

**Woodburn Estates & Golf
Board of Directors Meeting
July 25, 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. Absent with notice: Steve Garner.

Pledge of Allegiance

Changes to the Published Agenda:

Executive session – Tues, July 25 – 1:00 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 except Director of Rules, Steve Garner. The meeting was held in the conference room. Topic of discussion: Legal Matters (Bylaw 5.5-10B, C, E). The meeting was adjourned at 1:35 pm. **Secretary Kim Farquharson – Motion to reveal the content of the Executive session. Seconded and passed.** This will be discussed in the Treasurer report.

Secretary Kim Farquharson – Motion to approve the minute of the June 27, 2023, meeting. Seconded and approved.

Treasurer/Budget Committee Report - Treasurer Phil Balogh

JULY 25, 2023

Fund Balances as of June 30,2023

Operating: \$647,620

Working Capital: 745,446

Reserve Fund: \$656,930. Total of Capital Funds: \$1,402,377

Budget Committee meet July 18, 2023

Reviewed June Financial results:

Our Net ordinary income was \$4,408 positive to budget.

Year to date Net Ordinary income is \$151,608 over budget.

Year to date we are \$334,885 on Net Other Income (Reserve and Capital Fund related income)

- We do expect higher, but on budget labor costs, in the last half of this year as we fill employee positions that have been vacant for some time. We are projecting a very positive year of our financial results.

- Capital funds continue to grow as 17 homes were sold last month.

- The 2021 Accounting Review has been completed and will be presented to the board this week. It will also be published on the member website.

- 2022 Accounting Review is scheduled for completion in August.

- The 2024 budget schedule was established.

- We are waiting for Country Cottage to sign the new Restaurant contract.

The independent accountant's Review Report was read. It is posted on the website.

President Ken Bourne asked how the 'All-Inclusive' Plan was going.

Treasurer Phil Balogh reported that it was going well. As of this time there were close to 250 members signed up for that plan and we have the rest of the year to go. Last year, we took in \$123,000 golf fees from members. This year, with the \$475 extra that golf pays, we are projecting to bring in over \$142,000 dollars. This plan actually provides us with more funds from golfers than the previous fee structure did.

Motion to approve Treasurer Report. Seconded and approved.

Secretary Kim Farquharson – I move to approve all five of these Petition for Exemption requests.

- 1) Petition for Exemption Request # WCFE-2023-05-2 **Seconded and failed.**

Results: Yes: 3 votes No: 4 votes - Did not receive majority of yes votes.

Arch/RV – Connie: No

New Member – Marilyn P: No

House – Marilyn S: No

VP - Sharyn: Yes

Secretary – Kim: Yes

Treasurer – Phil: Yes

Marketing – Sherman: No

President – Ken: Yes * Chair’s vote only counts to break a tie.

- 2) Petition for Exemption Request # # WCFE-2023-05-3 **Seconded and failed.**

Results: Yes: 3 votes No: 4 votes - Did not receive majority of yes votes.

Arch/RV – Connie: No

New Member – Marilyn P: No

House – Marilyn S: No

VP - Sharyn: Yes

Secretary – Kim: Yes

Treasurer – Phil: Yes

Marketing – Sherman: No

President – Ken: Yes * Chair’s vote only counts to break a tie.

- 3) Petition for Exemption Request # WCFE-2023-05-4 **Seconded and approved.**

- 4) Petition for Exemption Request# WCFE-2023-05-1 **Seconded and failed.**

Results: Yes: 3 votes No: 4 votes - Did not receive majority of yes votes.

Arch/RV – Connie: No

New Member – Marilyn P: No

House – Marilyn S: No

VP - Sharyn: Yes

Secretary – Kim: Yes

Treasurer – Phil: Yes

Marketing – Sherman: No

President – Ken: Yes * Chair’s vote only counts to break a tie.

- 5) Petition for Exemption Request# WCFE-2023-07-01 **Seconded and approved.**

Good of the Order

Kim - Proposed process for ‘Good of the Order’ to make it more productive.

Motions to APPROVE

MOTION A Treasurer, Phil Balogh - Motion to transfer \$8,375.25 from the Reserve Fund to the Operations Fund for emergent expenses that are Reserve Fund qualified. **Seconded and approved.**

MOTION B Treasurer, Phil Balogh - Motion we approve \$3,750.00 from the Reserve Fund for the completion of a Level II On-Site Reserve Study update. **Seconded and approved.**

MOTION #1 Treasurer, Phil Balogh - Motion to approve Stan Maier as a member of the Budget Committee. **Seconded and approved.**

MOTION #2 Secretary Kim Farquharson- Motion to approve the designation of the first Saturday in November as the day for the Annual Meeting of Property Owners for 2023 only. **Seconded and failed.**

MOTION #3 - Secretary Kim Farquharson- Motion to approve the re-design of the election envelope. **Motion tabled.**

MOTION #4 - Director Connie Johnson - Motion to approve Sally Carter to the ARCH/RV Committee. **Seconded and approved.**

MOTION #5 - Director Steve Garner - Motion to approve Ginny Heidi to the Rules Committee. **Seconded and approved.**

MOTION #6 - Director Steve Garner - Motion to approve 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.

#6A Motion to amend: **Bylaws #9.3.3A to:**

9.3.3A Effective January 1, 2023 – All homes that close after December 31, 2022, will be account 4-1025. **Seconded and approved as amended.**

WITHDRAWN:

Motion 2023-0627 Bylaws #8 “MANAGER OR MANAGING AGENT”.

Motion 2023-0627 Bylaws #5.9.2 “Request for Exemption for the Working Capital Fee

REQUEST TO REMOVE FROM TABLE (Reopen) - Secretary Kim Farquharson - Motion to remove from the table Motion 2023-0523 Bylaws #12.3 and open it for discussion: **Seconded and approved.**

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 be brought before it is** brought to the Board of Directors by the Rules (CC&R) Director for a vote. **Seconded and failed.** Results: Yes: 3 votes No: 2 votes Abstain: 2 votes - did not receive majority of yes votes.

Arch/RV – Connie: Yes

New Member – Marilyn P: Yes

House – Marilyn S: abstain

VP - Sharyn: abstain

Secretary – Kim: No

Treasurer – Phil: No

Marketing – Sherman: Yes

President – Ken: Yes * Chair’s vote only counts to break a tie.

Motions to POST

MOTION #8 - Secretary Kim Farquharson: I move to **post** Bylaws #4.4.2 (**change**).

4.4-2 Annual Meeting. The Annual Meeting of Property Owner Members shall be held on the ~~second~~ **first** 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~~ **a day** as designated by the Board of Directors.

MOTION #9 - Secretary Kim Farquharson: I move to **Post** Bylaws #5.3-5 (**change**).

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. **The recount will be conducted by the approved election board.** ~~No current Board member nor candidate will be involved else automatic suspension.~~ [6-27-2023]

MOTION #10 -Secretary Kim Farquharson: I move to **Post** Bylaws #5.5-11A (**change**).

5.5-11A Organizational Meeting Location, Date and Time. Unless otherwise agreed by the Board, within ~~fourteen (14)~~ **twenty-five (25)** days following the annual meeting of the Association, the Board of Directors shall hold an organization meeting with the newly constituted Board of Directors, on such date and at such time and place as is determined by the current Board.

Reason: By not counting the votes until the following Monday...and then if there is a recount, it makes the 14 days window very tight. By extending it to 25 days, it would include the date of the monthly BOD meeting. This organizational meeting has to be separate as the only business to be conducted is the election of officers. But it could be (if desired) a meeting before the regular Board meeting. Important point: The date and time of this meeting should be announced at the annual meeting to comply with Bylaws 5.5-11B

MOTION #11 - Secretary Kim Farquharson – I move to Post changes to the Exemption from the Working Capital Fund Fee 5.9-2D1 to 5.9-2D6 (**change/add**)

5.9.2D - Exemption from the Working Capital Fund Fee may be granted by the Board of Directors only under the following circumstances:

5.9.2D1 - Any Person acquiring title or an ownership interest in a Lot, Unit or Building Site by inheritance, gift, tenancy by the entirety, living trust or other means without the payment of value or giving of other consideration, may apply for an exemption by making written request to the Board of Directors, within ~~30 days~~ **three (3) months** after acquiring such title or ownership interest.

5.9.2D2 - Property Owner ~~after residing in the home for a minimum of six (6) months after closing,~~ may be allowed an exemption for 50 percent (50%) of the Working Capital Fund fee if purchasing a second home in the Association. The second may be invoiced for the remaining 50 percent (50%) allowed, if the member does not remain in good standing while owning both homes. [8-23-2016]

5.9.2D3 - The Property Owner must request the exemption in writing ~~before~~ **within three (3) months** of the closing date of the purchase of the second home.

5.9.2D4 - Neither home can be rented.

5.9.2D5 - True copies of all documentation evidencing the acquisition of the title of ownership interest shall be submitted **along with the form Petition for Exemption.**

5.0.2D6 - Any previous WEG Property Owner, having maintained a record of being in good standing, upon purchasing a home once again in Woodburn Estates & Golf, may be allowed an exemption for 50 percent (50%) of the Working Capital Fund fee. The Property Owner must request the exemption in writing within three (3) months of the closing date of the purchase of the new home.

- **MOTION #11a - Secretary Kim Farquharson – I move to Post the changes to the Form “Petition for Exemption from Working Capital Fund Fee” **See attached form**

Reason: This request form cannot be approved until Motion 11 is approved. It is attached here to give visibility to the changes on this form. Again, this is in response to the request of the Financial Manager and Front Office.

MOTION #12 Director Steve Garner: I move to post 2023-0627 Rules & Regs #3.3 (**change**).

3.3 Security Deposit: the members shall submit a ~~\$100.00~~ security deposit with the application form. **See Fee Schedule for this security Deposit.**

MOTION #13 Director Steve Garner: I move to post 2023-0627 Rules & Regs #8.1-1 (**change last sentence**).

Larger ads and signs, and those from non-members must be approved by the **Activities Marketing Publications Communication** Chair of the Board of Directors before posting.

MOTION #14 Director Steve Garner: I move to post 2023-0627 Rules & Regs #12.2-1 (**change**).

12.2-1 A unit, with or without motor power, which is designated for recreational purposes and/or human occupancy and is used temporarily for recreational or emergency purposes. This includes but is not limited to a converted van, camping trailer, motor home, travel trailer, utility trailer, ~~and~~ truck camper, **tow dollies**, and

watercraft. The ~~Recreational Vehicle~~ unit may not be parked or stored in the driveway, or anywhere on a member's lot, exclusive of the garage, longer than 72 hours.

MOTION #15 Director Steve Garner: I move to post 2023-0627 Rules & Regs #13-G (add).
13-G Auxiliary towing dollies.

MOTION #16 Director Steve Garner: I move to post 2023-0627 Rules & Regs #14.36 (add).
14.36-9 Bikes are not allowed. (From form used in golf shop).
14.36-10 This tag may not be shared. (From form used in golf shop).

Adjourn to Open Mic – Any Members Comments
Reconvene Meeting

Secretary: Make a motion to approve these minutes as amended. Seconded and passed.

Announcement for Next Meetings –
BOD Meeting Tuesday, Aug 22, 2023, at 1:30 pm
Adjourn meeting.