parts with T1-11 which will be cheaper than replacing all the siding.

Don reported that he and Phillip Merrill exercised the fire hydrants. That is done twice a year. The Rim does it in the spring and the Fire Department does it in the fall. We have 35 hydrants. Don is looking into trying to find a source of replacement parts for the fire hydrants. One hydrant was broken when WES did an opening, and one had the guts stolen out of it. It is hard to find parts for older fire hydrants. New ones would cost about \$3,000 plus \$1800 for labor.

Patti Gay-Buoy motioned that Don Shay be given \$1,000 in addition to the previously approved \$1,300 to build a cover for the baby pool and finish the basic repair to pool and Lodge Deck that he covered in his report, with the money coming from reserves if need be. Kim Wood-Saldana seconded the motion and the motion passed.

Celeste Jackson gave the Office Report.

Celeste, Rim Office Manager, reported that there are five cases pending for non payment.

Celeste let the Board know that it is not effective to lean the property; therefore that step will be skipped and the folks will be taken directly to small claims. When a judge rules against them, the penalty **ruling will stay on a person's record for 10 years.**

There are three water shut offs pending.

Celeste asked if the Board wanted all Board officers filed as Official Representatives of the Company with the Oregon Secretary of State. Betty Draper said it would be helpful for the bank when verifying signers for our Rim bank accounts.

Patti Gay-Buoy moved that our Office Manager file our Timberline Rim Board Officers with the Secretary of State after every new election of Board Officers. Charles Martin seconded the motion and the motion passed.

Celeste told the Board that the Water Company Computer is breaking. The company conducting **the Reserve Study for the Timberline Rim Recreation suggested that all the Rim's four computers be** replaced every three years at the same time so they have the same operating system and they can talk to each other. Our computers are much older than that, and each has a separate operating system.

Patti Gay-Buoy moved that the Office Staff purchase four new computers and software with a maximum of \$4,000. The money will come out of reserves as needed. Marty Keeter seconded the motion and the motion passed.

David Doody gave the Security Report.

David is now on reduced hours. He is staggering his hours to be on an unpredictable schedule. David reports to Celeste Jackson, Office Manager, about what hours he is working. David said it was a quiet month. He reported a light was out on the Rim Office door and it was replaced and the sensor was adjusted.

Patti Gay-Buoy gave the Treasurer's Report.

The Recreation Club income year to date is \$82,161.86. The budgeted year to date is \$80,257.53. The operating expenses year to date are \$50,448.14. The budget for operating expenses year to **date are \$34,846.28. The Recreation Club's operating expenses year to date are** over budget by \$15,591.86; however, \$18,000 is pending to be transferred into the operating budget **from reserves to cover last year's budget shortage.**

The Water Company income year to date is \$119,880.28. The budgeted year to date is \$116,081.16. The operating expenses year to date are \$39,211.24. The budget for operating **expenses year to date are \$42,509.64. The Water Company's operating expenses year to date are** under budget by \$3,298.40.

Patti reported that employee hours have been shortened for office staff, security staff and swimming pool staff in order to help reduce the deficit in the Recreation Club budget caused by inflation since the last dues increase.

The Timberline Rim Board of Directors believes that an increase in the Recreation Club dues is needed. The Board is asking for a dues increase from \$200 a year to \$240 a year with an additional increase in the following years of 1% to 3% based on the national inflation rate. A letter will be sent to all members explaining the proposed increase. At the Timberline Rim Board of Directors meetings of July 27 and August 31, the board will take questions from the membership concerning the need for the dues increase. The board is expecting that the Reserve Study and Maintenance plan being carried out right now by an outside company will be ready for perusal. This will give the membership an outside view of how much money the Timberline Rim Recreation Club should have

in its reserve fund to properly function as an HOA serving the needs of the membership. This is a state law requirement. A dues increase can be ordered by a judge to keep the HOA from bankruptcy.

The vote on the dues increase will take place at the annual meeting in September.

The Board Discussed the Fire Safety Report.

Celeste Jackson reported that the inmates from the Department of Correction will be back this summer to do brush clean up in the green belt areas. Last year they worked in Division 5 and this summer they would be working in Divisions 1 to 4.

NEW BUSINESS

Celeste Jackson reported that the Annual Drinking Water Report is going to be mailed. It is already completed.

Celeste requested changes in her duties as Office Manager as spelled out in her job description. Patti Gay-Buoy, Human Resources, will prepare the changes and the Board will vote on them at the next meeting.

Celeste, in her capacity of Office Manager, made the suggestion that Don Shea be put on a salaried wage instead of an hourly wage for his position as Facilities Maintenance. Don will be able to work a more flexible schedule and would add one paid holiday to his schedule. His salary would be split half with the Water Company and half with the Recreation Company. The Board agreed to this suggestion, and Patti Gay-Buoy, HR, will discuss the change with Don. Don would still be paid for mileage and sick time.

Patti Gay-Buoy moved to add Don Calkins as a signer to the OnPoint Credit Union Accounts. The signers will be: Don Calkins, Kim Wood-Saldana, Patti Gay-Buoy, and Betty Draper. Marty Keeter seconded the motion and the motion passed.

OLD BUSINESS No additional information to report at this time.

The Board read the minutes of the March 30, 2017 Board Meeting. Patti Gay-Buoy made **the motion to approve the minutes with the correction of adding Gerald Murphy's given name** to the minutes, to be specific in identifying him. Marty Keeter seconded the motion and the motion passed.

The meeting was adjourned at 10:45 PM by Don Calkins, President.
Respectfully submitted, Betty Draper, Secretary.

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
May 25, 2017

The meeting was called to order at 7:04 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Marty Keeter (Lot 057), Charles Martin (Lot 491-5), and Patti Gay-Buoy (Lot 483). A board quorum was established.

A guest was present. As a member, she wished to attend the meeting to keep informed of Rim business.

STAFF REPORTS

Patti Gay-Buoy read the Phillip Merrill Water Systems Report.

Wells 1 and 2 pumped 2,223,000 compared with 2,259,000 for 2016.

Routine Coliform Bateria samples were taken on 4/11/17 and no coliform and no e-coli were present. **Phillip Merrill wants to remind the membership that if we have 3 confirmed positive coliform samples in a running 18 month period we will be required to chlorinate on a continual basis.**

Phillip Merrill was onsite to flush fire hydrants, to inspect a failed fire hydrant, to train Don Shay on chlorination procedure, and to attend the board meeting of 4/27/17 to discuss the results of the reserve study for the water company annual review.

Chlorination was done from 4/18/17 to 5/4/17 as part of the valve exercising and mainline flushing that was done on 4/25/17 and 4/26/17.

Plans for next month include replacing the computer for SCADA (water systems operations), and update the Wonderware software that runs the water systems human/ machine interface.

Patti Buoy read the Phillip Merrill Rate Analysis Proposal.

This proposal outlines a project to analyze all the assets of the Timberline Rim Water Company, and to determine a cost and replacement schedule. Phillip Merrill plans to address the membership at the Annual Meeting with the goal explaining the need for a rate increase to replace aging infrastructure.

Phillip said that now is the time to do thoughtful analysis of where we are in the life cycle of all of the major water system components and begin to budget for their eventual replacement. The goal is that the

water rates would reflect the need for substantially increasing the water system cash reserves. Phillip Merrill outlined the Project Tasks and projected a cost of 45 hours at \$68.00 per hour with a total of \$3060.00.

Charles Martin moved that we approve the spending of \$3060.00 for Phillip Merrill to analyze all the assets of the Timberline Rim Water Co. and to determine a cost and replacement schedule. Patti Gay-Buoy seconded the motion and the motion passed.

Patti Buoy reported on the proposed land use project up hill from Barlow Trails Road near our water storage tank.

The Board received a letter from Clackamas County Planning and Zoning Director, giving notice that a Land Use Application was made in our Area. Patti shared with the board that Mr. Demers has requested an extension of 2 years in, order to allow him to start a project on 22.02 acres of property for a forest dwelling. Local residents living below the 22.02 acres have had concerns that Mr. Demers may damage some hillside land during logging that may cause a slide and that he may damage the streams and therefore the water table while rebuilding the access road. Phillip Merrill, Water Systems Manager for Timberline Rim, checked out the location of the 22.02 acres, and believes that our water storage tank does not lie below the proposed site of the project.

The Timberline Rim board requested that Celeste Jackson draft a letter in response to the Demers extension request, getting on record that the Timberline Rim Recreation Club and Water Company Board is opposed to the development of that property, as it may be a hazard to property lying below the proposed logging site.

Patti Gay-Buoy reported that Mr. Demers has stated to neighbors on McIntyre Road that he is open to selling the property, if the concerned neighbors can raise the money, approximately \$380,000.

The board discussed the hiring of a grant writer for the Water Company.

Don Calkins reported that he talked to the grant writer at Sunrise Water Company, and their grant writer was not heavily experienced in our water district.

Don said he has the name of a contact in our water district that may be able to do grant writing for the Rim. He will contact them and get an estimate of the cost.

Don Shay, Facilities Manager was not present and there was no Facilities Report.

Faye Hofstetter reported that the Rim Pool would open Memorial Day Weekend and then would close weekdays, until the Oregon Trail Schools begins summer vacation. This is to carry out a cost saving measure as directed by the board.

David Doodey gave the Security Report.

There were no incidents to report this month.

Faye Hofstetter gave the Office Report.

Faye Hofstetter presented the board with a list of the lots that are over the six year statute of limitations and/or are very close to the statute of limitations for collection of back payments owed to Timberline Rim Recreation Club. There were seven lots, labeled A to G, for confidentiality reasons. These lot owners have moved without any forwarding address.

Charles Martin moved that the Timberline Rim Board write off as a bad debt the seven lots labeled A to G, which have passed the six year mark of the statute of limitations including those that are very close to passing the six year mark. Patti Gay-Buoy seconded the motion and the motion passed.

Faye reported that the new computers for the office have been purchased. The computers for Faye and Celeste are up and running. The Water Company computer will be up and running, Friday, May 26th. The Facilities Manager's computer arrived, but it was faulty and was sent back. Ryan, the IT specialist, who is paid by the hour, set up the computers. Security will be put on all the computers as they arrive. An adapter will be purchased for the monitor used by the Water Company.

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

The Recreation Club income year to date is \$89,769.34. The budgeted year to date is \$90,250.52. The operating expenses year to date are \$60,044.69. The budget for operating expenses year to date are \$43,111.88. The Recreation Club's operating expenses year to date are over budget by \$16,932.81. \$18,000 will be transferred into the Recreation Club Operating Account from the Reserve Account based on a motion from Rim Board Minutes of January 26, 2017.

The Water Company income year to date is \$132,977.01. The budgeted year to date is \$130,746.72. The operating expenses year to date are \$47,826.18. The budget for operating expenses year to date are \$54,636.66. The Water Company's operating expenses year to date are under budget by \$6,810.48.

Patti Gay-Buoy reported that we have received the first draft of the Reserve Study and Maintenance Plan for Timberline Rim Recreation Club completed by Schwindt and Co. It will be reviewed by Office and Facilities Staff. Any questions or concerns will be reported to Schwindt and Co. before they make their final draft. The draft is 68 pages long, and can be reviewed by the membership at the Rim Office.

The Parameters of the draft were as follows: The Rim has 482 units. The beginning Balance of the Reserve Account was \$65,000 (\$18,000 of this is to be transferred to the Rec Club Operating Account per board minutes of January 26, 2017). Schwindt and Co. suggested that the Reserve Account be increased in 2018, in the amount of \$20,000. They projected that interest earned by this account in 2018 would be \$14.00. The Projected inflation rate for 2018 would be 2.50%. Schwindt and Co. suggested an annual increase of contribution to the Reserve Account of 2.50%. They reported that the Lowest Cash Balance of Tim Rim Rec Club Reserve Account over the last 30 years was \$23,416, and the Average Reserve Assessment was \$3.46 per unit.

Based on the information from the Reserve Study, and a review of operating cost increase from 2002 to 2016 of 52.09%, the Timberline Rim Recreation Club Board has decided to ask the membership for the approval of a dues increase at the September 23, 2017 Annual Meeting of the membership.

Kim Wood Saldana moved that a letter be sent to the membership suggesting an increase in the annual dues from \$200 a year to \$360 a year. This would be a change of \$16.67 a month to \$30 a month. A 5% discount will continue to be given to lot owners who pay their annual dues in a lump sum at the beginning of the year. The increase, if voted in by the membership, will take place in January of 2018. The letter would also express the need for an annual increase to the dues as recommended by the Reserve Study. Charles Martin seconded the motion and the motion passed.

The board also would like to see the membership approve an annual increase from January 2018 forward of 5% increase per year to keep up with standard of living increases in employees salaries, and operating costs. This includes a yearly 2.5% contribution to the Rim Recreation Club Reserve Fund and a standard of living 2.5% increase for the operating budget. This is based on the operating cost increases as measured from 2002 to 2016 and the yearly suggested contribution to the Reserve Fund by Schwindt and Co. The increase to dues would then go up gradually, yearly, instead of a lump sum, every 10 years or so.

The board was not in agreement as yet on the ceiling for the yearly increase and was discussing if 5% would be a suitable ceiling for the yearly increase or if it needed to be higher. The board will be open to talking to the membership at the board meetings scheduled for June 29th and August 31st about the dues increase and subsequent yearly percentage increase.

NEW BUSINESS

The painting of the Conex box was discussed. The box was purchased to store the newly purchased backup generator for the Rim water system. The board was in agreement that the box could be painted brown temporarily, and then a contest would be held to add a mural or decoration to the sides of the box.

OLD BUSINESS

Discussion about moving the water company generator was tabled until the next meeting. Don Shay has been working on getting the needed location and necessary electricity for the generator; but has been working on getting the Rim pool ready to open.

Don Calkins reported on the proposed well for Division 5. He stated that Don Shay and Phillip Merrill are continuing to work on the application which will include three proposed well sites, one of which may be off Timberline Rim property. He stated that once the Application is approved by the County, the well project will move forward rapidly.

The board discussed the needed changes to the Timberline Rim Bylaws. These Bylaws govern the running of our HOA. There is wording that is obsolete in this document. It refers to the Timberline Rim Board managing the sewer system, which it no longer does. It refers to the Architectural Committee which lapsed in January of 2014. It refers to communication with Board members by telegraph and communication by email is not mentioned. Betty Draper proposed that when the ballot is written for the Annual Meeting of September 23, 2017, that the updated wording of the Bylaws and the dues increase measure be two separate items on the ballot. The board agreed with this proposal.

The board members read the minutes of the last board meeting.

Kim Wood-Saldana moved that the minutes of the April 27, 2017 be approved as written. Patti Gay-Buoy seconded the motion and the motion passed.

The meeting was adjourned at 8:20 PM by Don Calkins, 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
June 29, 2017

The meeting was called to order at 7:12 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5) and Patti Gay-Buoy (Lot 483). A board quorum was established.

Twenty guests were present.

NEW BUSINESS

Discussion was held at this meeting concerning a proposed dues increase for the Timberline Rim Recreation Club, Inc.

The Board introduced themselves. Don Calkins, President, stated that the same board that oversees the Timberline Rim Recreation Club also oversees the Timberline Rim Water Company. The dues increase proposal refers to the Timberline Rim Recreation Club only, and not the Water Company.

A question was asked about the figures in the letter that was sent out to the membership to announce the proposed dues increase for the Timberline Rim Recreation Club. A member mentioned that there was a problem with the figures. The board agreed that this was the case. The board's explanation is that the figures were done by our treasurer and, when she switched from one computer program to another, the figures did not automatically add up in the second program. The total figures were not checked manually. The board apologized, and the document has been corrected and is available on the Rim Web site and on the bulletin boards.

A statement was made by a member that information about other HOA's dues and expenses included in the dues letter, should not be used as a guideline for what Timberline Recreation Club should have as dues. The board's explanation is that this was just information for the membership; so that the membership knows that homeowner's dues vary from HOA to HOA, and varies about what they cover.

A question was asked about the possibility of doing a special assessment instead of a dues increase. The explanation is that the board believes that a special assessment is not as fair to the membership. It is better to save money a little at a time towards future expenses than to have a special assessment for expenditures, every time they arise.

The question was asked about how many employees that we have. We have four year-round employees: Celeste Jackson, Office Manager; Faye Hofstetter, Office Collections; Don Shay, Facilities Manager and David Doody, Security Manager. We have seasonal employees to operate the swimming pool in the summer headed by Linda Clayton. We cannot specify how much each employee's wages are, since that is protected by employee confidentiality; however, the total employee wages are available to members. The budget is always in the office and available to members.

The question was asked about the payment of dues by members who own vacant lots. Currently, dues are paid on each lot owned, not by whether the lot has a house on it. A member is requesting a reduction in dues for vacant lots. The board's explanation for the payment of dues by the owner of a vacant lot is that the lot represents an investment for future sale, even though the current owner may not have any plans to sell at this time. The requirement of one dues payment per lot was established with the incorporation of the HOA. It would be a question for an attorney about what might be needed to change it. It is likely that it would be a vote of all the membership, with a required quorum of all members participating in the vote.

The question was asked whether the budget could be posted on the web. The board's explanation is that since our web site is open to the public, the budget cannot be posted on the web. It is available as a handout at the annual meeting and by request from the Office. We have an outside service that audits our books to protect the association and employees.

The question was asked about why the board approved the expenditure to create a children's play park when the Recreation Club was short on funds. The board's explanation is that the board is responsible for the upkeep and maintenance of recreation equipment that is available to the membership when they buy a lot in Timberline Rim. The children's play equipment had been located around the lodge grounds and made primarily of wood, including a slide, climbing structure, tire swing and tetherball. When they deteriorated, new equipment needed to be purchased and was subsequently located on a greenbelt lot where there was room for the safe use of play equipment.

The question was asked about why a dues increase was being requested now, when we haven't had a dues increase for so many years. The explanation is that the previous boards had put off doing maintenance on some parts of the Rim recreation equipment, greenbelt paths, and burn pile. A member brought to this board's attention that the Recreation Club did not have a Reserve Study and Maintenance Plan. Since these are required by state HOA regulations, the board decided to take money from reserves and pay to have a Reserve Study completed. A number of companies were considered, and Schwindt and Company, a Portland company, was chosen by the board to do the reserve study. A draft of the Reserve Study and Maintenance Plan is in the Office. A final draft is not available as yet. The Reserve Company recommended a restructuring of the Timberline Rim Recreation Club, Inc. budgeting process. They suggested that some maintenance that had been put off should be completed using reserves. They also suggested that a yearly increase of 2.5% for reserves and an increase for operations, should continue in the future; so, that there would be a gradual rise of dues to meet the need caused by inflation. A flat amount should be raised to meet current budget expenses going into the next 2018 budget cycle. Wages have increased for our employees along with inflation, over the years since the last increase in 2002

without any increase in dues. It is unknown at this time what will happen if the Timberline Rim Recreation Club dues increase is not passed.

The suggestion was made by a member that the dues increase be raised in increments, rather than all at once, going from \$200 a year to \$360 a year. It could increase in increments: of \$40 each, going to \$240 the first year, then to \$280 the second year, then to \$320 the third year, then to \$360 the fourth year.

The suggestion was made that we get rid of the swimming pool in order to keep the dues at a lower rate. The board's explanation is that we would need to have 100% of the membership to agree to get rid of the swimming pool, because it was a recreational asset that was present when all the current residents bought their lots.

The question was asked whether there were any grants for Home Owners Associations to defray the cost of the recreational assets. The board didn't know of any. The board was looking into this for the water company because many of the expenses on the Maintenance Plan for the Water Company are very expensive. If a grant could be obtained it would be very helpful in defraying costs that would otherwise fall to the membership.

The suggestion was made that we might do some logging in the Rim in order to earn necessary funds for the Recreation Club. At the same time, it would contribute to fire safety. The board will take this into consideration. As of now, any trees that have been taken out of common areas were considered dangerous and had no market value.

The suggestion was made that we charge a pool use fee for the use of the swimming pool. The board would have to ask an attorney about the legality of doing this; as the pool is an amenity promised to members when they purchased their lots.

The suggestion was made that the Rim use volunteers to do the maintenance work needed for the Rim Recreation Club in order to reduce the need for raising dues. The board's response was that volunteers are requested at every annual meeting and are already being used. There doesn't seem to be too many on the list. Volunteers can offer their services by telling Celeste in the office and list their skills and availability. The Facilities Manager, Don Shay, needs to be consulted on all volunteer activities to make sure that policies and county codes are followed. Patti Gay-Buoy said she would ask our volunteer web master, her husband, David Buoy, to make a place on the timrimcommunity.org web site where people can sign up to be volunteers and list their skills.

The Board also let the membership know that volunteers were still needed to fill the Timberline Rim Recreation Club and Timberline Rim Water Company Board. Currently there are three open positions. One board member has moved, Don Shay resigned his board position to take on the Facilities Management job, and one member resigned for personal reasons.

Patti Gay-Buoy, Treasurer, summed up the suggestions.

- 1) Prioritize the maintenance needs of the Rim so that the most important jobs are paid for first and the dues increase may not have to be as large.
- 2) Get Volunteers to do maintenance work to save money on labor expenses
- 3) Put the budget increase into effect in increments, instead of all at once.
- 4) Ask an attorney to see if a pool use fee is legal.
- 5) Research on-line to see if there are grants for HOA's.
- 6) Review common area policy and ask a logger, to see if any money can be made from logging excess trees in the common areas.
- 7) Do away with the big increases and just increase 5% a year going forward.

The board thanked the guests from coming, and invited them to stay for the regular business part of the board meeting.

A discussion was held about the painting of the Tennis Courts.

The board decided to hold off again on painting the tennis courts until we had volunteers to do the work.

STAFF REPORTS

The Board read the Phillip Merrill Water Report.

Wells 1 and 2 pumped 2,578,000 gallons compared with 2,259,000 gallons for 2016.

Routine Coliform Bacteria samples were taken on 5/22/17 and no coliform and no e-coli were detected. No chlorination was done. On 5/9/2017, Phillip Merrill met with David Linn, Excavation, about getting a quote for pipe replacement on Mt. Creek Circle. 5/24/2017, a leak repair was made.

There is still a concern that if we have 3 confirmed positive coliform bacteria samples in a running 18 month period, we will be required to chlorinate on a continual basis.

Phillip Merrill requested the purchase of a mixer for the reservoir to reduce or eliminate thermal stratification in the reservoir that may be contributing to coliform bacteria growth in late summer. The estimated cost would be \$4500 to \$5000 installed.

Charles Martin moved that Timberline Rim Water Company, Inc. purchase a mixer for the water reservoir for \$4500 to \$5000. Patti Gay-Buoy seconded the motion and the motion passed.

Patti Gay-Buoy gave the Treasurer's Report ending May 2017.

The Recreation Club income year to date is \$70,986.71. The budgeted year to date is \$92,505.77. The operating expenses year to date are \$71,460.21. The budget for operating expenses year to date are \$53,683.91. The Recreation Club's operating expenses year to date are over budget by \$17,776.30.

The Water Company income year to date is \$134,582.68. The budgeted year to date is \$132,440.51. The operating expenses year to date are \$57,437.60. The budget for operating expenses year to date are \$66,285.16. The Water Company's operating expenses year to date are under budget by \$8847.56.

The board read the Security Patrol Report for the month of June.

David Doody was called by a resident who reported that a car was driving through the basketball court with loud music playing. The sheriff was called. David reported that he has increased his patrol of an area of previous vandalism that had taken place near a lot where a home is being built.

The board discussed the fact that David needs to be paid for any on-call work that he does for the Rim.

The board silently read Executive Minutes of May 25, 2017.

Patti Gay-Buoy moved that the Executive Board Minutes of May 25, 2017 be approved as written. Charles Martin seconded the motion and the motion passed.

The board read the Board Minutes of May 25, 2017.

Patti Gay-Buoy moved that the Board Minutes of May 25, 2017 be approved as written. Charles Martin seconded the motion and the motion passed.

The meeting was adjourned at 9:30 PM by Don Calkins, President.

Respectfully Submitted, Betty Draper, Secretary.

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
July 27, 2017

The meeting was called to order at 7:03 PM by Kim Wood-Saldana (Lot 186), Vice President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Gay-Buoy (Lot 483). A board quorum was established. Guests were present.

A guest, who is an owner in division 5, asked whether there was any reason that the water at her house might not taste as good as usual. Charles Martin, Trustee, and Patti Gay-Buoy, Trustee, both said they live in division 5, and haven't noticed any stink or bad taste to the water. Patti Gay-Buoy will have Celeste Jackson, Office Manager, contact our Water Systems Manager, Phillip Merrill, and ask him if there is anything going on with the water that is out of the ordinary, and have him provide that information to the member.

The member also asked about the chlorination of Rim water. Kim Wood-Saldana, Trustee, said that the last chlorination was done because of summer weather. The water in the water reservoir can get warmer in the summer causing a growth of bacteria in the line. Right now, the Rim has had 2 positive tests for coliform bacteria during the last year; although, no e-coli bacteria has been detected. E-coli are dangerous bacteria. Phillip Merrill has stated that the presence of coliform bacteria has appeared before in the past; however, the state law has changed. If our water system has 3 positive coliform bacteria readings in a continuous 18 month period, the Rim will need to permanently chlorinate the water.

. The water warming up in the reservoir in the summer has been a concern. The board has approved the purchase of a mixer for the reservoir tank, to keep the warm water in the top of the tank mixed with the cold water in the bottom of the tank.

A guest asked the cost to build Alpine Park, the children's play park. Patti Gay-Buoy will ask Celeste Jackson to email the exact cost to the member as the board did not have that figure on hand.

NEW BUSINESS

Patti Gay-Buoy, Treasurer, presented a revised dues increase plan, based on input from the membership at the last board meeting.

The revised dues increase proposal is to increase the dues in increments, instead of all at once. In 2018, the dues would increase to \$240 per year, or \$20 per month. (This would generate an additional \$19,280 above our current budget and help us pay back the money we have borrowed from reserves this year, but will not balance the budget). Then the proposal is also to increase the dues in 2019 to \$288 a year, or \$24.00 per month. (This will generate an additional \$42,000 which would pay back money borrowed from reserves the previous year in 2019, and balance the budget.) Then the proposal is to raise the dues in 2020 to \$346 per year, or \$28.83 per month. (This would generate \$70,000 which would, balance the budget and add \$19,000 to reserves and bring the reserves up to the amount suggested by our Reserve Study.) Then, the proposal for the 4th year, 2021, and into the future, is to have a gradual dues increase each year to offset the effect of inflation on employee wages and maintenance materials. The reserve study by Schwindt and Company suggest a 2.5% yearly dues increase to cover the affect of inflation on our reserve fund an additional, not yet determined cost of inflation on our operating budget that includes office supplies, wages, and pool expenses. This would be approximately 2.5%. The board is discussing an on going dues increase, typical of inflation, with a cap on the upper limit. This is to prevent the board from coming back to the membership in a few years with another large dues increase in order to combat inflation. A 5% increase in the fourth year would be \$17.30 increase a year or \$1.44 increase a month. This gradual increase each year would prevent a large increase such as the board is asking for at this time, and keep up with inflation. In a year of no inflation, the board would not raise the dues at all. In a year of high inflation, the board could only raise dues up to the pre determined cap. A suggested cap, by Betty Draper, Trustee, was 10%, but a board decision has not been reached.

An email question asked by a member was shared with the board. The member asked the cost of the swimming pool. The current budget allocates \$6,464.97 for running of the pool and \$13,856.86 for wages. The member also wanted the board to know that they have been keeping a common space trail free of trail vegetation that is constantly growing and requires cut back once to twice a year. The board appreciated this member letting us know and the information is noted by the Facilities Manager.

The new proposed dues increase will be placed on the web site and on the bulletin boards around the Rim and there will be an email to those members who have given their email to the Rim Office.

On our next board meeting, August 31, 2017, there will be another chance for the membership to attend and make comments, questions, and suggestions on the proposed dues increase before the ballots come out and the annual meeting occurs on September 24, 2017.

A guest at the meeting asked if a copy of the 2017 budget, a copy of the treasurer's report, and a copy of the draft of the Rim maintenance plan could be available to people attending the next board meeting. The maintenance plan was prepared by Schwindt and Company and contains the information about the future maintenance concerns facing the Rim membership. The final draft is not available as yet. The board agreed to make some copies; however, these are also available now, by calling Celeste Jackson at the Rim Office and requesting them to be emailed.

STAFF REPORTS

The Security Report was given by David Doody.

A car was spotted on July 11, driving slowly and making frequent stops. David stopped and gave directions, and checked to see if the car was at the address requested.

On July 16th a resident reported to David that the resident had stopped a young man attempting to jump the fence into the swimming pool after hours. The young man responded to questioning by the member and left. David checked to make sure no one of that description, was again trying to enter the pool after hours.

On July 19th, a cougar was spotted going across Mountain Creek Circle road, down an embankment and into a yard.

On July 20th, a street sign was down. David picked it up and brought it to the Rim shop, so it could be reinstalled.

The Phillip Merrill Water Report was read by Patti Gay-Buoy.

Wells 1 and 2 pumped 2,565,000 gallons compared with 2,892,000 for 2016.

A major water leak was repaired for the Hoodvale water users. Usage was 40,800 compared to 23,600 for 2016.

Coliform bacteria samples were taken on June 10, 2017. No coliform was present and no e-coli were detected.

Chlorination was started on June 30, 2017 as a routine preventative measure as the water reservoir temperature was likely to rise with the warmer weather and the chance of a positive bacteria sample increases.

Phillip Merrill reported that he has been working with Steve Prestwood on the upgrade to the Wonderware SCADA computer program that is used by the water company. He reported that he checked an irrigation system for a member to determine if it had a backflow assembly. Phillip was on site on June 19, 2017 to work on a fire hydrant repair. Patti Gay-Buoy read Don Shay's Facilities Report.

Don Shay reported that he and Phillip Merrill will be putting in the mixer on the water tank the first or second week of August. Don reported that he has completed the lodge and swimming pool deck structural repair. The staining and stairs will be done at a later date.

Don Shay reported that he was working with Don Calkins on maintaining the water line which crosses the river to division 5. Some development is being done in that area. As of now, a floodplain permit has not been issued for the lot where the water line easement exists, and the county is reviewing the permit request for building on the lot. The permit has not yet been issued. Don Shay and Don Calkins will continue to work with the owner, in order to protect the water line to division 5.

Don Shay requested money for a bike rack for the lodge parking lot. The board believes that they need more information before a new bike rack is purchased.

Patti Gay-Buoy read Celeste Jackson's Office Report.

Celeste Jackson reported that there were no new collections.

Celeste did research on the cost of painting the tennis courts. The tennis courts are 6100 sq. ft. The Duracourt paint will cost about \$2,144.87. The office will look into more paint options. No decision to repaint the tennis courts has been made at this time. Volunteers are still being sought for the task; although the money for the paint is also a problem.

Celeste reported that she, the Office Manager and Don Shay, the Facilities Manager will be willing to put into place the communication plan between Rim employees and the board. This is a management plan suggested by Don Calkins, Board President. The plan is, that if an issue arises, and there is no board policy in place that allows the Office Manager or Facilities Manager to respond to the issue, Celeste Jackson, Office Manager and/or Don Shay, Facilities Manager, will prepare an information packet a week ahead of the board meeting, and brainstorming the possible solution. The information packet will go by email to the board a week before the next board meeting. At the board meeting, the board will say, "yes" or "no" to the proposed solution.

The management plan also includes the provision for a member to have an issue placed on the addenda for the next board meeting. The member will be able to address the board instead of addressing office or facilities staff, saving that staff much needed time.

On the board's request, the office will go back to previous hours beginning in August. The office needs to use these hours to prepare for the Annual Meeting. Celeste needs to prepare a mailing to go out to members before the Annual Meeting. The board would like Celeste to create the usual member packet and be prepared to add the finalized dues increase proposal when it is ready.

The board would like to have members put their names on the ballot to be elected as a new board member. If you are interested, please give your names and qualifications to the Rim office, so your name can be put on the ballot and can be voted on at the Annual Meeting. Being on the board is a valuable service to the community, and is a way for a person to help guide the Timberline Rim Recreation Club into the future.

The Treasurer's Report was given by Patti Gay-Buoy.

The Recreation Club income year to date is \$73,317.24. The budgeted year to date is \$95,644.13. The operating expenses year to date are \$78,042.02. The budget for operating expenses year to date are \$66,230.85. The Recreation Club's operating expenses year to date are over budget by \$11,811.17.

The Water Company income year to date is \$135,983.19. The budgeted year to date is \$134,386.12. The operating expenses year to date are \$67,899.10. The budget for operating expenses year to date are \$77,915.92. The Water Company's operating expenses year to date are under budget by \$10,016.82.

The board read the Board Minutes of June 29, 2017 and the Executive Board Minutes of June 29, 2017 and July 18, 2017.

Patti Gay-Buoy made the motion to approve the Board Minutes of June 29, 2017, the Executive Board Minutes of June 29, 2017, and the Executive Board Minutes of July 18, 2017 as written. Charles Martin seconded the motion and the motion passed.

The meeting was adjourned at 9:35 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
August 31, 2017

The meeting was called to order at 7:02 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Betty Draper (Lot 353), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Gay-Buoy (Lot 483). A board quorum was established.

Guests were present.

NEW BUSINESS

This regular board meeting is the second board meeting dedicated to discussing the proposed Recreation Club dues increase with the membership.

The following suggestions were made by the guest members regarding the dues increase.

The suggestion was made to let the membership know what part of the dues increase was going into the Reserve Fund and what part of the dues increase was going to operating expenses. The board said they would do this. The board stated that this year, with the current \$200 a year dues, no money has gone into reserves.

A guest asked the consequences to members if this dues increase does not pass. The board answered that the consequences would be many special project assessments. The downside of this is that it does not allow for a gradual building up of funds. The board has felt that raising funds this way would be a hardship for many residents, and not provide any operating expense money. If the board can't show fiduciary responsibility, a court could require that the Rim be managed by a paid management company instead of a board of volunteers, raising the cost to the membership.

The suggestion was made that the Rim Office send an email to all residents who have their email address on file, reminding members of the importance of attending the annual meeting or participating in voting by giving a neighbor or the Rim Office a proxy.

The suggestion was made to ask the membership for a dues increase for reserves, an increase every year for three years, based on the Schwindt and Company Reserve Study. And also to ask the membership

for a dues increase for operating expenses based on actual current expenses for 2016-17 and expected expenses for 2018, factored into a separate one year dues increase.

A member asked what amount of dues increase was needed for maintenance projects. The board referred to the projects outlined in the Reserve Study and Maintenance Plan. Copies of these were shared with the guests. The decision was made to share these with the entire membership by placing the document on-line. To print them for 482 lots would be too expensive. They will appear on the timrimcommunity.org web site.

The suggestion was made that the board make an operating budget draft, (which is separate from the reserve fund budget), by October, so that the budget draft can be used in determining the amount needed for an operating budget dues increase.

The suggestion was made that we ask the membership to come at 1:00 PM to the Annual Meeting, September 24, 2017; in order for members to sign in and study the financial information included in the ballot. The meeting will start at 2:00 PM. They also thought we should provide no refreshments as this would be a savings for the current operating budget.

One of our members lives part time in an HOA in Florida, and has agreed to do a presentation at the annual meeting about the fiduciary responsibility of an HOA board. He had been a board member at his other HOA, and faced the same problems as our HOA due to of lack of funding.

STAFF REPORTS

The Phillip Merrill Water Report was read by the board.

Wells 1 and 2 pumped 3,250,000 for July compared with 2,598,000 for 2016. Coliform bacteria samples were taken on 7/10/2017. No coliform was present and no e-coli were detected. Chlorination was started on 6/30/17 and ran through 7/19/17. The Rim Water Company is trying to prevent permanent chlorination of our system. This would occur if another water sample tests positive for coliform bacteria. This bacterium is not harmful in itself, but is an indicator bacteria. County water rules concerning positive tests changed in the last few years. We have had two positive tests.

A guest asked about water quality in Division 5. They believed it to be poorer than last year. Don Calkins stated that during water testing, the water quality appears to be the same as in previous years; however, a water mixer is being added to the water tank next month. This should mix the warm water at the top of the tank with the colder water at the bottom, providing for cooler water running through the pipes during the summer.

The Facilities Report by Don Shay was read.

Don presented the safety issue that is created when bikes parked in the pool parking lot are laid on the ground, or pushed between slats of the deck fencing to hold them up. Scooters are particularly problematic. Don Shay requested the purchase of a bike rack.

Charles Martin moved that a new bike rack be purchased for the pool parking lot at approximately \$350.00. Patti Gay-Buoy seconded the motion and the motion passed.

The Security Report by David Doody was read.

The locks on the Rim buildings and the burn pile locks were checked each shift.

A black Suburban was reported tailgating in the Rim, and was considered suspicious. David said he will watch for any suspicious driving by a black Suburban.

A drone was spotted flying above the river one night. David will continue to monitor for any suspicious behavior by the drone operator.

Three youths were in a vacant Timberline Rim lot they did not own, and were asked to leave.

The Office Report by Celeste Jackson was read.

Timberline Rim received a letter from the owner of lot 1, by the tennis courts. The owner asked Rim personnel to remove the fencing from his yard and to put up "no trespassing" signs. The owner had not authorized the addition of fencing to his yard and wanted it removed. He offered to pay the cost of doing so. No charge was made to the lot owner for this, as the cost was negligible.

Celeste reported that corrections were made to the draft of the Reserve Study and Maintenance Plan. Primarily, some equipment was mentioned in the report that the Rim does not own, such as exercise equipment, dining room, spa, and whirlpools. This wording will be removed in the 2019 update.

Celeste reported that concrete repair for the mailbox location for Divisions 1 to 4 is not possible. The repair was scheduled for a maintenance repair of \$10,000. After getting an estimate from Hal's Construction, it was determined that this type of concrete could not be repaired, but could be replaced at a rough estimate of \$20,000. This does not include a cover for the mailboxes which would need to be budgeted for as a project.

The Treasurer's Report was given by Patti Gay-Buoy.

The Recreation Club income year to date is \$80,855.27. The budgeted year to date is \$106,433.47. The operating expenses year to date are \$90,834.56. The budget for operating expenses year to date are \$77,669.63. The Recreation Club's operating expenses year to date are over budget by \$13,164.93.

The Water Company income year to date is \$149,909.98. The budgeted year to date is \$150,013.36. The operating expenses year to date are \$78,739.09. The budget for operating expenses year to date are \$90,453.05. The Water Company's operating expenses year to date are under budget by \$11,713.96.

Patti Gay-Buoy, Treasurer, will draft a 2018 operating budget. This budget, plus the Reserve Fund budget, will make up the total budget for 2018. The figure for the Reserve Fund budget will be taken from the recommendations by Schwindt and Company in their Reserve Study.

OLD BUSINESS

Discussion on the water company generator will be tabled until the September meeting.

Discussion on the new well in Division 5 will be tabled until the September meeting.

Up dating the current Recreation Club by-laws was discussed. Betty Draper suggested that each section of the by-laws in need of change be addressed separately in the ballot for the September 24, 2017 Annual Meeting and the board agreed.

Patti Gay-Buoy discussed up dating the ownership information on Tim Rim Tax Lots. Some are out dated. It will need to be corrected with Clackamas County. Patti Gay-Buoy will research the different types of taxes that pertain to different lots owned by the Rim or owned in common by the Rim membership.

Patti Gay-Buoy will ask Rim webmaster, David Buoy, to post the draft of the reserve study to timrimcommunity.org. our web site.

APPROVAL OF THE MINUTES

Patti Gay-Buoy moved to approve the minutes of the Regular Board Meeting of July 27, 2017 as written. Charles Martin seconded the motion and the motion passed.

Patti Gay-Buoy moved to approve the minutes of the Executive Board Meeting of July 27, 2017 as written. Charles Martin seconded the motion and the motion passed.

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

Respectfully Submitted, Betty Draper, Secretary.

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
SPECIAL BOARD of TRUSTEES Meeting
SEPTEMBER 7, 2017

The meeting was called to order at 7:00 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5), and Lilli Sawyer (Lot 236).

A board quorum was established.

This meeting was called by Betty Draper, Secretary, to discuss the upcoming Annual Meeting of the Timberline Rim membership on September 24, 2017.

The board was notified on September 6, 2017, by Celeste Jackson, Office Manager, at the request of Betty Draper, Secretary.

At the Annual Meeting, the board is calling a vote on changes to the current Timberline Rim Recreation Club, Inc. by-laws. One of the proposed changes is a change in ARTICLE VIII Assessments, concerning Timberline Rim common areas, and reads as follows: The Board of Trustees, being charged with the duty to maintain the areas used in common shall establish policies governing activities on the common areas. The Board of trustees may assess a fine not greater than the amount set forth in a fine schedule approved by the Board of trustees.

At this meeting, the board drafted this proposed fine schedule.

DAMAGE TO TIMBERLINE RIM RECREATION CLUB, INC. PROPERTY AND COMMON AREA INFRACTION FINE SCHEDULE

As stated in the Timberline Rim Recreation Club, Inc. by-laws, a fine may be imposed for an infraction on/or to Timberline Rim common area by the Timberline Rim Recreation Club, Inc. Board of Directors.

Upon the first notice, a certified letter will be sent to the responsible lot owner stating a fine of up to \$50.00 and/or the cost of repairing or mitigating the damage. A lot owner will have ten calendar days from the mailing date of the certified letter to pay said fine.

If payment has not been made within ten calendar days from the original notice, a second certified letter will be sent to the responsible lot owner stating a fine of up to \$500.00 and/or the cost of repairing or mitigating the damage. A lot owner will have ten calendar days from the mailing date of the second certified letter to pay said fine.

If payment has not been made within twenty calendar days from the original notice, and ten calendar days from the second notice, a third certified letter will be sent to the responsible lot owner stating a fine of up to \$2,000 and/or the cost of repairing or mitigating the damage. A lot owner will have ten calendar days from the mailing date of the third certified letter to pay said fine.

If payment is delayed beyond thirty days from the original notice of infraction, legal action may be pursued with no monetary limit.

The board reviewed our typical legal action. Celeste stated that our typical legal action is to take the debtor to Small Claims Court and let the presiding judge file a lien on the debtor's credit. When this happens, their wages can be garnished for payment. This results in a better payment result than when a lien is placed on a home or property. In the case of placing a lien on a home or property, the loan may be uncollectable if the property is abandoned or goes through bankruptcy.

Lilli Sawyer moved to apply the above DAMAGE TO TIMBERLINE RIM RECREATION CLUB, INC. PROPERTY AND COMMON AREA INFRACTION FINE SCHEDULE and finalize it into a policy, if the by-laws are changed in Article VIII – Assessments, at the Annual Meeting, September 24, 2014 of the Timberline Rim Recreation Club, Inc. Charles Martin seconded the motion and the motion passed.

The board discussed the draft of the agenda for the Annual Meeting. The board agreed that the meeting will follow Robert's Rules of Order and limit new topics to a 3 minute presentation that will occur at the end of the regular order of business. Members will be informed of this at the beginning of the agenda. Members will be given cards where they can write their name and lot number and the topic or topics that

they would like discussed. Questions pertaining to items on the agenda will be taken during the meeting, as they apply to the topic. The additional topics brought up by members may be presented at the Annual Meeting; but, will be added to the agenda of the next board meeting September 28, 2017.

The meeting was adjourned at 7:40 PM by Don Calkins, President.

Respectfully Submitted, Betty Draper, Secretary.

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
September 28, 2017

The meeting was called to order at 7:00 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5) and Patti Gay-Buoy (Lot 483). A board quorum was established.

Guests were present. Don Calkins introduced the board to the guests and had the guests introduce themselves.

Voting results from the Annual Meeting of September 24, 2017 were presented by Patti Gay-Buoy, Treasurer.

Celeste Jackson, Office Manager, Faye Hofstetter, Office Assistant, and David Doody, Rim Security had counted the ballots following the Annual Meeting. David Doody does not live in the Rim and acted as control.

The motion was made by Kim Wood-Saldana to accept the results of the vote taken at the Annual Meeting as presented by Patti Gay-Buoy, Treasurer. The motion passed.

154 votes were cast. A quorum was established.

Bylaws changes

- 1) Approved, Bylaws as a whole, updated to gender neutral language, 119 votes in favor.
- 2) Approved, Article I, Section I, removal of referred to the “maintenance of sanitary sewer system” that the Rim no longer manages, 109 votes in favor.
- 3) Approved, Article II, Section I, corrected the word “vice” to “voice”, 138 in favor.
- 4) Disapproved, Article V, Section 4, removing the reference to modes of communicating with board members by telegraph, and replacing it with by email, 95 in favor.

5) Disapproved, Article VIII, Section 4, removing the reference to the architectural committee that we no longer have, and adding language to allow the board to maintain common Rim property by using notification to members of the amount to restore property, and a fine schedule, 84 in favor.

Dues increase

Part 1) Disapproved, Article VIII, Section I, no changes will be made to current bylaws verbiage to allow the board to increase dues yearly based on the operating budget for the next year and Reserve funding unless voted against by the membership, 84 in favor.

Part 2) Approved, a dues increase for one year from \$200.00 to \$264.00. 154 votes were cast. 91 votes were cast in favor and 63 against. Part 2 budget- passed by majority.

STAFF REPORTS

Patti Gay-Buoy read Phillip Merrill's Water Report.

Celeste Jackson gave Don Shay's Facilities Report.

Celeste Jackson gave the Office Report.

David Doody gave the Security Report.

Patti Gay-Buoy gave the Treasurer's Report.

COMMITTEE REPORTS

The board chose to table the selection of a new Fire Safety coordinator.

NEW BUSINESS

Timberline Recreation Club and Water Company Board of Trustees are required to elect officers at the first board meeting following the annual meeting as stated in the bylaws.

Kim Wood-Saldana nominated Don Calkins for President. Patti Gay-Buoy seconded the motion and the motion passed.

Kim Wood-Saldana nominated Betty Draper for Secretary. Patti Gay-Buoy seconded the motion and the motion passed.

Charles Martin nominated Kim Wood-Saldana for Vice President. Patti Gay-Buoy seconded the motion and the motion passed.

Kim Wood-Saldana nominated Betty Draper for Treasurer. The motion passed.

OLD BUSINESS

Generator

New well in Division 5

APPROVAL OF MINUTES

The minutes of the Board Meeting of August 31, 2017 and Special Board Meeting Minutes of September 7, 2017 were read by the board. Patti Gay-Buoy moved to approve the minutes as written. The motion passed.

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

Respectfully submitted, Betty Draper, Secretary.

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
October 26, 2017

The meeting was called to order at 7:03 PM by Don Calkins, President. The following board trustees were present: Don Calkins (Lot 298), Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), and Patti Gay-Buoy (Lot 483). No members were absent. A board quorum was established.

OPEN TO MEMBERS COMMENTS AND QUESTIONS

Guests were present. The guest's names are as follows: Marty Keeter (Lot 57), Jessica Thomason (Lot 356), Krista Frank (Lot 355), Meg Eaton (Lot 41), Dona Rogers (Lot 278), Jack and Sarah Gann (Lot 381), Ed Monish (Lot 273), and Sarah Roberson (Lot 450).

Krista Frank asked about removing a hazardous tree.

Kim Wood-Saldana moved that Krista Frank be allowed to cut down and remove a hazardous old maple tree that is part way on the Krista Frank's property and partway on Timberline Rim common area on the corner of Lodge Lane and Lupine Drive (Lot 355) at her own expense. The motion passed unanimously.

NEW BOARD MEMBERS:

Don Calkins introduced the new board members voted in at the Annual Meeting of membership on September 24, 2017 at the Mt. Hood Lion's Club. The new board members elected to a three year term are Mary Finnegan and Jessica Thomason. The board member re-elected to a 3 year term is Lilli Sawyer. The newly elected board members accepted their positions.

STAFF REPORTS;

Patti Gay-Buoy read Phillip Merrill's water report.

Charles Martin read the Facilities report.

Celeste Jackson gave the office report.

Duplication of Documents Policy.

Kim Wood-Saldana made the motion to accept the Timberline Rim Recreation Club and Timberline Rim Water Company Document Reproduction Policy as written. The Policy was approved unanimously.

The Security Report was given by David Doody.

The Treasurer's Report was given by Betty Draper, Treasurer.

The draft of the 2018 budget was presented to the board.

Kim Wood-Saldana moved that the Kid's Club after school Program be cut from the budget. The vote was taken and the motion passed unanimously.

Election of Officers.

Lilli Sawyer nominated Kim Wood-Saldana for President. The board voted and the vote passed with Charles Martin registering a negative vote.

Patti Gay-Buoy nominated Charles Martin for Vice President. The board voted and the vote passed with Kim Wood-Saldana registering a negative vote.

Betty Draper nominated Mary Finnegan for Secretary. The board voted and the vote passed unanimously.

Patti Gay-Buoy nominated Betty Draper for Treasurer. The board voted and the vote passed unanimously.

Signers on Bank Accounts

Kim Wood-Saldana moved to designate new signers on the OnPoint Bank accounts and the Clackamas County Bank accounts. The signers for all accounts will be: Kim Wood-Saldana, President, Charles Martin, Vice President, Mary Finnegan, Secretary, Betty Draper, Treasurer, and Jessica Thomason, Trustee. The old signers Don Calkins, and Patti Gay-Buoy will be removed. The motion passed unanimously.

Waiver for Volunteers.

Betty Draper made the motion to approve the new Waiver Form for Timberline Rim Recreation Club volunteers and that, for each project or event, a volunteer need to sign the waiver before they volunteer and that, the Waiver Forms will be kept on hand in the Timberline Rim Office. The vote was taken and passed unanimously.

Approval of Minutes.

Kim Wood-Saldana moved to have Secretary, Betty Draper, correct the minutes of the previous board meeting, September 28, 2017; so that the minutes only contain motions, resolutions, and items voted on, as per Robert's Rules of Order. The vote was taken and passed.

Patti Gay-Buoy moved to accept the minutes as corrected. The vote was taken and passed.

The motion was made at 9:30 PM to move to an Executive Session, to discuss attorney information and personal member information. The motion passed.

The motion was made to return to Regular Board Session at 10:00 PM. The motion passed.

The meeting was adjourned at 10:00 PM by Don Calkins, President.

Respectfully submitted, Betty Draper, Secretary

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
November 30, 2017

The meeting was called to order at 7:01PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5), Lilli Sawyer (Lot 236), Patti Gay-Buoy (Lot 483), Jessica Thomason (Lot 356) and Mary Finnegan (Lot 322-323) No members were absent. A board quorum was established. (2 board positions are vacant)

Staff present: Office Manager, Celeste Jackson and Security Patrol, David Doody.

6 guests were present: Dona Rogers (Lot 278), Sally Reintjes (Lot 129), Sarah Roberson (Lot 450), Marty Keeter (Lot 057), Meg Eaton (041), Virginia Martin (Lot 491-495).

Board Agenda order of items

Motion by Betty Draper to move agenda item #7 "Open to Membership Comments & Questions: Members' Forum" from the end of the meeting to right after the Roll Call for the convenience of our members. The motion was seconded and passed unanimously.

Facilities Manager Report

Jessica Thomason moved that all Water Company maintenance be handled by Phillip Merrill. In addition, eliminate the Recreation Club in-house maintenance position. Bids will be sought by the Office Manager for contractors to do the maintenance, per our maintenance plan, for the Recreation Club. This will be for up to a one-year trial unless we find it is exceeding our maintenance budget. The motion was seconded and passed unanimously.

Board Member, Patti Gay-Buoy left at 7:57. A quorum was still established.

Security Report/Burn Pile

Mary Finnegan moved that David Doody look into security options to prevent improper dumping at the Burn Pile. The motion was seconded and passed unanimously.

Mailbox location

Charles Martin moved that the mailboxes be re-located to where the basketball court is now, near the Lodge. The Office Manager will get bids and prepare a timeline. The motion was seconded and passed unanimously.

Basketball court location

Betty Draper moved that the Office Manager get bids on moving the basketball court to Alpine Park since the basketball court will be displaced by the mailboxes. The motion was seconded and passed unanimously.

Mailbox Safety

Betty Draper moved that the maintenance person remove shrubbery around the mailboxes to increase visibility and prevent vandalism and theft. The motion was seconded and passed unanimously.

Betty Draper moved that the Office Manager investigate solar or battery operated spotlights which will be shielded and aimed at the darker areas in the back of the mailbox area. No more than \$50 will be spent. The motion was seconded and passed unanimously.

Treasurer's Report

Betty Draper moved that the 2018 Budget (for Water Co and Recreation Club) be approved at the December 28, 2017 board meeting. The motion was seconded and passed unanimously.

Betty Draper moved that \$28,000 be transferred from the Water Company's operating fund to the Water Company's reserve fund; and that \$25,000 be transferred from the Water Company's operating fund to the Water Company's capital improvement fund. The motion was seconded and passed unanimously.

Committee Report

Betty Draper moved that the board members read the document "Fire Safety/Common Area Coordinator, Draft" and be prepared to discuss and act on the coordinator/volunteer option at the December 28, 2017 board meeting. The motion was seconded and passed unanimously.

New Business

Mary Finnegan moved that the Board accept as written and amended to the document titled "Board Members Responsibilities". The motion was seconded and passed unanimously.

Lilli Sawyer moved that the office staff acquire all needed fiduciary responsibility documents and materials to provide to board members. The motion was seconded and passed unanimously.

Lilli Sawyer moved that the Board accept Sarah Roberson's application to serve on the Board. Sarah will fill the open position with the term ending in 2018. The motion was seconded and passed unanimously.

Charles Martin moved that the Board get Phillip Merrill's opinion on an individual's request to connect to our water system and the Board would make a decision at the December 28, 2017 meeting. The motion was seconded and passed unanimously.

Betty Draper moved that the Office Manager purchase cards or gifts for staff, board members and family members who have reached milestones in their lives such as retirement, death, birth. A limit of \$70 per commemorative gift is set. The motion was seconded and passed unanimously.

Old Business

Betty Draper moved that Charles Martin and Sarah Roberson work with Phillip Merrill and the facilities manager to form a Division 5 Well Committee. The motion was seconded and passed unanimously.

Betty Draper moved that Kim Wood-Saldana look into grants and grant writers to help fund the well in Division 5. The motion was seconded and passed unanimously.

Approval of Minutes

Lilli Sawyer moved that the minutes of the Oct 27, 2017 meeting be approved as amended. The motion was seconded and passed unanimously.

Executive Session

Betty Draper moved to move into Executive Session at 10:16 pm to discuss a contract. Celeste Jackson, Office Manager, was invited to join the session. The motion was seconded and passed unanimously.

Betty Draper moved that the Board adjourn from Executive Session at 10:57 and return to Regular Board Session. The motion was seconded and passed unanimously.

The meeting was adjourned at 10:58 by Kim Wood-Saldana, President.

Respectfully submitted, Mary Finnegan, Secretary

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
December 28, 2017

The meeting was called to order at 6:58 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Charles Martin (Lot 491-5), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450) and Mary Finnegan (Lot 322-323). Lilli Sawyer (Lot 236) and Patti Gay-Buoy (Lot 483), were absent. A board quorum was established. (1 board position is vacant)

Staff present: Office Manager, Celeste Jackson and Security Patrol, David Doody.

Guests: Marty Keeter (Lot 057)

Division 5 well update

Betty Draper moved that our Division 5 well committee contact the owner living closest to our proposed #1 priority well site. The Office Manager will join committee members Charles Martin and Sarah Roberson to present the owner with a copy of the facts we have ascertained and discuss our well options with her. The motion was seconded and passed unanimously.

Water Company update

Betty Draper moved that the Office Manager solicit names, recommendations and bids for water specialist attorneys who are experienced with handling water company issues to help us facilitate our current and future needs. The motion was seconded and passed unanimously.

Charles Martin left at 7:32 pm. A quorum was still established.

Timberline Rim Newsletter

Jessica Thomason moved that Timberline Rim board members each take a month and write the newsletter which is due in to the Office Manager by the 10th of each month and emailed to members by the 15th. Board members are assigned by last name in alphabetical order starting with Betty Draper for January.

Water Billing Policy for Courtesy Cutoffs

Sarah Roberson moved that the Water Billing Policy for Courtesy Cutoffs be replaced with the Water Billing Policy for Temporary Disconnects. The motion was seconded and passed unanimously.

Nonpayment of Recreation Club Dues

Jessica Thomason moved to table the discussion of foreclosing on members' property for nonpayment of Recreation Club Dues as stated in the by-laws until the next meeting. The motion was seconded and passed unanimously.

Recreation Club Budget 2018

Betty Draper moved to approve the Recreation Club budget for 2018 with the amendment that we remove facilities mileage of \$1,865.21 (line item 5009.6) and move it to a new line item which will be called contractor services. The motion was seconded and passed unanimously.

Water Company Budget 2018

Betty Draper moved that we accept the Water Company Budget for 2018 as written. The motion was seconded and passed unanimously.

New Account at Clackamas County Bank

Sarah Roberson moved to have \$28,000 transferred from Clackamas County Water Operating Account ending in 2643 into a new money market account at Clackamas County Bank labeled Reserve Account. The signers will be Kim Wood-Saldana-President, Charles Martin- Vice President, Mary Finnegan-Secretary, Betty Draper-Treasurer and Jessica Thomason- Trustee. The reason for opening this new account is because On Point Water accounts are reaching the insured threshold of \$250,000.00 and the board must keep the membership money secure. The motion was seconded and approved unanimously.

Fire Safety Committee

Sarah Roberson moved to table the discussion of appointing new board members or volunteers to the Fire Safety Committee until the next meeting. The motion was seconded and passed unanimously.

Request for all members' names and mailing addresses

Betty Draper moved that we provide Fran Langston with the names and mailing addresses of all members of the Timberline Rim HOA, because it is required by HOA law and she has requested it. The motion was seconded and passed unanimously.

Notifying Timberline Rim members of our intent to provide names and addresses

Sarah Roberson moved that we notify the members by email and post notices by the mailboxes of our intent to provide Fran Langston with the members' names and address. The motion was seconded and passed unanimously.

Copies of Water Company bank statements to be provided

Betty Draper moved that we provide Fran Langston with copies of the January and February 2015 Water Company bank statements in redacted format and charge her \$10 plus ten cents a page per our Water Company Document Reproduction Policy. The motion was seconded and passed unanimously.

Timberline Rim Attorney responsibilities

Betty Draper moved that Kim Wood-Saldana call our attorney and ask him to not respond to individual HOA members but instead refer them to the Timberline Rim Board or to contact their own attorney. The motion was seconded and passed unanimously.

Requests from individuals to hook up to Timberline Rim Water Company.

Mary Finnegan moved that we table the discussion on individual requests to hook up to our water system until we hire a water specialist attorney. The motion was seconded and passed unanimously.

Minutes during Executive Sessions

Sarah Roberson moved that we not take minutes during executive sessions. The Board will return to regular session and make any necessary motions which will be voted on at that time and be recorded in the regular session meeting minutes. The motion was seconded and passed unanimously.

Approval of November 2017 minutes

Betty Draper moved that we accept the minutes of the November 2017 meeting as corrected. The motion was seconded and passed unanimously.

Bike Rack for the Pool area

Betty Draper moved that we not purchase the bike rack for the pool until next summer. The bike rack purchase was approved at the August 2017 meeting. The motion was seconded and passed unanimously.

Baby Pool Cover

Betty Draper moved that we do not use the additional \$1,000 to cover the baby pool as originally planned. The motion was seconded and passed unanimously.

Executive Session

Betty Draper moved to move into Executive Session at 10:11 PM to discuss contracts.

Celeste Jackson, Office Manager, was invited to join the session. The motion was seconded and passed unanimously.

Betty Draper moved that the Board adjourn from Executive Session at 10:41 and return to Regular Board Session. The motion was seconded and passed unanimously.

Contracts

Betty Draper moved that we accept the contract for Deb Hambo for monthly accounting services. The motion was seconded and passed unanimously.

Betty Draper moved that we accept the contracts for Merrill Water System Management: a 5 year water system operation contract and a 1 year water system maintenance contract. The motion was seconded and passed unanimously.

Betty Draper moved that we request the Facilities Manager to tender his written resignation that he already gave verbally to the President, Kim Wood-Saldana and the Office Manager, Celeste Jackson. We will then offer him temporary employment at no more than 20 hours per week at his previous pay scale. The motion was seconded and passed unanimously.

Attendance at Board Meetings by staff

Sarah Roberson moved that every department have a representative come to the monthly board meeting and present an oral presentation or provide the board with a written report. The motion was seconded and passed unanimously.

The meeting was adjourned at 10:58 PM by Kim Wood-Saldana, President.

Respectfully submitted, Mary Finnegan, Secretary