

Committees of Timber Valley



SKP PARK OF OREGON, INC.
(TIMBER VALLEY)

We welcome you as a member of 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 meeting dates, activities and more by reading our weekly newsletter, the "Timber Valley Log." Follow the up-to-date on-line calendar on our Timber Valley website at timbervalleyskip.com, or by setting Team-up on your smart phone, tablet or computer. Check out 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 member is automatically a member of this committee** and everyone is 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 scheduled on the 4th Monday every month at 1 p.m. in the clubhouse. Plan to be a part as your special talents and helpfulness are needed to keep our park successful. You and the entire park will benefit by your participation.

Library Committee

Sunshine Committee

Visitor Welcoming Committee

AUDIT COMMITTEE

The Audit Committee is established by the Board of Directors following the Annual Membership Meeting.

The committee of qualified volunteers is independent of Board control and is responsible for examining any of the Corporation's records or books deemed necessary to assess the Park's financial and continued well-being. In addition, the committee may look at Park policies, regulations and procedures at the committee's discretion or Board of Directors' request.

Being on this committee is a rewarding and vital way to serve the Park. We are also the most fun committee in the park. Interested? Questions? Contact the Office and someone from the current committee will be happy to assist you

BYLAWS COMMITTEE

The Bylaws committee studies and deliberates Bylaws 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 Blaws 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 members to “get involved” by joining this committee.

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, Weekly Newsletter called the “Timber Valley Log,” Bulletin Boards, Reader Board, Website timbervalleyskp.com, an alert system, the picture board of “Our Timber Valley Family,” some Park brochures, publications and handout materials. The Park’s Wi-Fi is a stand-alone committee responsible to the Board of Directors but works in close connection with the Communication Committee. The committee will provide park related communication assistance to all members and prospective members on request. Committee membership is open to all persons in the park. No special skills are required but if you have publishing skills, Web or electronic skills, you are especially needed and you’ll enjoy being on this committee.

ELECTION COMMITTEE

This committee consists of no less than three volunteering members. The committee members seek candidates for the yearly openings on the park Board of Directors, using posters and park-wide social media. The committee is responsible for overseeing elections for Board of Directors, new Bylaws, assessments and recalls. The committee also: 1. Prepares an election packet to be mailed to the membership. 2. Counts all ballots and presents the vote outcome,. 3. Oversees registration and voting at the Annual Meeting every July. A complete outline of the duties of this **committee** can be found in our Bylaws, Article VII, Section 3. This is a great way to gain knowledge of how Timber Valley operates and to become a vital part of our park.

EMERGENCY PREPAREDNESS COMMITTEE

The Emergency Preparedness Committee coordinates the Timber Valley SKP Park of Oregon's efforts toward preparation for, and response to, emergencies and disasters.

FINANCE COMMITTEE

The purpose of the Finance Committee is to monitor the financial well-being of Timber Valley SKP Park. The committee prepares the annual budget as well as monitors and ensures adequate funding for various reserve and contingency accounts. As such this Committee is a resource to the Treasurer and makes recommendations about such items to the Board of Directors. To fulfill the various functions, the committee needs individuals with diverse backgrounds. Logic, skepticism, and analytical thinking are as important as a background in accounting, budgeting or financial administration. Computer skills are necessary and some spreadsheet knowledge.

GRIEVANCE COMMITTEE

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. We invite you to our group.

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. Volunteers provide ongoing maintenance such as watering (especially in summer,) fertilizing, trimming and weeding. Some areas may be evaluated for improvement or replacement planting. A landscape nursery for committee use provides an area to store and propagate plants until they can be planted. Some tools are available for member use.

Any member or renter, male or female is welcome and encouraged to attend meetings and/or work sessions. We are busiest from March through October. Tasks range in physical demand from light to heavy. 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.

Members are encouraged, within their capabilities, to voluntarily help with general maintenance of common areas of the park near their lots or other common areas of the park that they choose to “adopt”. See the “Adopt-A-Green Space” guidelines for more information. Our park is alive and beautiful due to the combined efforts of dedicated volunteers.

Continued

We encourage you to consider joining our team 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 sort and deliver 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.

NEW MEMBER ORIENTATION COMMITTEE

This committee is the orientation and information source for new members of Timber Valley.

We set up a time and arrange a meeting with new members to go through their membership packet with them, answering any questions 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 committee members help reduce 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 camaraderie, provides opportunity to practice pre-retirement skills and to share expertise in the field of construction and maintenance.

Wi-Fi COMMITTEE

The Wi-Fi Committee is responsible for installing and maintaining the Wi-Fi system for the entire park. The internet service is free and available to members and visitors. Instructions for connecting to our Wi-Fi are available at the Office and given to visitors when they register. Committee members are usually available to help if someone has a problem getting connected. Many cell phone users make use of the system to make and receive phone calls using Wi-Fi. Cell phone service in the park is not the best so using the Wi-Fi system and turning Wi-Fi calling on is a big help. Charter/Spectrum provides cable connections for cable TV, phone, and internet for those that want to purchase any or all of those services.

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, laundry room 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 home!