

Woodburn Estates & Golf
Board of Directors Meeting
Tuesday, October 24, 2023 – 1:30 pm
Auditorium – Listen In (425) 666-4290
Approved November 28, 2023

Call to Order

Establish a quorum – Ken Bourne, Sharyn Cornett, Kim Farquharson, Connie Johnson, Marilyn Sbardellati, Sherman Lackey, Marilyn Plowman, Steve Garner.

Pledge of Allegiance

Changes to the Published Agenda:

Secretary Kim Farquharson

Executive session – Thursday, October 16, 2023, 10:00 am 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. Eight BOD members were present. The meeting was held in the conference room.

Topic of discussion: Legal Issue; Personnel

Special Motion:

President Ken Bourne: I move to appoint Allan Lindberg to the Board of Directors, to fill the position of Treasurer, vacated by Phil Balogh.

Seconded and passed.

Treasurer's Report for October 24, 2023

Submitted by Deborah Brown, Financial Manager - Read by Treasurer or President

Fund Balances as of September 30, 2023 –

Operating Fund: \$567,607

Reserve Fund: \$576,292

Working Capital Fund: \$864,746

Accounts Receivable: \$68,360

The Budget Committee met on October 17th to review the financials for September and the 2024 proposed Operations Budget. Members Mike Hepburn, Allan Lindberg, Ken Bourne, and staff Debbie Brown and Vince Cantwell were present.

The review of the September and year-to-date financials suggests that we are on track to stay in the black for the balance of the year. Keeping in mind that the bulk of our income is received in January and July and then is spent throughout the year, our budget projects a loss for most months. The September budget projected a loss of \$125,699, but due to low staffing and lower spending, our loss was only \$85,884.

Motion to approve Treasurer Report. Seconded and passed.

Treasurer Allan Lindberg: I move to approve addition of Linda Hepburn to the Budget Committee

Seconded and passed.

Adjourn to Open Mic

Reconvene Meeting

Motion #1

President Ken Bourne: I move to approve the transfer of \$1,205.33 from the Reserve Fund to the Operating Fund for the repairs that were done on the Jacobsen mower.

Awaiting asset tag

Motion #2

President Ken Bourne: I move to approve the addition of Peggy Misner to the 2023 Election Committee.

Seconded and passed.

Motion #3

President Ken Bourne: I move to approve the 2024 Golf Tournament schedule as listed.
Updated schedule. Seconded and passed.

Motion #4

Secretary Kim Farquharson: I move to take from the table the following motion: House Director, Marilyn Sbardellati, made a motion to transfer money from the Reserve account to purchase a new refrigerator for the restaurant.

Motion #5- Director Marilyn Sbardellati, House - I move to transfer money from the Reserve account to purchase a new refrigerator for the restaurant. Estimate cost to be up to \$6k. This is a qualified Reserve expense. Asset Tag RF3 Motion to Amend Seconded and passed.

Motion as amended. Seconded and passed. Bids will be forthcoming.

Motion #6

Director Marilyn Plowman: I move to approve Delane Pennington, a member in good standing, to be on the New Members Committee.

Seconded and passed.

Motion #7

Director Steve Garner, Rules & Regs: I move to **approve** 2023-0926 Rules & Regs #14.36-2.

Seconded and failed.

~~14.36-2 Hours are set by the Board.~~

14.36-2 Walking on the golf cart paths is permitted with caution, walker(s) do so at their own risk. It is suggested that walkers use the paths early in the morning, later in the afternoon, or in the early evenings, which are times when there are fewer golfers. It is further suggested that walkers travel in the opposite direction as the golfers (i.e., walk from the higher numbered holes toward the lower numbered holes) so that approaching golfers can be seen and walkers may avoid being hit by a golf ball. Walkers should follow common golf course courtesy; pausing quietly when near a golfer preparing to swing, so as not to cause a distraction.

Motion #8

Director Steve Garner, Rules & Regs (with Arch/RV Director Connie Johnson): I move to **withdraw** 2023-0926 Rules & Regs #13.1-1.

No vote necessary. Motion withdrawn.

Motion #9

Director Steve Garner, Rules & Regs (with Arch/RV Director Connie Johnson): I move to **withdraw** 2023-0926 Rules & Regs #13.1-2.

No vote necessary. Motion withdrawn.

Motion #10

Director Steve Garner, Rules & Regs: I move to correct the July 24, 2023 minutes to read for 12.3 Rule

Changes: "~~failed~~ passed"

Seconded and passed.

Posted Motions

The following forms will be submitted next month:

Fee Schedule

Intent to Transfer

RV Agreement.

Motion #10 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 Enforcement Resolution (**add**).

1.5. Theft of any property belonging to the Association itself. Fines will be imposed by the Board based on whether the property is recovered in its original condition, recovered damaged, destroyed or not recovered. Fees will be adjusted based on the severity of the occurrence. (see Fee Schedule).

Motion #11 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 **Enforcement Resolution (add).**

Schedule of Fines.

21. Theft.

The fine severity will be set by the Board. ***

Motion #12 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 **Bylaws 4.5 Members' Liability. (add)** Every member of this Association is exempt from any personal liability for the payment of Association debts, charges, and claims except to the extent of his or her beneficial share in the corporate assets and in any distribution there under.

4.5-1 Exemption

Acts of confirmed theft, vandalism or accidental damage to the common ground or assets of the association, thereof, may be invoiced to the individual member/owner for lost wages, replacement or legal costs incurred, as fully allowed under applicable law, including but not limited to a lien on the property until paid.

Motion #13 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 **Bylaws 4 Members. (revised) 4.1-1.**

4.1-1 Property Owner Members. Property Owners in ~~Woodburn Estates & Golf~~ **the Association** shall automatically be members of the corporation and are subject to fees, whether they participate in any corporate or club activity, or not. Membership is not transferable and is canceled upon change of property ownership. Voting rights, community access and participation in HOA activities are suspended if the Property Owner member is not a member in *good standing*.

Exception: the owner may transfer from lot to lot within the Association using the form “Intent to Transfer and Exemption from Working Capital Fee” without loss of membership, see Bylaw 5.9-2.

Motion #14 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 **Bylaws 5.9-2 section (revise)**

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, **will not pay** the Working Capital Fund fee for acquiring such title or ownership interest. **They will be required to show death certificate. See Declaration: ARTICLES II-C.**

5.9-2E Exemption from the Working Capital Fund Fee may be granted by the Board of Directors only under the following circumstances: [6-10-1980]

5.9-2E1 Must submit an “Intent to Transfer” form before selling and moving from current member lot to another member lot. In the event of a delay, the transfer must be completed within 45 days of the closing of both 1st and 2nd homes as listed on the form.

5.9-2E2 Property Owner, after residing in the **current (1st)** 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 home may be invoiced for the remaining 50 percent (50%) allowed, if the member does not remain in *good standing* ~~while owning both homes.~~ [8-22-2017]

5.9-2E3 Neither home can be rented. [8-22-17]

5.9-2E4 True copies of all documentation evidencing the acquisition of the title of ownership interest shall be submitted **along with the form “Intent to Transfer”.**

5.9-2E5 One-time request for exemptions.

5.9-2E6 This exemption allows the current homeowner as of 12-31-2023 to transfer to their second home and to continue with their selected HOA fee.

Motion #15 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 **Rules & Regs #14.36 (add).**

14.36-10 Bikes are not allowed. (From Orange Form used in golf shop & R&R 14.35).

Motion #16 (posted – no discussion)

Director Steve Garner: I move to post 2023-1024 Rules & Regs section 13 (revised).

13. RECREATIONAL VEHICLE (RV) LOT

The RV space may be used for the following vehicles:

13-A RV or Motorhome, 5th Wheel, Travel Trailer.

13.1 Members, Family of Members, and Associates May Obtain Space

Only homeowner members, family of homeowner, and associates may obtain lot space or storage unit space on an annual basis with priority going to homeowner, and then family of member. Associates may also obtain RV lot space and or storage unit space for their own unit(s) on space availability. [associates 3-23-2021]

13.1-1 All lot sizes and storage unit sizes are defined in the Fee Schedule.

13.1-2 The unit(s) stored **must** be moveable and must be identified on the form and/or photo may be attached. Ownership must be verified at the time of application along with proof of insurance and registration of ownership. Moveable, as defined in this section, means that the owner is able to drive down and drive away, reload, or hook up and move their unit, as required by the Association. [10-24-2017]

13.1-3 It is advisable that the owner has an emergency contact on file who may move the unit if the owner is unable to move the unit in a situation requiring a move. [10-24-2017]

13.1-4 Lot and or Storage Unit users are expected to follow Rules and Regulations for usage. The Association member will be responsible for compliance, usage, and fees.

13.2 Lot Space and Storage Unit Agreement Must Be Renewed Each Year

13.2-1 This RV Lot space agreement must be renewed every year on a full year basis. Proof of Insurance and Proof of Current Registration of Ownership will be required. The prorated RV lot fee will be for the first-time RV member or the first time RV Associate only, not the first time with that vehicle or the first time in that lot space.

13.2-2 Individual Storage Unit agreement must be renewed – see Fee Schedule. Proof of Insurance will be required. No alteration to the unit door, walls, ceiling, or floor.

13.6 Due Date Penalty

If the lot space or storage unit fee is not paid within thirty (30) days of the due date, or if the member does not clean out their storage unit and or remove their unit(s) immediately upon termination of this RV Lot agreement, their access may will be denied. All costs for such action(s) will be the responsibility of the member.

13.9 Member Termination of Space

By permanently removing their unit(s) from the lot space and leaving the lot space and or storage unit space clean, or non-payment of the fee. [3-2-2021]

13.10 Unit is Stored at Owner's Risk

13.10-1 The Unit(s) will be stored in the RV lot space at the owner's risk.

13.10-2 The following are not allowed: chemical, flammable, corrosive, or explosive materials may not be visible on open trailers. [5-23-2017]

13.10-3 The Association will not be responsible for loss or damage caused by fire, vandalism, theft, weather, or the act of other person(s), including acts of natural disaster. It is up to the owner to provide their own insurance to cover such loss or damage.

~~13.12-11~~ Personal Item Storage at Owner's Risk.

All properties by owner stored inside, outside, or underneath the owner's unit(s) are at the owner's risk of the owner. It is up to the owner to provide their own insurance to cover such loss or damage. The following are NOT allowed – flammable, corrosive, or explosive materials.

~~13.11~~ 12 Unit May Be Covered but not Anchored to the Ground or Fence.

Adjourned Meeting

Respectfully submitted,
Kim Farquharson
Secretary