

**Senior Estates Golf & Country Club
Board of Directors Meeting
Tuesday, May 28, 2024 – 1:30 pm
Auditorium – Listen In (425) 666-4290
Approved June 3, 2024**

The Board of Directors meeting on May 28, 2024, was called to order at 1:40 p.m. in the Senior Estates Golf & Country Club Auditorium, chaired by President Ken Bourne and recorded by Secretary Kim Farquharson. Vice President Steve Garner, Treasurer Allan Lindberg, Activities Director Dorothy Monnier, House Director Marilyn Sbardellati, New Member Director Marilyn Plowman, and Rules & Regulation Director Andrew Nordby completed the quorum. Director Connie Johnson was absent with notification.

The following motion was added to the published agenda: Motion 2024-0528.NewMember.Addition.

President's address was given by President Ken Bourne.

**Treasurer/Budget Committee Report - Treasurer Allan Lindberg
May 28, 2024**

The budget committee met on May 21st at 2:30 PM in the News & Views Office. Committee members present were the Financial Manager; Debbie Brown, Maintenance Manager, Vince Cantwell, House Director Marilyn Sbardellati, homeowners: Jan Petroski, Connie Watt, Michael Hachquet, and Mike Hepburn. April financial reports were reviewed and there were no "Red Flags." Income is tracking close to budget. There is still an opportunity for Associate Members to secure an RV lot storage space.

Vince is short 2 ½ people primarily due to the low starting wages. Overtime wages are higher than normal as a result. On the flip side, Payroll Expenses are under budget by approximately \$77k.

A motion was made in December of 2021," to not fund the RV Lot and Cart Fund" was determined to cover only 2021. The motion was not meant to carry year over year. Debbie is putting figures together that will be reported in the June BOD meeting the of amount needed to reimburse the RV Reserve Fund out of the Operating Fund.

We did sign the Letter of Engagement with Newman HOA. CPA. PC for the preparation of the 2023 tax return and review and for 2024 tax return and audit. Finance Manager Debbie Brown has been busy sending to Newman all information as requested.

We received the first draft of The 2024 Reserve Study. It is being reviewed by the management team and budget committee.

We currently have \$200,000 of the \$833k in the Working Capital Fund invested in a maturing CD. The proceeds from the CD will be reinvested in a new 3-month CD.

I attended the New Member Welcome gathering and had the opportunity to chat with two new members. They were delighted with the opportunity to try golfing, something they had not done in the past. They also took a golf lesson and look forward to getting out on the course.

Operations Funds	= \$ 1,149,688.
Working Capital Fund	= \$ 833,217.92
Reserve Funds	= \$ 616,525.29
RV Lot Fund	= \$ 1,958.14
Activities' Fund	= \$14,201.22

AR Aging report as of 4/30/24

A2 - Pool & Fitness ONLY		
A2 Assoc Memberships-PIF	\$ (66.50)	18 memberships
50% Paid/PP	\$ 1,673.25	3 memberships
	\$ 1,606.75	
A3-Golf ONLY		
A3 Assoc Memberships-PIF	\$ (89.69)	37 memberships
50% Paid	\$ 11,697.06	20 memberships
	\$ 11,607.37	
Homeowners		
MISC Credit on Account	\$ (3,589.23)	12 homeowners
50% Paid	\$ 218,860.65	428 homeowners
Payment Plans	\$ 142,158.31	191 homeowners
Past Due w/o payment plan	\$ 27,818.65	20 homeowners
Homes w/Liens & no pmt. plan	\$ 25,852.98	11 homeowners
Foreclosures	\$ 6,603.14	2 homeowners
Homes w/Unpaid Fines ONLY	\$ 965.68	2 homeowners
Men & Women Vouchers	\$ 600.22	
Country Cottage	\$ (1,500.00)	
News & Views	\$ 3,236.39	
Coffee Hour	\$ 800.00	
	\$ 421,806.79	
TOTAL	\$ 435,020.91	

2024-0528.Financial.Report

Treasurer Allan Lindberg moved to approve the Treasurer's Report as presented. This motion was seconded and passed.

The standing committee reports were presented by the corresponding directors. Good of the order items were introduced and discussed. The meeting was adjourned for open mic for members to discuss the motions and then reconvened.

The following Motions were presented:

2024-0528.AmendApproveMinutes

Secretary Kim Farquharson moved to amend the April 23, 2024 BOD meeting minutes to read as follows:

Motion 2024-0423-Rules-Association Facilities Rules

Director Andrew Nordby moved to approve 2024-0423 Rules-4, the addition of SOP #2.2-6C4 Rules committee chair, with approval of the President, the Vice-President and/or the Financial Manager shall communicate directly with our attorney(s) concerning governing documents and complaints.

[5/28/2024 Amended](#): Rules committee chair, with approval of the President, the Vice-President and/or the Operations Manager, shall communicate directly with our attorney(s) concerning governing documents and complaints.

This motion was seconded and passed.

This motion was seconded and passed.

2024-0528-Financial-Transfer-of-Funds

Treasurer Allan Lindberg moved to transfer from the Reserve Fund to the Operating Fund the amount of \$8,196.45 to reimburse the Operating Fund for payments for the following.

Inv Date	Vendor Name	Inv#	Description	Amt Pd	REPAIR/REPLAC E/UPGRADE	Asset Description	Asset ID#
3/25/2024	CJ Hansen Company Inc	3988	repair backflow preventer at RV gate	\$ 2,058.39	REPAIR	RV Storage Lot-Drainage	1241
3/18/2024	OES, LLC	P02889	replacement engine for sander	\$ 1,450.07	REPAIR	over \$1k repair	
3/19/2024	Integrated Solutions LLC	20068	fire system repairs	\$ 3,106.99	REPAIR	Community Bldg-Fire Suppression System	1083
4/3/2024	CJ Hansen Company Inc	4041	service call-gas leak detection & repairs around HVAC	\$ 1,581.00	REPAIR	over \$1k repair	
				\$ 8,196.45	<i>submit for approval at 5/28/24 BOD meeting</i>		

This motion was seconded and passed.

2024-0528-Financial-Debt-Write-off

Treasurer Allan Lindberg moved to approve a bad debt write-off of \$2,060.35 for the balance on a property that is in arrears, has been sold, and the previous homeowner is deceased.

This motion was seconded and passed.

2024-0528-Financial-Sprinkler-System-Maintenance

Treasurer Allan Lindberg moved to engage the proposed services of North Star Turf & Irrigation LLC to update and program our golf course irrigation system software so that it operates efficiently and economically. The cost will be \$2,300 for 10 hours to program and test the system. In addition, each month thereafter through October 15th, North Star Turf & Irrigation LLC will visit our site twice weekly at a monthly cost of \$1,200 per month for four months, bringing the total to \$7,100

This motion was seconded and passed.

2024-05-28-House-Gazebo

Director Marilyn Sbardellati moved to hire McGrath Structural Engineering, LLC to perform a site visit in order to inspect the gazebo and prepare a report as to its current condition and salvageability. Cost estimate \$550.

This motion was seconded and passed.

2024-05-28-NewMember.Addition

Director Marilyn Plowman moved to accept Mary Jo McIntosh, a member in good standing to the New Members Committee.

This motion was seconded and passed.

2024-0423-Rules-Suspend-Reading.1

Director Andrew Nordby moved to suspend the reading of motion 2024-0423-Rules-Rules & Reg Sections 1 and 14.

This motion was seconded and passed.

During the 2024-0423-Rules-Rules & Reg Sections 1 and 14 discussions, the meeting was adjourned to allow members to make comments and then reconvened. This happened multiple times.

This motion was withdrawn by Director Andrew Nordby.

2024-0528.Rules.Facilities.Rental.Application.Revision

Director Andrew Nordby moved to approve the following revision of the Facilities Rental Application.

APPLICATION TO RENT FACILITIES

Date of Event: _____ Purpose: _____ No. of Guests: _____
Name: _____ Member No: _____ Phone: _____
Address: _____
Setup & Cleanup by: _____ Member No: _____ Phone: _____
Setup Time: _____ Event Time: _____ Time Out* _____

- All facilities close at 9pm, at which time all clean-up and equipment stowing must be completed.
- Responsible for replacing chairs and tables in the proper storage area, for turning off the lights, checking the windows and doors at the end of the event. **Please follow all posted signs in the kitchen.**
- Refund of Security/Cleaning Deposit is subject to forfeit if the rented area is not left clean.
- Loss or damage to the facilities or equipment from the event, along with wages for cleanup will be subject to invoice to the signer of this agreement.
- Will liquor be dispensed at the event? No Yes IF YES, see Page two
 - The Association has a limited "On Premise" alcohol license (ORS 471.178) which allows beer and wine to be served and consumed. **No hard alcohol/liquor** may be served or consumed on the premise. The host/member agrees to abide and comply with all applicable laws and regulations.
 - If alcoholic beverages are to be served or consumed, the host will comply with all applicable laws and regulations, including Signature(s) and Initials(s) on Page Two of this document are required. Please read back before signing.

See Fees Schedule for rental fees. (Check all that apply)

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Dining Hall
<input type="checkbox"/> Blue Room	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Lg. Conference Rm #1	<input type="checkbox"/> Sm. Conference Rm #2
<input type="checkbox"/> Card Room	<input type="checkbox"/>

Total Rental Fee(s) 1st check: \$ _____
Security/Cleaning Deposit 2nd check \$ 100.00

Office Use Only
Amount of Refund: _____
Auth. By: _____
Date Refunded: _____

Note: I agree that the facilities will be used solely by the persons and for the purpose described above, and in accordance with all applicable Rules and Regulations (see reverse side) and the rental agreement. I understand that I am responsible for ensuring that all the facilities are left in a clean and orderly condition and without damage(s). I understand that I am responsible for the actions and conduct of all guests and attendees, and for ensuring that all guests and attendees remain in the area(s) specified above. I agree to indemnify, defend, and hold harmless the Association (and its officers, directors, employees, and agents) from all claims arising out of, or alleged to arise out of, the use of the facilities or equipment, including, but not limited to, any act of omission or to any condition of the premises or equipment.

Signature: _____ Date: _____ -20____
Must Initial and Sign Reverse Side too.

Approved or Disapproved Date: _____ Activities Director: _____

Note:

- If request is disapproved, an explanation in writing will accompany the returned form.
- The applicant has the right to re-submit this form to the board of directors for reconsideration.
- The deposit is subject to loss if an event is cancelled less than 72 hours before the date of the event.
- Must allow up to ten (10) days for a Security/Cleaning Deposit refund made by check for verification of bank clearance.
- Political events are not allowed. See Rules & Regs on Political Events.
- By-laws - Refunds must be applied to any open account balance before a check can be issued.

Association Rent Facilities-2024-0528 Page 1 of 2

APPLICATION TO RENT FACILITIES

RULES & REGULATIONS for use of Senior Estates Golf and Country Club FACILITIES

An individual member or a member club or group of the Association will, within applicable guidelines, host each clubhouse event approved by the Board of Directors. The host member will be on the premises during the event and is responsible for Association property during the event. Major furniture pieces must not be moved within the clubhouse without prior approval. The member host (individual or club/group) will reimburse the Association for any expenses incurred in additional custodial work performed after the event and/or any damages or loss to the Association's property by member or member's guest.

Please initial all that applies.

- The member host or designated club representative must **always remain on site** and is responsible for all guests who **ARE RESTRICTED TO THE AREA ACTUALLY RENTED** plus adjacent restrooms and coat rooms. All other areas are off limits to guests during the scheduled event. Children will **always be supervised** by a member host, seeing that they remain in the area(s) authorized for, and occupied by, the adult attendees.
- Smoking of any kind, vaping or any form of electronic smoking is not allowed within any Senior Estates Golf and Country Club building, or within **ten (10)** feet of entrance.
- Arrangements for use of the sound system, if needed, must be requested in advance through the business office. If 50-cup coffee makers are requested, a key must be checked out during Office Hours.
- Set-up and clean-up will be accomplished within the scheduled time. Set-up is not to begin before scheduled time without prior approval. **Clean-up is to be completed by 5pm unless prior approval.**
- ALCOHOL RULES:** Member or MEMBER GROUPS, and committees – the Association has a limited-on premises alcohol license (ORS 471.178). The Association will uphold the rules from OLCC (Oregon Liquor & Cannabis Commission) that applies to our license.
 - Beer and Wine may be brought to club and organized events but must be corked (opened) by Oregon State Certified server(s).
 - Beer may be purchased and opened on site through Country Cottage or the Golf Pro Shop, or as part of an Association event.
 - Clubs and event organizers will determine procedures to comply with the corking requirement.
 - No hard liquor** is allowed on the premises.
 - At least two (2) substantial food items must be served.
- OUTSIDE Servers:** Must comply with all Alcohol Rules above. Events that bring in outside servers **MUST** provide the following to the Association office **BEFORE THE EVENT:**
 - Names of Servers and proof of a valid server's permit.
 - Temporary Sales License signed by the City of Woodburn.
 - A list of at least two (2) substantial food items that will be served, as required by ORS rules.
- I/we understand and agree that if any alcohol/hard liquor or unauthorized beer/wine is served or consumed in the facility, the event will be shut down immediately and required to clean/clear the facility prior to leaving.

Check-off List:

- Tables and chairs will be stacked properly and returned to their original storage room, unless the next group requests them to remain. Indoor Tables and Chairs are not to be used outside or on lawn areas without prior approval.
- All rented areas including entry, foyer, and hallway areas will be cleaned immediately following the event.
- The Kitchen floor must be swept, and damp mopped. The Dining Hall & Auditorium will be swept. Spills will be cleaned up **immediately** with a damp (not wet) cloth. Excessive moisture will damage the hardwood floor. **Do not damp-mop the auditorium floor.**
- Remove all food from the premises. Leave refrigerators, stoves, dishwasher, and counters clean. Wash and store all coffee pots. (50-cup coffee pots are to be locked up). Put used towels under the sink in the proper container. Place all refuse in plastic bags, then put filled plastic bags into dumpster outside the kitchen door.
- Before leaving, turn off all the lights, including those in restrooms, and the sound system, if used. Do not leave doors propped open. Please follow all posted signs in the kitchen.
- Additionally, a fine from Fine Schedule may be assessed, with loss of refund, and the privilege to rent facilities will be revoked. Other fees may be assessed for staff to complete the cleanup/repair.**

Member Signature _____ Date: _____

This motion was seconded and passed.

The meeting was adjourned for Open Mic for members' comments and then reconvened.

The next BOD Meeting was announced for Tuesday, June 25, 2024, at 1:30 pm in the Auditorium.

The Meeting was adjourned at 4:50 pm.

Respectfully submitted.

Kim Farquharson

Secretary

Senior Estates Golf & Country Club