

Timber Creek Homeowner's Association

P. O. Box 494 - Sisters, Oregon 97759

BOARD MEETING MINUTES

October 18, 2025 10:00AM. via Zoom

<u>DIRECTORS ATTENDING:</u> Debbie Bucher – President Jennifer Maines – Secretary John Warnke – Treasurer Matthew Webb – Director	<u>OTHERS ATTENDING:</u> Dennis Regan Neal Fair Rich MacConnell Pam Calderwood Gregg Calderwood
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Admin and Board Reports:

- Meeting was called to order by the President at 10:03 AM. A quorum was established.
- A motion was made (Jennifer Maines) and seconded (John Warnke) to approve the Agenda.
- A motion was made (John Warnke) and seconded (Debbie Bucher) to approve the Minutes from 9/13/25.
- President’s Reports: (refer to compliance and swale improvement committee reports below)
- Vice President’s Reports: (none – Jack was absent)
- Treasurer’s Reports:
 - Expected expenses through the end of 2025:
 - Half of \$750 charge to remove a dead tree on the property line between two lots has been reimbursed by one of the homeowners. The reimbursement is still to be collected from the other homeowner.
 - 2025 assessments have been collected from all but one of the property owners. John will send an overdue reminder. Most likely previous reminders had been sent to an address that was not receiving mail because of fire destruction. Debbie will contact the owner also.
 - \$716 was the total for the Picnic on September 14th, about half for food, and half for the entertainment—balloon twister and face painter. A successful event, money very well spent.
 - \$5,665 to refresh swales is a 30% deposit The total project bid is \$18,900. Half will be paid from the road fund (\$9,450) and an additional \$3,785 from the general fund (\$5,665 deposit +\$3,785 = \$9,450). One more payment is due to the contractor mid-project and a final payment when the work is complete.
 - 2025 Income from Treasuries likely will not change from \$6,223 shown on our current financial statements.
 - Snow removal for November and December is the only other expected significant remaining expense for 2025.
 - At our Board meeting on December 20th, John will present proposed budgets for 2026. Once the board approves the budgets, John will finalize our 2026 homeowner general and road assessments (to be mailed in early January).
- Secretary’s Reports:

- Debbie and Jennifer have mostly finished updating our Owners Contact records. We still need to verify tenant contacts and a few mailing address discrepancies.

Committee Reports:

- Compliance Committee's Reports (Debbie Bucher and Jack Walker): (none – Jack was absent)
- ARC's Reports (John Warnke)
 - In light of current Fire Wise recommendations, ARC will no longer approve Service yard fences constructed of wood. Service yard fences still must be attached to the house and still may be constructed of fireproof siding to match the house. They now can be constructed of metal as well. The cedar louvered design requirement will be discontinued.

Swale Improvement Update (Debbie)

- Troy and Lisa of Troy Builders are working hard, currently excavating Timber Pine Drive. Next, they will start to bring in rock. They can't do Creek View Drive until after the Sisters Fall Cleanup piles are picked up. A payment is due now for start of work, and the final payment will be due upon completion.

Fire Wise 9/22 Meeting Update (Char & Retha)

- Char and Retha were absent
- Debbie and John, who attended the meeting on the 22nd, reported that about 20 people attended, and 12 or more signed up for assessments of their properties.
- Jennifer did not attend but had some questions about what she had heard third hand. She will follow up with Steve Lord.
 - What is the minimum number required of neighbors participating in some way to get your neighborhood certified? (John and Debbie thought 8?)
 - Does an assessment by the Sisters Camp Sherman Fire Corps or RFPD qualify? (John and Debbie thought 8?)
- Debbie and John will send a follow up email to homeowners when we have this information and the best way to contact Steve Lord.

Continuing Business:

- Snow Removal update (Jack and Matt):
 - Matt said that Jack has some information, but he is not present at this meeting. Debbie suggested that we should approve a final plan via email.
- Dead Pine Trees (John Danahy):
 - Dennis Regan asked what the process is to remove a tree.
 - John Danahy was not present, but John Warnke showed his list of trees of concern. He (John Warnke) said that there are both a City of Sisters permit and an ARC approval required to remove any trees. In the interest of streamlining the process, the ARC will consider its approval given if your tree is on John Danahy's list. Trees greater than 8" in diameter may still require a City of Sisters permit.
 - As far as we know, the City requires an arborist's report with the application for a permit; however, 4 Brothers Tree Service seems to have an agreement with the City that a photo is sufficient. It may depend on the details of the situation.
 - Nate Goodwin is one who can write an arborist's report. Jim Horsley has a different contact, that Debbie will forward to Dennis.

New Business: (none)

Procedural: Neal Fair asked how to get a copy of the minutes from last meeting that were approved at the beginning of this meeting. All meeting minutes are posted on the HOA website.

Next Meetings: The next board meetings will be 12/20/25 and 1/24/26, both at 10:00 AM via Zoom. Full calendar for 2026 will be finalized at the 12/20 meeting.

Adjournment

- A motion was made (Debbie Bucher) and seconded (John Warnke) to adjourn.
- Meeting adjourned at 10:42 AM

Timber Creek Homeowners Association

2025 Operating and Street Maintenance Budget, Actual 2023, 2024 & YTD 2025

	Year 2023	Year 2024	YTD 2025	Operating Budget Year 2025				
	Actual	Actual	Actual	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total Budget Year 2025
General Fund								
Revenue (general assessment per lot)	50	60	60	60				
General operating assessments	5,900	6,900	6,960	6,960				6,960
Interest collected on past due amounts	38	14	19					
Transfer fees and penalties	550	450	400	100	100	100	100	400
Operating revenue	6,488	7,364	7,379	7,060	100	100	100	7,360
Operating Expenses								
Common area upkeep & dog bags	717	782	595	200	200	200	200	800
Insurance	891	369	2,527	1,200				1,200
Web Site / Dropbox / Zoom	579	618	529	150		350	125	625
Snow removal	1,550	3,125	453	1,500			1,000	2,500
Neighborhood projects (signs and arborist reports)	519	210	-	150	150	150	150	600
Remove Trees in Alley / 2025 Remove Border Tree		2,100	375					-
Refresh Swales				8,000				8,000
Speed Humps on S Timber Pine			3,132	2,900				2,900
Swales Refresh (30% paid)			5,665					
Taxes and fees	50	50	50	50				50
Printing, postage, office supply & other	674	258	740	125	125	125	125	500
Meetings, seminars and annual picnic	898	706	716			850		850
Professional fees		646		150	150	150	150	600
Miscellaneous and contingency								-
Total operating expenses	5,878	8,864	14,782	14,425	625	1,825	1,750	18,625
Excess of revenue over expenditures	610	(1,500)	(7,403)	(7,365)	(525)	(1,725)	(1,650)	(11,265)
Period End Dates ---->	12/31/2023	12/31/2024	10/17/2025	3/31/2025	6/30/2025	9/30/2025	12/31/2025	12/31/2025
Cash in general bank account	23,275	21,775	14,372	14,410	13,885	12,160	10,510	10,510
Restricted ARC funds in Gen'l bank Acct	-		-	-	-	-	-	-
Cash available in general bank account	23,275	21,775	14,372	14,410	13,885	12,160	10,510	10,510
Street Fund								
Street fund beginning of period	124,822	137,550	131,942	141,151	146,608	146,608	146,608	131,942
Street reserve fund assessments	8,434	4,664	2,986	2,971				2,971
Interest income	4,294	2,099	6,223	3,551			1,935	5,486
Fed/OR Taxes on Interest (2023 paid in 2024)		(2,052)	-	(1,065)			(580)	(1,645)
Withdrawal for street maintenance		(10,319)	-					-
Street fund - End of period	137,550	131,942	141,151	146,608	146,608	146,608	147,963	138,754

Summary Notes

Timber Creek HOA uses cash based accounting.

General Operating budget is used for everything except private street maintenance.

There is an annual assessment (currently \$60/year) for all HOA owners..

Homeowners on private streets or an alley are also charged a road assessment.

TC HOA's 2025 budget includes a carryover of \$6,000 from 2024 to clean out and rebuild the swales (rock strips adjoining streets).

TC Board added \$2,000 to the swales budget with the plan of doing most of the swales in a single year.

In 2024, the TC Board approved two speed humps on South Timber Pine (\$2,900), The humps will be installed in late spring or early summer.

General fund shows a projected deficit for 2025. During Covid the HOA deferred projects that are now being undertaken using carried over funds.

Withdrawal for street maintenance (\$10,319) was for crack sealing in 2024.

In 2024, the TC HOA transitioned from investing in bank CD's to US Treasuries

TC HOA pays Federal tax on investment income (flat 30% after \$100).

US Treasury interest is not taxed by Oregon.

In 2024 we paid taxes for both 2023 and 2024 (which is why the taxes are so high)

Timber Creek Homeowners Association
General Fund Cash Transactions - Year 2025

Date	Description	Transfers	Dues	Fees/Misc	Interest	ARC Dep	HOA Svcs	Events	Snow Rem	Projects	Admin	Web Svs	Insurance	Transfers	Checking
1/29/25	FIB Transfer													10,000.00	10,000.00
2/3/25	FIB Transfer													11,725.08	21,725.08 Opening Balance
1/31/25	John Warnke 5001										102.30				Assessment Mailing
1/31/25	Debbie Bucher 5002										100.00				Open Door gift card D Black
1/31/25	John Warnke 5003										51.28				21,471.50 500 checks for new account
1/31/25	Rich MacConnell 5004						128.98								21,342.52 2000 dog bags
1/31/25	John Warnke 5005												159.90		21,182.62 Zoom One Year as of 1/10/25
1/31/25	Laura Leis 5006			-18.00											21,164.62 Refund overpayment
1/31/25	Oliva Baugh 5007			-39.00											21,125.62 Refund overpayment
2/4/25	General Assess from Roads	5,340.00	5,340.00												26,465.62 Transfer From Roads
2/10/25	Robin Green 5008			-45.00											26,420.62 Assessments from Road Fund
2/26/25	Sisters Fence 5009								452.57						25,968.05 Snow Removal
2/27/25	Bank Fee										2.00				25,966.05 Statement Fee
	Void 5010, 5011														25,966.05
3/26/25	Nicholas Hoogendam #5012			-50.00											25,916.05 Statement Fee
3/26/25	Sistersvista Trust # 5013			-50.00											25,866.05 Refund overpayment
3/26/25	Michael Groff #5014			-50.00											25,816.05 Refund overpayment
3/26/25	Void #5015														25,816.05
3/27/25	Bank Fee										2.00				25,814.05 Refund overpayment
4/3/25	General Assess from Roads	1,440.00	1,440.00												27,254.05 Assessments from Road Fund
4/3/25	American Family												122.93		27,131.12 AmFam Jan
4/4/25	American Family	-245.86											122.93		27,008.19 AmFam Feb
4/3/25	American Family												132.93		26,875.26 Am Fam Mar
4/7/25	John Warnke -5016										73.00				26,802.26 100 Stamps for newsletter
4/7/25	Void 5017														26,802.26
4/7/25	John Warnke - 5018										50.00				26,752.26 Oregon Corp Registration
4/7/25	Landreth Late and Int	126.72	60.00	50.00	16.72										26,878.98 Landreth paid past assessment
4/8/25	Transfer Late Fees	302.00		302.00											27,180.98 Late Fees paid to General
4/8/25	Void 4019														27,180.98
4/8/25	Bucher #5020										121.45				27,059.53 Newsletter Mailing
4/18/25	MacConnell #5021						193.47								26,866.06 3000 Dog Bags
4/20/25	Amerititle - Xfer Fee			50.00											26,916.06 136 STP Transfer Fee
4/29/25	First Interstate										2.00				26,914.06 Paper Stmt Fee
5/29/25	First Interstate										2.00				26,912.06 Paper Stmt Fee
5/30/25	American Family EFT												122.92		26,789.14 Insurance
6/5/25	Debbie Bucher - 5023						70.42								26,718.72 Sisters Hardware, Paint for Sign
6/10/25	US Post Office - 5024										188.00				26,530.72 PO Box Fees
6/12/25	Assessment \$11 to roads	-11.00	120.00	50.00	2.43										26,703.15 Late Payment Denny
6/12/25	Deposit Transfer Fees			150.00											26,853.15 1021 Cas, 921 E Cas, 973 E Cas
6/12/25	Transfer American Family 4/29	-122.93											122.93		26,730.22 Xfer American Family April
6/30/25	American Family EFT												122.92		26,607.30 Xfer Amercan Family June
7/1/25	John Warnke #5025									231.74					26,375.56 Thermoplastic for Speed Bumps
7/1/25	Tri County Paying #5026									2,900.00					23,475.56 Speed Bumps
7/2/25	Western Title - Escrow Fee			50.00											23,525.56 903 E TP
7/9/25	First Interstate										-4.00				23,529.56 Refujnd of Bank Statement Fees
7/28/25	MacConnell #5027						202.41								23,327.15 3000 Dog Bags
8/2/25	Debbie Bucher #5028										100.00				23,227.15 Gift Card Open Door Rich M
8/2/25	Troy Builder # 5031									5,665.00					17,562.15 30% Deposit for Swales
8/13/25	American Family												30.51		17,531.64 Final Balance
8/19/25	Rich MacConnell 5033											368.99			17,162.65 Reimburse Homestead Annual
8/22/25	Void 5034-5040														17,162.65 Void Checks
8/22/25	Cincinnati Ins EFT												1,223.00		15,939.65 D&O 8/1/25-8/1/26
8/22/25	Cincinnati Ins EFT												526.00		15,413.65 Liability 8/1/25 - 8/1/26
8/25/25	Deposit Transfer Fees			50.00											15,463.65 935 E Creek View
9/5/25	4 Brothers Tree						750.00								14,713.65 Tree Removal

Timber Creek Homeowners Association
General Fund Cash Transactions - Year 2025

[illegible]

John Warnke

From: John Danahy <danahy.john@gmail.com>
Sent: Tuesday, September 16, 2025 12:56 PM
To: Timber Creek HOA
Subject: tree survey

Hi All, the board tasked me to do a walk about and look for dead/dying trees. I have completed this task and the list, with comments, is below. As many trees are showing stress at this time of the year, I looked for larger continuous patches of brown. Also, locations are not specific as property boundaries are sometimes difficult to see.

154 timber creek dr. side yard. Not a member of the HOA.

105 Timber Pine PL front yard near driveway

360 Timbercreek Dr front yard

915 Creek View DR 2 trees in back, both appear to be located at this address. one tree was surveyed last time.

934 Creekview DR, side yard. May already be scheduled for removal

955 Creek view dr, back removal on 9/29

923 Timber pine dr, side yard

1041 Cascade, front yard

In the alley,

976 Timber pine dr, NE corner of vacant lot, I believe this tree was also surveyed last time.

1001 Cascade, side yard

936 Timberline dr, in back across alley. This is one where the alley right of way comes into play along with figuring out where the property boundaries are.

Feel free to add any that I might of missed.

John Danahy