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Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
January 25, 2018
Approved

The meeting was called to order at 7:01 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450) and Mary Finnegan (Lot 322-323), Lilli Sawyer (Lot 236) and Patti Gay-Buoy (Lot 483)

Charles Martin (Lot 491-5) was 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 57); Tom Coogan (145); Tony Rukavainia; Johnny Eaton (Lot 41), Heidi Maize (Lot 337), Michael Morrow (Lot 225), Dona Rogers (Lot 278) and Ed Monish (Lot 273)

Burn Pile Kim Wood-Saldana moved that the Security Patrol buy a battery operated game camera and install it at the Burn Pile. The camera will need Internet access. The motion was seconded and passed unanimously. The security budget did not have the full funds needed for the cost of the camera and the ongoing Internet fees. One guest and 2 board members donated the remaining funds needed.

Unauthorized entry into the Burn Pile Kim Wood-Saldana moved that we table the discussion on repercussions for unauthorized entry into the Burn Pile. The motion was seconded and passed unanimously.

Water Specialist Attorneys Kim Wood-Saldana moved that we table the discussion on hiring a water specialist attorney until we investigate this a little further. The motion was seconded and passed unanimously.

Pool Schedule and Opening/Closure dates Kim Wood-Saldana moved that we table this discussion until we review the pool budget and clarify pool attendant salaries. The motion was seconded and passed unanimously.

Board members responding to posts on Next Door social media. Jessica Thomason moved that board members not respond to comments on Next Door. The motion was seconded and passed.

Board of Directors group email address. Patti Gay-Buoy moved that all board members read emails received in this group email address. Timberline Rim members who have questions that only the Board can answer may send queries to this address. The emails will be read at the next board meeting. Members who send a message to this email will receive an automated response. The motion was seconded and passed unanimously.

Approval of December 28, 2017 minutes Lilli Sawyer moved that we accept the minutes of the December 28, 2017 meeting as corrected. The motion was seconded and passed unanimously.

Executive Session Betty Draper moved that we move to Executive Session at 9:36 PM to discuss contracts. Celeste Jackson, Office Manager, was invited to join the session. The motion was seconded and passed unanimously.

Kim Wood-Saldana moved that the Board adjourn from Executive Session at 10:29 PM and return to Regular Board Session. The motion was seconded and passed unanimously.

Amendment to resolution on Board Members posting to Next Door site
Patti Gay-Buoy moved that we amend our resolution to state that Board Members would not respond to any posts regarding Timberline Rim business on the Next Door social media site. The motion was seconded and passed unanimously.

Contract for landscape maintenance
Kim Wood-Saldana moved that we accept the contract as stated for Pablo's Gardening Services. The motion was seconded and passed unanimously.

Contract for handyman services
Patti Gay-Buoy moved that we ask the Office Manager to seek bids and hire a handyman for up to 8 hours a week. The motion was seconded and passed unanimously.

The meeting was adjourned at 10:33 by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved 3-29-18

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
Approved
March 29, 2018

The meeting was called to order at 7:01 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450) and Mary Finnegan (Lot 322-323), Lilli Sawyer (Lot 236) and Charles Martin (Lot 491-5)

A board quorum was established. (2 board positions are vacant.) Staff present: Office Manager, Celeste Jackson and Office Assistant, Faye Hofstetter.

Guests: Marty Keeter (Lot 57); Dona Rogers (Lot 278) arrived 7:06 and Ed Monish (Lot 273)

Security cameras

Kim Wood-Saldana moved that we purchase security cameras to replace our security patrol and that we table the discussion on the details of how many, type and location. The motion was seconded and passed unanimously.

Closure of burn pile

Lilli Sawyer moved that we close the burn pile permanently and turn it into a recreation area. The motion was seconded and passed unanimously.

Preparing the burn pile area for recreation use

Betty Draper moved that we hire a contractor to clean up the area by scooping out the remaining nonburnable debris, move boulders in place to deter vehicles and prepare this area for recreation use. The motion was seconded and passed unanimously.

Hiring a water specialty attorney

Kim Wood-Saldana moved that we hire Schwabe, Williamson and Wyatt law firm to help us facilitate our current and future water needs. The motion was seconded and passed unanimously.

Hiring a collections/small claims agency

Betty Draper moved that we hire M&L Cash Flow Solutions to handle our collections/small claims complicated cases on a case by case basis. The motion was seconded and passed unanimously.

Purchasing a pool vacuum sweeper

Betty Draper moved that we purchase a pool vacuum sweeper to clean the pool this summer. This sweeper would save staff time and help keep the pool free of debris. The motion was seconded and passed.

Mailing a well update letter to Division 5 members.

Betty Draper moved that we mail a well update letter to Division 5 members. This letter was written by the Division 5 Well Committee and was reviewed by the board at the March meeting. The motion was seconded and passed unanimously.

Distributing copies of Division 5 well update letter to general membership

Charles Martin moved that the Division 5 well update letter be posted on the web site, posted on the bulletin boards and included in the Timberliner newsletter. The motion was seconded and passed unanimously.

Building a road in Division 5

Betty Draper moved that we hire a contractor to build a road in the green space area between Mt Vista Court and Boulder Court in Division 5. This road would give access to the location where a bladder truck would be located if emergency water supply was needed. The motion was seconded and passed unanimously.

Approval of minutes

Kim Wood-Saldana moved that we approve the January 2018 minutes as corrected. The motion was seconded and passed unanimously. There was no meeting in February due to the weather.

Kim Wood-Saldana moved that we move to Executive Session at 9:30 to discuss legal issues. Celeste Jackson, Office Manager and Faye Hofstetter, Office Assistant were invited to join the session. The motion was seconded and passed unanimously.

Kim Wood-Saldana moved that the Board adjourn from Executive Session and return to Regular Board Session at 10:15. The motion was seconded and passed unanimously.

The meeting was adjourned at 10:16 by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved April 26, 2018

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
Approved
April 26, 2018

The meeting was called to order at 7:00 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450) and Mary Finnegan (Lot 322-323), and Charles Martin (Lot 491-5).

Lilli Sawyer (Lot 236) was absent. A board quorum was established. (2 board positions are vacant.) Staff present: Office Manager, Celeste Jackson.

Guests: Marty Keeter (Lot 57); Hal McBride (Lot 138) and Marcia Slater (Hoodland Womens' Club)

Agenda outline and order of items

Betty Draper moved that starting next month we adopt the official agenda outline as presented by Kim Wood-Saldana. This official outline, for ex, moves approval of minutes to the top of meeting, moves old business ahead of new business and has membership comments and announcements toward the end of the agenda. The motion was seconded and passed unanimously.

Hoodland Community Park District idea

Marci Slater, a representative from Hoodland Womens' Club, gave a brief presentation on the concept of forming a Park District in Hoodland area. A handout was presented.

Approval of minutes

Kim Wood-Saldana moved that we approve the March 2018 minutes as corrected. The motion was seconded and passed unanimously.

Purchase of picnic table for the old Burn Pile area

Betty Draper moved that we purchase a picnic table for the former Burn Pile in Division 5 at a cost of no more than \$800. Signs will be displayed stating that the area is now a recreation area and no longer a burning area. The motion was seconded and passed unanimously.

Purchase of security cameras for common areas

Kim Wood-Saldana moved that we purchase security cameras, not to exceed \$2,000, to be installed in common areas. The motion was seconded and passed unanimously.

Year end funds in operating budget to be moved to a capital improvement fund

Betty Draper, Treasurer, moved that we set a new policy for Timberline Rim Recreation Club stating that any funds remaining in the operating budget at the end of the year be moved into a capital improvement fund to be used for capital expenses such as a picnic table for the Division 5 park, the mailbox project, and operating expenses that might be over budget due to inflation. The motion was seconded and passed unanimously.

New money market account to be opened at Clackamas County Bank

Kim Wood-Saldana moved that we open a money market account at Clackamas County Bank. This account will be named Capital Improvement Fund Account/Timberline Rim Recreation Club and the signers on this account will be Kim Wood-Saldana, President; Charles Martin, Vice President; Mary Finnegan, Secretary; Betty Draper, Treasurer and Jessica Thomason, Trustee. Funds in the amount of \$33,907.79 which were leftover at the end of 2017 in the Recreation Club operating budget due to cutting hours for security, maintenance, office and pool and postponing maintenance will be deposited into this new account.

Note: the following five items are all listed in the Reserve Study for 2018.

Accept bid for resurfacing the swimming pool

Betty Draper moved that we accept the bid from NW Pool and Spa to re-plaster the pool in the amount of \$15,850. The motion was seconded and passed unanimously.

Accept bid for resurfacing and painting the tennis courts and including a pickleball court

Betty Draper moved that we accept the bid from Pacific Ace to resurface and paint the tennis courts for \$6358 and add a pickleball court for an additional \$595. The motion was seconded and passed unanimously.

Refurbish the pool table and purchase a new ping pong table

Kim Wood-Saldana moved that instead of purchasing a new pool table we refurbish our current one at a cost of \$900 by Golden West Billiards and use the savings to purchase a new portable ping pong table at a cost of \$400 plus shipping. The motion was seconded and passed unanimously.

Replace the foosball table with a new one

Kim Wood-Saldana moved that we replace the foosball table with a new one at the cost of \$380. The motion was seconded and passed unanimously.

Air Hockey Table to be retired and not replaced

Betty Draper moved that we not replace the air hockey game due to lack of space and safety issues. The motion was seconded and passed unanimously.

Replace our television now instead of the scheduled year in 2020

Kim Wood-Saldana moved that we replace the TV in the Lodge with a hanging flat screen to save space. Also purchase a Blu-ray player with Internet capabilities allowing members to bring their own movies or sign into their own streaming accounts at the Lodge. Total cost less than \$850. The motion was seconded and passed unanimously.

Little Free Library to be installed in Division 5 near mailboxes

Kim Wood-Saldana moved that we allow Sarah Roberson to install a “Little Free Library” in Division 5 near the mailboxes. Sarah will take full responsibility including checking with the County for any needed permits, paying for all costs related to building and installing the library, maintaining the library and making sure it is well stocked with books. The motion was seconded and passed unanimously.

Executive Session

Kim Wood-Saldana moved that we move to Executive Session at 9:07 to discuss personnel issues and legal issues. Celeste Jackson, Office Manager was invited to join the session. The motion was seconded and passed unanimously.

Return to Regular Board Session

Kim Wood-Saldana moved that the Board adjourn from Executive Session and return to Regular Board Session at 9:29. The motion was seconded and passed unanimously.

The meeting was adjourned at 9:30 by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved May 31, 2018

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
Approved
May 31, 2018

The meeting was called to order at 7:01 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450), Mary Finnegan (Lot 322-323), and Charles Martin (Lot 491-5).

Lilli Sawyer (Lot 236) was absent. A board quorum was established. (2 board positions are vacant.) Staff present: Office Manager, Celeste Jackson.

Guests: Marty Keeter (Lot 057); Tammy and Steve Rand (Lot 441); Ian Powell (Lot 242); Dona Rogers (Lot 278); Patti Gay-Buoy(Lot 483)

Approval of minutes. Kim Wood-Saldana moved that we approve the April 2018 minutes as corrected. The motion was seconded and passed unanimously.

Survey of current mailbox location. Kim Wood-Saldana moved that we go ahead with a survey of the current mailbox area if it is clear that the monuments (markers) are missing and if the measurements show that we might have enough room to keep the mailboxes in their current location. The motion was seconded and passed unanimously.

Executive Session. Kim Wood-Saldana moved that we move to Executive Session at 8:35 PM to discuss personnel issues. Celeste Jackson, Office Manager was invited to join the session. The motion was seconded and passed unanimously.

Return to Regular Board Session. Kim Wood-Saldana moved that the Board adjourn from Executive Session and return to Regular Board Session at 10:10 PM. The motion was seconded and passed unanimously.

Office Manager authorized to flex hours. Betty Draper moved that the Office Manager be permitted to flex her hours as needed in order to take care of Timberline Rim business outside of her normal hours but total work hours will not exceed her budgeted hours.

The meeting was adjourned at 10:15 by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved June 28, 2018

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
Approved
June 28, 2018

The meeting was called to order at 7:00 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450), Lilli Sawyer (Lot 236) and Mary Finnegan (Lot 322-323)

Charles Martin (Lot 491-5) was absent. A board quorum was established. (2 board positions are vacant.) Staff present: Office Assistant, Faye Hofstetter

Guests: Marty Keeter (Lot 57)

Approval of minutes.

Kim Wood-Saldana moved that we approve the May 31, 2018 minutes. The motion was seconded and passed unanimously.

Swimming Pool Heater Repair

Jessica Thomason moved that we have a contractor look at the heater and repair or replace it as needed with a spending limit of \$4,500. The motion was seconded and passed unanimously.

Removing the tape and red paint from trees

Kim Wood-Saldana moved that we have our maintenance staff remove the plastic hazard tape and red painted "X"s from the numerous trees that were marked on community property by a member and bill the member the cost of staff time to do this as the trees do not appear hazardous. The motion was seconded and passed.

Water tank inspection

Lilli Sawyer moved that we accept the bid by LiquiVision Technology to inspect the water tank at a cost of \$2,650. The motion was seconded and passed unanimously.

Tree removal

Kim Wood-Saldana moved that we accept the bid from Simon's Tree Service received on June 19th to remove some dead trees in Division 5 at a cost of \$2,400. The motion was seconded and passed unanimously.

Tree policy

Kim Wood-Saldana moved that Betty Draper draft a policy that describes the process and procedure clearly and in detail for members to know how to alert the Board and office staff that a

tree in the common area appears to be hazardous and could be a risk to life or property. The motion was seconded and passed unanimously.

Tree removal budget

Betty Draper moved that if the tree removal budget becomes overspent, we will move funds from our new capital outlay fund to cover additional hazardous tree removal if needed. The motion was seconded and passed unanimously.

Division 5 Well Committee

Kim Wood-Saldana moved that we appoint Jessica Thomason to the Division 5 Well Committee. The motion was seconded and passed unanimously.

Reserve Study Update

Kim Wood-Saldana moved that we table the discussion of the Reserve Study update to the September meeting. The motion was seconded and passed unanimously.

Executive Session. Kim Wood-Saldana moved that we move to Executive Session at 9:10 PM to discuss an individual lot legal matter. The motion was seconded and passed unanimously.

Return to Regular Board Session. Kim Wood-Saldana moved that the Board adjourn from Executive Session and return to Regular Board Session at 9:29 PM. The motion was seconded and passed unanimously.

The meeting was adjourned at 9:30 PM by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved July 26, 2018

Minutes for
Timberline Rim Recreation Club, Inc.
Timberline Rim Water Company, Inc.
BOARD of TRUSTEES Meeting
Approved
July 26, 2018

The meeting was called to order at 7:06 PM by Kim Wood-Saldana, President. The following board trustees were present: Kim Wood-Saldana (Lot 186), Betty Draper (Lot 353), Jessica Thomason (Lot 356), Sarah Roberson (Lot 450), and Mary Finnegan (Lot 322-323)

Lilli Sawyer (Lot 236) was absent. A board quorum was established. (3 board positions are vacant.) Staff present: Celeste Jackson, office manager.

Guests: Marty Keeter (Lot 57), Nancy and Dennis Thiessen Lot 486).
Dona Rogers (Lot 278) arrived at 7:39 PM

Approval of minutes.

Kim Wood-Saldana moved that we approve the June 28, 2018 minutes as corrected. The motion was seconded and passed unanimously.

Data plans for security cameras

Betty Draper moved that we approve a contract for data plans for monitoring 4 security cameras at \$10 a month for a total of \$480 a year. The motion was seconded and passed unanimously.

Table the discussion on PayPal

Betty Draper moved that we table the discussion on PayPal's new policy of requiring us to provide a board members' personal social security number for our account until August. Other options and more research will be done. The motion was seconded and passed unanimously.

Recreation Club Tree Policy

Sarah Roberson moved that the new Recreation Club Tree Policy be accepted as edited. The motion was seconded and passed unanimously.

Removing board member's name from bank accounts

Betty Draper moved that we remove Charles Martin's name from the OnPoint and Clackamas County bank accounts due to his resignation from the Timberline Rim Board. Current signers are: Kim Wood-Saldana, President; Betty Draper, Treasurer; Mary Finnegan, Secretary and Jessica Thomason, Trustee.

The motion was seconded and passed unanimously.

Bids to have the generator box painted

Kim Wood-Saldana moved that we solicit bids to have the generator box painted (primer and base paint and probably a brown or forest green color). The motion was seconded and passed unanimously.

Road for bladder truck in Division 5

Sarah Roberson moved that we move forward with having the road for a bladder track built in Division 5 if we do not have an agreement on an alternative site for a new well by September 30, 2018. The motion was seconded and passed unanimously.

Executive Session. Betty Draper moved that we move to executive session at 9:00 PM to discuss legal issues. The motion was seconded and passed unanimously.

Return to Regular Board Session. Kim Wood-Saldana moved that the Board adjourn from Executive Session and return to Regular Board Session at 9:36 PM. The motion was seconded and passed unanimously.

The meeting was adjourned at 10:00 PM by Kim Wood-Saldana, President
Respectfully submitted, Mary Finnegan, Secretary
Approved August 30, 2018