

Timberline Community Association

By-Laws

Revised Nov 2, 2018

Article I – Membership

Section I There shall be one association membership required for each lot in the plat of Timberline Community Association, and any other property which may be annexed by the members. Membership shall be inseparable appurtenant to each lot owned and shall stand in the name of the owner or owners of the lot appearing of record of Lewis County, Washington, except in case of a sale of a lot by contract. A purchaser under a contract of purchase shall be entitled to membership until the vendee's interest is terminated or forfeited of Record. In case of an unrecorded contract, the vendor's notice to the corporation of the contract or the forfeiture thereof shall be due notice to the corporation of the party entitled to such membership.

Section II No membership shall be transferred, assigned, or in any manner conveyed except in conjunction with the transfer of title to a lot to which it is appurtenant. In the event of the death of a member, the membership shall become the property of the personal representative of such deceased member upon the appointment and qualification as such, and the personal representative shall have all the rights, privileges and liabilities of the deceased member until title shall be transferred. If the heir or personal representative is a spouse or child of the deceased member, no initiation fee shall apply.

Section III Each member and his immediate family shall be entitled to all the privileges and rights of membership unless

suspended as hereinafter provided. Membership shall stand in the name of the owner(s) of the lot appearing of record of Lewis County, Washington. Member(s) of record shall each have voting rights. However, only one member may vote and multiple owners may not split their votes.

Section IV It requires a majority vote of the total Board of Representatives of the Association at any meeting called for the purpose of suspending rights and privileges of membership. Any person entitled to rights and privileges of membership may be suspended therefrom, for: [1] non-payment of dues, charges, and assessments until such time as the same are fully paid; or [2] failure to comply with rules and regulations of the Association until such time as the Board of Representatives deems advisable, not to exceed one year. No such suspension shall relieve, or discharge, the member from his obligation to pay dues, charges, and/or assessments. The suspension may be immediate or within 20 days at the discretion of the Board of Representatives. The Board shall notify the member immediately of the suspension, and the effective date. The member shall, at his discretion, have the right to appeal.

Section V Electronic transmittal (email) shall be the primary form of communication between TCA and its membership provided it is available. If email is not available regular mail will be used. All members will keep a current contact address on file with the Association Secretary.

ARTICLE II – ASSESSMENTS

Section I There shall be a one time initiation fee required to join the Timberline Community Association for each new

family/single person or property owner, with exceptions as outline in Article I, Section II. (See Addendum A) Initiation fees are due and payable at the time of property purchase or contract of sale. Dues not paid within ninety (90) days of said sale will be deemed delinquent. Any proposal for capital improvement expenditures in excess of \$10,000, or maintenance of current facilities in excess of \$15,000, shall be sent to the membership for a vote at either a regular or special meeting. Notice of the meeting and the pertinent budget must be sent to all members at the last known contact address listed on Association records, not less than twenty [20] days prior to the designated meeting. Approval of such proposals shall require a 67% majority of the votes cast.

Section II There shall be annual dues assessed to each lot of Timberline Village, improved or unimproved. (See Addendum A) There shall be an additional annual fee for each dwelling unit owned by the same property owner, and/or an additional annual fee for each unimproved lot owned by the same property owner. For the purpose of assessing annual dues “improved” shall be deemed as property containing a permanent single or multi-family dwelling unit such as a cabin, apartment, or condominium unit. Mobile homes, motor homes, and/or house trailers shall not be allowed for use as a dwelling within the plat of Timberline Village, although a trailer may be used as a dwelling for 6 months maximum during construction of a dwelling on the same lot. Increases in membership dues may be approved by the membership at its membership meeting. The president and treasurer shall send a balance sheet, with expense statements, and a proposal of increased dues assessment to each member at the last known address listed on Association records not less than twenty [20] days prior to the annual meeting. A simple majority of votes shall be required for approval. The membership may assess a one-year levy in addition to annual dues, for any project deemed necessary for adequate

upkeep or improvements.

Section III Annual dues statements are sent to all members at the last known address listed on Association records in January of each year. Dues not paid within thirty [30] days of the emailing or mailing of notice of such dues and/or assessment charges will be deemed delinquent. A late charge will be assessed on dues not paid within Sixty [60] days of said notification. After 60 days dues deemed delinquent may be subject to any additional charges of collection including, but not limited to, attorney fees and other reasonable costs of collection, and/or lien upon the land and the membership appurtenant thereto, and shall be superior to any and all other liens except prior recorded first mortgages provided that the Timberline Community Association is notified in writing of such first mortgage within thirty [30] days after recording.

ARTICLE III – VOTING & MEETINGS

Section I Each member shall have one vote on all matters before a meeting of the membership. When the vote for such lot shall be exercised, as they among themselves determine, but in no event shall more than one vote be cast with respect to any one membership. Votes may be cast in person or by written proxy at any membership meeting.

A “written proxy” shall be valid if provided on the approved form and delivered to the Secretary by personal delivery, regular mail, or electronic transmittal (email), prior to commencement of a meeting of the Association. The approved form for a valid written proxy is available on the Association website, or may be obtained from the Secretary. A “written proxy” grants power of attorney for casting the absentee’s vote to the person designated on the form, but does not include direction of how such vote shall be cast. Voting for amendments to the by-laws may also be done by absentee ballot

(Vote-by-Mail). A true copy of the proposed amendment(s) shall be sent to every member, accompanied by a separate ballot slip containing the words “Yes” and “No” and labeled “Ballot for Amendment to By-Laws”, with directions to cross out one of them, and return the ballot to the Secretary of the Association prior to the meeting at which the vote on the amendments is to take place.

“Votes cast” shall mean the number of votes made by voice vote, show of hands, division of the assembly, valid written proxy, or completed ballot. Abstentions and blank or spoiled ballots will not be counted.

Section II There shall be meeting(s) of the membership each year (See Addendum A). These meetings shall be held within the confines of the Plat of Timberline Village, and conducted on a day set by the Board of Representatives. Special meetings of the membership may be called at such other time as may be necessary by [a] the President, [b] two Representatives, or [c] twenty-five percent (25%) of the members. Not more than thirty (30) days, nor less than fifteen (15) days prior to the date fixed for such special meeting, written notice thereof shall be sent to all members, at their address last shown on the Association records. To transact any business [excluding by laws and capital expenditures] at an annual or special meeting, only a simple majority of those votes, is required.

Section III A quorum for any meeting of the membership shall be the number of members present, plus the number of valid written proxies received by the Secretary prior to the start of the meeting, plus (in the case of proposed amendments to the by-laws) the number of absentee ballots received by the Secretary prior to the start of the meeting.

ARTICLE IV – OFFICERS & REPRESENTATIVES

Section I The management of the property, assets, interests and business affairs of the association shall be vested in the officers and Board of Representatives of each division as well as Association officers which include the President, Vice-President, Secretary, Treasurer and immediate Past President.

Section II The representatives and officers elected at each annual meeting of the membership shall serve until the next annual meeting and a duly qualified member is elected to replace them. Any vacancy occurring in the representative must be from the same division as the representative vacating the position, upon appointment of the Board. A vacancy of one of the officer positions may be filled by any member of the association in good standing, upon appointment of the Board.

Section III Special meetings of the Board of Representatives may be called by the president, or any two representatives. Such meetings will be called by notification to all members of the Board.

Section IV A simple majority of the Board of Representatives shall constitute a quorum for transaction of business. The President shall preside at all corporate meetings and, with the Secretary, execute all official corporate books and records, except books of account, and who, with the Secretary, shall execute all official corporate documents. The Vice-President, who shall preside at all meetings in the absence of the President, and in case of the absence or disability of President, shall perform all other duties of the President, which are incidental to the office. The Treasurer shall have custody of the accounts for, and disburse the corporate funds, with the approval of two other Board Representatives. The Board of Representatives shall designate

other persons from time to time who may borrow funds, draw checks and drafts, in addition to or jointly with the Treasurer. There shall be an annual audit of corporate books and records conducted by members of the Association.

Section V The Secretary shall keep, at all times, a current list of persons or firms in whose name the membership stands and of the person entitled to the rights and privileges of membership and shall cause all notice of meetings to be given as herein provided. The Secretary shall cause the Webmaster to post a copy of the membership minutes on the Website no later than 90 days after any membership meeting. The Secretary, on request, shall send a copy of the minutes to any member.

The Secretary shall cause the Webmaster to post a copy of the financial statement on the Website no later than ninety (90) days after any membership meeting where elections take place. The Secretary, on request, shall send a copy of the financial statement to any member.

Section VI The Board of Representatives to include two or more Division Representatives, may adopt rules and regulations from time to time, which shall be applicable to all memberships, for the use of the corporate facilities. Such rules and regulations shall be subject to modification or change at any time by a simple majority of the votes cast at any meeting.

Section VII The Board of Representatives may establish such surplus funds and reserve funds as they deem necessary to the end that the corporation shall be in sound financial condition to meet its obligations and maintain its property. The Board of Representatives may authorize such contracts and other corporate obligations, as they deem necessary or advisable for the emergency maintenance of the corporate property.

ARTICLE V – AMENDMENTS

Section I By-Laws may be amended by a two-thirds vote of the votes cast at any membership meeting. Amendments may be presented to the membership at a membership meeting, or at any special meeting called for that purpose. Proposed by-law amendments, and a ballot shall be sent to all members, at the last known address listed on Association records, not less than twenty [20] days prior to the designated meeting.

ARTICLE VI – DISSOLUTION

Section I The corporation may be dissolved and its affairs wound up voluntarily by the written request of three-quarters [75%] of the association members, addressed to the Board of Representatives, specifying reasons why the winding up of the affairs of the corporation is deemed advisable, and naming three persons who are entitled to the rights and privileges of membership to act in liquidation. The request shall be filed with the Board of Representatives, the Secretary of State and the County Auditor where the principal place of business of the corporation is located. Thereupon the powers of the Board of Representatives shall cease and the persons appointed shall proceed to wind up the corporation, realize upon its assets, pay its debts, and divide the residue of the money among its members, in equal proportions. The request shall state the time for completing the winding up and the dissolution during which time these matters shall be completed unless further time is granted in writing, signed by three-fourths [75%] of the members and filed as required by law.

ADDENDUM A BY-LAWS OF TIMBERLINE COMMUNITY ASSOCIATION

Revised Nov 2, 2022

Article I – Membership

Article II – Dues & Assessments

Initial Fee	\$1000.00
Annual Dues on First Improved or Unimproved lot	
\$300.00	
Additional dwelling units	
\$300.00	
Additional Unimproved lot(s)	
\$ 50.00	
Late charges on Past Due Account (Annually)	\$ 50.00
File Lien	All costs incurred

Article III – Voting & Meetings

Membership meetings	May and September
Board meetings and/or Special Meetings	
Direction of Board Members	

Article IV – Officers & Representatives

Officers will receive a Credit for Dues of	Per Board
Treasurer will receive a stipend	Per Board
Secretary will receive a stipend of	Per Board
Pool Attendant will receive a stipend as follows:	
Saturday, Sunday and Holidays:	
Weekdays	Per Board
Webmaster	Per Board