

**MINUTES OF THE WOODBURN ESTATES & GOLF  
BOARD OF DIRECTORS MEETING  
April 25, 2017, 6:30pm  
Approved May 23, 2017**

**BOARD OF DIRECTORS**

*RV Lot-Director Jim Taylor (President)*

*Rules & Regulations/CC&R's & Ad Hoc-Director Janice Aiken (Vice President)*

*Activities-Director Malena Turner (Secretary)*

*Budget-Director Chuck Johnson (Treasurer)*

*Architectural-Director Dawn Cole*

*Golf-Director Paula Kilgore*

*House-Director Larry Jones*

*Marketing/News & Views/Tech/Web-Director Allan Lindberg*

*Membership/Real Estate-Director Nancy Dale*

**6:30p.m. President Jim Taylor** called the meeting to order and requested that all in attendance please stand for the Pledge of Allegiance and silence their cell phones. President Taylor welcomed everyone to the evening meeting.

**Establish a quorum:** Board members present: Jim Taylor, Janice Aiken, Malena Turner, Chuck Johnson, Dawn Cole, Larry Jones, Allan Lindberg, Paula Kilgore, and Nancy Dale. Per Secretary Malena Turner there was a quorum.

**President Jim Taylor:** Welcome to our April Board of Directors meeting. Tonight's meeting is likely to be another long one as many of the Board members will be presenting motions for consideration. While it does make for a late evening, it also means that necessary business is being conducted. Our Board members have taken their responsibility to work for the good of the Association seriously and are constantly seeking ways to implement improvements. As you encounter our Board members, please take the opportunity to thank them for their hard work.

**Agenda:** President Jim Taylor asked if there were any additions or corrections to the agenda.

**TREASURER'S-Director Chuck Johnson:** The balances reported today were reconciled with bank statements and balance sheets and ledgers provided by the Association bookkeeper as of March 31, 2017.

Our Operating Account balance as of March 31, 2017, was \$1,095,558.29.

Our Reserve Account balance as of March 31, 2017, was \$996,229.41.

I continue to meet with our General Manager, Tom Staskiewicz, on the first and third Tuesday each month to review revenue and expenditures relating to both our Operating Account and our Reserve Account. I would like to commend our Office Staff, bookkeeper Julia Senter, and volunteer, Joan Foster, for keeping an accurate account of our billing and payment records, involving utilities and other related expenses. I receive a monthly report of our Accounts Receivable that provides a current accounting of money owed to the Association by members and lending institutions.

The Accounts Receivable statistics presented today were determined as of April 21, 2017. On this date, the balance of our Accounts Receivable was \$66,836.69. This balance represents a reduction of \$10,583.03 when compared with the balance as reported last month. Payment plans continue to be received from members having financial hardships and in our Executive Session today, I will be presenting additional payment plans for possible approval by the Board. Follow up on previously approved payment plans verified that the members who submitted these plans are

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current in their payments. We currently have 71 delinquent accounts, a reduction of 18 delinquent accounts when compared with last month's report. One delinquent property has gone through the foreclosure process and is now bank-owned. This foreclosed delinquent property owes the Association \$1,368.83. Our attorneys are currently handling 7 delinquent accounts in an effort to collect the money owed to the Association. These 7 delinquent accounts total \$17,583.79.

On occasion, files are returned from our attorneys with the recommendation that we write off the delinquent balances as uncollectible for a variety of reasons. Knowing that each year we will have delinquent accounts that are uncollectible, we prepare our annual Operating Budget wherein we estimate bad debt as an expense line item. We continue to encourage members who are having financial hardships to submit payment plans to become current with their annual assessment rather than having liens filed against their property and their account being referred to our attorneys.

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS:**

**Board Minutes:** President Jim Taylor asked if there were any additions or corrections to the 3-27-17 board minutes. Malena responded the activities amount should be \$138 dollars. A motion was made to approve the 3-27-17 Board Minutes. *Seconded and approved.*

**TREASURER'S-Director Chuck Johnson:** I move to approve this treasury report just read. *Seconded and approved.*

**Golf-Director Paula Kilgore motion #1** I move to approve the following amount, not to exceed \$5400 from the cart path fund, to Preserving Pathways LLC, aka in USGA Report as Flat Paths. *Seconded and approved.*

**Director Larry Jones motion #1:** I move to approve \$2500.00 to Lee Limited Energy Electricians to provide and install new surveillance cameras in the billiards room, auditorium and restaurant lounge. *Seconded and approved.*

**Director Larry Jones motion #2:** I move to approve a \$40,000 to Tyco Integrated Security for the upgrading of our access controls in the community center buildings. Tyco Integrated Security will be providing 15 doors of access control to our existing doors with control. *Seconded and approved.*

**Director Larry Jones motion #3:** I move to approve \$30,000.00 to remodel and repair the restrooms in the auditorium to Peter Hall Construction in Mount Angel, OR. *Seconded and approved.*

**Director Janice Aiken motion #1:** I move to POST the following addition to the Rules and Regulations, section 3.4 until the next regular meeting.

Members must allow up to 10 (ten) days to return the security cleaning deposit so that verification of the check clearing the banking institution can be done by the association office. The deposit is subject to loss if an event is cancelled less than 72 hours before the date of the event. *Second and approved.*

**Director Janice Aiken motion #2:** I move to POST the following addition to Section 12.2 of the Rules and Regulations until the next regular meeting.

12.2-3 Residence Trash Containers

Perishable garbage shall be removed before it becomes offensive and shall not let it accumulate on or about the premises.

12.2-3-1 Garbage containers shall be sturdy, watertight, not easily corrodible, and rodent-and-insect-proof.

12-2-3-2 When not being emptied or filled, the container shall be kept tightly closed and out of the city right-of-way within 24 hours of the garbage collection, and placed to the side or back of the residence.

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EXCEPTION – Members who have obtained specially marked disabled containers from the local refuse collector may keep those containers in front of the garage for weekly collection. The containers must have tight fitting lids and have no overflow garbage showing from the street or to the neighbors.

The exception may be denied by the association if complaints are made by members if the member stops garbage collection or had continued issues with overflow. *Seconded and approved.*

**Director Janice Aiken motion #3:** I move to POST the following deletion to Section 12.3 of the Rules and Regulations until the next regular meeting as a duplication of 12.2.

### 12.3-3 Parking

Lawns, sidewalks and unpaved parking surfaces. Parking is prohibited on lawns, sidewalks or unpaved parking surfaces. *Seconded and approved.*

**Director Janice Aiken motion #4:** I move to POST the following addition to Section 13.1 Recreational Vehicle Lot of the Rules and Regulations until the next regular meeting.

Moveable, as defined in this section, means that the owner is able to drive down and drive away, reload or hook up and move their unit, as required by the association. It is advisable that the owner has an emergency contact on file who may move the unit if the owner is unable to move the unit in a situation requiring a move. *Seconded and approved.*

**Director Janice Aiken motion #5:** I move to POST the following addition to Section 13.12 Recreational Vehicle Lot of the Rules and Regulations until the next regular meeting.

### 13.12 ~~Misc~~ Personal Item Storage

Personal property (delete may not be) stored outside or underneath owner's unit(s) are at the risk of the owner. The following are NOT allowed – flammable, corrosive, or explosive materials. (delete Item(s) may not be visible on open trailers). *Seconded and approved.*

**Director Janice Aiken motion #6:** I move to approve the updated Application to Rent the Facilities Form. *Seconded and approved.*

**Director Janice Aiken motion #7:** I move to approve the updated "RV Lot Application Form". *Seconded and approved.*

**Director Janice Aiken motion #8:** I move to approve the updated "Club or Group Facility Usage Application" Form. *Seconded and approved.*

**Director Janice Aiken motion #9:** I move to PASS the following language to the Standard Operating Procedures, creating section 2.7.4.

### ALCOHOL RULES: MEMBER GROUPS and Committees

Woodburn Estates & Golf has a limited-on-premises alcohol license. (ORS 471.178). Woodburn Estates & Golf will uphold the rules from OLCC (Oregon Liquor Control Commission) that applies to our license. (a) Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers. (b) Beer must be purchased and opened on site through Country Cottage or the Pro Shop, or as part of an association event. (c) Clubs, and event organizers, will determine procedures to comply with the corking requirement. (d) No hard liquor is allowed on the premises. (e) At least two 2 substantial food items must be served.

### OUTSIDE Servers - Must comply with all rules under #11.

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

(1) Names of Servers and proof of a valid server's permit. (2) Temporary Sales License signed by the City of Woodburn. (3) A list of at least 2 substantial food items that will be served, as required by ORS rules. *Seconded and approved.*

**Director Janice Aiken motion #9-A:** I move to PASS an amendment in the SOP above.

### OUTSIDE Servers - Must comply with all rules under #11

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Should say: OUTSIDE Servers - Must comply with all rules under Member Groups and Committee rules above. *Seconded and approved.*

**Director Janice Aiken motion #10:** I move to POST the following language to the Rules & Regulations, adding section 2.10

ALCOHOL RULES: MEMBER GROUPS and Committees

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OUTSIDE Servers - Must comply with all rules under Member Groups and Committee.

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

(1) Names of Servers and proof of a valid server's permit. (2) Temporary Sales License signed by the City of Woodburn. (3) A list of at least 2 substantial food items that will be served, as required by ORS rules. *Seconded and approved.*

**Director Janice Aiken motion #11:** I move to approve \$500.00 from the educational training line of the 2017 budget for payment of the training class for members who have volunteered to take the OLCC training for servers permit fee and education. *Seconded and approved.*

**EXECUTIVE SESSION:** President Jim Taylor announced that the Board would be recessing to Executive Session. The Board of Directors came back and resumed the meeting. Director Chuck Johnson summarized the executive session and moved to approve several payment plans because of hardship of the members not able to pay their dues in a timely manner. *Seconded and approved.*

**Motion to Adjourn** was seconded and approved.

Respectfully submitted, Malena Turner, secretary

Next meeting will be May 22, 2017 at 1:30pm.

### **ADDENDUM-DIRECTOR and GM REPORTS plus Open Mic – Members Comments:**

**ACTIVITIES-Malena Turner:** The Activities committee met April 6, 2017. The items that needed to be attended to:

(1) Checking the times of events with the office to coincide with what was on our calendar.

(2) Recap of the Potato Bash. We need to make sure we have enough sour cream and bacon bits for our next Bash. Other than that all went well.

(3) Making sure all signs for events had Open to Public or Members Only.

(4) Diana said Car Show is ready to go.

(5) Becky said the Pancake Breakfast was on schedule. Two sponsors McCully Realty and Legacy Financial were the sponsors. Volunteers contacted. Many said "Yes". Supplies were bought.

(6) Ginnie gave the treasurer's report: Activities account: \$16,970.97 and Coffee Hour account: \$3,270.13

(7) These are the items were voted on: (a) Dawn R. Cole requested \$100.00 for repair of fork lift for Aware Food Bank "Yes". (b) Fire Department Bike Rodeo \$750.00 total. (c) \$138.00 came from Betty's Tea. (d) \$612.00 from the Activities account. (e) A vote to increase the contribution to school music programs from \$50.00 to \$100.00 starting in September 2017. (f) Pancake Breakfast income to help with the Pavilion. Update on the Pancake Breakfast: 265 people served.

\$1,360.00 brought in. Some of that money was from sale of the syrup bottles and left over ham.

The tables were full and the servers were always right there to help the guests. We even had new

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people who had never volunteered for this event before. Thank you so much for all your help to make this a great event.

From now on the monies we receive from events will go to upgrading Woodburn Estates & Golf.

**Architectural-Director Dawn Cole:** Since the March Board of Directors meeting there have been 34 Architectural Requests and 14 Compliance Requests.

**Facebook-Director Allan Lindberg:** March 27 to April 24, 2017 - Page views 164, Page Likes 12, People Reached 767 Post Engagements 2,193. Activity events are posted to Facebook to provide timely and current information to subscribers and visitors.

**Golf/Green-Director Paula Kilgore:** Rounds Played for March 2017:

Total 18-holes rounds played 463; 9-holes rounds played 121; Yellow Tee rounds played 6; Guest 9-holes rounds played 10; Guest 18-holes rounds played 8. Oregon Trail had 4 rounds played. Total rounds played 608, and total rounds played YTD 1,535.

On April 10, 2017, The USGA Course Consultant, Larry Gilhuly, Agronomist, toured the golf course with Superintendent Tim O'Larey. The purpose of this visit was to help us determine the correct path to take our course. After touring the course, Larry met with Greens committee and gave us a brief report of his visit. Two days later I received a 16 page report. We will be reviewing and start our planning for improvements of the golf course and cart paths. This report is going to help with the 30 year study and maintaining this valuable asset. Larry will be returning in drier weather to check on equipment and our maintenance program. We are able to utilize this program for the next year for any questions or concerns.

We will be working on a current plan of action in the coming months for the major concerns that were addressed in this visit. You can request to review this report once we have had time to review.

4/ 21/17 Update - I have given this comprehensive report to several committee members to review. We will be meeting on Wednesday, April 21st to discuss the review

We will be prioritizing the items listed on the report with the importance to formulate a financially responsible plan. My goal is to utilize this report to help form the plan, for the 30 year study.

Wind Storm - On April 7th we had a strong wind storm here in Oregon and here at Woodburn Estates & Golf we lost 7 or 8 trees. Some trees were rotten in the center and with this knowledge, I was requested by the General Manager to request bids from arborists to come to the course and check the other trees that are of concern. I am currently awaiting their bids.

Cart path was damaged on several holes and our insurance will cover those areas.

I was also requested by GM Tom to contact a company called Flat Paths to give a quote on grinding tree root areas on the cart path. This came highly recommended as solution to the problem, economically. This procedure is a one of a kind and has helped many courses temporarily put the cart paths' renovation on hold, for 3 to five years while their fund can build up. We currently don't have enough money in Cart path fund to cover our entire course.

Golf Cart Paths: This is a 2 to 3 day process at \$1800 and they will be our area in May and June. They work all over the United States so timing is important. Flat Paths is a one of a kind company who has developed and patented a machine that will grind down the tree roots uprising in the cart path, so as to take away the bumps, and without hurting the trees. This can extend the life of existing cart path 3 to 5 years. They come highly recommended and some of the local courses have used this method as well as Portland Parks and Recreation. With this in mind, I feel if we do this now, we will build the cart path fund over the next 3 to 5 years. We will have enough funds to fully cover the cart path renovation. I will be making a motion under new business.

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**House-Director Larry Jones:** The House Committee met on April 4, 2017 and April 18th, 2017 for planning on the projects we are currently working on. Walt VanRheen, Dawn R Cole & Becky Butts were present along with Tom Staskiewicz and Frank Jameson.

Trying to keep everyone informed on the status of the new auditorium roof. The work is scheduled to start around the first of June. We need a break in the weather that would allow a few rain free days for the removal of our existing roof. Once we can get the roof off Snyder Roofing can find out if we have any further problems that the leaking has caused. If there are no problems the roof should not take any longer than two weeks.

With everything that has been breaking we have not had the time to explore how we can improve our lighting in the parking lot. Once the dust settles we will have time to begin our work to improve the lighting.

Now for the status on the Pavilion (Gazebo) as this has been an extremely tough year for the House Committee. It was my hope to present a motion to approve the funding for a project that has been in the works for two years. However Mother Nature has been a formidable foe. With the failure of the Auditorium roof, the damage from the wind storm on the golf course and replacement of the siding & sheathing on the swimming pool our resources are stretched. The House Committee has decided not to present a motion until we take care of our most critical repairs at this time. I want to remind everyone that the Board's responsibility is to look after the assets of the HOA, protect the assets and our members, and enhance the value of the HOA for our members. We will however, continue to work to have a Pavilion built, but not at this time.

The House Committee has been working with the Activities Committee to update the Card Room in the Dining Hall. Before we start the painting there are plans to improve storage in the room and replace the carpeting along with the carpeting in dining hall and auditorium lobby.

The House committee has finally received all bids for the remodel of the Auditorium Restroom Remodel. The contractor with the low bid has been selected and I will be presenting a motion to approve the funding for the construction. The remodel will be scheduled to begin at the same time as the roofing job.

We are working with our pest control contractor to continue our treatments until we have the ant problem under control. We are being watchful to see if there are other areas that they might invade.

The painting has been completed in the Women's Golf Lounge and once some of our other work has been completed the Maintenance Dept. will begin preparing Golf Lounge by the Pro Shop for painting.

With the Car Show coming in July, the House is presenting a motion to resurface and repair and repaint the curbing in our parking lot to present Woodburn Estates & Golf in a positive light.

We were just asked if we had Carbon Monoxide monitors in the buildings. Frank Jameson has been checking this out and will be installing in any area that needs one.

*Cameras:* The Board of Directors has been advised that there have been a number of occasions where people have been found in our buildings that have no business to be in some of these areas. The purpose of the cameras is to be able to have a visual record of unauthorized individuals who might want access for other reasons than curiosity. We are currently using Lee Limited Energy Electricians for our existing surveillance cameras and this just expands our system to provide for our safety. I will have a camera motion under new business.

*Door Access:* Tyco Integrated Security will be providing the web-hosted database management and user ID credentials for the primary cardholders on site at this time. Installation is estimated to take up to 1 month to complete upon the start of the installation. Web training will be provided for Administrators as needed. Tyco will provide electrical permit for wiring installation to meet

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Oregon Electrical Code. Tyco will also provide complete As-Built drawings upon completion of the installation. I will have a door access motion under new business.

*Restroom Remodel:* This work is scheduled to be done at the same time the new roofing for the auditorium roof is being built. This is the perfect time to finish this job. With the completion of the new roof, restroom remodel, and replacement of carpeting which is being worked on at this time the House Committee feels that we should have maintenance-free use for years to come. The remodel would replace all partitions, plumbing fixtures, new flooring and painting in the restrooms. Peter Hall Construction was low bidder for this job. We were able to get 4 bids from qualified contractors. I will have a restroom remodel motion under new business.

**Marketing-Director Allan Lindberg:** We still have one ad running in the Tulip Festival Visitors Guide.

Dance and Pancake flyers were distributed to the senior centers in Wilsonville, Salem 50+ Center, and Molalla.

55+Places published a feature titled "Communities That Offer Day Trips." Woodburn Estates & Golf included wording similar to our "About Us" web page. The article ran at no cost.

I was fortunate to be among the group that toured our golf course with Larry Gihuly. All enhancements will be used as marketing tools to attract new homeowner and associate golfers.

*Show and Shine Car Show:* Diana and I went to the South Albany High School Car Show and handed out Flyers and Registration Forms to car owners. Many participants had not heard of our community but knew Woodburn and expressed interest. One fellow asked for a stack of flyers to take back to his car club. This event is a fantastic opportunity to expose new people to Woodburn Estates & Golf.

Our Woodburn Estates & Golf LOGO is now showing up on every piece of advertising media for Music in the Park and will be showing on our digital displays.

**Membership-Director Nancy Dale:** The new member meeting on Saturday, April 15<sup>th</sup> was a success with 38 new members in attendance, and three associates. I want to thank the Board Members that attended along with my committee members, Michelle Prather, Tim Prather, and George Foust, our General Manger, as well as members that spoke about the various activities we have at Woodburn Estates. Our sponsor was Washington Federal.

**News & Views-Director Allan Lindberg:** no report.

**Real Estate-Director Nancy Dale:** This report as of April 25, 2017.

Homes sold year-to-date in 2017: 38. Homes sold year-to-date in 2016: 47. Home sales pending-to-date in 2017: 16.

Out of area buyers for March-April was 9 from Tempe, AZ; Central Point, OR; Palm Bay, FL; Shoreline, WA; Medford, OR; and Oakhurst, CA.

How did you hear about us? Of those that completed the form, they indicated the following: realtor (3); friend (already living here) (2).

**Rules & Regulations/CC&R's/UGB-Director Janice Aiken:**

Thirty complaints have been filed as of April 20, 2017 and twelve of those are open at this time. Six are still open from 2016 and one open from 2015. The total open is nineteen, some of which have fines and liens against them.

**RV LOT-Director James Taylor:** No report.

**Safety-Dawn Cole:** The committee was unable to meet due to weather induced work that kept the golf & maintenance staff overwhelmed. A meeting is planned for May 4 at 8 a.m. in the travel room.

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**Technology-Director Allan Lindberg:** We met on April 10th and discussed everything we have accomplished in this year and last year. We will continue to meet monthly and work on items coming our way.

**Web-Director Allan Lindberg:** Since the last board meeting, we have had 5,597 total visits. The digital displays are ready to go, just waiting for the electrical outlets.

**General Manager-Tom Staskiewicz:** What is the role of an HOA Board of Directors? This was one topic at a recent CAI luncheon I attended and it brought a new perspective to me about the board. An HOA Board has a three-fold responsibility: 1) to maintain the assets; 2) to protect the association and 3) to enhance the association.

What are the signs the board is doing their job? 1) The board is taking care of things without special assessments; 2) home values are increasing; and 3) people want to move to the HOA.

Woodburn Estates & Golf is a community where people want to live. It's a great place with something for everyone. This is because of the efforts of your board and you, the members. I hear from our members that they like living at Woodburn Estates & Golf and I see this attitude in action every time I take a prospective owner or associate on a tour. Our members sell the prospect with their stories of why they moved here, what they like about living here and how they enjoy their neighbors. They also ask questions about the visitor's interests and invite the new members to join them in their activities.

*Our Finances:* As you heard from Chuck Johnson our finances are strong. This is particularly true of our Reserves, which we use to pay for the repair and replacement of assets. You may be noticing many of the "abandoned" and bank-owned homes are being fixed up and sold to new owners. In many cases we have companies who have purchased these homes to renovate and resell.

*Storm Damage:* The storm on April 7 took a toll on our golf course. We lost several trees to the storm. Fortunately working with our insurance agent and the adjuster we will be able to recoup some of the cleanup costs from our insurance. Wind damage is not covered but the ancillary damage caused to the cart paths is covered and we had quite a bit of damage to several of our cart paths.

*Board Reports:* As you listen to the board reports you will learn of the many things going on at Woodburn Estates & Golf as your board works to maintain the facilities. You will hear how they exercise their fiduciary responsibilities and prioritize the work to be done. There are tough decisions made as they weigh what they would like to do versus what is reasonable and responsible to do.

One thing you will hear from your board is about planning. The different committees, where appropriate, are working on long-term plans which can be passed year-to-year to the next committee so work can continue and not have to be restarted. The committees are working on one, five, ten and thirty year plans with visions for what they would like to see in the future. If you want to have input into these visions, join the committees – they are always looking for members with a desire to work toward a vision.

### **OPEN MIC – Members Comments:**

Woodburn Estates & Golf Open mic comments April 25, 2017

1. N&V team having problems getting papers out on time due to computer problems. We need Tech help.
2. Night meetings doesn't seem to be necessary as few working members attend.
3. Would like a camera in hallway to protect bulletin board vendor ads being defaced.

End of member comments.