

# Woodburn Estates & Golf

## BOD Meeting

Tuesday, February 28, 2023 – 1:30 pm  
Auditorium – Listen In (425) 666-4290

### **AGENDA:**

Call to Order - Pledge of Allegiance  
President's Address:  
Management Report  
Treasurer/Budget Committee  
Good to the Order  
Reports of Officers, Boards and Standing Committees  
Adjourn to Open Mic – Comments on Motions

### **MOTIONS:**

**Motion #1: Treasurer Phil Balogh**- I move we approve up to \$100,000 of Reserve Funds to continue repair of the Fire suppression system.

Discussion: The system has many clogs, and the air compression system is compromised in many areas. While the full extent of the repair is not known until they start work, this is a potential immediate safety hazard.

**Motion #2: Treasurer Phil Balogh** - I move we approve transferring \$8632.25 from Reserve Fund to Operating fund for qualified Reserve Fund expenditures paid from Operations Fund.

| nv<br>Date | Vendor             | Inv#       | Inv Amt    | Description  |
|------------|--------------------|------------|------------|--|
| 01/01/23   | CJ Hansen Co Inc   | WO-0016633 | \$1,128.54 | HVAC repairs in locker rooms                               |
| 01/01/23   | CoolSys            | 1512025    | \$1,188.90 | refrigerator repair #G1418149                              |
| 01/12/23   | Northside Electric | 98986      | \$2,914.00 | repair/replace tunnel lights w/LED lights                  |
| 01/12/23   | Northside Electric | 98987      | \$3,400.81 | electrical repairs in kitchen - convection oven & lighting |
|            |                    |            | \$8,632.25 |  |

**Motion #3: Secretary Kim Farquharson** – I move to approve the following changes on SOP 1.2.4A, SOP 1.2.4A1, and SOP 1.2.4A2

1.2.4-A An agenda will be prepared for each regular and special meeting. The President is responsible for determining the content of each agenda, based on his or her knowledge of matters to be discussed, and after consultation with other Board members and the **Manager Management Team**. No later than ~~two (2) working~~ **three (3)** days prior to the Board meeting, the agenda will be posted on the corporate bulletin board and will be placed in each Director's office correspondence tray or emailed.

1.2.4-A1 All Board ~~Reports and~~ Motions must be in the Secretary's electronic inbox by ~~4 pm Thursday~~ **Saturday morning** before the Tuesday Board Meeting for inclusion in the agenda via **Bugle Blast**. [6-30-2020]

1.2.4-A2 ~~Motions~~-Committee **Reports** must be in the Secretary's electronic inbox by **Monday morning in order to be printed and given to each Board Member prior to the meeting**.

*Discussion: The time frame stated in SOP does not work for the Directors. Three days prior to the Board meeting would be to send out the agenda & motions via Bugle Blast by 1:30 pm on Saturday.*

**Motion #4: Secretary Kim Farquharson** –I move to approve the creation of an ad-hoc committee to review the entire election process; to make any suggestions for changes; to redesign the envelope; to review and update the election book and present a complete package to the BOD for approval. I would like to ask Director Marilyn Sbardellati to co-chair this committee, to ask Director Steve Garner to work as advisor, and to work with Chip Sullivan, Operations Manager.

*Discussion: The previous Secretary left a very complete book of instructions and suggestions from the previous year. It was very good; However, we were told it did not have 'Board Approval'. I would like it to be reviewed, updated, and then presented for Board Approval. We have until September to thoroughly review and update this whole process.*

**Motion #5: House Director Marilyn Sbardellati** - I move to begin the process of obtaining a new electrical power drop from the power pole east of the auditorium. The estimated cost, \$40,000.

**Motion #6: House Director Marilyn Sbardellati** - I move to abandon any plans to refurbish, rebuild, or insert a new spa at or in the existing spa location.

**Motion #7: House Director Marilyn Sbardellati** - I move to create a House sub-committee who's only focus will be refurbishing, rehabbing, and/or replacing our pool, spa, and related infrastructure.

**Motion #8: House Director Marilyn Sbardellati** - I move to direct WEG management to secure an MOA, MOU or other form of month-to-month agreement, between WEG and Country Cottage Restaurant until such time a new contract between both parties is signed.

**Motion #9: Marketing PC Director Sherman Lackey:** I move to approve 2023-0124 **SOP 2.10.1 last sentence only:** Articles will be printed as submitted, although spelling or grammatical errors may be corrected ~~with the approval of the author~~ by the N&V editor or Marketing PC chair.

**Motion #10: New Member Director Marilyn Plowman**

I move to add the following members in good standing to the New Members Committee – Cheryl Fox and Jone Drury

**Motion #11: Rules & Regulations Director Steve Garner** - I move to approve the creation of a **supplementary publication** whose purpose is to promote and report the activities of all groups and clubs operating under the umbrella of Woodburn Estates and Golf. The official name, responsibilities and oversight of this publication shall be determined by the Golf, Activities, and Marketing Directors. This Publication shall not use the News & Views facilities, materials, nor shall it follow any formatting used by News & Views to avoid any confusion with our primary publication.

*Discussion: Whereas the News & Views publication frequently has no room to include information from the groups and clubs in our Association, I make these motions. This publication is to highlight Golf activities as well as different Clubs*

*and Events. As content for both the 'Reader Boards' and 'Facebook' are taken care of by volunteers, this publication can also be a collaborative effort by volunteers from different areas. Any content would be reviewed and 'approved' prior to publication by the Golf, Activities, and Marketing Directors.*

**Motion #12: Rules & Regulations Director Steve Garner - I move to approve the creation of a wall display of this supplemental publication in the hallway between the Library and the Golf Lounge but that its primary distribution shall be through a link on Activities & Clubs page on the WEG website and sent out via Bugle Blast.**

**Reconvene Meeting**

**Adjourn to Open Mic – Any Members Comments**

**Reconvene Meeting**

**Announcement for Next Meeting**