

TIMBER CREEK HOMEOWNER'S ASSOCIATION

P. O. BOX 494 - SISTERS, OREGON 97759

BOARD MEETING MINUTES

December 20, 2025

10:00AM. via Zoom

<u>DIRECTORS ATTENDING:</u> Debbie Bucher – President Jack Walker – Vice President Jennifer Maines – Secretary John Warnke – Treasurer Matthew Webb – Director	<u>OTHERS ATTENDING:</u> Barry Wetmore Deb Black
--	---

Call to Order and establish a Board Quorum

Admin and Board Reports:

- Meeting was called to order by the President at 10:02 AM. A quorum was established.
- A motion was made (John Warnke) and seconded (Debbie Bucher) to approve the Agenda.
- A motion was made (John Warnke) and seconded (Debbie Bucher) to approve the Minutes from 10/18/25.
- President's Reports: (Debbie Bucher)
 - New Owners:
 - Deidre and Beau Iwersen, Lot 23
 - Joni Curttright, Lot36-1, as of 9/22/25
 - Lot 1 is in escrow, names TBD
 - We have a signed snow removal contract.
- Vice President's Reports: (Jack Walker) -- none
- Director's Reports (Matt Webb) – none
- Secretary's Reports (Jennifer Maines)
 - Working with John Warnke to send emails to clarify discrepant owner's addresses.
 - Noted "Continuing Business" items from 10/18/25 minutes which have been tabled to 1/24/25 (see list below).
 - Will send out 2025 Calendar with suggested dates for 2026 for consideration at 1/24/26 meeting.
- Treasurer's Reports: (John Warnke)
 - Transfer Fee:
 - Transfer fees are charged to escrow companies for the HOA's help to facilitate closing when properties are sold/purchased.

- Our HOA transfer fee has been set at \$50 for at least 12 years.
- There is an increasing number of questions directed to the Treasurer during a property sale.
- John presented a list of transfer charges by other HOA's in the Sisters area.
- A motion was made (John Warnke), seconded (Jack Walker), and carried by a vote of the Board to increase the transfer fee to \$200.
- Road Budget:
 - Maintenance of private streets and the alley between Cascade Avenue and Timber Pine Drive:
 - Annual assessments are collected from adjacent property owners with the goal of accumulating approximately \$153,000 to resurface these streets in 2032.
 - These funds are invested in US Treasuries and the proceeds of those investments help to offset the assessments charged (less 30% Federal tax paid on non-operating income). John forecasts that the US Treasury earnings will cover 50% of our 2026 road assessments.
 - Half of the 2025 swales project was paid from the road fund.
 - John proposed we slightly increase the road assessments. Increases will vary from \$3 to \$12 depending on the location of a home.
 - A motion was made (Debbie Bucher), seconded (Jennifer Maines), and carried by unanimous vote to approve the 2026 proposed road assessments.
- General Budget:
 - Our goal is to maintain a minimum cash balance of approximately \$10,000 for contingencies.
 - In 2025, the Board made the decision to pay for new speed bumps on S Timber Pine and half of the swales project. The result reduced our current bank balance to \$10,802.
 - In 2026, John calculates we need to increase general assessments by a small amount to cover annual expenses detailed in the 2026 budget and to maintain our desired \$10,000 bank balance.
 - A report comparing 72 local HOAs and input from Deb Black confirmed that Timber Creek's annual assessments are unusually low.
 - A motion was made (Debbie Bucher), seconded (Jennifer Maines) and carried by a vote of the Board to increase the general assessment from \$60 per property in 2025 to \$75 per property for 2026.

Committee Reports: (none)

Continuing Business: (These items from 10/18 Board and Owners' meetings have been tabled to the 1/24/26 meeting)

- Firewise info: (Jennifer Maines)
 - What is the minimum number required of neighbors participating in some way to get your neighborhood certified?
 - Does an assessment by the Sisters Camp Sherman Fire Corps or RFPD qualify?
- Path lights: (Jennifer Maines)
- Dead Pine Trees (John Danahy and John Warnke):
 - List of trees of concern.
 - Is an arborist's report required?
 - Who can write one that the City will accept?

- John Warnke suggests a contract with Nate Goodwin to write pre-emptive arborist reports for trees of concern in the neighborhood.
- Alley Improvement project. (Ruthanne Rhoads)
- Street cleaning (Jack Walker):
 - Coordinate with City or hire out?

New Business: (none)

Next Meeting: 1/24/26, at 10:00 AM via Zoom.

- In addition to “Continuing Business” above, this meeting will also include:
 - Installation of Officers.
 - Finalize full calendar for 2026.
 - Request to withdraw membership in the HOA.

Adjournment

- A motion was made (Debbie Bucher) and seconded (John Warnke) to adjourn.
- Meeting adjourned at 10:35 AM