

September 2, 2020

**Dear Owner:**

Attached please find the minutes from Timber Lodge Condominium Association and Timber Lodge Timeshare Association Board and Organizational Meetings held on July 28, 2020.

The minutes are being distributed to Owners as outlined in the Timber Lodge Condominium Association Declaration of Conditions, Covenants and Restrictions (CC&Rs), Article VI Management, 6.2 Specific Powers and Duties of the Condominium Association, (I) Minutes, Agenda and Policies.

Please also consider opting-in to receive mailings required by the Association's governing documents or applicable law via electronic transmission through an email address. Examples of required mailings may include: notices of meetings, financial statements, budgets and amendments to the governing documents.

In order to receive these items by electronic transmission, Owners must first explicitly provide consent (or "opt-in"). Consent to receive required mailings by electronic transmission is effective unless it is revoked at a later time.

To opt-in, log into your Owner account on [MarriottVacationClub.com](https://MarriottVacationClub.com). Click on "Account", click on "Profile", click on "Register for Online Document Notification". Edit Settings.

For questions, contact Jodie Guttrich, Market General Manager, by email at [Jodie.guttrich@vacationclub.com](mailto:Jodie.guttrich@vacationclub.com).

Sincerely,

**Jodie Guttrich**  
Market General Manager  
Marriott's Timber Lodge

**Timber Lodge Condominium Association  
Timber Lodge Timeshare Association**

**Board of Directors Meeting**

**July 28, 2020**

A regular meeting of Timber Lodge Condominium Association and Timber Lodge Timeshare Association Boards of Directors was held concurrently via conference call on July 28, 2020, hosted from Marriott Grand Residence Club, Lake Tahoe, Cascade Room, 1001 Heavenly Village Way, South Lake Tahoe, California 96150.

**Present from each of the Boards of Directors were:** Candyce Beneke, President; David Babich, Vice President; Dan Craig, Treasurer; Bill Whelihan, Secretary and Fred Batt, Director

**Present from Marriott Vacation Club® International, representing the Management Company, were:** Jodie Guttrich, Market General Manager; Tom McCormack, Market Vice President Resort Operations Americas, West; Jennifer Kammerer, Assistant Vice President Finance, West; Alberto Valdez, Director of Finance; Chris Mauro, Director of Operations and Shaneen Murdock, Executive Assistant

**CALL TO ORDER**

Candyce Beneke, President, called the meeting to order at 9:03 a.m., Pacific time.

Overview of Senate Bill Section 4900, et. seq. (Open Meeting Act) of California Civil Code  
Ms. Beneke reminded those present of the Davis-Stirling Act-Section 4900, et. seq.

Approval to run meetings concurrently

**A motion was made by David Babich to hold Timber Lodge Condominium Association and Timber Lodge Timeshare Association Boards of Directors Meetings concurrently. The motion was seconded by Bill Whelihan and unanimously carried.**

**ESTABLISHMENT OF QUORUM**

Ms. Beneke announced with all Board Members of each Association present, quorum was met for each Association.

**APPOINTMENT OF RECORDING SECRETARY**

Ms. Beneke appointed Shaneen Murdock to serve as Recording Secretary.

**PROOF OF NOTICE OF BOARD OF DIRECTORS MEETINGS**

Notice of Board of Directors Meetings was emailed to each Board Member, of each Association, on May 20, 2020, as required by each Association Bylaws.

**APPROVAL OF AGENDA**

**A motion was made by Fred Batt to approve the Agenda as presented. The motion was seconded by Dan Craig and unanimously carried.**

**APPROVAL OF BOARD OF DIRECTORS MEETING MINUTES**

**A motion was made by David Babich to approve the October 15, 2019 Board Meeting Minutes as presented. The motion was seconded by Fred Batt and unanimously carried.**

**A motion was made by Dan Craig to approve the January 28, 2020 Nominating Committee Meeting Minutes as presented. The motion was seconded by Fred Batt and unanimously carried.**

**A motion was made by David Babich to approve the May 19, 2020 Boards of Directors Special Meeting Minutes as presented. The motion was seconded by Dan Craig and unanimously carried.**

## **FINANCIALS**

### **2019 Audited Financials**

Alberto Valdez reviewed the 2019 audited financials. Highlights included:

- Timber Lodge Condominium Association year-end Operating Fund balance reflected a surplus of \$120,929
- Timber Lodge Timeshare Association year-end Operating Fund balance reflected a surplus of \$171,741
- Combined fund balance reflected a surplus of \$292,670
- Insurance provider reimbursed Timber Lodge Condominium Association \$155,000 for pipe repairs

### **2020 Financials**

Mr. Valdez reviewed 2020 Financials. Highlights included:

- Timber Lodge Condominium Association Operating Fund reflected a surplus of \$179,882; key drivers were Electricity, Safety & Security, Administration and Insurance
- Timber Lodge Timeshare Association Operating Fund reflected a surplus of \$1,276,522; key drivers were Maintenance, Front Desk, Housekeeping, Activities and Valet

### **Ratification of Review of Financial Statements**

**A motion was made by Dan Craig to ratify the Board of Directors of Timber Lodge Condominium Association and Timber Lodge Timeshare Association review of September 2019, October 2019, November 2019, December 2019, January 2020, February 2020, March 2020, April 2020, May 2020 and June 2020 Operating accounts, Reserve accounts, actual Operating revenues and expenses compared to budget, account statements, income and expense statements, check register, monthly general ledger and delinquent assessment receivable reports in accordance with California Civil Code Section 5501. The motion was seconded by Fred Batt and unanimously carried.**

### **Accounts Receivable**

Mr. Valdez reviewed accounts receivable. Highlights included:

- As of June 30, 2020, the current percentage of uncollected 2020 Maintenance Fees is 1.53%
- The maintenance fee collection timeline of billing and notices was reviewed

### **Recording of Liens**

Mr. Valdez reviewed recording of liens. Highlights included:

- Exhibit A regarding liens to be implemented

**A motion was made by Fred Batt to approve the recordation of a lien against the units set forth on the attached Exhibit A, as presented to the Board and to be attached to the minutes of record for this meeting, and to authorize the Management Company to take action to record such liens, or cause such liens to be recorded, on behalf of the Timber Lodge Condominium Association. The motion was seconded by Dan Craig and unanimously carried.**

### **Reserves**

#### **2019 Carryover Reserves Projects**

Jodie Guttrich presented an update on 2019 carryover Reserve Projects. Highlights included:

- Timber Lodge Condominium Association
  - Replacement of exterior and interior signage - \$234,750
  - Refurbishment of associate breakroom and locker rooms - \$125,424
  - Repair roof snow melt system - \$15,143
- Timber Lodge Timeshare Association
  - Replacement of corridor and unit signage - \$292,853
  - Renovation of Fitness Center - \$475,727
  - Refurbishment of elevator cab - \$395,526
  - Refinished cabinets - \$400,000

**A motion was made by Bill Whelihan to move \$375,317 from the 2019 Timber Lodge Condominium Association Reserve Fund to the 2020 Timber Lodge Condominium Association Reserve Fund as presented. The motion was seconded by David Babich and unanimously carried.**

**A motion was made by Fred Batt to move \$1,564,106 from the 2019 Timber Lodge Timeshare Association Reserve Fund to the 2020 Timber Lodge Timeshare Association Reserve Fund as presented. The motion was seconded by Dan Craig and unanimously carried.**

#### 2020 Reserves

Ms. Guttrich provided a status update on 2020 Reserve projects. Highlights included:

- Timber Lodge Condominium Association:
  - Repair of the building exterior - in progress
  - Staining of the exterior wood and painting of the exterior stucco - in progress
  - Painting and repairing balconies - in progress
  - A quote has been received for modernizing the fire system electronics
  - Replacement of exhaust fans is scheduled for the fourth quarter
  - Replacement of fan coils is scheduled for the fourth quarter
  - Refurbishment of roof snow melt system is scheduled for October
  - Upgrade of the boiler/hot water is scheduled for September
- Timber Lodge Timeshare Association
  - Installed new security cameras and recorder
  - Replaced pool deck barbeque
  - Replaced pool/spa pump
  - Purchased attic stock
  - Purchase of interior trash receptacles is scheduled for third quarter
  - Replacement of luggage carts is scheduled for third quarter
  - Replacement of televisions is scheduled for August
  - Replacement of fan coils is scheduled to be completed with future refurbishment

#### RESORT OPERATIONS REPORT

Ms. Guttrich presented a resort operations update. Highlights included:

- New arrival, check-in and pool deck experience
- New cleaning processes

#### ACTION ITEMS

Ms. Guttrich reviewed action items. Highlights included:

- Clearing drainage is the first step in the water intrusion project
- No additional value is added by installing variable speed exhaust fans
- Sign colors were changed to a neutral color which will endure through multiple refurbishments

#### OLD BUSINESS

##### California Settlement

Ms. Guttrich presented an update on the California settlement. Highlights included:

- Opportunity for a reduction in costs associated with the California settlement expenses from 2019
- Approximately \$42,000 in credits to Timber Lodge Timeshare Association and \$5,000 to Timber Lodge Condominium Association are to be received as a reduction in management fees in the 2021 Maintenance Fee

The Board requested additional information from Management Company. Specifically, the Management Agreement Articles and Sections in the entirety, pertaining to wages and allocation to the Association.

#### NEW BUSINESS

##### Senate Bill 323

Ms. Guttrich reviewed Senate Bill 323. Highlights included:

- The Association is to select an independent third party or parties to serve as an inspector of election. An independent third party includes, but is not limited to, a volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy, or a notary public. An independent third party may be a member but may not be a director or a candidate for director or be related to a director or to a candidate for director. An independent third party may not be a person, business entity, or subdivision of a



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**Timber Lodge Condominium Association  
Timber Lodge Timeshare Association**

**Organizational Meeting**

**July 28, 2020**

An Organizational Meeting of Timber Lodge Condominium Association and Timber Lodge Timeshare Association Boards of Directors was held via conference call on July 28, 2020, hosted from Marriott Grand Residence Club, Lake Tahoe, 1001 Heavenly Village Way, South Lake Tahoe, California 96150.

**Present from the Boards of Directors were:** David Babich, Fred Batt, Candyce Beneke, Dan Craig and Bill Whelihan

**Present from Marriott Vacation Club® International, representing the Management Company were:** Jodie Guttrich, Market General Manager; Chris Mauro, Director of Operations and Shaneen Murdock, Executive Assistant

**CALL TO ORDER**

Candyce Beneke called the meeting to order at 1:42 p.m., Pacific time.

Approval to run meetings concurrently

**A motion was made by Bill Whelihan to hold Timber Lodge Condominium Association and Timber Lodge Timeshare Association Organizational Meetings concurrently. The motion was seconded by David Babich and unanimously carried.**

**ESTABLISHMENT OF QUORUM**

With all Board Members present, quorum was met.

**APPOINTMENT OF RECORDING SECRETARY**

Ms. Beneke appointed Shaneen Murdock to serve as Recording Secretary.

**ELECTION OF OFFICERS**

**A motion was made by Bill Whelihan to elect David Babich as President, Dan Craig as Vice President, Bill Whelihan as Treasurer and Fred Batt as Secretary of Timber Lodge Condominium Association and Timber Lodge Timeshare Association. The motion was seconded by Fred Batt and unanimously carried.**

The Board appointed David Babich and Dan Craig as points of contact for the 2022/2023 refurbishment to work directly with the Management Company.

**ADJOURNMENT**

**A motion was made by Fred Batt to adjourn the meeting at 1:56 p.m. The motion was seconded by Bill Whelihan and unanimously carried.**

Submitted by:

Approved by:

\_\_\_\_\_  
Shaneen Murdock                      Date  
Recording Secretary

\_\_\_\_\_  
David Babich                              Date  
President

**These minutes are subject to approval at the next Board of Directors Meeting**