

**Woodburn Estates & Golf  
Board of Directors Meeting  
April 25, 2023 – 1:30 pm  
Auditorium – Listen In (425) 666-4290  
Approved April 25, 2023**

**Call to Order at 1:36 pm**

**Establish a quorum** – Ken Bourne, Kim Farquharson, Phil Balogh, Connie Johnson, Marilyn Sbardellati, Sherman Lackey, Marilyn Plowman, Steve Garner. Absent with notification: Sharyn Cornett

**Pledge of Allegiance**

**Changes to the Published Agenda:**

**Executive session** – Friday, March 10, 2023 –1:30 pm BOD President Ken Bourne opened a meeting of the BOD, and a motion was made to go into Executive session. This motion was approved, and the Executive session was called to order. All BOD members were present except Arch/RV Director Connie Johnson. The meeting was held in the conference room. Topic of discussion: Personnel matters (Bylaw 5.5-10A). The meeting was adjourned at 3:25 pm.

**Emergency Executive session** – Thursday, March 30, 2023 – 2:00 pm BOD President Ken Bourne opened a meeting of the BOD, and a motion was made to go into Executive session. This motion was approved, and the Executive session was called to order. All BOD members were present. Topic of discussion: Personnel matter (Bylaw 5.5-10A). Financial Manager, Debbie Brown and Facilities Manager, Vincent Cantwell were present at the meeting for 20 minutes. Meeting adjourned at 3:45 pm

**Executive session** – Tuesday, April 25, 2023 –12:00 pm BOD President Ken Bourne opened a meeting of the BOD and a motion made to go into Executive session. This motion was approved. Executive session was called to order at 2:05 pm. All BOD members except Sharyn Cornet were present in the conference room. Debbie Brown, Financial Manager, was present. Topic of discussion: Personnel matters (Bylaws 5.5-10A), Contract negotiations (Bylaws 5.5-10D) and communications with legal counsel (Bylaws 5.5-10E). The meeting was adjourned at 1:25 pm.

**President's Address:**

I want to start my address first by giving an update on Sharyn Cornett. Sharyn had emergency surgery last Thursday. Her left foot had become infected again and a second toe had to be removed. She had a toe removed last December. I talked to her on Friday, and she said that she was doing 'OK' but feeling depressed. I received an email from her Saturday night informing me that she would have surgery again on Sunday to close the wound and probably be sent to a care center either Monday or Tuesday. She will let me know more when and where they move her. Please keep Sharyn in your thoughts and prayers.

The last month has been very eventful and quite stressful. There has been several Personnel changes as Chip Sullivan was dismissed. We also had two staff members from The Golf Maintenance Crew quit. This has created some new challenges for The Estates, but we, as a Board and Management Staff, are working very hard to maintain a high level of operation. We have been in discussion on the correct plan to move forward.

I would like to Thank all members of the Board of Directors, Debbie Brown (Financial Manager), Vincent Cantwell (Facilities Manager), Alisha Bailey (Front Desk), and Dave Robinson (Golf Course Superintendent) for stepping up to do more with less.

I would just ask the community to give us a little time and a little understanding as we develop a successful plan moving forward.

President Ken Bourne

### **Treasurer/Budget Committee Report - Treasurer Phil Balogh**

April 18,2023

Woodburn Estates and Golf

Treasurer and Budget Committee Report

Submitted by Phil Balogh, Treasurer

Balances

Operating Fund: \$827,450

Reserve Fund: \$689,615

Working Capital Fund: \$587,811

Total Capital funds available: \$1,277,426

Budget committee reviewed March operating budget:

March operations:

Actual (-75,4545). Budget (-124,881)

Year to date operating budget

Actual 761,284. Budget 692,676. Variance is a positive \$68,608.

While it is too early to make any firm projections for the remainder of the year, it is safe to say we are off to a very good financial start to the year.

HOA dues have been running ahead of budget, the positive variance mostly due to collections of past due HOA dues from last and previous years.

Expenses are \$38,196 under budget YTD. Labor cost savings being the major contributor to this result.

These are positive trends, and if we continue to stay on budget, we should have a good financial result in 2023. It is still too early in the year to assume this trend will hold until year end with certainty.

Reserve fund review:

Our current total Reserve and Capital funds are \$1,277,426. We have approved up to \$100,000 for fire suppression system repairs, and \$13,000 for cart path repairs. There are other repairs scheduled but it is the Budget Committee's recommendation that all other expenditures, with the exception of emergent needs, be postponed until we have a more definitive cost to repair the pool, spa, and locker rooms. Our current guestimates are \$600,000 to \$1,000,000. If it comes in on the high end, we will use our capital funds to the base amount needed to meet Reserve Study requirements.

The Budget Committee is concerned that we have not received a completed 2021 Financial Review from Perkins Co. This is the second year they have been very delinquent for the report. We have given them all the requested information and we do not have any irregularities we are aware of. We have asked Debbie Brown to research possible alternative CPA firms to provide us with this service starting with 2022 review.

I am also addressing questions we have received regarding our Payroll Protection Program or PPP funds granted to us 2021.

PPP funds were first distributed as a loan in 2020 and then deemed a grant in 2021. The conversion to a grant was known to us before we applied. The US government used the banks, initially, to distribute funds as a loan to businesses since the banks had the infrastructure in place to approve and process the funds, and they could do it relatively quickly. The government would then approve those funds as a grant. And this is how the process worked for us.

We received \$192,000 in PPP funds, for which \$173,000 was used for wages and the remainder for some qualifying utility bills. You can see this reported in our financial documents for 2020.

There was a question that WEG was listed as a "S", for profit corporation on the government website. This apparently is an initial error on the part of the bank that was corrected. We have always been a 501(c)7 non-profit corporation and at no time in our 60+ years of existence has any request been made to change it otherwise.

Within the last 6 weeks we have contacted WaFed S&L that assembled and submitted the paperwork for the PPP. They looked up our submittal and gave us copies. Documents confirmed we applied and were granted PPP funds as a qualifying non-profit corporation. They assured us that the SBA was a partner in the process with them and that there were no issues before, during, or after the process was complete.

And we contacted the Small Business Association which is the agency responsible for the PPP program. They did show that the original application was entered as a Subchapter "S" Corp, and that the information was entered by the bank. That information was corrected in the application. He went further to explain that all of their records show that we were approved, there were no red flags and no issues with our application at any point. As far as they are concerned, the chapter is complete, and the book is done...no corrections to be made.

We consulted with our attorney on this issue.

All of our research and that of WaFed and the SBA show that we were granted PPP funds legally as a non-profit corporation. I want to thank Debbie Brown in particular for the many hours she spent following up on this research.

In the complaints sent to us and on social media we have had member(s) accuse Debbie Brown and board members of "cooking the books". Nothing could be farther from the truth. She is a trustworthy professional working long hours to make sure our financial reports are correct, and our finances are reliably healthy. I, along with the budget committee members have only the agenda of making sure WEGs financial position remain strong, that our HOA properties and the personal homes of our members maintain their value, and that we properly fund our HOA operations. These kinds of insinuations and lies that we are hiding or altering any financial data need to cease. It is detrimental and harmful to these individuals' hard work to do the job right.

**Motion to approve Treasurer Report. Seconded and approved.**

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### **Good of the Order**

#### **Point of Order was called by Marilyn Sbardellati.**

Reason: The part of the meeting should be at the end of the meeting.

Ruling by President: To continue with the "Good of the Order" but to investigate further the correct timing.

#### **Discussion of the BOD of topics**

- Discussion regarding the Electrical power drop which was approved in the Feb 28 BOD Meeting. The question was asked if this request had been and the answer was yes, the request had been made and there was no further report on it.
- Discussion/question regarding any temporary Spa being moved in while we wait for a permanent fix. The answer was that this was being address by the Ad-hoc Pool Committee.

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**Adjourn to Open Mic – Comments on Motions as published.**

**Reconvene Meeting**

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## Motions

**Motion #1: House Director Marilyn Sbardellati** - I move to add Linda Haney, a member in good standing, to the Pool sub-committee. **Seconded and approved.**

**Motion #2: House Director Marilyn Sbardellati** - I move to add security cameras to the Greens Maintenance Yard and accept Integrated Solutions LLC's quote for \$5,482.56. To be paid from the Capital Improvement fund. **Seconded and approved.**

**Discussion:** *The Greens Maintenance Yard recently experienced several acts of vandalism to our maintenance equipment. There are currently no outside security cameras. This system would be similar to what is installed at the RV lot.*

**Motion #3: House Director Marilyn Sbardellati** - I move to approve the purchase of an array of mechanical tools to facilitate the repair and maintenance of greens and other maintenance equipment. The amount requested is up to but not exceed \$5,000. To be paid from the Capital Improvement fund. **Seconded and approved.**

**Discussion:** *We currently do not have the tools available to properly repair and keep, in good working order, our greens and other mechanical equipment. We have been relying on tools owned by hired or contracted mechanics. We have competent staff who can repair and maintain the equipment but lack the proper tools for the job.*

**Motion #4: House Director Marilyn Sbardellati** - I move to create a Restaurant Oversight and Advisory committee with the purpose of ensuring the restaurant facility is managed in accordance with our governing documents and acts as an advisory body to the Board of Directors, Association management, and restaurant operator. **Seconded and not passed. votes in favor: 1, votes against 7**

**Discussion:** *The restaurant is a valuable asset. Proper oversight can be time consuming. An advisory committee can; keep management and the board apprised of any membership concerns, ensure it is operated in compliance with any contract/lease agreement and above all, it operates "for the convenience and enjoyment of the residents of Senior Estates Golf and Country Club and is maintained in keeping the Articles of Incorporation." (Rules and Regulations 8.4-4)*

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

**Reconvene Meeting**

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**Secretary: Motion to approve these minutes as amended. Seconded and approved.**

**Announcement for Next Meetings –**

**Town Hall Meeting**

**Saturday, May 13, 2023, at 6:00 pm**

**BOD Meeting**

**Tuesday, May 23, 2023, at 1:30 pm**

**Adjourned meeting.**

Respectfully submitted.

Kim Farquharson

Secretary

Woodburn Estates & Golf

Attached: Committee Reports

## Reports of Officers, Boards and Standing Committees

### Activities Committee - VP Sharyn Cornett read by Secretary Kim Farquharson

#### Activity Report April 25<sup>th</sup>, 2023

First of all, I want to say 'thank you' for all the good wishes. I am doing well and hope to be home soon.

We had a great coffee hour last week with the "The Feud: Police vs Fire" game. It was an exciting time with the police department coming from behind to snatch the victory at the last moment. 88 people attended so it was like the 'good old days. Everyone participated in the fun and the coffee hour staff ran their butts off to keep up with it all and serve everyone. We are really glad for each one that came. Thank you for supporting Coffee Hour. It makes all the work worthwhile.

The Activities Committee is also organizing the annual Pancake breakfast coming up on May 13<sup>th</sup>. This is a hot delicious home cooked breakfast with pancakes, scrambled eggs, sausage, orange juice, and coffee. We want to encourage everyone to come down and enjoy a fun social event and support our Activities Committee and the whole community.

We have decided to try something new to help us with the planning of this event. We are now pre-selling tickets as this will help us know the numbers and quantities that we need. You can buy your ticket for \$6 at Coffee Hour, at Bingo, or in the Golf Shop. The price at the door will be \$8. Once again...that is coming up on Saturday, May 13<sup>th</sup> and tickets are on sale now.

A word of advice: Protect your feet at all costs. Walking keeps you going. Staying in bed sounds great for a while but then it bites the dust.

Do what you have to do.... but the goal is: Thrive...Thrive...THRIVE.

Special Love and greetings to everyone.

Sharyn Cornett

### Architecture/RV Committee – Director Connie Johnson

April 2023 - No report at this time.

### Golf Committee – Co-Chair Ken Bourne/ Co-Chair Phil Balogh

April 2023

I don't mean to repeat myself from last month's report, but the weather has mostly beat us again. The above normal rainfall has interrupted golf play as well as Golf Course Maintenance. The decrease in Golf maintenance staffing has also become a concern. If we get a little sun for a few days, it will increase the mood of everyone involved. I met with all user groups this last month with the main topic, weather, golf course condition and where we go from here in regards of Golf Pro Chip Sullivan's dismissal. A plan will be developed.

End of Report

Ken Bourne, Golf Chair

### House Committee – Director Marilyn Sbardellati

April 2023

The House Committee met once in April. The Committee decided to start meeting once a month unless otherwise deemed necessary.

On behalf of WEG, I want to thank the following people for stepping up and assisting in the day to day operation of our association; Vern (need last name) for tending to the courtyard flower beds, Ron Allowtiz for his pruning efforts, Marty Smith for cleaning the cart barn, Charlie Brown for taking on mechanical repairs for the Greens Department, the Pickleball club members for cleaning up after the Monday fiber arts group and thanks again to Carl Conser, Loretta Wolf and Andrew Nordby for assisting with the restaurant inventory.

The crew from the Greens department took on the task of mowing and edging the lawn in front of the clubhouse and did a fantastic job. We put out a call for volunteers to help maintain our

landscaping around the clubhouse and pro shop. We are hoping to establish this as an on-going project for volunteers. If anyone is interested in getting their hands a little dirty, we meet in front of the WEG office at noon on Wednesdays.

The Pool Committee is off to a great start and has met twice this month. The committee began the process of defining the scope of work needed to renovate the pool and its housing. Defining the project scope is a necessary task prior to beginning the bid process.

During the recent period of heavy rain this month the encroachment of surface water runoff was reported in the bottom of the empty spa and in the pump room. These are open spaces, and the water encroachment was visible to the naked eye. It has been suspected there is a greater area impacted by surface water runoff, especially on the north side of the complex which is slightly downhill from the putting green. This will require some investigative work to be done as part of the pool project.

We began the inventory of the restaurant. We started with kitchen equipment and the more substantial assets owned by WEG. We were waiting to complete the inventory because the restaurant operator wanted a meeting to identify which items belonged to Country Cottage. That meeting has yet to take place, I will follow up with her because we plan to complete the inventory within the next two weeks.

Pacific NW Fire Protection will begin working on the dry sprinkler system in the East wing (dining hall and auditorium) towards the end of May. We are currently working out the schedule details.

End of report

### **Marketing/PC Committee - Director Sherman Lackey**

April 2023

The Marketing PC Committee has taken the following actions:

- Finalized Advertising Guidelines for News & Views, signs, bulletin boards, business card racks, flyers, banners, posters.
- Adjusted the wording on the Buying & Selling Real estate webpage have greater visibility and description.
- Identified the number of bulletin boards, and locations, inside of the clubhouse.

The committee was also brought up to speed on our webpage security, number of attacks, type of attacks and general webpage traffic.

Carol Wellington was a valued member of the Marketing PC Committee; she will be greatly missed.

Respectfully submitted,

Sherman Lackey, HOA Director Marketing Publication Committee

### **New Members Committee – Director Marilyn Plowman**

April 2023

The New Members Committee met April 12<sup>th</sup> to review the New Member Event of March 25<sup>th</sup> and to decide how to welcome new residents in the future. It was decided that we would hold informal get-togethers quarterly for new residents to meet board members and tour the facilities. We plan to organize a yearly “Activity Fair” similar to the Welcome Event held in March. It would be held in late May or early June of 2024 in order to include “snowbirds”.

The committee met again on April 19<sup>th</sup> to assemble more Welcome Packets. Committee members will deliver packets to residents who moved to WEG in the latter part of 2022 and early 2023 who did not attend the welcome event.

Welcome packets will be delivered by committee members each month as new people move in. The next meeting will be on May 10<sup>th</sup>.

## **Rules & Regulations Committee – Director Steve Garner**

April 2023

In light of recent staff changes, the Rules Committee is refining procedures in dealing with member complaints. Currently, we have settled on entering complaints in a database, reviewing the complaints as a committee, investigating the complaints to ensure validity, determining the proper response, notifying the complainant of actions, and notifying the member named in the complaint our findings and recommendations for resolution. We may modify this as we work through the process in the coming days as it is a work in progress.

We ask for patience on the part of our members as previously a full-time staff member was the person in charge of complaints. We, the committee, are attempting to ease the workload of current staff members and remain retired ourselves.

In other business, the committee has corrected some wording for motions that were approved but didn't get changed in the governing documents to reflect the changes approved.

Respectfully submitted, Steve Garner