

**Woodburn Estates & Golf
Board of Directors Meeting
March 28, 2023 – 1:30 pm
Auditorium – Listen In (425) 666-4290
Approved March 28, 2023**

Call to Order at 1:33 pm

Establish a quorum – Ken Bourne, Sharyn Cornett, Kim Farquharson, Phil Balogh, Connie Johnson, Marilyn Sbardellati, Sherman Lackey, Marilyn Plowman, Steve Garner

Pledge of Allegiance

Executive session – March 28, 2023, in conference room. Personnel issues were discussed.

President's Address:

Good afternoon, everyone, Thanks for coming. Could you please silence your phone. I would like to start this meeting a little different from the ones before. I'm asking that "we" (that means all attending) show respect for each other. We don't have to agree with each other, but please express your thoughts in a thoughtful, respectful way. Maybe we can have a productive meeting.

The month of March has been full of meetings for me. It seems that I have had 3-4 meetings a week this month. I meet with The Management Staff on a weekly basis to discuss updates on items completed, issues pending and future projects. I also attended several committee meetings when asked.

I was asked to attend Coffee Hour and introduce myself and answer any questions. I also attended the New Members Meeting held on March 25. I won't say much about it because I know Marilyn will be giving a report. I do want to say thank you to Marilyn and her committee for a job well done. I want to thank Dave Rushton and Bunny for the wine. But the event wouldn't have been the success it was without the food prepared by Kim and The Foodies Club. Everybody did a great job. President Ken Bourne

Treasurer/Budget Committee - Treasurer Phil Balogh

March 28, 2023

Balances:

Operation Fund- \$921,387

Reserve Fund- \$714,088

Working Capital Fund- \$546,531

Budget Committee met on Tuesday March 21, 2023

Reviewed Operations Budget results. We were about \$49,052 to the positive net income. We will continue to monitor revenues and expenses monthly, but it is way too early to make any forecast or assumptions about future financial performance.

Reviewed Balance Sheet- no issues.

Motion to approve Treasurer Report Seconded and approved.

Good of the Order

Discussion of the BOD of topics

- Discussion of the existing condition of the Gazebo regarding some possible cleanup to make it look better and cleaner.
- Discussion regarding a monthly report showing costs and sales of the News & Views.
- Discussion of the policy regarding the publishing of obituaries.
- Discussion of pamphlet holder – currently on hold until there are some written guidelines.

- Discussion of the New Member Event being very successful.
- Discussion of the sand situation being resolved.

Motions

Motion #1: Treasurer Phil Balogh – I move we approve a transfer of \$24,331.29 from the Reserve Fund to Operations Fund for Reserve Fund Qualified expenses paid out of Operations Fund. **This motion was seconded and approved.**

FEBRUARY	01/24/23	DoneRight	40339807	\$ 7,380.21	drainage repairs by ProShop
				\$ 7,380.21	<i>approved expense from 2023 Reserve Budget paid directly from Reserves</i>
	02/02/23	DoneRight	41029991	\$ 5,080.00	storm drain vacuuming
	02/24/23	Prier Pipe	P031522	\$ 1,668.91	plumbing supplies for pool/pump room repairs
	02/25/23	Ernst Irrigation	P96609	\$ 1,074.33	plumbing supplies for pool/pump room repairs
	02/27/23	Prier Pipe	P031551	\$ 1,377.86	plumbing supplies for pool/pump room repairs
				\$ 9,201.10	<i>approved expenses from 2023 Reserve Budget</i>
	01/18/23	CJ Hansen Co Inc	WO-0016090	\$ 1,126.19	HVAC Repairs
	02/10/23	Northside Electric	100439	\$ 3,151.42	electrical repairs in Restaurant
	02/15/23	Mac's Radiator & Repair Inc	10159757	\$ 1,703.47	radiator repair on Orange Cushman
	02/15/23	KaTom Restaurant Supply Inc	I4384710	\$ 1,769.00	replaced broken Freezer in Restaurant
				\$ 7,750.08	<i>all emergent repairs approved by Mgmt Team</i>
				\$24,331.39	

Motion #2: House Director Marilyn Sbardellati - I move to appoint the following members in good standing to the Pool Subcommittee: Loretta Wolf, Carl Conser, Mike Alexander, and Lynda LePoidevin. **This motion was seconded and approved.**

Motion #3: Director Steve Garner: I move to approve 2023-0328 SOP replace, *when appropriate*, occurrence of “Woodburn Estates & Golf” with “Association” as defined in the Bylaws. **This motion was seconded and approved as amended.**

Motion #4: Director Steve Garner: I move to approve 2023-0328 to delete the following:
 SOP #1.2.4B and 4C as it is already defined in the Bylaws 5.5-2.
 SOP #1.2.5 as it is already defined in the Bylaws 12.3.
 SOP 1.3, 13.1, 1.3.2, 13.3, 1.3.4 as it is already defined in the Bylaws section 7. **This motion was tabled.**

Motion #5: Director Steve Garner: I move to approve 2023-0328 SOP (new) 1.3 **Board Email Policy. Are for announcement only. Emails by Board members, which include more than four (4) Board member, including sender, are in violation of the Open Meetings Statutes and must not be part of the way we do business. This may jeopardize the coverage of the Board member insurance policy. This motion was seconded and approved.**

Motion #6: Director Steve Garner: I move to approve 2023-0328 SOP #1.4.2 (last sentence) The following documents are ~~recommended~~ required to be signed each year by all Board members.

- 1.4.2-A Background Checks
- 1.4.2-B Confidentiality and Non-Disclosure Agreement
- 1.4.2-C Conflict of Interest
- 1.4.2-D Annual Affirmation Statement

This motion was seconded and approved.

Motion #7: Director Steve Garner: I move to approve 2023-0328 SOP 2.7.3-B Enforcement Resolution ~~dated 9-29-2018~~ 11-22-2022 explains the violation procedures to be followed and the method of fines. **This motion was seconded and approved as corrected.**

Motion #8: Director Steve Garner: I move to approve 2023-0328 Fee Schedule for 2023. HOMEOWNER MEMBERSHIP. **This motion was tabled.**

4-1010 Homeowner Annual Association Fee \$ 825.00 *

4-1025 Homeowner Annual Association Fee + Golf \$ 1,300.00 *

* Effective January 1, 2023 – All homes that close after December 31, 2022, will be \$1,300.00, Golf included.

ADD * Closed home purchase prior to January 1, 2023, may select either 4-1010 or 4-1025 by January 31 of each year.

ADD * 4-1025 is limited to two (2) persons per household: the co-owners of the property, spouse, partners in a civil union or a domestic partnership, or other owner designee who lives in the property.

Motion #9: Architectural/RV Director Connie Johnson - I move to approve a refundable deposit of \$300 for Associates if rules and regulations are followed. **This motion was seconded and approved.**

**Adjourned to Open Mic –
Reconvened Meeting**

Announcement for Next Meeting – April 25, 2023, at 1:30 pm

Adjourned meeting at 3:25 pm