**VOL XLIX NO. 6** 

www.woodburnestatesgolf.com • Main Office 503-982-1776 • N&V Office 503-981-3313

Friday, March 27, 2020

# Member Woodburn Payments, Etc. Estates &

by Dawn Cole, Site Manager

As the entire clubhouse facility is locked down, any payments needing to be made can be done by check that we would receive in the daily mail. If you wish to pay by credit card or debit card, call the office and leave a message and you will be called back that day.

If you are needing an RV space this would have to wait as it entails face to face interaction in selecting a space, providing documents and completing an application. Any past due accounts, for the time being, the member will be called. Additional fees will not be charged during this shutdown.

Any question not answered here, members can call the WEG Site Manager who is listed in the directory.

# **IMPORTANT:**

Inside your copy of this issue of *News & Views*, you will fiind two sheets of paper – one RED and one GREEN. The purpose of these sheets of paper is to help you communicate the state of your health with your neighbors during the *Stay Home, Stay Healthy* mandate. If you and yours are OK, place the GREEN paper in a front window where passing neighbors can easily see it. If you need HELP, place the RED card in your front window instead. Your neighbors should then try to reach you by phone or knocking at the door. If they receive no response from you, they will call 911.

# NEIGHBORS HEIGHBORS Woodburn Estates & Golf\*

# Woodburn Estates & Golf Common Grounds

by Dawn Cole, Site Manager

urrently we are operating under Plan "A":

1. Entire facility has been programmed through the BRIVO system to be locked down, Site Manager, Clubhouse Maintenance Supervisor, and WPD have the only access.

- 2. 03/16/2020-03/21/2020: Maintenance facility is doing a deep clean starting with the East Wing. This encompasses the ceiling down in every room, the 400+ chairs and tables and storage area, auditorium, card rooms, kitchen, dining room, entryways and furniture. All fabric including the collapsible partition wall is being steam sanitized, they are on their second pass.
- 3. 03/16/2020-03/27/2020: The Pro Shop has been stripped, walls prepped, carpet removed and cleaned. Walls will be painted following caulking, all coving replaced. Following that, Golfer's lounge will be cleaned, and baseboards replaced.
- 4. 03/23/2020-03/28/2020: Maintenance facility will do a deep clean of the West Wing. This will be a steam cleaning of all carpets, fabric curtains, and cleaning (again) from ceiling down. Every room will be cleaned including the restaurant and kitchens.
- 5. 03/30/2020-04/03/2020: Maintenance will be doing a deep cleaning of the Health Center including the pool and locker rooms. ProShop will be completed and no staff will be there after 03/27/2020. As soon as #5 is completed, Maintenance staff (except for Frank Jameson) will be dismissed to apply for unemployment.
- 6. 03/16/2020-TBA Office staff is running on a minimal staff to insure AP/AR is met, and mail has been transferred to pick up at the Post Office.
  - 7. Groundskeepers will continue as usual, with zero contact with members.

Golf Course: At present the Groundskeepers are ahead of the spring schedule for aeration. Our members are continuing to golf at this time and until an order comes down from the State Governor that would close the golf course along with our already closed facilities, this will remain the same. I have asked the Groundskeepers to have zero contact with these members and expect these members to conduct themselves with their usual consideration of any equipment in their vicinity that's working, as the employees will.

**Plan "B":** If the Governor declares a mandatory "stay home" quarantine, then we will have no choice but to observe it. I am checking now to see if at least once/week we can check the pool water quality, (pools are already on 100 lb. carboys for auto dispensing chemicals so we're good there). All work will halt and Frank, myself and Groundskeepers will then apply for unemployment, however I will continue fielding all calls which will be forwarded to me.

Please thank them for me and all the support they're giving us to get through this thing.

# News & Views Publication Schedule April 2020

Copy due by 9:30 a.m.
Thursday, Apr 2, 2020
Thursday, Apr 16, 2020

Publication Date Friday, April 10, 2020 Friday, April 24, 2020

Thank you, everyone, for your cooperation.

# Precautions for COVID-19/ Coronavirus

#### by James Robb, MD FCAP

When I was a professor of pathology at the University of California San Diego, I was one of the first molecular virologists in the world to work on coronaviruses (the 1970s). I was the first to demonstrate the number of genes the virus contained. Since then, I have kept up with the coronavirus field and its multiple clinical transfers into the human population (e.g., SARS, MERS), from different animal sources. The current projections for its expansion in the US are only probable, due to continued insufficient worldwide data, but it is most likely to be widespread in the US by mid to late March and April.

Here is what I have done and the precautions that I take and will take. These are the same precautions I currently use during our influenza seasons, except for the mask and gloves.

- 1) NO HANDSHAKING! Use a fist bump, slight bow, elbow bump, etc.
- 2) Use ONLY your knuckle to touch light switches, elevator buttons, etc. Lift the gasoline dispenser with a paper towel or use a disposable glove.
- 3) Open doors with your closed fist or hip do not grasp the handle with your hand, unless there is no other way to open the door. Especially important on bathroom and post office/commercial doors.
- 4) Use disinfectant wipes at the stores when they are available, including wiping the handle and child seat in grocery carts.
- 5) Wash your hands with soap for 10-20 seconds and/or use a greater than 60% alcohol-based hand sanitizer whenever you return home from ANY activity that involves locations where other people have been.
- 6) Keep a bottle of sanitizer available at each of your home's entrances. AND in your car for use after getting gas or touching other contaminated objects when you can't immediately wash your hands.
- 7) If possible, cough or sneeze into a disposable tissue and discard. Use your elbow only if you have to. The clothing on your elbow will contain infectious virus that can be passed on for up to a week or more!

# What I have stocked in preparation for the pandemic spread to the US:

1) Latex or nitrile latex disposable gloves for use when going shopping, using the gasoline pump, and all other outside activity when you come in contact with



# News & Views

N&V Office: 503-981-3313 • Main Office: 503-982-1776 Email: nv@WoodburnEstatesGolf.com Website: woodburnestatesgolf.com

News & Views is published the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of each month. Mailed subscriptions are \$2 per issue to cover postage and handling. The Association reserves the right to publish or not publish any advertisement at our discretion.

Editor and Advertising Sales: Kathy Hiller Co-Editor: Shirley Bishop Golf Photographer: Don Slezak (503-708-4872) **Coffee Hour Photographer:** Don Robarge (503-981-3313) **Distribution:** Jim & Linda Hoover (503-380-8422)

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contaminated areas. Note: This virus is spread in large droplets by coughing and sneezing. This means that the air will not infect you! BUT all the surfaces where these droplets land are infectious for about a week on average, everything that is associated with infected people will be contaminated and potentially infectious. The virus is on surfaces and you will not be infected unless your unprotected face is directly coughed or sneezed upon. This virus only has cell receptors for lung cells (it only infects your lungs). The only way for the virus to infect you is through your nose or mouth via your hands or an infected cough or sneeze onto or into your nose or mouth.

- 2) Stock up now with disposable surgical masks and use them to prevent you from touching your nose and/or mouth (We touch our nose/mouth 90X/day without knowing it!). This is the only way this virus can infect you - it is lung-specific. The mask will not prevent the virus in a direct sneeze from getting into your nose or mouth - it is only to keep you from touching your nose or mouth.
- 3) Stock up now with hand sanitizers and latex/nitrile gloves (get the appropriate sizes for your family). The hand sanitizers must be alcohol-based and greater than 60% alcohol to be effective.
- 4) Stock up now with zinc lozenges. These lozenges have been proven to be effective in blocking coronavirus (and most other viruses) from multiplying in your throat and nasopharynx. Use as directed several times each day when you begin to feel ANY "cold-like" symptoms beginning. It is best to lie down and let the lozenge dissolve in the back of your throat and nasopharynx. Cold-eeze lozenges is one brand available, but there are other brands available. I, as many others do, hope that this pandemic will be reasonably contained, BUT I personally do not think it will be. Humans have never seen this snake-associated virus before and have no internal defense against it. Tremendous worldwide efforts are being made to understand the molecular and clinical virology of this virus. Unbelievable molecular knowledge about the genomics, structure, and virulence of this virus has already been achieved. BUT, there will be NO drugs or vaccines available this year to protect us or limit the infection within us. Only symptomatic support is available. I hope these personal thoughts will be helpful during this potentially catastrophic pandemic. You are welcome to share this. Good luck to all of us!

# Surcharge of Credit Card **Payments**

# by Kathy Hiller

Per a motion at the January 28 BOD meeting, (See Treasurer's Board Report in this issue), Treasurer Paula Kilgore moved to approve the addition of a 3% surcharge for credit card processing fees beginning May 1, 2020. Over the last few years we have always absorbed this fee, but as more are using this way to pay their dues it puts the costs on the HOA. In the past two years we absorbed over \$33,000 and to continue this same path and not pass it on to the user is not good business. Director St.Amant moved to amend the motion to read: "for all purchases and payments beginning May 1, 2020." Motion was seconded and approved as amended – motion passed.

Thus, there will be the addition of a 3% surcharge for credit card processing fees for all purchases and payments beginning May 1, 2020. There will be no surcharge for payments made by cash, check, or debit cards. Payments can be made at the WEG office\*, Monday through Friday, 9 a.m. to 4 p.m.

\* REMINDER: The entire clubhouse is closed for now in an effort to protect everyone from COVID-19. Your cooperation is appreciated.

# New & Views and COVID-19

#### by Allan Lindberg, Director of Publications and Communications

News & Views has been in business for many years bringing to your mailbox and doorstep articles of interest and pertinent information about our community. News & Views publishes information about events, minutes from the Board of Directors, and news from our group clubs. The News & Views team volunteers their time and efforts without griping, unless crunch time is not going well or when short on content.

With COVID-19 now at our doorstep and the office complex closed, putting out the *News & Views* offers new challenges. Both Kathy and Stan Hiller were set up to log in to the *News & Views* remotely. When the notice went out that the complex was going to be closed to all, Jim and Linda Hoover, our distribution team leaders rushed to the *News & Views* office for the route maps and carrier phone numbers.

We already work remotely with our publisher, so the dedicated team said, "Yes, we can build each issue of *News & Views*." And that is how this issue of *News & Views* came to life.

Please, the next time you see a *News & Views* team member, give them a smile and a thank you for their dedication and efforts. Our team members include the editor, co-editor, proofreaders, distribution, and our delivery routers. They are a great bunch of people.

# How to Clean Your Home for Coronavirus

# by Allan Lindberg

It takes only a few minutes but cleaning high-traffic surfaces once a day can make a difference in preventing the spread of infection.

# How often should I do this?

Every day. (In between regular cleanings.)

# Will wipes work?

Yes. Look for sprays or wipes that promise to kill 99.9 percent of germs.

# What if I don't have cleaning sprays or wipes?

Washing with soapy water should do the trick: a few drops of dish soap to eight ounces of water. Although soap and water will not kill all germs, scrubbing with soapy water should be effective in removing coronavirus and other germs from surfaces.

# What's a high-touch surface?

All those places where you and your family leave a million fingerprints every day. (Clean bathroom surfaces last.)

- Doorknobs
- Light switches
- Refrigerator and microwave doors
- Drawer pulls
- TV remote
- Counters and tabletops where you cook and eat
- Toilet handles
- Faucet handles

# How thorough do I have to be?

A spray and a vigorous wipe should do it, but don't get lazy here: You want to be sure you've gotten all the way around the doorknobs, for example.

# Do I need to wear gloves?

Gloves are recommended for home cleaning, but if that's not practical, just be sure to wash your hands before and after you clean.

# If I'm using gloves, do I really have to wash the gloves afterward?

Yes, if you're going to reuse them. (Use separate gloves for the bathroom and the dishes.)

Once you're done cleaning:

- Wash your gloved hands with soap and water.
- Dry them.
- Pull the gloves off and store them.
- Then wash your bare hands.

# How else can I be sure my home stays clean?

When you get home, take off your shoes, hang up your coat and immediately go wash your hands for 20 seconds with soap and water.

# NEWS AROUND THE NEIGHBORHOOD

#### **Music Jammers**

by Dena Hollod

Sorry, we have cancelled until further notice due to the virus. If you have any questions, please call me at 503-989-9187.

# "Who's on Third?" Concerts Cancelled

by Trudy Fowlks

Because of the concern about "social distancing" due to the Covid-19 virus, the remainder of the spring 2020 "Who's on Third?" concerts have all been cancelled. We hope the situation will improve over the summer and we will be able to start up again in September. In the meantime, please stay home and stay well.

# **Woodburn Estates Dance and Social Club**

by Bill Coleman, Chairman

RE: "Spring Fling"

Spring is here and it's time to kick up your heels on Saturday, April 18th, at the Woodburn Estates & Golf Auditorium, located at 1776 Country Club Road. Country kick'n fun begins at 7:00 p.m. sharp with the smooth country sounds of "The Jefferson-Parks Band."

Dances hosted by the Woodburn Estates Dance & Social Club are designed for mature adults and open to the public. A \$10.00 cover charge at the door allows you to enjoy the dancing, a chance to win a door prize, and indulge in an assortment of snacks and desserts provided by Cascade Park Retirement Community.

We proudly offer an assortment of imported and domestic beers, and wine by the glass for a nominal fee, or bring your favorite wine and we'll gladly cork it for you. Reserve a table of four or more by calling JoAnn at 503 989-8590.

Next up: It's "Hot Summer Nights!" ... a fun filled party with dancing and surprises featuring vintage rock'n'roll by "Billy & the Rockets" on Saturday, June 20.

# **Tips from Norton™**

# submitted by Allan Lindberg

DO NOT PROVIDE YOUR SOCIAL SECURITY NUMBER ON DOCTORS' FORMS. Having Social Security numbers (SSN) at a doctor's office or a hospital is a data breach risk. Except for the VA, medical service providers do not normally need your SSN. They ask for it in case they need to send your account to a collection agency or the IRS. Ask the receptionist why this information is needed. If the doctor's office needs a way to get hold of you for billing inquiries, offer to provide your cell phone number.

# **Daily Dinner Specials**

# Monday

**Burger Baskets** 

# Tuesday

All-You-Can-Eat Tacos Nachos

# Wednesday

Beef Stroganoff
Chef's Choice Special

# Thursday

Liver & Onions Stir Fry

# Friday

All-You-Can-Eat Fish & Chips Baby Back Ribs

# Saturday

Prime Rib

Sunday

# **Daily Soup Specials**

# Daily

Hamburger Veggie Chef's Choice

# Friday

Clam Chowder

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# **CLASSIFIEDS**

Next Publication of NEWS & VIEWS

April 10, 2020

Deadline for Articles, Thursday, April 2, 9:30 a.m.

We LOVE to have your free ads and articles.

The BEST way to get your information in *News & Views* is to send us this information by e-mail to nv@WoodburnEstatesGolf.com.

When submitting free ads be sure to include your MEMBERSHIP NUMBER.

FOR SALE: Due to an emergency we have to sell these items which were only used for 2 months and are in absolutely excellent condition. 2 Extra Long twin size adjustable bed frames with brand new mattresses \$600 each, Sofa Love Seat \$180, 2 Automatic Recliner Lift Chairs \$400 each, Tall 6 drawer dresser \$650, 2 nightstands that match the dresser \$250 each or \$1000 for the set. Please call or text Lori at 503-901-9094.





# **Bugle Blast From Publications**

by Allan Lindberg

If you signed up to receive Bugle Blasts, but have never received one, the problem may be the Bugle Blasts are landing in your spam or junk mail folder. Please add WEG Publications email to your contacts: Publications@WoodburnEstatesGolf.com. If you have any questions or comments, please contact the communication team at the same email address: Publications@WoodburnEstatesGolf.com.

# Bucket List Travel Club

by Connie Cobb

Our group typically meets on the first Monday of each month at 3 p.m. in Conference Room 1.

During our March meeting, our topics, naturally, went to the uncertainty of whether our upcoming trips were actually going to happen. Since none of us has a reliable crystal ball to consult, we just enjoyed our round table discussion of current events. We mutually decided that whatever happens, happens. If our next cruise or tour is cancelled, it is for our safety, and we will reschedule when things get back to normal.

We know that the travel industry will do everything possible to ensure each guest has a safe, enjoyable trip, once this health crisis is past.

If the *Stay Home, Stay Healthy* order has been lifted by then, our next meeting will be held Monday, April 6, at 3 p.m. Please join us. All are welcome.

WHAT'S ON YOUR BUCKET LIST?

# Cleaning Up Our Act

by Sharyn Cornett, Activities Committee

We are very proud of the events that we provide for our community. With each event we learn something new – something that makes it better and more fun. In the last year we tackled the issue of food safety. We all enjoy the breakfasts and dinners and we want you to know that our processes are safe and the quality of food is good.

We went to the Marion County Health Department – Environmental Services Division to get help. They provided guidelines and direction for us to become certified Food Handlers. This certification means that we know, understand and utilize the proper methods of preparing the food we serve, sanitizing the kitchen and all equipment and keeping the dining room in compliance with Health Department Rules.

In January, we made application for 10 volunteers to be certified. Training and testing took place in February and all 10 of our Activities Committee members and volunteers passed the test. We had 2 members who were already certified, so that brings our numbers up to 12 people available to perform those tasks that require this knowledge. (NOTE: There are many tasks that can be available for willing volunteers who are not certified, so please don't let this intimidate you. Come join in the fun of making smiles.)

As a result of our intention to "clean up our act", there have been some important changes around the kitchen. As an example, only those certified are allowed in the kitchen when we are preparing and serving food. All disposable supplies are handled with the intention of avoiding contamination. Food preparation and serving equipment is sanitized to Health Department standards before and after each event. Many of these things, we have implemented over the last several events and all requirements have been put into place with the important certification of our kitchen and dining room volunteers. We ask you to be attentive to the changes that you will see when you join us for meals.

Each volunteer takes this seriously so that we are always ready for an inspection visit by the County Health Department. We believe that you will take comfort in knowing that we are doing everything necessary to assure the quality and safety of your dining experience.

FYI: For a long time, we have been attentive to fire code in the arrangement of our dining room and food service area so that your safety is assured. At an event last fall, we had an unannounced inspection by the Fire Department and passed. We hope this good news takes away any concerns that you may have.

Your Activities Committee is committed to getting it right. Let us know your concerns. If you speak up, we will step up!!



# Men's Golf Membership Meeting Minutes

# Woodburn Estates & Golf **Men's Golf Membership Meeting** March 4, 2020

President Len Westphal called the Meeting to order at 10 AM in the Dining Hall, followed by the Pledge of Allegiance.

Roll Call: All Officers & Committee Chairmen/Representatives were present unless otherwise noted in this report. There were 30 members in attendance at today's Meeting.

New Members Present: John Groth, Sr. attended for the first time. He indicated he came from Vancouver and Salem before moving to Woodburn Estates & Golf.

President's Report: President Westphal said the new Handicap System is in place. Also, the Ladies Club requested to have a couple Fundraisers this year which would include a \$5 Costco Hotdog, Chips and a Drink. Len agreed and said the Handicap Tournament and Club Championship would be good choices.

**Vice President's Report:** Vice President Jerry Biddle said he spoke with Larry Jones regarding adding more sand in Hole 15 sand trap.

Treasurer's Report: Mark Jorgenson provided the report prior to today's Meeting. Voucher Account as of March 4, 2020 is \$2729.47. Men's Club Checking as of March 4, 2020 is \$8375.70. Yet to be deposited 2020 dues so far-0. Outstanding dues to (OGA to be billed in March) on the 117 members activated so far for 2020 and \$35 per member-\$4095.00.

**Secretary's Report-** Nothing to report.

Handicap: Chairman Russ Krussow discussed the New Handicap System and options to Posting whether it's in the Pro Shop, personal Cell Phones or leave your Scorecards in the drop box. Russ also gave instructions on some changes in posting such as needing to enter each hole's score. The new Scorecards with the new Ratings for each hole are available now.

Greens Committee: Len Westphal said the maintenance crews will be expanding the approach areas to the Greens to have more area to chip from with the shorter grass. Len said more poplar trees will be coming down this year. It was asked about having straight edges on the fairways versus following the trees. Les said he will follow up on Monday's Green Committee Meeting.

**Mixed Tournaments:** Nothing to Report.

Rules: Mike Archer reminded us we need to check our handicap each time we play in a Tournament since it changes daily.

Sunshine: Chuck Johnson said he sent Cards to Mrs. Marie Worley, Mrs. Mickey Harrison and Sue Bryant.

**Unfinished Business:** Mark Deller mentioned he wanted to thank the Men's Club for the Cards and appreciated all the support.

New Business: Fred Bourne let us know that the High School Fundraiser Tournament will be at the OGA Golf Course on April 25th. A motion was made for the Men's Club to donate \$200 to the Tournament. The motion was made, seconded and approved. Mark Jorgenson reminded us that Jason Hoth's last day as Manager and Golf Pro of Woodburn Estates & Golf is this Friday March 6th. Mark also let us know he has taken the position of Pro Shop Manager. He also reminded us that Golf Clubs that the members have displayed for sale in the Pro Shop need to be removed or the price lowered after 30 days. You can also post a sign on the Bulletin Board in the hallway or the News & Views can also advertise for free.

**Door Prizes:** The 50/50 Raffle was held. Total money collected was \$66. Ken Bourne won the drawing taking home \$33.

**Closing:** President Westphal asked a motion to adjourn our Meeting, the motion was made, seconded and approved. The Meeting was adjourned at 10:45 AM.

Note: Our next General Membership Meeting will be held in the Dining Hall at 10 AM on Wednesday, April 1st, 2020.

Submitted by David Schuur Jr., Secretary-Minutes approved by President Len Westphal

# **News from** the Pro Shop

by Barbara Lucas

Exciting things are happening at the Pro Shop. We are clearing out, wiping down, and repainting the whole area. New carpet, too.

Come back and see the new changes. We think it will look more modern and open. We also have new ideas about our future inventory in the shop.

Remember, the Pro Shop is open to all our members, as well as the public. Good changes are coming. See you then.



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1. Here we are in front of the Alamo, as we posed with a recent copy of the News & Views.



2. The Alamo is small compared to what they show on TV. There are many tall building next to the Alamo, and Texas plans to restore it back as much as possible.



Trip to San Antonio, Texas by Stan & Kathy Hiller

Thanks to OregonWest Excursions, the Hillers had another awesome trip seeing the sights in Texas.



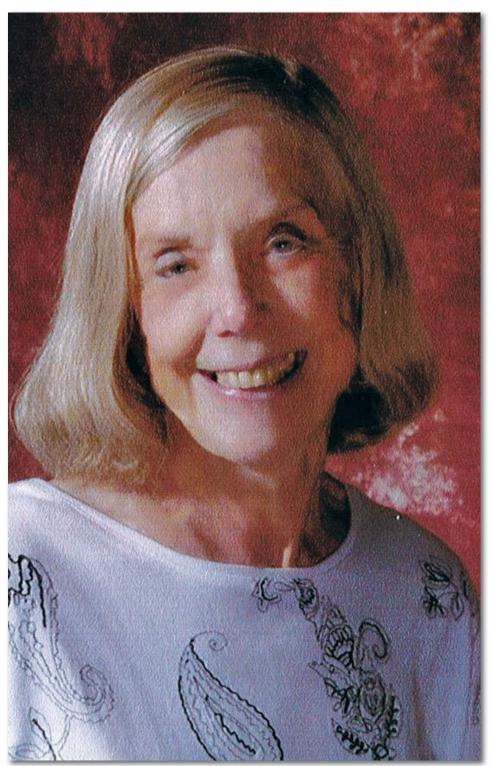
3. Next was a visit to the LBJ Presidential Library. Here Stan posed with LBJ before we went into the library. Later we bussed to the LBJ Ranch that Lyndon loved to show off. Many business meetings were held there while President Johnson was in office, thanks to building a jet landing area on the ranch. The secret service had their own housing and headquarters for safety.





4. Even in Texas we fist-bump for our protection. Kathy greeting a local bear.

# In Loving Memory



Muriel Cole (November 22, 1929 - March 2, 2020)

Muriel Viola Cole, 90, of Woodburn Oregon passed away March 2, 2020, at her home in Woodburn, OR. Muriel was born in Roseau, Minnesota, to Victor and Mary Grahn who were immigrants from Sweden and homesteaded a farm in Roseau. She was the youngest of 11 children and last living of the siblings. When Muriel was 12, the family decided to move to Portland to work in the shipyards and escape the harsh winters in Roseau. She graduated from Cleveland High School and shortly after married Donald Dvorak. They had four children together. Muriel had many gifts and talents. Music was a vital part of her life. She taught herself to play piano and organ. She was also an accomplished artist. After the passing of Donald Dvorak, Muriel remarried to Charles Cole of St. Helens, OR. They loved dancing and going on cruises. Faith was the cornerstone of her life. She had a very gentle spirit and loved God and her Country. Always a very hard worker and very active in the Woodburn community she was a part of the Woodburn Estates Ladies Golf, Ukulele group, Music Makers, community plays, weekly Coffee Hours and loved the weekly Bingo. She was a very sweet lady and a joy to be around and will be missed by many.

Muriel is survived by her children: Julene Sandlin (Las Vegas, Nevada), Steve Dvorak (Portland, Oregon), Dawn White (Rockaway Beach, Oregon), and her beloved dog Bobby. She had four grandchildren and one great grandchild.

A Celebration of Muriel's Life will be held Saturday April 25th at 2 p.m. followed by a reception at: Woodburn Christian Church, 126 Workman Drive, Woodburn, Oregon.

Donations in Muriel's memory may be made to Woodburn Christian Church.

# MINUTES OF THE WOODBURN ESTATES & GOLF BOARD OF DIRECTORS ORGANIZATIONAL MEETING

January 14, 2020 (Approved Jan 28, 2020)

Larry Jones President
Director Golf & Greens

Sharyn Cornett Vice President
Director Activities

**Linda Hepburn** Secretary Director Communications/Publications

Paula Kilgore Treasurer
Director

#### **Becky Butts**

Director Architectural & RV Lot

**Carol Bolton** 

Director Rules & CC&Rs

Kristi St.Amant

Director Membership & Real Estate

Randy Soelberg

Director House

George Allen

Director at Large

This is a scheduled meeting of the Board of Directors. This meeting is open to the members to observe. If you are not a member, please excuse yourself.

Call to order. 1:30 pm. Pledge of Allegiance/ silence your cell phones, please.

**Establish a Quorum:** Board Members Present: President Larry Jones, Vice-President Sharyn Cornett, Acting Secretary and Treasurer Paula Kilgore, Director Becky Butts, Director Kristi St.Amant, Director Carol Bolton, Director Randy Soelberg ,and Director at Large George Allen. Per Acting Secretary there is a quorum.

#### President's Welcome.

**Approval of Minutes:** 20200114-M-1: Acting Secretary Paula Kilgore, I move to approve the minutes of the 12/10/2019 Organizational Meeting. Seconded and approved.

Old Business: None.

**New Business:** 

**20200114-NB-1: President, Larry Jones:** motion to appoint new Director to fill vacancy, I make a motion that we approve Linda Hepburn as new Communications & Publications Director to replace Cyndi Longest who resigned effective 12/31/2019. Seconded and approved.

Discussion: I was given Cyndi's letter of resignation dated 12-31-2019 by Janice Aiken.

I have been contacted by members expressing their interest in serving on ...continued on page 8



# **Leaders in Service & Sales**



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# Board Of Directors Organizational Meeting (Cont.)

the board and I thank them for their willingness to step up. However, we just had an election to replace three outgoing directors. Linda Hepburn ran for the Board and finished with the fourth number of votes. In addition, she has spent countless hours volunteering her time working in the office.

Election of Secretary: Director St. Amant stated that the Board needs to elect a Director to fill the vacated Secretary position. Director Jones asked if there were any candidates interested in running. Director Allen and New Appointed Director Hepburn both spoke up. The Board then voted by paper ballot to choose the Director to fill the Secretary position. President Jones added: I believe she is the best person for the board and ask that the Board of Directors vote to appoint Linda Hepburn to fill the vacancy. Homeowners Louise Davidson and Don Knight counted the ballots. Director Hepburn was elected.

**20200114-T: Treasurer Paula Kilgore:** I move to approve the following people to the Budget Committee. Directors of Golf, House, and Rules along with two homeowners in good standing. The following names for 2020 Directors; Larry Jones, Carol Bolton, and Randy Solberg; homeowners; Mike Hepburn and John Groth Sr. Advisors, Cathie Hawkins accountant and Dawn Cole Site Manager. Seconded and approved.

Discussion. This committee and its members will meet once a month, staring in January. The Directors are those that oversee budgets that spend money from both the Reserve and Operational. Mike Hepburn and John Growth are both former accountants that worked with non-profits and are familiar with 501 C7 format.

Adjourned to Executive Session to meet with Financial Consultant

**Reconvened General Meeting 3:15 pm.** 

20200114-T-2: Director Kilgore a motion on Rules and Regulations 1.10 Rental Rates:

I move to post until the next Board meeting, the Fee Schedule changes for 2020 as presented at the Annual Meeting and approved at the 12/10/2019 General Board Meeting, regarding Rules and Regulations 1.10. (If you would like for me to read this in its entirety I will, or I can just read the new fees.

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Doubrava, Armella-March 8, 2020

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Rental Rates for member gatherings, other than Association registered organized clubs and groups. Time period must include set up, event and take down, with rental reservations available for the time reserved

On the day of the event only, unless prior authorization from the office is approved. Increases for the rental rates below will be effective immediately once approved, excluding any reservations that were made before the effective

Auditorium \$200; Dining Hall \$175; Kitchen \$125; Blue Room \$75; Gazebo \$125; Travel Room \$50. Seconded and approved. Discussion. This was an oversight and Rules was not informed that this needed to be updated. When the Budgets were approved the Fee Schedule was, too. This corrects that.

20200114-T-3: Director Kilgore I move to post a change in rules & regulations 9.2-2 Payments – Dues and fees:

9.2-2 Dues and Fees: Annual Assessments, Dues and Fees may be paid on an annual (January 31st), semi-annual (July 31st) or monthly basis. Monthly basis payments must be set-up on ACH thru the members' bank. Any payment schedule may be revised by the Board of Directors. Seconded and postponed to 01/28/2020 General Meeting for Clarification of monthly payments.

Discussion: Per member's requests this change allows members to make annual dues assessment payments monthly.

20200114-A-1: Activities Director Sharyn Cornett, I move to approve the following people continue the activity committee for 2020 Melena Turner, Diana Lindberg, Connie Watt, Walt Van Rheem, Ginnie Schuster, Kathy Zimmerman, Lani Biddle, Alice Weaver, Karen Linton, and Stan Hiller. Seconded and approved.

Architectural/RV Director Becky Butts: No report.

20200114-G-1: Golf Director Larry Jones, I move to approve the following members to the 2020 Golf Committee, Sally Carter, Karen Ewing, Russ Krussow; Mark Jorgenson, advisors Tim O'lary, and Dave Robinson. Seconded and approved.

House Director Randy Solberg: No report.

20200114-NM-1: New Member/Real Estate Director St.Amant, I nominate the following members to serve on the 2020 Membership Committee: Jan Kirk, Carrol Sundholm, Connie Doyon, Amy Peck, Pattie Hunter, Pauline Dionne and Jacci St. Amant. Seconded and approved.

**Communications/Publications:** No report.

20200114-RR-1: Rules and Regulations Director Carol Bolton, I move approve the following members to the Rules and Regulations Committee, Diana Lindberg, Stan Hiller, Larry Stewart, Joan Foster, Shirley Bishop and Dave Bolton. Seconded and approved.

20200114-BM-1: Director George Allen, I move to add the following WEG Board communication improvements as SOPs for implementation as soon as possible, to be submitted to the Rules Committee for recommendation as additions to WEG Bylaws where appropriate:

- 1. Motions submitted for the next board meeting agenda, and all other WEG documents currently posted on the bulletin board for review, will also be posted to the WEG website.
- 1. A member only, password protected area on the website will be created and used for any restricted documents and information.
- 2. The website will be updated with the latest governing document versions immediately following any approved changes.
- 3. The email address board@woodburnestatesgolf.com will be created and forwarded to all Board members automatically.
- 4. WEG member email addresses will be made available only to the WEG Publications & Communications Committee, the WEG Board, and the WEG office, and only for use in distributing WEG information to members, allowing them to opt out at any time.

Discussion: These board communications improvements will provide better, and more convenient access, to needed information for our members, and encourage transparency, accountability and involvement by the board. Motion Seconded and Failed.

**Director St Amant;** I move to postpone until Rules Committee has time to review. Seconded and approved.

Recess to Open Mic: None. **Reconvene Meeting:** N/A **Adjourn to Executive:** 3:50 pm.

Motions from Executive Session: Director Kilgore, I move to approve the payment plans approved in Executive. Seconded and approved.

Adjourn the meeting 4:15pm.

Next Board Meeting, January 28, 2020 at 1:30pm Dining Hall

# MINUTES OF THE WOODBURN ESTATES & GOLF BOARD OF DIRECTORS GENERAL MEETING

January 28, 2020 (Approved Feb 25, 2020)

Larry Jones President
Director Golf & Greens

Sharyn Cornett Vice President
Director Activities

**Linda Hepburn** Secretary Director Communications/Publications

Paula Kilgore Treasurer
Director

#### **Becky Butts**

Director Architectural & RV Lot

#### **Carol Bolton**

Director Rules & CC&Rs

#### Kristi St.Amant

Director Membership & Real Estate

# Randy Soelberg

Director House

# George Allen

Director at Large

This is a scheduled meeting of the Board of Directors. This meeting is open to the members to observe. If you are not a member, please excuse yourself.

Call to order. 1:30 pm. Pledge of Allegiance/ silence your cell phones, please. Establish a Quorum. Board Members Present: President Larry Jones; Vice-President Sharyn Cornett; Secretary Linda Hepburn; Treasurer Paula Kilgore; Director Becky Butts; Director Kristi St.Amant; Director Carol Bolton; Director Randy Soelberg; and Director George Allen. Per Secretary there is a quorum.

#### Presidents Welcome.

**Approval of Minutes.** Director Hepburn: I move to approve the minutes of the January 14 Organizational Meeting. Motion seconded and approved

**Treasurer's Report.** Treasurer Paula Kilgore: These balances were reconciled with bank statements and balance sheets as of December 31, 2019.

Operating Account Balances \$385,166.31 Reserve Account Balances \$563,703.75 Accounts Receivable \$20,388.28

At this time the start on the process of year-end closing will begin. Figures for depreciation and other adjusting journal entries and will be taken at the time.

**Motion:** Treasurer Paula Kilgore I move to approve the Treasurer's Report. Motion seconded and approved.

# **Adjourn for Speaker Form Comments.**

Speaker forms must be filled out completely and turned into the Secretary before the Meeting begins. Secretary will call homeowners forward to speak, but only to the Motions on the agenda for that meeting. There will be No Discussion by Directors. There were two speakers addressing Treasurer Paula Kilgore's motion.

# Reconvene Meeting.

# Additions or Corrections to the Agenda.

Addition of motions from Director Soelberg and Director Allen. Motion to approve the amended agenda seconded and approved.

**Motion:** Treasurer Paula Kilgore: I move to postpone indefinitely motion # 20200114-T-3 Rules and Regulations 9.2-2 Dues and Fees. Upon review of current accounting practices, to allow monthly payments of dues available to the HOA Membership, we have come across conflicts within in our documents. Under Rules and Regulations 9.2-2 Assessments, Dues, and Fees which sets hard deadlines for the payment of annual dues. 9.2-2, Annual assessments, dues and fees may be paid on an annual January 31, current year or semi-annual Basis ½ in January 31, and ½ by July 31. 9.2-3 If they have not paid the dues within 30 days of the dues date, they are delinquent and may be dropped from WEG membership. Reinstatement is contingent on payment of delinquent dues, fees, and approval of the Board of Directors. If you are facing financial difficulty, please contact the office. Motion seconded and approved.

**Motion:** Treasurer Paula Kilgore: I move to approve the addition of a 3% surcharge for credit card processing fee beginning May 1, 2020. Over the last few years we have always absorbed this fee but as more are using this way to pay their dues it puts the costs on the HOA. In the past two years we absorbed over \$ 33,000.00 and to continue this same path and not pass it on to the user is not good business. Director St.Amant moved to amend the motion to read: "for all purchases and payments beginning May 1, 2020" Motion was seconded and approved as amended – motion passed.

**Motion: Treasurer Paula Kilgore:** I move that we change the last sentence of 5.9-6. e. of the "Rules & Regulations" from what it currently says: "... improvements, replacements and repairs of \$1,000 or more for any single expenditure." to "...improvements, replacements and repairs of \$15,000 or more for any single expenditure." Motion seconded. Motion made to postpone this until March BOD meeting for more clarification. Motion seconded and approved. Discussion: As we are a "501(c)7 nonprofit" and pay no taxes, we have been advised to raise the capitalization amount from \$1,000 to \$15,000 for placement in the "Reserve Fund". Fixed assets are placed in the Reserve Fund so the cost can be amortized/depreciated over its useful life.

Architectural & RV-Director Becky Butts: Motion 1: I move to appoint

Sherry Hunt to the Architectural committee. Motion seconded and approved.

**House-Director Randy Soelberg: Motion 1:** I move to appoint Walt VanRheen to the House committee with Frank Jameson and Larry Jones as advisors. Motion seconded and approved. **Motion 2:** I move to add Gene Nemish and Phil Balogh to the House committee. Motion seconded and approved.

**Publications-Director Linda Hepburn: Motion 1:** I move to approve the following people to the Publications Committee: Nancy Dale, Sherry Hunt, Allan Lindberg, Stan Hiller, and Kathy Hiller. Motion seconded and approved.

**Motion 2:** I move to postpone indefinitely the presentation of mock-ups of a new web site. Discussion: At this time the committee is in agreement that we will work with the website we have now and make improvements as needed to the look and function of the site.

Motion seconded. Director Kilgore called for division of the house. Director Kilgore – Yes; Director Butts – Yes; Director St.Amant – No; Director Hepburn – Yes; Director Jones – No; Director Cornett – No; Director Bolton – No; Director Soelberg – No; Director Allen – No.

Three yes  $-\sin n$  no. Motion fails.

#### Rules-Director Carol Bolton: Motion 1. I move to post the following:

1.10 Rental Rates – Rental rates for member gatherings, other than Association organized clubs and groups. See also deposits section 3. (Section 1.10 below revised 3/28/2017.) Time period must include set up, event and tear down, with rental reservations available for the time reserved on the day of the event only, unless prior authorization from the office is approved.

Increases for rental rates below will be effective <u>once approved</u>, excluding any reservations that were made prior to the effective date of the rate change.

I suggest that all rates be removed and that we refer to an Annual Dues and Fees document for the updated rates each year. We also need to include the Conference rooms in the fee schedule. The fee schedule would include rates for: Auditorium, Dining Hall, Kitchen, Blue Room, Gazebo, and Conference Rooms. Motion seconded and approved.

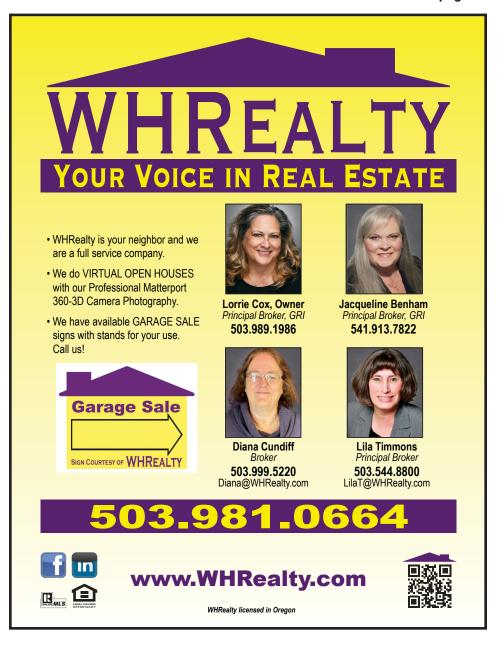
**Motion 2:** The budget summary has not yet been printed and distributed to members of The Association. I move to post the following: ORS94.645 within 30 days after adopting the annual budget for the planned community. The board of directors shall provide a summary of the budget to all owners. The most efficient way would be to post this budget in the *News & Views*. I suggest this budget be provided to all members, and the above modifications be adopted, with this vote postponed to the February meeting. Motion seconded and approved.

**Motion 3:** I move to post the following to amend Rules & Regulations 9.3 Lifetime golf, to read:

Lifetime privileges commencing the year of the member's 90th birthday provided: Members (Owners) are entitled to free lifetime golf privileges, commencing on January 1st in the year of their 90th birthday upon request. (2/11/2014)

9.3-1 Annual Golf membership must be paid in full 3 (three) years prior to birthday (11-27-2015)

...continued on page 10



# **Board Of Directors General Meeting (Cont.)**

- 9.3-2 Member must be in good standing. (11-27-2105)
- 9.3-3 Golf car sticker fee must be paid each year. (11-27-2015)
- 9.3-4 This motion is retroactive to January 1, 2020.

9.3-5 Second golfer discount, if allowed by the association, in the household does not apply, unless the second golfer has attained age 90 and qualifies under the conditions above. All other content will remain unchanged. Motion to post seconded and approved.

**Director at Large George Allen:** Technical Committee Motion for January 28, 2020 Board meeting.

**Motion 1:** I move to reform the Technical Committee to manage WEG's electronic systems including:

IT - Computer network, software and equipment with operating system, security, working programs, policies and procedures; Audio equipment; Digital communications - website, mass email, etc. - software, services and management; Visual equipment (projectors, displays, etc.); Credit card merchant equipment; Telephone system; Other electronic or web equipment, software, management and services.

Motion postponed until next BOD meeting.

This committee would update the current SOPs to address the management needs of electronics and software used in WEG as well as advise on the purchase of new technology.

The group is not intended to be the troubleshooters, but would help arrange major work and manage those vendors providing these services in coordination with the site manager.

Description: WEG is a large company employing many electronic systems to fulfil our member's, and business, needs. Expertise is increasingly needed to ensure adequate equipment is provided, documentation is well organized, security issues are well covered, and systems are properly managed. Even technical vendor relations are improved with technical knowledge of the subjects and equipment.

Our network, and other in-house systems, require well planned security oversight.

I am asking Larry to be appointed chair of this committee given my IT and technical experience. I recommend those members currently involved in these technical systems be asked to be on this committee to continue their oversight.

Motion 2: Accept Website Redesign. I move to view the proposed website redesign today and accept it as our base design going forward to be implemented in the next 30 days. Discussion: In October, it was proposed WEG hire an outside firm to redesign our website at a cost of \$6600. After planning a website redesign for over a year as part of the Publications & Communications Committee, I knew my expertise could provide this service for free as I originally intended. The board accepted my offer to review my proposed design to be completed within two months. After building four generations, including a final version ready for upload, I would like to proceed with the presentation, and if the design is acceptable, use this platform to get our website brought up to professional standards immediately. I have continued sharing site development with the committee members for their feedback, in spite of losing my role, and I would hope they would continue helping me going forward. However, please note that I would have supported the original outside contract if my expertise was not available. We need a professional site that serves our membership on several levels, and we need it soon. And the site will need expert oversight for proper management into the future.

**Motion amended to read:** I move to view the proposed website design today. Motion seconded and passed. Viewing of proposed website design was done.

**Motion 3:** I move to accept the website as our base design going forward to be implemented in the next 30 days. Motion amended to be implemented in the next 60 days. Seconded and passed. Amended motion seconded and passed.

# **UNFINISHED BUSINESS:**

**Director Bolton: Motion 20200114-BM-1** was referred to Rules committee for review. It was sent back to Director Allen to be separated into four motions and presented at the next board meeting.

NEW BUSINESS: None.

**Recess to Open Mic:** There were 8 speakers. Topics were: RV lot drainage, walking on cart path, golf car rental, tech committee, website, budget, state audit.

Reconvene Meeting.

**Adjourn to Executive session:** 4:50pm

**Motions from Executive Session: Director Kilgore:** I move to accept the payment plans as discussed in executive session. Motion seconded and approved.

Meeting adjourned: 5:15pm

Next Board Meeting, February 25, 2020 at 1:30pm Dining Hall

# **Committee Reports:**

# **Treasurer-Director Paula Kilgore:**

The committee met and we went over with the accountant and site manager the operating budget format and what to expect this coming year of new reports for committee regarding budgets. The 2020 budget can break out each department and in February I will be handing these out to those Directors.

The committee set some goals - To educate and simplify reports for the members and Directors. Reports of performance from what was forecast to actual spending. Reports separated, reserve from operating

Quarterly Reports at General Board meeting.

#### **Activities-Director Sharyn Cornett:**

The biscuits and gravy event was very successful. Last time we served 123; this event we served almost 200 people. We did run out of food, however, we offered eggs and fruit to the last 5 people free of charge. Thank you for the BIG message that you like our events and keep coming. We will gear up our numbers so this will not happen again.

We are setting up accounts for pavilion/gazebo fix or redo. 60% of this year event money and end of year activity2019 will go into this account to get us going on this project. Show and shine end of year account money \$933.00 will be available for startup for this event.

The kitchen rules and changes are being put in place. We have 10 more qualified people with food handlers' licenses. Gloves will be mounted on the wall for everyone to use in 4 sizes. No eating in the kitchen, no one allowed except workers, clean and dirty sinks marked.

We are still in need of craft chairperson.

Remember February 1 Chili Feed event; and February 2 Super Bowl Sunday. This is a potluck so bring your favorite dish to share. Games in dining hall, we will play card bingo and it is lots of fun. See you there!

**Architectural & RV-Director Becky Butts:** In December there were 6 Architectural requests and 11 Compliance requests.

**Golf-Director Larry Jones:** The Golf/Greens committee meeting was called to order and roll call was taken with Sally Carter absent with notice. The meeting was started off by bringing up for consideration an idea that was brought up in the Men's Club meeting. A member of the Men's Club said he had a friend who was a member of another golf course. We were told that when he paid his yearly club dues he was able to pay another \$475.00 for the use of a golf cart that was owned by the golf course. This sounded like a great idea to provide a revenue stream for our golf carts that do not get used that much.

We also brought up usage of our Golf Maintenance Storage Facility and our diseased poplar trees that need removal. Men's Club President Len Westphal commented on removal of dead branches that are stuck in our trees. Men's Club Representative Mark Jorgenson brought up the white lines that are used to remind members of the areas where we should not go into. These are areas where we are trying to keep green. Also, the need to replace our 150 yard markers that have been damaged. Finally discussing golf equipment maintenance upkeep programs.

Men's Handicap Chairman Russ Krussow let us know that a representative from the OGA was over last weekend to program and integrate the new program into our computer system. We are also looking into changing our tee markers to reflect the par holes on our golf course. Golf Course Professional Jason Hoth has received a list of the Senior Pro Ams this year. If anyone is interested, please check with Jason at the Pro Shop for availability. Jason informed us that Joey Tolla gave us his 2 weeks' notice today. We also discussed the impact of the new World Golf Handicap System and how it affects our golf course. Our #2 hole should be a par 5 according to the USGA. We are waiting for Russ Krussow to get the information we need to help us out.

Assistant Golf Course Superintendent David Robinson reported that they were working on monthly lists of projects which include: Verti-Cutting; aerification of greens and fairways; Raising sprinkler heads that have sunk into ground; the mounds that have been created will be planted with new grass. Also, to all golfers, please be courteous to our staff working on the course.

# New Members & Real Estate-Director Kristi St.Amant:

Homes sold in December 2019: 13 Total homes sold in 2019: 143 Total homes sold in 2018: 128

I want to share a piece of demographic information our members might find of interest. 82% of WEG home purchasers in 2019 were already living in Oregon before moving to WEG. Of the most recent 26 home sales, 8 (or roughly 30%) of the buyers already lived in Woodburn.

# **Publications-Director Linda Hepburn:**

I was able to meet with my committee and start to take a look at what we would like to see accomplished this coming year. At this point, we will not be remaking our website but instead making some adjustments to the one we have. We have some ideas and we'll be working on to make improvements to all areas of publications. We hope to find ways to reach more of our members with information regarding what the association is doing. Please continue to send the *News & Views* an article now and then. This is one of the ways for your voice to reach the membership.

Monday,

March 30

Tuesday,

March 31

	Activities Calendar  * Any change of date, time, activity, or place MUST be made with the office 503-982-1776.
Saturday	Sunday

March 28

March 29

Wednesday,Thursday,Friday,Monday,April 1April 2April 3April 6

# CALENDAR PAGE:

Due to the coronavirus (COVID-19) pandemic <u>and</u> recommendations for "social distancing" <u>and</u> the closing of the clubhouse during this pandemic, there will not be a calendar again until we return to an open clubhouse, whenever that may be. Your continued cooperation is greatly appreciated. As we have been warned by the news media:

IF YOU DON'T HAVE COVID-19 SYMPTOMS,
AND YOU CAN STAY HOME, PLEASE, STAY HOME!

Tuesday, April 7	Wednesday, April 8	Thursday, April 9	Friday, April 10

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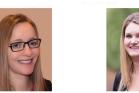




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