Woodburn Estates and Golf

General Board Meeting

August 24, 2021, 1:30pm

Call to Order & Flag Salute

**Establish a quorum:** President: Sharyn Cornett, VP: Carol Bolton, Secretary: Allan Lindberg, Treasurer: Phil Blough, Gene Nemish, Sherman Lackey, Ken Bourne, Larry Jones, Steve Krieg

Additions or corrections to the agenda? Motions for regular meeting: House one item. Treasurer three items. President 2.

Approve the Agenda.

Motion to adjourn to executive session. Allan seconded; motion approved.

Meeting opened at 12:00 PM and adjourned at 1:20 pm

Summary of items discussed, potential maintenance issues, timecard system, Santiam Property, House to seek bids of Santiam property.

Regular meeting called: Order & Flag Salute

**Establish a quorum:** President: Sharyn Cornett, VP: Carol Bolton, Secretary: Allan Lindberg, Treasurer: Phil Blough, Gene Nemish, Sherman Lackey, Ken Bourne, Larry Jones, Steve Krieg.

President’s Welcome

Treasurer’s report:

Operating Fund Balance- $396,760.33

Reserve Fund Balance- $967,698.90

RV Lot Fund- $29,674.34

Cart Path Fund- $45,945.22

July had high expenses due to termination payouts and seasonal expenses. Our Reserve Fund is at $65,243.91. We usually end the year at less than $30,000. This means we are still in need of collecting about $40,000 in HOA dues for the 2021 year. This is contributing to our projected year end deficit. Our projected Operating Fund year end deficit continues to grow. It looks like we will be as much as $160,000 short. This means we will have to borrow funds from our Reserve account. Remember, that any funds borrowed from Reserve Fund must have a reasonable repayment plan attached. I have prepared motions that will allow us to borrow the necessary funds in time. If we cannot borrow the funds we have to begin shut down of operations as soon as October to be able to retain minimal staff to make sure facilities do not deteriorate and required administration is performed, but there would not be enough staff to use the facilities or golf. There will be more discussion of steps we can take during the budget committee report. Approval Treasurer’s Report

**Adjourn** for Member Speaker Form Comments.

Member 1120 Stan Hiller not in favor of two Treasurer’s motions

Member 732 Shirley Taylor asked for reserve account reports and not receiving any

Member 283 Janice Aiken asked for clarifications of motions – By-Laws or Rules and Regulations

Member 1138 Pasula Kilgore – Reserve Fund Budget

Reconvene Meeting

Motion to Approve Minutes, August 10, 2021. Second, Sherman, Approved.

Committee Reports

**Approved August 24, 2021**

**Activities Director / President Sharyn Cornett**

We have suspended all large events until September and then we will reevaluate the CDC position for inside meetings

We will look at wine tasting early spring 0f 2022. I hope this will be a better year for activities.

Silver Creek is having a vender fair in their parking lot September 16th and invited our members to participate and sell their crafts. Call Silver Creek and you’re your arrangements. There is not fee to participate.

We have sold more wooden coasters. Hoping the kitchen project will start soon.

**Architectural/RV Lot Director Gene Nemish**

ARCH-RV Report for WEG BOD meeting on August 24, 2021

Architectural RV Committee met on Wednesday August 18th at 1:30 PM in the conference room next to the library.

Agenda topics

1. RV park violations have been given over to Rules & Regs committee for resolution.

2. RV Park Security

3.Discussion of the updated Property Rules & Regs wording and renumbering in the Rules and Regs section of our HOA documents.

**Architectural report**. Since January 2021 WEG homeowners have turned in 172 Architectural Request forms and 60 home sales compliance certification forms. The Architectural Committee has approved the majority of those requests. Many required site visits and each completed request requires a site visit to verify correct project completion.

**RV Lot Report** Early in August the RV committee provided the WEG office clerk a current inventory of units in each space. Due to the high turn-over of our office personnel, RV lot record keeping had lapsed a bit.

RV Lot security has been improved by adding 3 internal bars to the I-5 side of the lot, that makes it harder for a person going through a cut fence to avoid the alarm system. Other reasons for security improvements are:

1. Notified members to be certain the gate is closed behind them and not letting others following them in or out. Each entrance should be made using a current RV lot entrance member card verified by the office software system.

2.Some members cards were being utilized by non-members, members have been notified not to allow non-members access.

3. Members who have given up rented space? The office verified that those member cards RV lot access had been removed.

4. A future item to complete: we need to change our motion sensor camera positions and improve recording access to real time.

**Golf Director Ken Bourne**

**Golf Report**

Again, this has been a busy period of time for the Golfing Committee. The course has received constant play throughout the month. Here is a snapshot of the month’s play.

July 31- The Women’s Horserace which was won by Sally Carter/Betty Yaws

August 9-13- Women’s Club Championship won by Carol Bettandorff

August 14- Mixed Golf Tournament with many winners.

Many more big events to be held later in the month after this report period.

**Greens Committee Report**

The Greens committee held their monthly meeting on August 16th. The meeting was chaired by Russ Krussow as I was feeling ill. I’m not totally sure what all was discussed, but the scorecards were one item that highlighted. A couple of examples were displayed. I want to thank Steve Krieg for the work he has done on this project.

I also want to Thank Dave Robinson and his golf maintenance staff for the job they have done cleaning up the trees and stumps left by the ice storm. Dave had a tree service cut down all stumps damaged on the front 9 holes. The course is looking great.

**House Director Larry Jones**

The House Committee was called to order at 2:30pm in the conference room. All members were present. Guests included President Sharyn Cornett and GM Justin Bolin.

The first item on the agenda was a discussion regarding the condition of the folding partitions in the auditorium and dining hall. Money has been budgeted to repair or replace the existing folding partitions. Walt VanRheen and Vincent Cantwell will inspect existing partitions and make their recommendations.

I have put together a Request to Bid sheet to review and get committee input to make certain we are

on the same page. I hope to have a bid list for the kitchen remodel job.

We met with the new Maintenance Supervisor, Vincent Cantwell. He gave us a fairly detailed report of his concerns on the conditions of the mechanical systems that provide for the needs of our community.

The House Committee is committed to making sure we keep facilities at Woodburn Estates & Golf safe and operating for our members. We will be working to answer his concerns when we have an informed

answer.

**Membership Director Steve Krieg – No Report**

**Marketing PC Director Sherman Lackey**

Marketing PC Committee met August 18, 2021

Various items were discussed, including the number of hits the WEG website gets in a month. Revisited some previous topics from previous meetings. Discussed the current marketing Profit and Loss as of June.

Action items:

Sherman to investigate Google corporate account for WEG with a view of devolving a method of sharing News and Views content that is not printed (we have a lot of content that does not make it into the News and Views).

Sherman to develop a response to the “do you provide an electronic version of the News and Views that can be pushed to the members”.

Kim and Allan to investigate using mail Chimp to push surveys to our members that are signed up for Bugle Blast. Servey's can also be printed separately in News and Views.

**Rules & Regulations, VP Director Carol Bolton**

The rules committee met on August 3rd and August 10th to discuss motions presented at the July board meeting and to amend the bylaws to update this document based on the motions that have been passed to date. This motion will be presented at the August board meeting.

The rules committee received 8 complaints in the month of July. Of those, 7 have been closed.

**Treasurer/Budget Director Phil Balogh**

**Budget Committee**

Budget Committee reviewed June results. We are still projecting a deficit by year end. Discussion on possible way to reduce that. It was suggested moving the cost of damaged tree removal from operating budget to paying with Reserve Funds. A motion is being brought to the board to move $79,000 from Reserved Fund to pay for the tree damage mitigations. This will be a significant help in reducing our projected operating deficit. Questions were raised why we have several bank fee charges in three different line items. Debbie Brown will look into this. Discussed changing the Reserve Fund bylaw to create Capital Fund that would maintain Reserve Fund and finance future capital projects. The budget committee members want Phil to come back with language that would be explicit that future boards could not use these funds for operations. Will propose language next m

Motions: **Board Motions for August 24, 2021**

President Sharyon: I move to accept Kathy Zimmerman, Karen Linton, Larry Stewart, Dave Bolton, and Paul Kovacevich for the candidate nominating committee of 2021. They have all excepted the assignment

**Seconded Phil, Passed**

President Sharyon: I move to accept Karen Linton as the WEG liaison to the City of Woodburn. She has accepted this position to attend city council meetings and bring our community concerns to the council and bring back information to us. She will work with our General Manager Justin Bolen.

**Seconded Sherman, Passed**

President Sharyon: I move to move forward on Santiam property to apply for a city permit to allow us to build a fence with a member locking gate. The fence will close off access to our property, a coded gate will be in place for members to go thru if desired, the code can be changed at any time. The fence can be 7 ft high, black chain link, three sided and down ¾ of side property. House will give us the cost and bids on fencing. **Seconded Sherman, Passed**

**Rules and Regulations Director Carol Bolton:**

#1 POSTED from July last meeting - Director Carol Bolton: I move to withdraw 2021-0727 R&R #14.18 Children Age to Play. **Seconded by Sherman, passed**

S#2 POSTED from last meeting - Director Carol Bolton: I move to approve 2021-0727 R&R #6.2 Guests Pay – Guests are requested to pay 50 cents each time a facility is used, based on the Fee Schedule. **Seconded by Steve, passed**

#3 Director Carol Bolton: I move to approve 2021-0824 Form #Club or Group Facility Usage Application. **Seconded by Sherman, passed**

#4 Director Carol Bolton: I move to post 2021-0824 Bylaw #8 Assessment Dues & Fees; with the following changes and reorganization of numbers. This will put all Fees conditions into the Bylaws and then to be removed from the R&R as they are not needed in both governing documents. **Seconded by Allan, passed**

**8 Assessment Dues & Fees:**

8.1 Renumbered was Bylaws 8.1 & 8-3 – changes. Membership: A fee for homeowner or associate for membership in the Association, whether the member owner participates in any club activity or not. **Seconded by Allan, passed**

8.2 Renumbered was Bylaws 4.5-1 – no changes and then delete 4.5-1.

8.3 Renumbered was Bylaws 8.2 – changes. Fees. The amounts shall be identified on the Fees Schedule sheet and set by the Board of Directors.

8.3-1 Renumbered was Bylaws 8.2-1 – no changes.

8.3-2 Renumbered was R&R 9.1-3 & 9.2-2 – changes. Dues and Fees shall be paid on an annual (January 31) or semi-annual basis (half January 31 and half July 31) but may be revised by the Board of Directors. Homeowners must be given thirty (30) days written notice of any change in fee or due dates.

8.3-3 Renumbered was Bylaws 8.2-2 – no changes.

8.3-4 Renumbered was Bylaws 8.2-3 – no changes.

8.3-5 Renumbered was R&R 9.1-1 – changes. Owner(s) Homeowner(s) shall be responsible for the payment of all dues, fees, and charges and assessments as required by regular membership, whether occupying the property or not.

Add R&R 9.2-3 Dues Late Fees not paid within 30 (thirty) days of the due date are delinquent and will be subject to late charges and other fees as outlined in the Association documents, or as revised by the Board of Directors.

8.3-6 Renumbered was R&R 9.1-2 & R&R9.2-1 – changes. Associate Fee must renew their fees to have access to the facilities. If they have not paid their dues within 30 (thirty) days of the due date, they are delinquent and may be dropped from the Association membership. Reinstatement is contingent on payment of the delinquent fees, and the approval of the Board of Directors.

8.4 Renumbered was R&R 9.2-4 – no changes.

8.5 Renumbered was R&R 9.2-5 – changes. Dues and Fees, including RV lot, golf cart storage and golf packages, may be prorated for partial years, as follows:

8.5-1 through 8.5-4 was 9.2-5A through 9.2-5D. Renumber only.

8.6 Renumbered was R&R 9.3 – no changes.

8.6-1 through 8.6-5 was R&R 9.3-1 through R&R 9.3-5. Renumber only.

8.7 Renumbered was R&R 9.4 – no changes.

8.7-1 through 8.7-4 was R&R 9.4-1 through R&R 9.4-4. Renumber only.

#5 Director Carol Bolton: I move to post 2021-0824 Bylaw #9.2-1 replace “Late fees on, dues, assessments, etc.” with “Late fees, etc.”. **Seconded by Steve, passed**

#6 Director Carol Bolton: I move to post 2021-0824 Bylaw #9.2-4 replace “Only Owner Members of Senior Estates Golf and Country Club of the” with “Only Association member(s)” are subject to these penalties and those of their guests and occupants. However other persons may be banned from the facilities by the Board. **Seconded by Sherman, passed**

#7 Director Carol Bolton: I move to post 2021-0824 R&R #9 replace all with #9 Fees – see Bylaws. (This will eliminate duplication by having it in Bylaws only but is dependent upon the Bylaws fully passing.) **Seconded by Steve, passed**

We have a conflict between Bylaws and SOP on recording of minutes.

#8 Director Carol Bolton: I move to post 2021-0824 Bylaw #combine 5.5-2 and 5.5-2A with 5.5-2 Recording of Meeting. Only the Board Secretary or President may record any Board meeting. The recording of the Board meeting is to be deleted after the minutes have been printed in the News & Views. Members who record at the Board meeting will be asked to put away their recording devise. A second request the same, or at a following meeting may include a request to leave the meeting.

**Seconded by Sherman, passed**

#9 Director Carol Bolton: I move to post 2021-0824 Bylaw #replace “Assessment” with “Fees” in the following: Foreword, 4.1-1, 4.1-1-D, 4.1.2A3, 4.5-1, 5.5-10C, 5.9-4 **Seconded by Sherman, passed**

#10 Director Carol Bolton: I move to post 2021-0824 Bylaw #replace “Dues” with “Fees” in the following: 4.1-1-D, 4.1-2, 4.1.2A1, 4.1.2A2, 4.1.2A3, 4.5-1, 5.0-4, 9.2-1

**Seconded by Steve, passed**

#11 Director Carol Bolton: I move to post 2021-0824 Bylaw #4.4-5 (this sentence only) The quorum proxy must be received at the Association office by 3:00 p.m. on the day before the election, by hand, or delivery of the United States mail whichever is later. **Seconded by Allan, passed**

**Treasurer/Budget, Director Phil Balogh**

Motions for posting August 24, 2021

Amend 5.9-1 to Super Majority vote of Board of Directors the Board of Directors must vote with at least 6 of 9 members in favor before incurring a debt. A plan to repay any debt in a reasonable amount of time must be part of any approval to borrow as stated in state statute ORS 94.

Seconded by \_\_\_\_\_\_\_\_\_\_\_ Passed

Motion to post August 24, 2021:

Modify 5.9-3, Change membership’s affirmative vote to “approval by 6 of 9 Board members”.

Seconded by \_\_\_\_\_\_\_\_\_\_\_ Passed

Motion to post August 24, 2021:

5.9-2C- Add: Funds from Working Capital Fund Fee shall be deposited in the Capital Fund. Funds from the Capital Fund must maintain the Reserve Fund at no less than $500,000 before those funds can be used for capital expenditures. Capital Fund expenditures are defined as projects exceeding $3,000 and having use of 1 to 50 years.

Seconded by \_\_\_\_\_\_\_\_\_\_\_ Passed

5.9-6B- Omit Working Capital Fund Fees share deposited into the Reserve Fund Account to Reserve Fund Accounts

Seconded by \_\_\_\_\_\_\_\_\_\_\_ Passed

5.9-6E. Change $250,000 to $500,000 Add: 5.10. Capital Fund. Is for funding new construction projects, expansions, and equipment greater than $3,000 that have use of greater than 1 year. Requests must be submitted to the board and must receive 6 or 9 affirmative votes of the board. It is recommended that requests be submitted during the annual budget process, but exceptions may be approved due to urgent situations. Funds may be accumulated in Reserve for multiple years to fund larger scale projects.

Seconded by \_\_\_\_\_\_\_\_\_\_\_ Passed

Recess to open mic

Reconvene meeting.

Announcements: Next General Board Meeting, September 28, 2021, 1:30 pm dining hall.

Adjourn Meeting