

DRAFT MINUTES
STONEBROOK VILLAGE OA BOARD MEETING
June 11, 2015

Steve Napack convened the Board Meeting of the Stoneybrook Village Owners Association in the Clubhouse at 9:01am. Directors who were present included Steve Napack, Logan Norris, Kendall Clapper, Tony Olsen, and Steven Sowell. Kurt Powell and Beth Powell, Willamette Community Management, also attended. There were 8 owners present at the meeting.

APPROVAL OF May 14th 2015 MINUTES: The Board **APPROVED** a motion made by Steven Sowell to amend the minutes per Susan Hayes's clarification to read: "Susan Hayes requested that the Board share information about the agenda topics prior to discussion to provide background for the audience as well as for the minutes." Logan Norris, Kendall Clapper, Steven Sowell voted in favor of the motion. Steve Napack abstained.

The Board **APPROVED** a motion made by Logan Norris to accept the minutes of the May Board meeting as amended.

WCM REPORT: Tract Designations: Stoneybrook Village was built in three phases. Unfortunately, when those three phases were created, the same lettering of A, B, C, etc were used for the common area tracts causing there to be multiple tract "A"s multiple tract "B"s, multiple tract "C"s etc in the community. WCM recently received a request from a Board member to create new maps for the sole use of Stoneybrook Village Owners Association members. The new maps would identify tracts by roman numerals. These maps would not legally change the name of any of the common areas, but would be used solely by the Association for the benefit of the community. The Board liked this idea and asked WCM to create a new map for the Board to review at the next meeting.

Internet Update/metro Access card access system: As Metro Access gave a significantly higher quote to retrofit the current access control system, WCM has contacted multiple local vendors to see if there is a more economical way to achieve the goal of managing the access system without the use of a subscription based service. WCM will report their findings to the Board at the July meeting.

Tree Survey: Buena Vista Arbor Care should now be done with their review and identification of the trees in Stoneybrook Village. WCM will give the Board the final report when it is completed.

Shonnards scheduled: Shonnards is scheduled to remove the winter-killed plants on 49th and 45th by the beginning of August. WCM will try to have them schedule this for an earlier date.

Gaia Projects: Gaia Landscaping will be installing new rocks along the pond edge and new dirt on the island in the middle of the pond this summer.

Circulation pump update: The Circulation pump has been ordered from Schaefer's Recreation and will be installed by an electrician.

FINANCIAL REPORT: Tony Olsen gave the written treasurer's report. A copy of this report is available on the website for Stoneybrook at www.svoa-covallis.org.

OWNER INPUT: Susan Hayes suggested that an additional sign be installed saying "do not feed the ducks" at the center of the pond.

Dave Stewart recently attended an educational forum that discussed (1) recent State changes to laws governing marijuana and (2) potential conflict with Federal marijuana laws. He is concerned that if the Association does not make a clear legal policy on marijuana that is in compliance with the Federal laws, we could be at legal risk. He urged the Board to investigate this with our attorneys.

Susan Hayes noted that sprinkler heads in the community are not effectively watering and need review by the landscape contractor.

Steve Napack moved to install an additional "do not feed the ducks" sign near the middle of the area at the side of the pond. The Board **ADOPTED** the motion.

Steven Sowell moved to have WCM contact an attorney regarding how to protect the Association from legal risk with regard to the new marijuana laws. The Board **ADOPTED** the motion.

WCM will contact NLS on sprinkler head adjustment in the community.

COMMITTEE REPORTS: A copy of these reports are available on the website for Stoneybrook at www.svoa-corvallis.org.

Activities (Dave Horning/Diane Marthaler): The Happenings serves as the Activities Committee's report.

ARC (Sheila Coxon): The ARC submitted a written report. There were 5 completions and 10 new requests.

Garden (Robinjeanne Parks): No report at this time.

Landscape (Richard Miller): A written report was submitted. Doreene Carpenter reported that the committee is organizing to systematically carry out the duties of its charter. Further discussion is later on the agenda.

Pool Oversight (Richard Miller): The pool committee wishes to withdraw the request for a pool reservation form and proposed that a volunteer sign-in sheet be in the pool house for use by owners wishing to use the pool for events in the future. Further discussion is later on the agenda

Pond Committee: (Sheila Coxon): No report at this time. There have not been any discussions on the pond bench. Recently bullfrogs were noted in the pond. ODFW suggests that bullfrogs be permanently removed. WCM is gathering quotes for this purpose.

Preparedness (Jane Fleischbein): Jane Fleischbein submitted a written report to the Board and reviewed it. Highlighted was the preparedness workshop to be held June 23 in the Clubhouse.

Rules & Regulations (Steve Napack): No report at this time.

Welcome Committee (Susan Hayes): The Welcome committee submitted a written report. Susan Hayes reviewed the report. The committee is requesting that the Charter of the Welcome Committee specifically include notifying the Preparedness Committee Chair when new resident visits are complete. The Board **ADOPTED** a motion made by Steve Napack to approve the proposed addition to the committee charter and to put the new report on the Association letterhead.

ONGOING BUSINESS:

REVIEW POOL-USE POLICY (Richard Miller): A few months ago, there was a party of people using the pool who disrupted the use of the pool for some residents' routine exercise. The Pool Committee previously proposed a reservation system for use of the pool for parties, but now they request withdrawal of this proposal. The Pool Committee now proposes a policy to limit the number of people who could use the pool at any one time. The Pool Committee also proposes a volunteer sign-up sheet to notify other residents of plans for group use of the pool. After extensive discussion on both topics it was not clear what the real definition of the problem is, and whether these proposals are the best solutions. Steve Napack moved to table both proposals until the Pool Committee returns with additional proposals or arguments. The Board **ADOPTED** the motion. It was suggested that a reminder be put in the Association Information about the requirement that an Owner be present during use of the pool.

The Board also requested further clarification from the Clubhouse Committee on exclusivity in the use of the clubhouse when it is reserved. Can an Owner use the Clubhouse for activities while it is reserved by another Owner?

STATUS OF POND-BENCH INSTALLATION: The Pond Committee has not yet discussed this proposal.

NEW BUSINESS:

ADDITIONAL WORK ON TRACTS F AND K SWALE: GRASSES, BARK DUST, AND GRAVEL:

WCM approved a request from Gaia to put some excess bark dust that they had on the swale at no cost to SVOA. Additional bark, gravel (river rock), and removing now-dead grasses is being proposed. Steve Napack reaffirmed that the Board is responsible for maintaining the swale in as-designed condition, but not to change the design with things like bark if it was not there originally. Tony Olsen moved to put down the gravel, bark, and remove the remaining grasses. Steve Napack amended the motion to add "not to exceed \$2500". The Board **ADOPTED** the motion.

Comments from the audience suggested that bark may not be a good long-term solution for the side of the swale and that rock may be a better alternative. Steve Napack moved to delay action on the previous rock and bark dust decision but to proceed with the grass removal at a cost not to exceed \$800. The Board **ADOPTED** the motion. The Board requested WCM to get proposals to rock the sides of the swale.

REVIEW QUOTE FOR NEW POOL HEATER: The pool heater has been operating properly, and needs to be replaced. Kurt Powell reported that he had quotes from both Mikes Heating and Air and from Emerald Pool in Salem to replacing the heater with a Raypack 266. Tony Olsen moved that we replace the heater with the Raypack 266 from the lowest quote, Emerald Pool in Salem. The Board **ADOPTED** the motion

DEVELOPMENT OF POLICY COVERING OWNER USE OF INTERNET CONNECTION IN THE CLUBHOUSE: The Board recently installed internet in the clubhouse for the use of the card access system. A side benefit is that owners could use the internet connection in the clubhouse for personal use. Steve Napack drafted a potential clubhouse internet-use policy for owners. Steve moved to adopt the wireless internet policy as edited per Steven Sowell's suggestion to reference "wireless devices" instead of just "computers". The Board **ADOPTED** the motion. Steve Napack then moved to post the policy on the wall beneath the modem, inside the inner front doors. The Board **ADOPTED** the motion. Logan Norris, Kendall Clapper, Steven Napack & Steven Sowell voted in favor of the motion. Tony Olsen voted against.

BARK MUICH FOR SINGLE FAMILY HOMES:

The Board **ADOPTED** a motion made by Kendall Clapper to do the every 3 year bark dust in the common areas and single family homes with an opt-out option having a July 10 deadline. The Board **ADOPTED** the motion. Bark dust will be applied in August. The Board requested that WCM send out an "opt-out" post card to owners requiring a reply by July 10th.

REVIEW OF POLICY ON USE OF CLUBHOUSE FOR EDUCATIONAL AND POLITICAL ACTIVITIES: This topic was not discussed at this time.

The Board briefly reviewed the history behind the requirement of no funerals or memorial services in the Clubhouse as originally put down by the developer.

The next meeting of the Board will be on July 9th 2015 at 9am in the Clubhouse.

The meeting adjourned at 11:02am.

SVOA Preparedness Committee Report for 6-11-15 board meeting:

The Preparedness Committee met June 8th, 7 – 8 pm in the clubhouse.

- Set-up and logistics for the next community workshop about personal preparedness and addressing health issues following a disaster were confirmed. Flyers and postcards will be distributed inviting SVOA residents. Dr. Sheila Sund, a physician with personal experience in earthquake preparedness, will facilitate the community workshop in June 23rd from 3-5 pm.
- A committee member offered to explain the Help Your Neighbor program to the new residents who have been contacted by the Welcome Committee.

- Discussions were held about first aid classes, first aid kits and building response teams.
- Next Preparedness Meeting will be held July 13th, 7-8 pm in the clubhouse.

SVOA Clubhouse Wireless Internet Policy

By choosing to use this free wireless service you agree to abide by the SVOA's Internet Policy that prohibits illegal, abusive, and vulgar activity while using the Association's Internet service.

LIMITATIONS & DISCLAIMERS

- Wireless access within the Stoneybrook Village Owners Association (SVOA/the Association) Clubhouse is provided as a service free of charge on an as-is basis with no guarantee and no warranty.
- The Association's Wireless network is subject to periodic maintenance and unforeseen downtime and neither the Stoneybrook Owners Association, nor its officers, directors, managers or employees, if any, will be held liable for such unforeseen downtime.
- Information passing through the Association's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Association's wireless access. Data privacy is not guaranteed or implied and neither the Stoneybrook Owners Association, nor its officers, directors, managers or employees, if any, will be liable for disclosure of any data transmitted through the association's Wi-Fi.
- Illegal, abusive, and/or vulgar activity is prohibited.
- All Wi-Fi users must have up-to-date antivirus software installed on their computers.
- The laptop owner is responsible for setting up their equipment to access the Wireless network. Association staff is not required to configure patrons' laptops, nor provide assistance in getting connected to the wireless network.
- The Association assumes no responsibility for the safety of equipment; users should keep their equipment with them at all times.
- In using this free Internet access, you agree and hereby release, indemnify, defend and hold harmless, Stoneybrook Village Owners Association, Willamette Community Management, and their officers and employees, and any affiliate, from any damage that may result from your use of this wireless access.
- While using this wireless access, you acknowledge that you are subject to, and agree to abide by all laws, and all rules and regulations of the City of Corvallis, the State of Oregon, and the Federal Government that is applicable to Internet use.
- At its sole discretion, the Association may terminate this public service at any time without prior notice and for any reason.
- If you do not agree to the above terms you may not connect to any of SVOA's wireless networks. Use of the network constitutes agreement with these terms and conditions.

**Landscape Committee Report to Board
June 11, 2015**

Reports to the Board will summarize meeting minutes and related Committee activities.

Committee members are observers of properties according to assigned zones which include front (and some side) yards as well as common areas. The Committee documents outcomes; it is not our job to micromanage NLS methods. Zone reports detail areas of concern:

Doreene- Sidewalks, lawns, retaining walls and shrubs require further attention.

Lyn- Common areas have vegetation on the SW boundary at 49th and at the end of Dahlia.

Logan and Diane- Procedures are unclear on how to correct landscape problems.

Gary- Needs clarification on responsibilities for overhanging vegetation and maintenance.

Barbara- NLS contract deadlines have not been met.

Barbara presented a draft SVOA Landscape Committee Observation Form for the Committee's consideration. It may serve as a record of NLS performance. Committee members will try it out on their walks and evaluate it at the next regular meeting.

Kurt- Logan will act as liaison with the Board; Kurt will not attend future SLC meetings unless invited for a specific reason. Kurt outlined what long-term plans for Stoneybrook should include.

Kurt- Dead juniper at North end of pond was not removed; budgeted funds ran out.
NLS aeration/thatch/reseed is completed; some yards were missed.
Buena Vista Arbor Care begins tree assessments the week of June 2.
After Viburnum is removed along 45th Street bark mulch is to be applied.
Bark mulch for single family and common areas is scheduled in July.
Owners may opt out of bark mulch application; they must be given timely notification.
(Board's task?)

Barbara- Recommends that no major projects be undertaken until we have a long-term landscape plan.
Dick will arrange a no cost meeting with NLS landscape planner for 2, 5 and 10 year plan.

Dissatisfaction with NLS was approved by motion:

"The Landscape Committee is not satisfied with recent aerate/thatch/reseed treatments by NLS. It is noted that treatment is not uniform throughout the community. Seed was cast without protective cover. Mowing was done a week after seeding. Germination is not occurring."

Dick will reschedule a meeting with ARC to review possible overlapping or unassigned responsibilities.

(e.g. How are owners to be held accountable when community standards are not met?)

SVOA Pool Committee Minutes, June 3, 2015

Richard Miller's Home, 2 p.m.

Members present:

Richard Miller

Barbara Rossbacher

RobinJeanne Parks

Items:

Formulated pool/spa occupancy limits for presentation to the Board on June 11.

Developed Pool/Spa Group Use Notice.

Concern about lights in poolhouse being left on during the night.

Expressed appreciation for pool thermostat being replaced.

ARC Request Approvals:

Completions:

- Assisted Living removed washing machine behind gray shed.
- 4505 H Gary & Mary Barnard – paint home.
- 4698 B Richard Lund – paint home.

- 4677 H Larry & Becky Plum – brick on facing of home.
- 4831 H Richard Town – install pathway along side of home.

New:

- 4505 H Gary & Mary Barnard – change front garage door lights.
- 4643 H Denny & Judy Hargehouse – remove certain trees in front, side, and back; install 3' fence side yard, remove certain plants and replace some.
- 4930 H Rick Ingram – paint home.
- 5010 H Joe & Jean Ira – install 4' fence with gate in back.
- 5010 H Joe & Jean Ira – paint front door.
- 4766 B Robert Laport – paint garage door.
- 4998 H Steve & Jan Napack – build partial enclosure for yard debris container in side yard next to back fence.
- 4998 H Steve & Jan Napack – emergency removal of pine tree in side of home and replace with City-specified tree.
- 2340 P Karen Stephenson – cut down dead red maple south side of home and possibly replace in fall; trim dead branches in tree in street area.
- 4921 H C.K. & C. E. Taft – paint home.

Other:

ARC Request Cancellation – 4677 H Larry & Becky Plum – not place Rubbermaid storage shed in backyard.