

Tides West Homeowner Board Meeting
Meeting Minutes - Approved
January 17, 2026

Call to Order: Tim 9:58 AM

Member input: Tim

Homeowner discussed issues with neighboring property regarding construction debris and noxious weeds and vines encroaching on their property.
Resolution- Board to send letter requesting corrections.

Approval of minutes from September meeting: Andrew

Motion to approve- unanimous approval

Treasurer's Report: Eric

Current on-hand \$12,787 versus expected \$17,930 (all members' dues not posted)

Questions regarding current active owners as some of the invoices have been returned.
Eric and Andrew will work to get an updated list of current owners.

Eric to also review if online statements are an option going forward as well as online payment options.

Architectural Committee Report: Grover

We received four (4) project requests since our last meeting.

- 1.) Submitted 19501 Pacific for new fence. Board Approved
- 2.) Submitted 1414 194 th for replacing existing fence. Board Approved
- 3.) Submitted 1919 195 th for new fence. Board Approved
- 4.) Submitted 19417 U Pl for a new home. Board Approved

There was one other application for a new garage but did not meet county set-backs requirements and was then withdrawn.

Maintenance and Repair report: Ed

Pump House repair at the park has been completed

Storage building at the park needs new siding – review material cost and will review next board meeting

Discuss removal of cleaning station – the decision was made to keep the cleaning station and to repair siding behind the sink.

Old Business:

Delinquent properties update: Tim

Of the 7 properties that were delinquent or had unresolved issues as September, 3 homeowners remain deficient. Board president to send letters to owners to have issues resolved or face \$50 per month fine for non-compliance

Board approval of Hyde painting compromise Tim-

Board approved of compromise

Approval of "closed for maintenance" sign for Loomis Lake park. Tim

Board approves sign (cost approx. \$65)

Unclaimed canoes: Tim

2 canoes were unclaimed at the park- offer was made to members to take possession of the canoes. 4 members responded, board elected to have a drawing to decide who should receive the canoes.

Awarded to Mike XXXXXXX and Angela XXXXXX

Removal of Cleaning station at the park: Ed

Decision to maintain the cleaning station and instead repair the wall behind instead

Maintenance and repair timeline for Loomis lake park property; Tim/Ed

This is being reviewed and will be discussed at the next meeting

New Business:

Retroactive approval of extra pay for Rodney trimming hedge: 14-3=11X40. Tim

Board approved extra pay for Rodney's work

Discussion and vote on adopting Board Responsibilities document as Board Policy: Tim

Board approves working document for positions/roles.

Discussion and vote on adopting AC process document and form as Board policy: Tim

Board decided to table this action until next meeting as to verify language of current covenants and review needs of Architectural Committee approvals versus board approvals.

Discussion and vote on adopting repair and Maintenance Process as Board Policy: Tim

Board has decided to table this action until March to allow time to review all current repair needs and ongoing maintenance required

Items to be reviewed

Process for Maintenance and repair projects

A) For projects listed on the regular maintenance schedule: No Board approval is required, but inform the board of completion of project and cost.

B) For projects estimated to cost \$500 or less: Submit for board approval a brief description of the methods to be used and a list of materials to be used for Board approval.

C) For projects estimated to cost more than \$500: The project coordinator will meet with AC Committee to flesh out at least two options for materials and methods (less cost and more cost) for the project. The board will then discuss and either approve one of the options or request more information for further consideration.

D) Extra materials will be returned for credit unless the Board specifically approves retaining them. The decision will be made at a regularly scheduled Board meeting.

A plan for Transitioning Tim's position on the Board. Tim/Henry/Andrew

Decision that Henry will take over as board president until August annual meeting.

Other items for discussion & member input Tim

Board to review a "New Member Packet" for all new homeowners including Bylaws, Covenants and park bathroom key

Homeowner requests review of the boat storage area. Possible option of building a rack to raise boats off the ground and allow for weed removal. To be discussed at next meeting.

Set date for March meeting

Adjourn 12:12

Board Structure

President:

- Plan agenda for regular Board meetings. Seek input from Board members on draft two weeks prior to meeting. Have final agenda posted on web site a week before the meeting. Conduct Board meetings following posted agenda and Board policy as per member input.
- Oversee all aspects of Association business, monitor and keep Board members informed.
- Facilitate Annual Meeting.
- File legal documents with appropriate agencies.
- Respond to member questions, comments made on the web site.
- Call meetings of the Executive Council as needed to discuss issues before they bring them to the Board as a whole.
- Develop a working familiarity with the TW governing documents: Articles of Incorporation, Bylaws, Covenants, WA state (RCW) regulations and Board Policy.
- Interface with the Association attorney regarding any legal issues.
- Interface with Strand Insurance regarding any insurance issues.
- Appoint member in good standing to fill in at Board meeting when there is not a quorum of 4.
- Appoint a member in good standing to fill remaining term of a vacant Board seat.
- Proactively provide vision and plans for the future of Tides West Association.
- Provide periodic member updates via email and on the Association website.
- Keep current on revised and new state statutes governing home owners' associations.
- Appoint subcommittees and committee chairs as directed by the Board as a whole.

Vice President:

- Fill in for president when he or she is unable to perform duties due to absence.
- Act as liaison to the Architectural committee. Remind board members to vote on AC recommended projects and call individual board members if necessary to get their vote. Record Board approval process on designated form and forward to the AC chair.
- Develop a working familiarity with the TW governing documents: Articles of incorporation, Bylaws, Covenants, WA state (RCW) regulations and Board Policy.
- Assist the president with any duties for which he or she requests.

- Oversee board appointed committees and report on their progress to the Board as a whole.

Secretary:

- Take detailed minutes of all Board meetings, email draft to other board members for correction, and then post on the web site within a week of the meeting.
- Monitor information on the web site to make sure it is current and complete.
- Prepare documents to mail to members regarding the Annual Meeting or any other official notifications. Arrange to have envelopes stuffed, stamped and mailed.
- Maintain an updated list of members with contact information.
- Keep Google drive documents up to date and organized.

Treasurer:

- Keep track of budget balances and report to the president any reasons for concern.
- Prepare interim financial statements comparing actual expenditures to budget for bi-monthly Board meetings.
- Prepare and mail annual invoices for dues to all members by December 1st of each year. Prepare and mail invoices for any late fees required due to lack of payment. Provide information on delinquent accounts to the Board as required.
- Develop and submit for approval to the Tides West Board an annual budget for the Association by July 1 of each year.
- Maintain and input information as needed to the NetSuite Financial Services Software utilized by Tides West.
- Work with the bookkeeper on any procedural problems that s/he may have.
- Balance the account with the bank statement monthly, notify the bookkeeper of any corrections that need to be made and troubleshoot solutions to balance the books.
- Look for and investigate any unusual or unauthorized spending.
- Prepare the annual income tax filing.
- Prepare and submit the annual non-profit filing to the Washington Secretary of State.
- Provide training as needed for potential users of the financial system.

Executive Council: (President, Vice President, Secretary, (Treasurer as needed})

- Meet as needed, at the request of the President, between regular Board meetings either in person, phone, online, or other option.
- Discuss issues, procedures, strategies and determine which conclusions can be implemented and which need to be presented to the Board as a whole for a vote.

**Tides West Community Association
Tides West Community Association
Budget vs. Actual - Cash Basis
From Aug 2025 to Jan 2026**

Financial Row	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Amount	Budget Amount	Total	
	Amount	Amount	Amount	Amount	Amount	Amount			Amount Over Budget	% of Budget
Ordinary Income/Expense										
Income										
3000 - Annual Dues	\$0.00	\$0.00	\$125.00	\$0.00	\$7,000.00	\$5,482.76	\$12,607.76	\$17,500.00	(\$4,892.24)	72.04%
3100 - Boat Space Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$97.24	\$117.24	\$220.00	(\$102.76)	53.29%
3200 - Interest Income	\$0.00	\$0.00	\$2.59	\$0.00	\$0.00	\$0.00	\$2.59	\$10.00	(\$7.41)	25.90%
3300 - Late Fees	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	\$200.00	(\$140.00)	30.00%
Total - Income	\$0.00	\$0.00	\$187.59	\$0.00	\$7,020.00	\$5,580.00	\$12,787.59	\$17,930.00	(\$5,142.41)	71.32%
Gross Profit	\$0.00	\$0.00	\$187.59	\$0.00	\$7,020.00	\$5,580.00	\$12,787.59	\$17,930.00	(\$5,142.41)	71.32%
Expense										
4020 - Computer and Internet Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	(\$25.00)	0.00%
4040 - Electricity - Lights	\$15.74	\$15.74	\$15.74	\$15.74	\$15.74	\$0.00	\$78.70	\$225.00	(\$146.30)	34.98%
4050 - Electricity - Park	\$51.80	\$55.23	\$57.93	\$51.06	\$49.89	\$0.00	\$265.91	\$700.00	(\$434.09)	37.99%
4060 - Filing Fee	\$0.00	\$311.50	\$0.00	\$0.00	\$0.00	\$0.00	\$311.50	\$500.00	(\$188.50)	62.30%
4080 - Insurance Expense	\$302.60	\$0.00	\$0.00	\$0.00	\$621.80	\$0.00	\$924.40	\$3,600.00	(\$2,675.60)	25.68%
4200 - Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
4400 - Non-profit Filing Fee	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	\$0.00	100.00%
4500 - Office Supplies	\$30.45	\$60.30	\$0.00	\$0.00	\$22.94	\$0.00	\$113.69	\$150.00	(\$36.31)	75.79%
4520 - Park Maintenance	\$569.56	\$2,648.77	\$802.53	\$0.00	\$1,355.00	\$0.00	\$5,375.86	\$7,000.00	(\$1,624.14)	76.80%
4530 - PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	0.00%
4540 - Postage and Delivery	\$0.00	\$0.00	\$0.00	\$0.00	\$109.20	\$0.00	\$109.20	\$250.00	(\$140.80)	43.68%
4550 - Professional Fees	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$600.00	(\$500.00)	16.67%
4560 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	0.00%
4620 - Water	\$57.41	\$57.41	\$57.41	\$63.28	\$57.41	\$0.00	\$292.92	\$750.00	(\$457.08)	39.06%
4630 - Website	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
4070 - Garbage	\$47.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47.68	\$0.00	\$47.68	0.00%
Total - Expense	\$1,125.24	\$3,198.95	\$953.61	\$130.08	\$2,231.98	\$0.00	\$7,639.86	\$14,620.00	(\$6,980.14)	52.26%
Net Ordinary Income	(\$1,125.24)	(\$3,198.95)	(\$766.02)	(\$130.08)	\$4,788.02	\$5,580.00	\$5,147.73	\$3,310.00	\$1,837.73	155.52%
Net Income	(\$1,125.24)	(\$3,198.95)	(\$766.02)	(\$130.08)	\$4,788.02	\$5,580.00	\$5,147.73	\$3,310.00	\$1,837.73	155.52%