

**Woodburn Estates & Golf
Board of Directors Meeting
May 23, 2023 – 6:00 pm
Auditorium – Listen In (425) 666-4290
Approved May 23, 2023**

Call to Order at 6:06 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

No Changes to the Published Agenda:

Executive session – Tues, May 23, 2023 – 5:00 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. The meeting was held in the conference room. Topic of discussion: Legal Matters (Bylaw 5.5-10B, C, E). The meeting was adjourned at 5:55 pm.

Treasurer/Budget Committee Report - Treasurer Phil Balogh

Woodburn Estates and Golf

Tuesday, May 16, 2023

Treasurer and Budget Committee Report

Submitted by Phil Balogh, Treasurer

Fund Balances:

Operating Fund: \$779,722

Reserve Fund: \$672,311

Working Capital Fund: \$603,389

Budget Committee met on May 16, 2023. Allan Lindberg, Mike Hepburn, Connie Watt, Phil Balogh, Debbie Brown attending.

Reviewed April Results.

We were -\$60,855 versus a budget of -\$92,352, so we were positive \$31,496 to budget. Remember, we only make a positive margin in January and July when we receive 75% of our HOA dues.

Year to date \$700,429 to a budget of 600,324 or \$100,104 positive to budget.

We made our usual review of projections for the remainder of the year. Financials are looking positive, but it is still too early to draw any conclusions.

We have a combined \$1,275,700 in Reserve and Working Capital Funds that can be used for capital projects and repairs.

We discussed freeing up Reserve Funds which I will discuss in “For the Good of the Order”.

Audit report for 2021 is due any day. Letter of engagement has been sent for 2022 financial review.

I am intending to present an update of Pool project costs to date.

Motion to approve Treasurer Report – seconded and approved.

Good of the Order

Discussion of the BOD of topics

- **Free up Reserve and Working Capital funds for Reserve Study and other projects.** Do we delay spending money in other areas until we have a better idea of what the pool repair is going to cost? The conclusion was that because there will not be ‘hard numbers’ for the pool project for some time yet, we need to release money to deal with smaller projects. We are working on the pool as quickly as we can, but we still need to repair other items.

- **Auditorium doors during Board meetings:** Do we need to monitor/lock the doors of the auditorium during board meetings? Do we have a lot of non-members who try to come to a board meeting? The conclusion was that this may not be necessary at this point but if it becomes an issue, we will deal with it. At the start of the meeting, the President will make the announcement that the meeting is only for members and any non-members will be asked to leave.
- **Using social media to communicate events:** Discussion on limitations of space in N&V for things that community needs to know about. What can we do to keep the community informed? Can we use Next Door to announce things in the community? The conclusion was that it was ok to use any media possible to keep people informed. It is appropriate for community announcements and information to out on social media as long as it is not BOD members (as board members) answering questions, getting politically involved. Appointing an admin was mentioned but not further discussed.
- **Large Binder Books in the living room.** There are a lot of people that go through the living room, and it is a place for the public to see our activities. Can these books be left in the living room for people to look at them? It was mentioned that the paper copy of the N&V does a good job of promoting the community as it travels out the door and extends further and further. There should always be a pile of paper N&V for people to take with them if they choose. No one had any problem with the large binder books being left in the living room for people to look at.
- **Gate dividing parking lot** – Discussion about leaving gate open more to be more welcoming. Strong and immediate reaction against this.
- **Notes on the open mic part of the board meeting:** How much of what is said in the meeting by members should be published? Doing a complete transcript is nice to read later but it is very burdensome to publish. The conclusion seemed to be to just make ‘general notes’ to recognize the members and what their issue is and that can go into the printed newspaper. A complete transcript could be put on the website, but it would only reach a limited number of people.

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Adjourn to Open Mic

Reconvene Meeting

Motions

Motion #1 Director Connie Johnson - I move to approve up to \$50,000 to be used as needed for the following items in the RV lot this year.

1. Improve drainage in RV lot.
2. Gravel to raise parking spaces and improve roadways.
3. General upkeep

Discussion: This money was already approved in the budget. **This motion was withdrawn.**

Motion #2 Director Steve Garner: I move to approve 2023-0523 Fee Schedule for 2023.

HOMEOWNER MEMBERSHIP

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 and both are limited to two (2) persons per household.

Amended to include: *Signed purchase agreement or

Vote on the amendment: 5 yes, 4 no Seconded and passed.

This motion was seconded and passed as amended.

Motion #3 Director Steve Garner: I move to approve 2023-0523 **Record Request form.** (See attached)

Vote on amendment - seconded and approved.

Vote on the motion as amended - seconded and approved.

Motion #4 Director Steve Garner: I move to approve 2023-0523 **Application Member form**

Remove the phrase: 'except Golf, which requires additional dues.'

This motion was seconded and approved.

Motions to Post (No Discussion until next BOD Meeting)

Motion #5 Director Steve Garner: I move to post 2023-0523 **Bylaws #3.2 (add).**

3.2-1 Records Request Form must be filled out when requesting certain documents and must be a reasonable reason for the request.

3.2-2 Failure to follow and comply with 3.2 above by the treasurer will result in other disciplinary measures available under these Bylaws, including but not limited to suspension.

Motion #6 Director Steve Garner: I move to post 2023-0523 **Bylaws #12.3 (change).**

12.3 Rule Changes: The Rules (CC&R) Director is the principal Board member ~~in~~ **when** revising the various Association CC&R documents. All changes or additions ~~should~~ **must** be reviewed by the rules committee for ~~consulting~~ **consultation to be** ~~being~~ **before it is** brought to the Board of Directors by the Rules (CC&R) Director for a vote.

Motion #7 Director Steve Garner: I move to post 2023-0523 **Bylaws #4.4.2 (change).**

4.4-2 Annual Meeting. The Annual Meeting of Property Owner Members shall be held on the second ~~Tuesday~~ **Saturday** in November, if not a legal holiday, and if a legal holiday, then on the next succeeding day, not a holiday or such other days as designated by the Board of Directors.

Motion #8 Director Steve Garner: I move to post 2023-0523 **Bylaws #4.4.5 (change).**

From 4.4-5 Proxies to 4.4-5 Quorum Proxies.

Motion #9 Director Steve Garner: I move to post 2023-0523 **Bylaws #5.3-5 (add).**

5.3-5 **Ballot Counting.** The ballot counting will be completed on the first business day after the election and only during business hours. If there is a difference of fifteen (15) votes or less between candidates #3 and #4 then an automatic recount shall be done within three (3) days. No current Board member nor candidate will be involved else automatic suspension.

Motion #10 Director Steve Garner: I move to post 2023-0523 **Bylaws for the following**

word change "Woodburn Estates & Golf" to "Association" as defined in the Bylaws

Forward. **Rule 4.3-2, 4.3-4, 4.3-5, 4.3-6, 5.2-1B, 5.5-6, and 7.2.**

Motion #11 Director Steve Garner: I move to post 2023-0523 **Bylaws #6.1-7 (add).**

6.1-7 Budget Review Committee. This committee would report quarterly and consist of the current: Treasurer, Golf, House, Rules, and two (2) members in good standing selected by the Treasurer.

Adjourn to Open Mic – Any Members Comments

Reconvene Meeting

Announcement for Next Meetings –

BOD Meeting Tuesday, June 27, 2023, at 1:30 pm

Adjourn meeting.

**Woodburn Estates & Golf
Board of Directors Meeting
Community Reports - May 23, 2023**

President's Address:

It has been a somewhat interesting and challenging month since our last board meeting. We have experienced employee changes, legal matters and a petition campaign. The Board hosted a Town Hall Meeting on May 13th, and it was well attended. Many points of view were expressed, and questions asked and answered. The overall meeting was a success, and the board is going over the transcripts to see what was said and areas in which we can improve. The Town Hall Meeting will be repeated later in the year. The board is working hard to meet the needs of the 1508 homeowners. I meet weekly with the management staff to discuss any current issues, what accomplishments have taken place and what our plans are moving forward. I would like to thank Vincent, Debbie and the entire board for their many hours of dedicated service.
President Ken Bourne

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Secretary's Report – Secretary Kim Farquharson

The Secretary would like to report on three items:

- 1) On May 15, 2023 – Member #40 delivered to my home a petition of 'no-confidence of the BOD'. I responded at the door of my home that the petition needed to be delivered to the office. Member replied that it was to be delivered directly to the secretary. Because I was not appropriately dressed, and with a headset on my head as was working at my full-time job, I just accepted the petition. She

later wrote me an email asking if I would be around in the next two weeks as “there may be more petitions... to turn in in a few days”. Everything was very cordial and respectful on both of our parts, and I have no complaints of any kind.

However, I would like to make a statement about this. When I am at my residence, I am only a member and owner here as everyone else. If petitions do in fact have to be ‘delivered directly to the Secretary’, please make an appointment and the Secretary will meet you at the office for that to take place. You can also put it in a sealed envelope addressed to the Secretary and the Office will stamp it received and notify the Secretary.

Regarding the petition: It was taken to the office where each page was stamped as received. The 128 signatures were verified, copies were made and sent to each director. There will be a meeting of the BOD to discuss the concerns presented in the petition. This will be an open meeting, with the required advanced notice given. The date is TBD.

- 2) On May 13, 2023 – The Election Review Committee delivered a report to the BOD. This report will be put on hold until the BOD can meet to discuss proposed changes. Again, this meeting will be an open meeting with the required notice given. The date is TBD.
- 3) There was a complete transcript of the Town Hall made posted on the Members’ Bulletin Board on the WEG website and the link went out by Bugle Blast. It will also be in the News & Views coming out this Thursday. The feedback for this transcript was very favorable and requests have come in to do it for the Open Mic part of the BOD meeting.
This can be done. However, it is important to understand that it does not become part of the ‘Official Minutes’ of the meeting. The Minutes become a legal document when they are approved and signed. They are a record of what ‘actions were taken’ and not of what is said. It is also important to note that only what is said directly into a mic can be heard so it is important to speak directly into the mic and state name and member # when you start to speak. Obviously, in order to transcribe something, it must be recorded. I wish to mention that Bylaw 5.5-2 states clearly that “Only the Board Secretary or President may record any Board meeting and it is to be deleted after the minutes are published”. Obviously, this is very difficult to enforce as it can be done secretly. But if you are recording the BOD meeting, please note that it is not permitted, and we ask you to refrain from doing so. I have a couple of questions for the BOD which I will bring up at the “For the Good of the Order”.
End of Report

Activities Committee - VP Sharyn Cornett

May 23, 2023

The Pancake Breakfast went very well. It was nice to see smiling faces, lots of visiting among the members. We fed about 160 people. The presold tickets worked very well, less wasted food. The sponsors were McCulley Realty and Aspen Handyman Service. Thank you for sponsoring our event. Future food events will be done this way with presold tickets.

The Community Garage Sale is June 23-24. Some changes for this community event. We will not be registering sites this year or making maps. It was a waste of money for the maps last sale. Very few maps were used. Please advertise the sale on your street with signs. Large community Garage signs will be posted in the neighborhood, but not individual signs.

Another change and experiment this year will be that the auditorium will be open for those who want to sign up for a table to sell their items. Jone Drury oversees this project. The N/V did not have room in this issue to place her article. You need to contact her and sign up for a spot if you are interested.

There are some auditorium rules for this sale.

Country Meadows has agreed to sponsor **the Summer Picnic this year on July 22**. This will be held in the Auditorium with presold tickets for \$6.00.

The **Summer Concert Series will be August 4th -18th -Sept 1st** all on Friday nights. This event is free and is outside at the Gazebo. This will be sponsored by Boone Ridge.

Elvis will be here September 17th in the Auditorium. Just bring an unwrapped toy for Love Santa and food for the Aware Food Bank.

That's it for now! Thank you, Activities Committee

Architecture/RV Committee – Director Connie Johnson

May 23, 2023

Architectural and RV committee report for May 2023.

Committee members are Jack Cranford, Jone Drury, Gary & Connie Johnson, Larry Osterhoudt, Jack Rhea and Marty Shallenberger.

Our committee is continuing to meet to go over current and outstanding Architectural Requests and Compliance Forms and take action as needed. As of the last meeting we have processed 39 Compliance Forms and completed 25 Architectural Requests with many more due to be completed this June and July. We receive several requests per week.

The RV lot has continued to be a focus of attention in the following areas: drainage, rough roads, and weeds. Plans are to grade and fill potholes in roadways, bring in gravel to spread and pack down in parking spaces and to scope the drainage lines and repair as needed.

There are several lot violations that we are dealing with. We are continuing to reach out to renters who are in violation and in need of help to follow regulations.

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

May 23, 2023

Greens Report

The operation of the Golf Course has been directly affected by several issues this past month.

The previous month's rainfall made the grass too wet to mow at times and therefore grow in some areas beyond playable standards. The wet conditions affected scheduling for green and tee box sanding and repair. I would like to report that due to a break in the weather and tremendous effort by Vincent and his short staff, this project has been completed.

The golf course staffing has taken a big hit over the past month, with 2 workers and The Golf Course Superintendent quitting for various reasons, mostly for better pay. There is a wage and employee war going on throughout our nation. There are more jobs than workers and employers are offering more and more, and competition is high.

I would like to give you some good news concerning our golf course operations. During my weekly meetings with Management, I asked them would you like me to call Tim O'Leary, our former Golf Course Superintendent for 25 years, if he could consult with Vincent in areas of concern and possibly help us out. Tim has been great, already going beyond what we asked for in helping us out. I would also like to Thank Vincent, Ron, Charlie, Marty and the rest of his staff for the extra work and time they have spent getting the course back in shape.

End of Report

House Committee – Director Marilyn Sbardellati

May 23, 2023

I'd like to start by thanking Ron Nelson for filling in for James Taylor while he is on vacation and Charlie Brown for continuing to fill in as our mechanic. Also, thanks to the Monday night Pickleball crew for the pregame clean up and to everyone who came out to help revitalize our clubhouse landscape.

The House Committee met on May 11th.

The restaurant continues to operate under a 90-day agreement and recently passed a Health Department inspection, being only deficient in two core items. I will bring forward the Committee's

recommendations for inclusion in the pending contract. Work began yesterday (May 22nd) on the fire suppression system. The storm water work, involving trenching to a stormwater vault located in the parking lot, was delayed a week.

The city of Woodburn will be closing Hayes St. from May 18th through June 9th. This closure will affect moving necessary maintenance equipment from the Hayes Street Greens building to throughout the course. Maintenance will take appropriate measures to compensate for the closure.

Drainage on the north side of the pool building remains a concern. This should be addressed before the pool subcommittee makes a final decision. Any mitigation planning will include all groups affected, Greens Committee, Lady Putters, Men's and Women's golf.

The HVAC that services the News & Views and Conference rooms needs replacement. The cost and timeline for this will be forthcoming.

We will meet again on June 15th.

The Pool subcommittee met on May 4th and May 15th. The Committee began to seek input from the various pool user groups, as to what their wishes are for the pool and spa. A series of exploratory holes were drilled in the pool's deck. This was done to determine if voids, similar to ones found in other parts of the building, were also under the pool's deck. Some voids were visible on initial inspection, more information will be forthcoming when this investigation is complete. We want to continue the scoping of the pool's existing plumbing that our maintenance department began a short while ago.

We are awaiting a financial report regarding the past accumulated pool maintenance expenses. It should be noted, the original cost to build the pool in 1982 was around \$80,000. All funds were raised by members and no money from the general fund was used.

Next pool subcommittee meeting is scheduled for June 1st.

End of House Report

Marketing/PC Committee - Director Sherman Lackey

May 23, 2023

Marketing PC Committee Report for May 9, 2023

The Marketing PC Committee made the following decisions at their May meeting.

In the future all posting on the hallway bulletin boards, opposite the News & Views office, will be policed by the N&V volunteers. Notices will be placed on one of the two boards indicating all postings must be dated and have the posters member number or the postings will be removed.

Members that place items for sale on the hallway members bulletin board can also have their item printed in the N&V, but the member needs to let the N&V staff know.

We will continue to charge \$150.00 for N&V inserts.

We note that our printer is now using plant-based inks.

End of reporting

HOA Chair Marketing PC Committee

New Members - Director Marilyn Plowman

May 23, 2023

The new Member Committee has not met yet this month. However, we were busy delivering welcome packets to members who had moved here in the latter part of 2022. New Members who moved here during January, February, and March and were not able to attend the Welcome event at the end of March have also received welcome packets. We are now working on welcoming new members as of April and May. One of the clubs in our community purchased 20 tickets for the Pancake Breakfast and donated them to our committee to distribute to some new members. One new member received one of these donated tickets. She then attended the Pancake breakfast, joined the Foodies Club AND was on the front-line serving pizzas at Pizza Night last week. Another new member was happy to receive 2

free tickets in order to bring his partner. So far this year, 33 households have been added to our community. Our next meeting will be held tomorrow at 3:00 pm in the Conference room.

End of Report

Open Mic Summary

Comments on Motions as published:

#302 – Motion #2 – clarify that the limit of 2 per household is speaking to the membership benefits and not number of people living in household.

#441 – Motion #2 - Budget was tabled and never voted on. ([BOD Mtg: Nov 22, 2022](#))

Motion #1 – RV Lot 15% fee set aside in the 2020 Bylaws.

General Topics:

#302 – Pool project kicked down the road several times, Question regarding Operation Manager position.

#441 – RV lot fund. \$2450 in it from last year. ([BOD Mtg: Nov 23, 2021](#)) Comment regarding Records Request being too much.

#87 – Good idea to publish the notes; not everyone has internet, or phone. What are the rules of checking member numbers at the door? ([Bylaw 5.5-1](#))

#88 – Using personal phone to pull up information.

#858 – If the fence is open, there is more traffic. Transcript not a good idea. Thank you for making motion for the RV Lot. Please send out any form that has radically changed. Do not be late with the budget.

#858 – Most effective means of communication is News & Views. Door locks – if the light is red, then you must have a door fob to get in. If it is blinking red/green, then it can be opened.

#343 – Like the minutes in the N&V. The amount of making copies, break it into chunks ie: 7.5 minutes.

#609 – The reason why things might not be in N&V, isn't always because there isn't room. Minutes are required to be in N&V.

#914 – Cannot see certain information on website.

#1120 – Fence needs to stay there forever.



RECORDS REQUEST FOR INFORMATION

Date _____

1776 Country Club Road, Woodburn, OR 97071

Your Request Must Be Made in Accordance with the ORS Statutes on HOA.

PRINT: Member number, Name, Address, and Phone or cell number.

Mbr# _____ **Name:** _____

Address: _____ **Phone:** _____

REASON FOR RECORDS REQUEST

I want to **Review** or **Have Copies of the following:**

#1: _____

#2: _____

#3: _____

#4: _____

#5: _____

Owner's Request for Financial Information of Woodburn Estates & Golf / copies will be furnished at a cost of **\$ 1.00 Per Page** / time for Research and/or Review with Staff present will be charged at **\$ 45.00 Per Hour** in addition to any 3rd party costs incurred.

There is a **3% Surcharge** for Credit Card payment and will be ready for review or pick-up within 10-Business Days after request.

INFORMATION **NOT AVAILABLE** FOR INSPECTION OR RELEASE:

- Personnel matters relating to a specific identified person or a person's medical records.
- Contracts, leases, and other business transactions that are currently under negotiation to purchase or provide goods or services.
- Communications with legal counsel regarding existing or potential litigation or criminal matters.
- Disclosure of information in violation of law.
- Documents, correspondence or management or board reports compiled for or on behalf of the association or the board of directors by its agents or committees for consideration by the board of directors in executive session held in accordance with
- Documents, correspondence, or other matters considered by the board of directors in executive session.
- Files of individual owners, other than those of a requesting owner or requesting mortgagee of an individual owner, including any individual owner's file kept by or on behalf of the association.

GOVERNING DOCUMENTS ARE AVAILABLE IN PRINT AT THE OFFICE AT NO COST WHEN YOU BUY YOUR HOME, and WHEN THERE ARE UPDATES/CHANGES MADE. THEY ARE:

- Declarations of Restrictions, Articles of Incorporation, Bylaws, Rules & Regulations, Standard Operating Procedures, Enforcement Resolution, Schedule of Fines, and Fee Schedule.
- Within 90-days after the End of the Fiscal Year, an Annual Financial statement consisting of a Balance Sheet and Income and Expenses statement for the preceding Fiscal Year is distributed to each owner at no cost.

Note: All of the above are on the website at www.WoodburnEstatesGolf.com.

I, the undersigned, agree with the restrictions and use of this information as described above.

Signature: _____ + _____ Date: _____