

GENERAL MEMBERSHIP MEETING

March 4, 2026

Call to order – 7:00 pm

Present: Bill Higgins, President, Judy Derby, VP, Directors Jim Flynn, Bob Snow, Jim Maple, and Patricia Holder, Manager

Guest Present: Marcia Hartshorn, Maureen Maple, Karen Pedersen, and Bonnie Miller

Public Comment Period: No comments

1, Treasurer's Report: The Treasurer gave a report for the year ending 2025 as follows:

As of December 1, 2025, there were two accounts in collections with liens in place, one pending collection for being delinquent. Nine accounts were past due one quarter and there were 40 accounts that had not paid their fourth quarter 2025 dues.

Letters were sent out to all current and past due accounts requesting that they bring their accounts current before December 30th so the association may meet its financial goals for the year 2025. Unfortunately, only 11 members responded with payments, and we did not meet the goal of adding 37% of the 2025 dues to the reserve fund.

However, because the Money Market and 7-month CD funds earned a total of \$4,121.11 in interest, the total added to the reserve fund for 2025 was \$38,121.11.

On the income side, the clubhouse rentals have increased over previous years' usage.

The property insurance rate increased more than anticipated. The insurance rates are announced in May, and the rate increase can only be estimated. The board liability insurance which had been the same for more than six years also increased.

Attorney fees were more than budgeted, however, \$1,689 of the amount shown has been billed to the customers whose accounts are in collection.

Overall, the expenses came within our expectations.

The reserve funded projects listed at the bottom of the P&L show that \$9,635.41 was spent on the paving, storage shed, mailboxes & mailbox kiosk improvements and that amount was transferred to the operating account from the reserve funds to cover those expenses.

Treasurer's report For the Period January 1 to February 28, 2026

The current year's cash-based P&L displays the Annual budget and the actual income and expenses for the above period. There is not yet much to report. At the June meeting, a cash-based P&L with the actual income/expenses vs year-to date budget column and also an annual budget column will be presented at the meeting so the financial status of the association at the half-year mark can be reviewed.

Currently, there two accounts in collections with liens in place and no response from those members has been received by the office or the attorney. The third account that has

become delinquent is scheduled to be turned over to the attorney for collection next week as there has been no response from that member.

There are nine accounts with a past due balance from 2025. They have been assessed a late fee and the ones that are bordering delinquency have received collection notices if their accounts are not brought current by April 1st.

All other accounts owe only for the 1st Quarter of 2026.

Operations:

Clubhouse Lighting: An estimate has been received from an electrician for changing the clubhouse lighting from fluorescent to LED lights. The cost will be \$2,297.40 and will be paid from reserve funds. The estimate was presented to the Board, and they voted to approve the change sometime this year.

Paving Schedule: Agate paving has scheduled the paving of Dana Place and patching of other areas for Tuesday, March 24 and 25, weather permitting. Dana Place will be the most affected as the Cul de sac will need to be closed off for at least 24 hours. Residents will be notified by mail.

2. **Right of Way Committee:** Bill announced that striping of an approximately 250 ft. long walkway will be painted on the west side of the Towne Point egress and some modifications to some speed bumps will occur when the paving takes place.
3. **Nominating Committee** reported that there will be three 2-year term Board positions open and on 1-year term when elections take place in September. Members who are interested should submit a letter of interest to the office.
4. **Grounds Committee** the annual TPOA clean-up day will be Saturday, April 11, 9 am to noon. Volunteers needed.

Tree trimming of trees in the common area, some of which overhang private property, will take place in March.

5. **Facilities Committee-** Bob is putting together recommendations to make the clubhouse interior more functional for rental parties which would include a screen or shade to close off the pass-through window to the kitchen, remove some books, and take away the hutch cabinet, lectern, and some other items that are not needed or used.

He has also received a quote for replacing the vinyl flooring which the Board will review during the next budget session. That replacement would be paid for from reserve funds.

Jim Flynn noted that some of the new pool cues which he purchased are missing. An appeal to the members will request that they be returned.

6. Other Business:

Bill announced that the revised Owners' Manual and Rules & Regulations booklets are almost ready for publishing. They will be posted on the website and will take effect in March.

A notice to members will be included with the April Quarterly dues statements. Copies will be available at the office, and they can be emailed upon request. Events: Bill announced that the annual TPOA Garage Sale will take place on Saturday, May 16th. An ad will be placed in the Leader and other available publications.

Members were reminded that the annual Easter egg hunt is scheduled for Saturday, April 4th at 11:00 an.

The annual cleanup day is scheduled for Saturday, April 11 at 9 am. Volunteers needed. Refreshments will be available.

7. Public comment Period:

The striping of a walkway in the egress to Towne Point was discussed. There is concern that there is a dip on the edge of the proposed area which might propose a hazard to someone with a walker and also a conflict with property lines. Karen suggest that an areal map from the county website be reviewed.

8. The Directors voted to approve the following:

Approve the revisions in the Owners' Handbook and the Rules & Regulations. Vote to approve was unanimous.

Vote to Approve the following Minutes of meetings:

Minutes of December 3, 2025, General Membership meeting. Minutes of January 25, 2026, Zoom Work Session Meeting .

Minutes of February 25, 2026, ZOOM Work Session Meeting. Vote to approve was unanimous.

Meeting adjourned at 8:05 pm.

Respectfully submitted,
Patricia P. Holder, Treasurer

Towne Point Board of Directors Work Session

Wednesday February 25, 2026, via ZOOM

Call to Order 6:00 PM

Present: Bill Higgins, President, Judy Derby, VP, Patricia Holder, Treasurer, Bob Snow & Jim Flynn, Directors and Jim Maple, Nominee for vacant Board position.

- First order of business was to nominate Jim Maple to fill the Director position vacated by the resignation of Zory Hill. Bill recommended he be appointed to fill that position until the next election of Board members in September. The vote to approve was unanimous.
- Bill plans to introduce the revised Rules & Regulations and revised Owners' Manual at the March meeting. He asked the board members if, after reviewing the revisions, they had any questions or corrections. All were in favor of approving the changes as presented. A vote to accept the revisions will be added to the agenda for March 4th. The new Rules & Regulations and penalty structure will take effect as of March 10, 2026. Members will be informed with at the March 4th meeting and with their April Quarterly dues statement.
- Patricia brought the Board up to date on the audit situation. In January, the company that performed the previous three audits informed us that the owner was injured in an automobile accident last summer and is still hospitalized . Since then, he has passed away and that office is closing. passed away. They offered some referrals, and a new company has been hired, but the audit may be later than expected because of their already scheduled audits.
- Patricia had sought an estimate for switching the clubhouse lighting from fluorescent to LED lights and presented it to the board. This would be a reserve fund project. The board agreed that this would be an improvement and approved the project for this year. The most cost-effective way to implement the change is for the current covers to remain and just switch out the light bulbs. Dimmer switches will be added to two rows of lights. The cost will be \$2,297.40
- Agate Paving has proposed a tentative schedule of Tuesday, March 25 and Wednesday, March 26, weather permitting. They will be paving Dana Place and patching other Cul de

sacs as outlined in their contract. Bill will contact them to add replacing and modifying some speed bumps and painting designated walkways.

- Saturday, May 16th, was set for the annual community wide TPOA garage sale. This will be announced at the March 4th meeting, in the newsletter and posted on the website.
- Town and Country Tree Service will schedule tree work in the common areas for March or April.
- Patricia updated the board on delinquent dues accounts. She sent certified letters to four members, informing them of impending collections actions.
- Of those, three brought their accounts up to date before the deadline. The 4th account will most likely go to collections as that owner had not responded.
- There are two accounts currently in collections with liens placed on their properties. They are accruing late fees.
- In a private session, a problem property which involves the city compliance department and Towne Point attorneys ,was discussed with updated information. The meeting was adjourned at 6:50 pm

Respectfully submitted

Patricia Holder, Treasurer

Towne Point Board of Directors Work Session

Wednesday, January 25, 2026

Call to Order @ 6:05 PM

Present: Bill Higgins, President, Judy Derby, VP, & Patricia Holder, Treasurer, Directors Bob Snow & Jim Flynn.

Guest: Christopher Overman

- Board discussed seeking a fifth board member following Zory's resignation. Zory will remain on the Grounds Committee and as Chair of the Hospitality Committee.
- Bill gave an update on the progress with the Rules & Regulations' revision and also on the Owners' Handbook and penalty and Fines structure. He thinks he will have it ready to present at the March Meeting.
- Patricia Discussed delinquent dues accounts and said that she had sent certified letters to three members informing them of the Association's intention to send their accounts to collections.
- Bob gave the board a grounds committee report. He met with Town & Country Tree Service who presented options for removing a madrona or trimming it. The board opted to trim it. The opinion of the tree service was that the tree is not a dangerous tree and is in no danger of falling over. Patricia will contact the tree service and schedule the work.
- Bob, as Chair of facilities which includes the clubhouse & its grounds, outlined some improvements he recommends be made to the ambiance of the clubhouse interior which includes replacing the vinyl flooring possibly in 2027, adding a covering to the pass-thru opening to the kitchen, a false wall to hide the media equipment, tables and chairs being stored at the back of the clubhouse and some other small improvements. He will present the Board with costs for these improvements.
- Patricia met with an electrician to replace the fluorescent lights with LED lights. He recommended leaving the covers to minimize cost. The fluorescent lights are obsolete and can no longer be purchased. She requested that he include dimmer switches on two of the rows of lights.
- Patricia notified the Board that the CPA who performed the previous three audits is no longer available, but they referred us to some other CPAs who are certified to perform HOA audits. Patricia is in the process of contacting them.

- Christopher notified the Board of a tenant on a neighboring property who has been trespassing and creating a nuisance. He recommended placing no trespassing signs and/or private signs along that area. The situation is being monitored, and the landlord of the property has been notified.
- The regular meeting was adjourned so the Board could discuss problems with specific properties and sensitive issues.

The meeting was adjourned at 7.23 pm

Respectfully submitted,

Patricia Holder, Treasurer