

**Woodburn Estates & Golf**  
**Board of Directors Meeting**  
**June 27, 2023 – 1:30 pm**  
**Auditorium – Listen In (425) 666-4290**  
Approved July 25, 2023

**Call to Order - 1:35 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**

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

JUNE 27, 2023

SUBMITTED BY PHIL BALOGH, TREASURER

Fund balances

Operating- \$734,524

Reserve-\$674,142

Working Capital- \$670,465

Total Capital Funds- \$1,344,677

Profit and Loss Report:

May

	Actual	Budget	Variance
Revenues	\$56,323	\$35,306	\$20,937
Expenses	\$97,901	\$123,702	-\$25,801
Net Income	-\$41,577	-\$88,316	\$46,739
Year to Date Jan-May			
Revenues	\$1,296,068	\$1,237,835	\$58,233
Expenses	\$637,217	\$725,827	\$88,610
Net Income	\$658,851	\$512,008	\$146,843

Budget Committee met on June 20, 2023

Reviewed Reports- Profit and Loss, Balance Sheet, and budget projections.

We are very positive in our Operations Budget, being \$146,843 positive to budget year-to-date.

Revenues are 58K positive and Expenses are 88K under budget. Major contributors to these results are the collections of very past due HOA and fine collections, and labor expense due to short staffing in some areas.

Hiring has picked up but we will stay on or below budget for most of the remainder of the year.

Revenues are not likely to maintain the same rate as we do not have many outstanding long-term pastdue accounts. Our goal is to operate at budget the remainder of the year and we will be able to finish the year with this positive Income balance of more than \$100,000. This is much needed to improve savings in Operations Fund.

We had nearly 60K in Working Capital Fees from new home sales in May, as our capital funds continue to grow, now over \$1,344,000.

New Restaurant contract should go to Country Cottage for signature this week.

We are in discussions with CPA firms, addressing the timeliness issues we have been having.

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

**Good of the Order**

**Discussion of the BOD of topics**

- Sharyn Cornet: Burden of work for board members: Architectural committee meets once a week to handle requests and it is going well. RV lot is struggling to keep up with the weeding. A suggestion was made to find a contractor to help with the landscaping weeding end of things.
- Sharyn Cornet: Landscaping leadership –report of ad hoc committee: There were some volunteers that met twice to do some weeding around the clubhouse. They hope to do this again. Ron Allowitz is doing dead heading of roses and anyone wanting to help can contact him.
- Sharyn Cornet: Petition turned in: Debbie and Phil went through it and all issues were addressed in past board meetings.
- Sharyn Cornet: Election committee suggestions: Need to have a special meeting.
- Sharyn Cornet: Refurnish Living Room: The Activities Committee has some money to spend and wants to give a gift to the community by redecorating the living room. Meeting with Activities and House committee to discuss this.
- Phil Balogh: Pool Engineer: Highly supportive of this. A motion can be made to approve an ‘up to amount’. The House Committee is inquiring about different possibilities.
- Phil Balogh: The group working on the contract with the Restaurant: Paula Kilgore, Len Westphal, Marilyn. Dennis Griffith, retired attorney who reviewed it and cleaned it up. That has been very beneficial to us.
- Sherman Lackey: Marketing Committee would like there to be a policy that considers and ‘weights’ the businesses that advertise in the News & Views and Directory.
- Sherman Lackey: A forum that the community could use. They are moving slowly towards this. We have a plugin that we are testing. Some questions to discuss: Can Board members respond? Moderation might be an issue and should be 3<sup>rd</sup> party. Also, discussion of what should be the recourse if someone violates. Should there be a maximum number of topics/maximum number of posts. Also, we have been working closely with Office to make sure the correct information is on the website.
- Marilyn Sbardellati: Requesting an update regarding the survey that the Golf community is taking regarding the hiring of a Pro Shop/Manager etc. This is just collecting opinions of the Golfers at this time. The survey is in the Pro Shop and can be filled out by anyone. Next meeting is July 5<sup>th</sup> .... Women’s club meets on the 19<sup>th</sup>.
- Phil Balogh: Regarding the floor of restaurant. This is getting to be a necessity from a sanitary point of view. House Committee will look into that. We need to get bids.

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

**Reconvene Meeting**

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**MOTIONS:**

**Motion A: Treasurer, Phil Balogh** – I move we approve transfer of \$2,660.00 from the Reserve Fund to the Operations for the purchase of a replacement Rotary Cutter for Grounds and Maintenance.

**Amended to correct name of fund:** I move we approve transfer of \$2,660.00 from the Working Capital Fund to the Operations for the purchase of a replacement Rotary Cutter for Grounds and Maintenance.

**Seconded and passed as amended.**

**Motion #1: House Director, Marilyn Sbardellati** - I move to accept C.J. Hansen's proposal for replacement of one of the AC units servicing the Clubhouse's West Wing. This is a qualified Reserve expenditure. Cost \$10,167.

**Discussion:** C. J. Hansen will remove and dispose of the current AC condenser and coil and replace them with a new condenser and coil. The refrigerant lines will also be replaced. The outdoor unit will be placed on a new composite pad.

**Seconded and passed.**

**Motion #2:**

**New Member Director, Marilyn Plowman** - I make a motion to accept Sally Zimmerman, a member in good standing, to be a member of the New Members Committee. **Seconded and passed.**

**Motion B:**

**Director Steve Garner:** I move to remove SOP 2.7.5 COVID policy. **Seconded and passed.**

**Motion C:**

**Director Steve Garner:** I move to approve the wording in Records Request Form: (add) "in accordance 'with the Bylaws'" **Seconded and passed.**

**Motion #3:**

**Director Steve Garner:** I move to **approve** 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.**

**Amended to remove 3.2.2 Seconded and passed**

**Motion to approve as amended. Seconded and passed.**

**Motion #4:**

**Director Steve Garner:** I move to **approve** 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 being before it is** brought to the Board of Directors by the Rules (CC&R) Director for a vote.

**Motion was tabled.**

**Motion #5:**

**Director Steve Garner:** I move to **approve** 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.

**Seconded and passed. 8 in favor, 1 opposed.**

**Motion #6:**

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

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

**Seconded and passed.**

**Motion #7:**

**#8 Director Steve Garner:** I move to **approve** 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.

**Seconded and passed.**

**Motion #8:**

**#9 Director Steve Garner:** I move to **approve** 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.**

**Seconded and passed.**

**Motion #9:**

**#10 Director Steve Garner:** I move to **approve** 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.

**Seconded and failed.**

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All three motions bundled, and motion made to post. **Seconded and passed.**

**Motion #10:**

**#1 Director Steve Garner:** I move to **post** 2023-0627 Bylaws #9.3.3 (**add from the Fee Schedule**).

**9.3.3A** Effective January 1, 2023 – All homes that close after December 31, 2022, will be \$1,300.00, Golf included.

**9.3.3B** Closed home purchase or signed purchase agreement prior to January 1, 2023, may select either account 4-1010 or 4-1025 by January 31 of each year and both are limited to two (2) persons per household.

**Motion #11:**

**Director Steve Garner:** I move to **post** 2023-0627 Bylaws #5.9.2 (**change/add**).

~~5.9.2C The Working Capital Fund Fee shall be used solely for expenses for common area major repairs, budgeted capital expenditures, or emergencies.~~

5.9.2C5 True copies of all documentation evidencing the acquisition of the title of ownership interest shall be submitted **along with the form Petition for Exemption.**

5.9.2C6 No limit to the number of requests for exemptions but must be a member in *good standing*.

5.9.2C7 This exemption allows the current homeowner as of 12-31-2022 and are buying their second home to continue with their selected HOA fee.

**Motion #12:**

**Director Steve Garner:** I move to **post** 2023-0627 Bylaws #8 (**change last sentence**).

The term Manager or Managing Agent includes General Manager, Site Manager or Association Manager, **Operations Manager, Management Team.**

All three motions bundled, and motion made to post. **Seconded and passed.**

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

**Reconvene Meeting**

**Announcement for Next Meetings –**

**BOD Meeting Tuesday, July 25, 2023, at 1:30 pm**

**Adjourn meeting.**