

Annual Membership Meeting

Monday, September 8, 2025

Attendees: Bill Higgins – President, Judy Derby – Vice President, Zory Hill – Secretary, Bob Snow – Director, Jim Flynn - Director, Patricia Holder – Treasurer/Manager,

Also, Present Members: Roger Parker . Robert Zawalnicki, Julie Garza, Maureen Maple, Jim Maple, Marcia Hartshorn, Lynette Flynn, Penny King, Matt Wilkens, Karen Pederson, Lisa Baker, Sue Wisner, Paul Corzatt, Bonnie Miller, Leo Best, Lois Derby, Maggie Riggs, Scott Riggs, Christopher Overman.

1. Call to Order: The meeting was called to order by President Bill Higgins at 7:00pm.
2. Public Comment Period: None.
3. Treasurer/Manager Reports –

At the Annual Meeting, the members are entitled to receive financial statements that reflect the financial status of the Association. The official financial statements used by accountants, banks and attorneys are the Accrual based Profit and Loss statement and the Balance Sheet.

In the income section of the P&L demonstrates what the association has billed its members year to date and the unpaid amount of the balance owing as of this date will be shown on the Balance sheet. The 1st column is the actual invoiced amounts and expenses year to date. The 2nd column is the budget as of the end of August. Is the difference between actual and the budget. The fourth column is the Annual budget. In the 5th column, the numbers in red are what is left to spend in the budget for this year.

At the end of every month, the percentage of income allocated for reserves is transferred to the income account 4-1050. (37%)

The accrual-based Balance Sheet dated August 31, 2025; shows the bank account balances in the asset section of that report, accounts receivable (billed invoices not yet paid as of this date).

The “cash” based P&L reflects in the actual income that has been received. The expenses are usually the same in both P&Ls. Any difference would be an accounts payable from the previous year or month in the case of the cash-based P&L

The association is on track to meet its budgeted reserve projection. Grounds will likely be over their budget. Some Attorney fees have been reimbursed so that will offset that expense. We are on track to stay within the projected budget, but that will depend on members paying their dues before the end of the year. That is the main variable.

Included in this packet is a statement of bank balance accounts. Aside from the checking account, Towne Point has a CD where the majority of the reserve funds are deposited. This is a 7-month CD which matures at the end of November. It is earning approximately \$330 per month. The Board will determine how much to redeposit once it is decided which Cul de sac will be paved next year and an updated estimate received from the paving company and the cost of any other projects covered by reserve funds.

There is also a Money Market Account which is earning approximately \$8 per month in interest. Money is transferred from this account to the checking account as necessary to cover reserve spending.

There are two member accounts in collection, and one other that has been notified that their account is delinquent and subject to collection. Letters are sent to delinquent accounts. There are 7 accounts that are past due from the previous quarter. Late fees are charged to all past due accounts.

Members will not be asked to vote to waive an audit this year per the associations for alternate year audits. The 2025 records will be audited in 2026 as planned, after the 1st Quarter of that year.

There have been five home sales in Towne Point since January. One is a rental and the other four are owner occupied. Except for the rental property, the selling prices ranged from \$370K to \$450K.

4. Ballot Counting (Treasurer, Judy Derby, Maureen Maple)

5. Roads Report – Bill

- a. Cul de Sac Paving – Matt W. looked at cul-de-sacs that need paving - Beacon and Dana Place are priorities. Need to review the bid from last year.
- b. Stripping for walkways & Speed Bump - painting an estimate is forthcoming.
- c. Kiosk Replacement Update – So far 6 kiosks have been consolidated and constructed (36 mailboxes have been replaced so far). Prices have gone up about \$10 a box due to tariffs.
- d. Eddy Street exit has temporary barriers now and can be removed by hand if needed during a fire or emergency. Thank you City of Port Townsend Streets Division.

6. Grounds – Zory

- a. Gravel delivery for playground will occur on Wednesday, November 12, 2025.

7. Storage Area – Zory

- a. Storage yard light installed. Bob cautions using the word “Security” because we are not promoting the yard is secure or safe.
- b. Reroofing storage shed planned for 2026.

9. Facilities – Zory

- a. Window Cleaning by 5 Star Window Cleaning – a youth owned business would like to wash the Clubhouse windows. The Board supports offering them an opportunity.
- b. Front Door to the Clubhouse needs attention. The bottom sticks out at the bottom and is different than the top, as well as sanding and painting.

10. Other Business – Bill discusses the Rules and Regulations updates that will be rolling out soon – signage, parking, property appearance. The Rules will state what the HOA can/can't enforce and what authorities to call in situations (police, fire, de-escalation situations, etc).

11. Rummage Sale – Christopher – here at the Clubhouse, Saturday, September 13, 2025.

12. Results of Ballot Counting - 51 total votes

- a. Welcome new and returning Directors – Incumbents are returning – 51 total votes.
- b. Elect Officers (President - Bill Higgins, Vice President – Judy Derby, Secretary- Zory Hill)

13. Motions to Approve Minutes

- a. General Membership June 4, 2025 – approved by board
- b. July 30, 2025, Work Session – approved by board
- c. August 27, Work Session – approved by board

14. Public Comment Period – comments about the parking and cars

15. Adjournment at 7:46pm.

Faithfully Submitted,

Zory Hill

TPOA Secretary

TOWNE POINT BOARD OF DIRECTORS ZOOM WORK SESSION

8/27/2025

Attendees: Bill Higgins – President, Judy Derby – Vice President, Zory Hill – Secretary, Bob Snow – Director, Jim Flynn, Director, Patricia Holder – Officer Manager/Treasurer

Call to Order at 7:01pm by President Higgins.

Topics of Discussion:

1. Analyze the budget in October 7th or 8th. Then have a budget committee meeting, especially Grounds and what to budget for next year.
2. Think about Small reserve projects to fund next year. 2026 and 2028 two cul-de-sacs need to be paved and get an updated paving project.
3. Bill got a bid for pedestrian striping and includes repainting two speed bumps. 450' of linear striping. \$1,400 approximation for striping. Put on agenda for 9/8 meeting and vote to approve.
4. Send Bill agenda items for the 9/8 meeting.
5. Bob has been on a valiant search to see who's the chair of committees and who is on committees? Patricia should post to website and front office kiosk with email address of Committee Chairs and ask for volunteers.
6. Patricia calls out for volunteers to count ballots at the Annual General Membership meeting on 9/8/2025. Zory asks that the person counting ballots from the membership not be related to anyone running for office as that is a conflict of interest, even in an election of incumbents and no other candidates.

The meeting was adjourned at 7:22pm.

Faithfully submitted,

Zory Hill

TOWNE POINT OWNERS ASSOCIATION

Board of Directors Work Session

ZOOM Meeting July 30, 2025

Call to Order: Meeting was called to order by President Higgins at 6:01pm.

Attendance: Bill Higgins, Zory Hill, Patricia Holder, Jim Flynn, Bob Snow, Judy Derby

1. Update on repair storage shed roof. When? Who? -Zory reports that the roof needs to be
2. Get a "Do Not Block Driveway" sign in front of Lot 31 driveway. Zory will offer suggestions for signage. The Board felt the sign wasn't necessary at this time.
3. All hands needed at Summer BBQ - Zory
4. Election report – Judy reports that only Jim and Zory are running for re-election. No other candidates have applied.
5. N2N Dump fund – in upcoming newsletter, ask for volunteers to help make dump runs and ask for a specific responsibility for annual October grounds cleanup work party.
6. Kiosk report – Bill reports that 4 kiosks/21 mailboxes have been built. He ordered 20 medium sized mailboxes. Tariffs have increased the cost of mailboxes.
7. Paving plans – Bill and Matt need to meet with Agate about which cul-de-sac needs to be repaved in 2026. Agate can do the striping for the walk route out to Austin Matthews from Dana Place.
8. Pop up canopy tents – TPOA will consider purchasing two tents after looking at the finances. The cost of two pop up tents from Walmart are \$49.99 each.
9. Rules and Regulations Update – Bill met with Bob and Judy regarding, parking, appearance, and signage. Penalty/ structure/philosophy changes, hopefully, to roll out by September Annual membership[meeting.
10. Finance – The board should be thinking about the 2026 budget process and outlining projects that need to be funding within the budget and also reserve projects. Another one of the Cul de sacs will be paved in 2026 and the estimate from Agate will be updated once it is determined which Cul de sac is a priority. The budget proposal will be submitted to the board for review by the Treasurer in early October and the Budget Proposal will be presented to the membership at a meeting in November, the date TBD. Ballots for approval by the membership will be mailed mid-November and ratified at the December 3rd Meeting.
11. Front door on clubhouse – maybe a handyman will be hired to do the work.

Meeting was adjourned at 7:02pm.

Faithfully submitted,

Zory Hill