

COMMITTEES

OF



TIMBER VALLEY

SKP PARK OF OREGON, INC.
TIMBER VALLEY

We welcome you as a leaseholder to Timber Valley. We know it is often a long wait to reach number 1 on the wait list, but be assured that membership is worth it!

We are proud of our park and what we have accomplished over the years. We couldn't have been successful without active participation by our park members.

For this reason we have prepared this informative booklet to acquaint you with the many committees whose members, along with the Board of Directors and our managerial staff, all work together to continue the successful operations of Timber Valley.

We encourage you to read this booklet and give serious thought to which committees spark your interests. Visit committee meetings to see how they are handled, hear what the committees are doing or plan to do in the future and listen to reported needs. While not everyone is physically able to participate fully in all committees, everyone is able to contribute their knowledge and good ideas, which are vital to every group.

Enjoy your new surroundings and get to know your neighbors. We all depend on each other for support during good times and bad times, because this makes the good times far better and the bad times less painful.

“Neighbors helping neighbors” goes a long way in making Timber Valley a safe haven and a great place to live, be it on a short-term or full-time basis.

Keep abreast of news, meeting dates, etc. by reading the “Timber Valley Log” (our weekly newsletter,) the monthly calendar, the Timber Valley website timbervalleyskp.com, the various bulletin boards and the large reader board placed near the park office.

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ACTIVITY COMMITTEE (Jacks & Jills)

The purpose for the Jacks & Jills committee is to plan and implement activities for the benefit of all members and visitors. **Every leaseholder is automatically a member of this committee** and you are encouraged to attend monthly meetings to help plan social and fundraising activities for the park.

Part of the money earned from committee-sponsored activities can be used to purchase items for the enjoyment and convenience in our park facilities.

Jacks & Jills meetings are usually scheduled on the 4th Monday every month at 1 p.m. in the clubhouse. Plan to participate because your special talents and helpfulness are needed to keep our group successful. You will find it fun and very rewarding.

Library Committee

{sub-committee of Jacks & Jills}

The Library committee works to keep our library in good working order. We label the donated books by category (fiction, romance, western, etc.) and date the books by the year received so that when we need more shelving space we can eliminate the oldest books.

Our shelved books often become misfiled, so the largest part of our job is “reading the shelves” and filing books back in alphabetical order.

We are a relaxed but important committee that can be worked on in your own time.

Sunshine Committee

{sub-committee of Jacks & Jills}

This committee is responsible for placement of greeting cards “on the table” in the clubhouse whenever they’ve been informed of a member being hospitalized, very ill, suffered a loss of family member, etc. These cards are to be signed by all members coming through the clubhouse and then will be sent or delivered to the recipient. Another responsibility is to help with a memorial service for deceased members if requested by family.

Timber Valley Cooking Group

{sub-committee of Jacks & Jills}

If you enjoy creating menus, meal themes, team work and serving LARGE groups of folks, the Timber Valley Cooking Group is a great committee to join! You don't need to be a chef to participate. There are many other areas to use your skills.

We sponsor one meal a month, and most holidays. The event atmosphere is a lively social event with laughter, good food and great friends. To enjoy the satisfaction and appreciation of the members for a wonderful meal at the end of the event is extremely gratifying.

The TVCG meets every third Thursday at 3:00 pm in the Card Room.

Visitor Welcome Committee

{sub-committee of Jacks & Jills}

The intent of the Welcome Committee is to greet all overnight visitors to Timber Valley regardless of how many times they have visited in the past. We aim to make this a year 'round responsibility. Committee members are normally asked to sign up for one week at a time. We invite participants who are committed to represent the park in a friendly and knowledgeable manner.

AUDIT COMMITTEE

This committee is Board appointed at the beginning of each fiscal year, starting in July. All leaseholders, particularly those with accounting or business backgrounds, are encouraged to submit a short resume for consideration by the Board. Resumes should be submitted to the Board of Directors through the office.

The Bylaws clearly states the function of this committee in Section 7.11 through 7.11-3.

Your help is needed in this area. You will find it a very rewarding and vital way to serve the park.

BUDGET COMMITTEE

The Budget Committee is responsible for developing the fiscal year budget, updating our reserve studies and as an additional resource to the Treasurer.

Information supplied by standing committees with budgets, Office Manager, Park Manager, Vendors and Utilities is used to develop the fiscal year budget. Our recommendations are submitted for Board of Directors review in early May. The Board approved budget sets the amount billed to each Leaseholder on July 1st.

Oversight of our capital reserve funds is one very important responsibility of the Board of Directors. The budget Committee assists the Board by reviewing proposals, expenditures, and projects reserve cash flow. Throughout the fiscal year, the committee assists the Treasurer in monitoring spending, budgeting and the bank reserve accounting transparency.

The committee needs volunteers who bring a wide range of experience to the budgetary process. Innovation, negotiation and people skills are always useful and welcomed. An open mind, an absence of preconceptions and bias, and common sense are as important as experience in business, finance, project management, accounting, bookkeeping, construction, and other trades. We interface with several committees, park management, the Board of Directors, occasionally vendors, local and state entities. That is why we need diversity in skills and background.

Being a member of the Budget Committee is one particularly good way to learn the internal workings of the park. We welcome your involvement.

BY-LAWS COMMITTEE

The By-Laws committee studies and deliberates By-Laws as well as Rules & Regulations to insure clarity, legality and relevancy. It also defines, interprets, adds and changes By-Laws at the request of the Board of Directors. All additions and/or changes to the By-Laws are then mailed to leaseholders for vote of approval or rejection.

Serving on this committee gives members a chance to study and understand the rules we live by and to participate in some very interesting and lively discussions.

We encourage all new leaseholders to “get involved” by joining this committee.

To COMMUNICATION COMMITTEE

The goal of the communication committee is to inform Timber Valley members of park activities and business in an efficient and timely manner. Work groups within the committee are responsible for the Calendar and Weekly Newsletter, Bulletin Boards, Reader Board, Web Site (timbervalley.skp.com), a text or E-mail notification system (*Rained Out*), Park brochures, publications and handout materials. The Park's Wi-Fi is a stand-alone committee responsible to the Board but works in close connection to the Communication Committee. The Communications Committee will provide park related communication assistance to all members and prospective members on request. Committee membership is open to all members of the park. No special skills are required but if you have Power Point, publishing, Web or electronic skills, you are needed on this committee.

Website Committee

(sub-committee of Communication Committee)

Participating with help on the website committee is a great way to use your time, talent, ***and knowledge for the benefit of Timber Valley SKP Park.*** We are a small band of people with various talents ranging from the technical to the creative. The website is created and maintained under the Wordpress system and is hosted by an outside service that makes all the background magic happen. Our largest need is for participants who like to write articles, report on park activities, and generally help keep the website fresh and interesting.

This activity is perfect for those who don't have an interest in or are unable to participate in more physically demanding opportunities. We just need your passion for writing and reporting.

ELECTION COMMITTEE

This committee consist of no less than three leaseholders, who are willing to seek candidates for open Board positions prior to their taking office at the Annual Meeting in July each year.

The committee is responsible for: (1) preparation of an election packet to be mailed out to the membership annually, (2) for counting and presenting the vote outcome, and (3) for overseeing registration and voting at the Annual Meeting in July.

A complete outline of the duties of this **committee** can be found in our By-Laws, Article 7, Section 3.1 through 3.2

This is a great way to become knowledgeable in how Timber Valley operates and to become a vital part of the organization.

EMERGENCY PREPAREDNESS COMMITTEE

GRIEVANCE COMMITTEE

Participation on any committee is a great way to become acquainted with more folks in the park. It gives each leaseholder a chance to talk one to one and exchange ideas with people who may live on the other side of the park.

The Grievance Committee is set up to help folks talk about what they see as a violation of rules. Our task is to consider the complaints and have confidential talks with all parties involved. Our goal is to help resolve the situation by respectful and peaceful means.

Serving on this committee is a way to hone your diplomatic skills.

LANDSCAPE COMMITTEE

The Landscape Committee plans, implements and maintains landscaping on common park property that will make Timber Valley SKP Park of Oregon, Inc. aesthetically pleasing. Common areas of the park are evaluated by the committee for landscape needs, be they for improvement, replacement, watering (especially in summer,) weeding or ongoing maintenance. Any member or renter, male or female, is welcome and encouraged to attend meetings and/or work sessions. Men are most helpful when more strenuous work is required. We are busiest from March to October. Projects range in physical capability requirements from heavy to light. Even if one has limited physical capabilities your ideas and talents are welcome. All skill levels have an important role in helping keep our park beautiful. We welcome new interests and ideas.

All Timber Valley members are encouraged to participate in the planning, planting, watering, weeding and maintenance of common areas of the park near their lots or other common areas of the park that they choose to adopt, under a developing "Landscape Area Adoption Program."

Our park is alive and beautiful due to the combined effort of dedicated committee members.

We encourage you to consider joining our group to learn first-hand the pleasure of working to beautify our park.

LOT IMPROVEMENT COMMITTEE

Serving on this committee is a rewarding experience. Each time we receive a request for lot improvement, we know this means that another member is going to add to the beauty of our park.

We enjoy seeing first-hand the various plans a member has to personalize their lot. Many improvements are unique to those particular members and we appreciate their originality.

Upon receipt of a lot improvement request (forms available in the office,) three or more committee members will go to the lot and talk to the member about their plan. If all requested improvements are within the Lot Improvement Guidelines and adhere to park rules, approval is given.

We invite men and women alike to be part of our committee. It is fun to serve.

MAIL COMMITTEE

The purpose of this committee is to pick up, sort and put up mail on Saturdays throughout the year and other times as needed.

The commitment is only 1 to 2 hours, once or twice a month and you get to meet your neighbors as they pick up their packages.

MARKETING COMMITTEE

The objective of the Marketing Committee is to find ways to raise awareness of the Park, to enhance its image and to attract more guests; particularly during the Winter months thereby increasing revenue. We investigate possible improvements to the park, including any literature and any media that would enhance the Park's image and services to leaseholders and guests.

MEMBERSHIP COMMITTEE

We set up a time and arrange an orientation meeting with new leaseholders to go through their membership packet with them, answering any questions or concerns as we go along.

It is our goal to present a "personal touch" to make new members feel at ease within the park and to encourage them to become active on committees and at social events.

PCM COMMITTEE

Planning, Construction & Maintenance

The PCM committee is a working committee. Committee members plan, organize and complete projects relating to the maintenance of the park. The work the committee members do helps reduce the membership yearly maintenance fees.

The committee submits an annual plan and budget request and makes recommendations to the Board of Directors whether projects should be performed by employees and committee members or should be done by independent contractors.

Serving on this committee promotes comradery and provides opportunity to perform pre-retirement skills and to share expertise in the field of construction and maintenance.

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WI-FI COMMITTEE

The Wi-Fi Committee is responsible for installing and maintaining the park-wide shared outdoor Wi-Fi system that makes free basic (email and web surfing) internet available to members and visitors. Many smart phones with upgraded software can also use the system to make and receive cellphone calls over Wi-Fi.

The system blocks illegal movie downloading and doesn't have the capacity for streaming TV. (An individual Charter/Spectrum cable TV/phone/Internet connection, suited for TV, can be activated at each lot by setting up a monthly account with Charter.)

Depending upon individual expertise, committee members can help with planning, maintaining, and most importantly, helping fellow park members to get and stay connected to the system. The committee is NOT tasked with maintaining or repairing park member's computers or other devices.

OTHER WAYS TO HELP

While serving on committees may not be comfortable for some, there are other ways a member may be of service to our park. With acceptance by our park manager, or in some cases by the current Jacks & Jills chairman or Landscape chairman, you might offer your services by adopting a particular area of the park and seeing to its upkeep— i.e: decoration of clubhouse, regular restroom cleaning, laundromat cleaning, upkeep of exercise area, card room vacuuming and straightening , caring for a particular planting area, etc. etc. etc. Be creative. Be a good neighbor. Take pride in and enjoy your park!

