

SUMMARY 2023 RULES & REG Committee Reports & Motions

JULY 25, 2023

Rules & Regulations Committee – Director Steve Garner

JULY 25, 2023

The Rules Committee is continuing the work of keeping our governing documents current with the decisions of the Official Board. The posting of changes and motions seems to be unending but is necessary as situations arise that must be addressed.

Our process of entering complaints in the 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 is still a work in progress. We ask for continued patience on the part of our members as the committee address complaints. It would be helpful for complainants to include an email address so we can keep you informed of the outcome of your complaint without having to use snail-mail and stamps.

We are finding that some complaints are based on inaccurate information and assumptions on the part of the complainant. Again, I would like to say that a neighborly contact to find out the “who, what, why, and where” of the situation will probably help solve many of these issues. Thank you to those of you who have been neighborly in working to make our community a helpful, friendly place.

Respectfully submitted,
Steve Garner

→ **MOTION #5** - Director Steve Garner: I move to approve Ginny Heidi to the Rules Committee. **Seconded and approved.**

→ **MOTION #6** - Director Steve Garner: I move 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.

Discussion: Must not have actual dollar amount in the Bylaws.

Seconded and approved as amended.

→ **#7 REQUEST TO WITHDRAW**

Mr. President, Director Garner makes a request to withdraw two motions that were posted last month.

- He would like to withdraw **Motion 2023-0627 Bylaws #8 “MANAGER OR MANAGING AGENT”**.

Reason for withdrawal: The Rules Committee would like more time to work on this.

- He would like to withdraw **Motion 2023-0627 Bylaws #5.9.2 “Request for Exemption for the Working Capital Fee** Reason for withdrawal: Rules Committee has requested this be withdrawn as it was incorrectly identified. This caused confusion and duplication of work.

→ **#8 REQUEST TO REMOVE FROM TABLE (Reopen)** - Secretary Kim Farquharson: I move 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** ~~being~~ **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.

June 27, 2023

Rules & Regulations Committee – Director Steve Garner

June 27, 2023

No Report

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 be** ~~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.

May 23, 2023

Rules & Regulations Committee – Director Steve Garner

May 23, 2023

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.

ADD * Closed home purchase or signed purchase agreement 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.

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

Vote on the motion as amended: Seconded and passed.

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

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.** (See attached orange form)

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.

April 25th, 2023

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

March 28th, 2023

Rules & Regulations Committee – Director Steve Garner

March 2023

Motion #3: Director Steve Garner: I move to approve 2023-0328 SOP replace all occurrence of “Woodburn Estates & Golf” with the Association as defined in the Bylaws.

Amended: **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~~ explains the violation procedures to be followed and the method of fines.

Corrected: **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.

February 2023

Rules & Regulations Committee – Director Steve Garner

February 2023

Motion #11: Rules & Regulations Director Steve Garner - I move to approve the creation of a supplementary publication whose purpose is to promote and report the activities of all groups and clubs operating under the umbrella of Woodburn Estates and Golf. The official name, responsibilities and oversight of this publication shall be determined by the Golf, Activities, and Marketing Directors. This Publication shall not use the News & Views facilities, materials, nor shall it follow any formatting used by News & Views to avoid any confusion with our primary publication. Motion was withdrawn.

Motion #12: Rules & Regulations Director Steve Garner - I move to approve the creation of a wall display of this supplemental publication in the hallway between the Library and the Golf Lounge but that its primary distribution shall be through a link on Activities & Clubs page on the WEG website and sent out via Bugle Blast. Motion was withdrawn.

January 24, 2023

Rules & Regulations Committee – Director Steve Garner

January 24, 2023

Rules Committee met Monday, January 9, 2:30 pm in News and Views office. Members present: Steve Garner, chair; Stan Hiller, Suzann Lucas, Dianne Matta, Marie McHone, Ron Allowitz, Sherry Stoneback, by phone. Ex officio members: Ken Bourne, President; Chip Sullivan, Management team member.

Rules committee reviewed last year's complaints, violations, both resolved and outstanding. Only 3 issues were still awaiting resolution from 2022, and those were assigned to committee members to resolve.

The new amended rules were notarized at US Bank on January 10 and will be taken to the Oregon Secretary of State's office for filing on Tuesday, January 17.

Meetings shall take place on the first and second Mondays of each month going forward.

January 10, 2023 – 1:30 pm

Rules & Regulations Committee – Director Steve Garner

Motion #7: Director Steve Garner, I move to add the following member in good standing to the Rules & Regulations Committee: **Seconded and approved.**

Stan Hiller

Susan Lucas

Diana Matta

Marie McComb

Sherry Stoneback
