

DRAFT MINUTES
STONEBROOK VILLAGE OA BOARD MEETING
May 14, 2015

Steve Napack convened the Board Meeting of the Stoneybrook Village Owners Association in the Clubhouse at 9:01am. Directors who were present included Tony Olsen, Steve Napack, Logan Norris, and Steven Sowell. Kurt Powell and Beth Powell, Willamette Community Management, also attended. There were 7 owners present at the meeting.

APPROVAL OF April 16th 2015 MINUTES: The Board **APPROVED** a motion made by Logan Norris to amend the minutes from April 2015 to eliminate mention of tract "M" since the discussion only related to pest and weed control in the swale in tract "F" and tract "K" East of Peony. Concerning the proposed use of the Clubhouse for an educational event made at the April Board meeting - the Board **APPROVED** a motion made by Tony Olsen to amend the minutes to change the word "polarizing" to be "an event advocating a position." The Board **APPROVED** the amended minutes with a motion made by Tony Olsen.

WCM REPORT (Kurt Powell): CenturyLink has activated the Internet at the clubhouse. However, Metro Access doubled their quoted price to disconnect from the cloud based card access. WCM is contacting other security companies to see if there is a more economical solution to this problem.

Steve Napack requested a future Board agenda item concerning a policy for owners' use of the Internet in the clubhouse.

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: Robinjeanne Parks asked when irrigation watering should be turned on. Robin noted that there is a sprinkler head broken in the community. WCM requested specific information on the location of the broken head.

Susan Hayes noted that the Communications policy requires that the agenda of a Board meeting be posted in the windows of the doors of the clubhouse. WCM will ensure this happens in the future.

Susan noted that it appear to her that the Board has information prior to Board meetings that the Owners don't have, such as that the Board was fully aware of the request to use the Clubhouse prior to the meeting. Steve Napack noted that the Board does not discuss things prior to a Board meeting but does get a summary of information on topics prior to the Board meeting so they can think about it in advance. Individual Board members may talk with one another about such items on an informal basis, but do not do so if three or more board members are present.

David Stewart would like more notice of when irrigation water will be turned on and when other landscape activities will happen in the community. The landscaper gave late notice to WCM on the irrigation turn on for the community and when the irrigation, thatching, and aeration would happen. WCM notified the community within one day for both items electronically.

Heather Folts asked what would be happening in the swale in tract F and tract K. Steve Napack, Kurt Powell and Logan Norris gave brief review of discussions concerning the swale and noted that Gaia Landscape is physically removing invasive species of grasses and will be spraying sprouts. Owners will not be charged for these actions since they constitute maintenance.

WCM has asked NLS to identify options to make the swale more attractive.

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

Activities (Dave Horning/Diane Marthaler): The May Happenings was submitted as the Activities Committee monthly report. Steven Sowell noted that he did not get a copy of the correct month of the Happenings. Kurt Powell explained that the April Happenings (instead of the May Happenings) was accidentally mailed to those who receive their Association information by U.S. Mail. WCM then distributed the correct copy of the Happenings door-to-door to those addresses.

ARC (Sheila Coxon): The ARC submitted a written report.

Garden (Robinjeanne Parks): Two spaces are still available for two other gardeners. (Secretary's note: since the Board meeting all remaining garden spaces have been taken)

Landscape (Richard Miller): Richard Miller presented a written report to the Board. The Landscape Committee proposed that the Board accept Shonnard's bid to remove 35 plants on 45th St. and 6 plants on 49th St. The Board will review this topic later in the meeting.

Darrel Bibler asked if Owners who control their own lawn watering timers should irrigate their lawns more frequently during the aeration, thatching, and over-seeding activity. WCM will investigate and communicate any changes if necessary to the Owners.

Rex Dodge of NLS suggested to the Landscape Committee that a long-term plan be identified for large landscaped areas such as the Common Areas located on Country Club Drive and 49th Street. NLS will help prepare such a plan as part of their service. The Landscape Committee is considering this suggestion.

Richard reported that the Landscape Committee discussed reports of confusion over the fact that if an Owner opts out of pruning, they will not receive any garden services (bed cleaning and raking). The Committee is looking into clarifying the wording on the exemption form. Logan Norris reported that the idea was also discussed to have a change in the landscape contract next year to allow opting out of pruning but still get bed services. Kurt clarified that currently if you opt out of the shrub & bed services, you still get the lawn services.

Pool Oversight (Richard Miller): The exercise classes are ongoing and the committee has not yet decided whether the classes should extend to June.

The Pool Committee discussed the idea of a reservation system for using the pool and blocking out a time period during the day for resident exercise use only. This topic will be discussed later on in the Board meeting.

Pond Committee: (Sheila Coxon): No report at this time.

Preparedness (Jane Fleischbein): The Preparedness Committee submitted a written report. The water kits are fully distributed, and a new resident information sheet has been created that will be distributed by the Welcome Committee, there will be a new workshop on June 23 with a presentation by Dr. Sheila Sund (the “disaster doc”), and the committee is looking into having a first aid class as the next workshop. Next meeting is June 8.

Rules & Regulations (Steve Napack): The Communications Policy has been corrected to change the name from the Communications Committee to the Welcome Committee.

Welcome Committee (Susan Hayes): The Welcome Committee submitted a written report. They completed two welcome visits in the last month and have four visits pending. They collaborated with the Preparedness Committee on an information sheet. A directory update will be sent in this next month's mailing.

ONGOING BUSINESS:

Review of Quotes for Financial Review: WCM reported on quotes for a financial review of the accounting records of 2014 as required by the State of Oregon. The company used previously, Stover Neyhart, remains competitively priced. The Board **APPROVED** a motion made by Tony Olsen to proceed with a financial review with Stover Neyhart.

Pool Oversight - Review pool policy and reservation form: At a previous meeting the Board heard of conflicts of use between residents and resident's guests using the pool. The Board had requested the Pool Committee draft a new Pool/Spa Policy to resolve potential conflicts between use of the pool for exercise and for recreation. The proposed new pool-use policy would create a dedicated time for residents to exercise in the pool between 7am and 12pm as well as modifying the Clubhouse reservation form to include whether the pool would be used as well.

The Board shared some concerns with the policy as drafted and requested additional information/changes/and clarity in the pool-use rules and the reservations form for the pool. Steve Napack moved to accept the requested reservation form changes. Steven Sowell requested the form be more explicit on the use of alcohol in the pool. Susan Hayes felt the form is confusing as is and the pool reservation should require a separate form. Steve Napack and Logan Norris voted in favor of the motion. Tony Olsen and Steven Sowell voted against the motion. The motion did not pass.

The Board requested that the pool-use policy be an agenda item for the next Board meeting and that the draft pool policy be sent electronically with the next agenda.

NEW BUSINESS:

Review quotes for shrub irrigation on Country Club Drive and 49th Street. The Landscape Committee has been discussing whether the mugo pines, the laurels, and the St. John's wort located on Country Club Dr and 49th St need irrigation water this year and have noted the currently installed irrigation system may not be sufficient to water the plants. The Committee received a quote to add drip irrigation for the mugo pines and laurels, but the Committee has not made a proposal on irrigation at this time.

Review quotes for shrub removal on 45th and 49th in the common area: The Board reviewed a quote from Shonnard's to remove the 31 shrub stumps and damaged shrubs on 45th St, remove the roots as well, and add dirt back into the holes as requested by the Landscape Committee. The shrubs in question were damaged by the winter a few years ago and never fully recovered and were recommended for removal last year by the ARC. Steve Napack moved to accept the proposal from Shonnards not to exceed \$2000 to remove the 31 shrubs on 45th and 6 plants on 49th St. The Board **ADOPTED** the motion.

Review donation of bench for use at pond, installation and maintenance. Several residents have requested over the years to have a bench installed at the pond. The Stoneybrook Lodge will donate a bench for this purpose.

Steve Napack received one quote from a vendor with a price range of \$800 - \$1500 depending on the details of installation. Tony Olsen moved to task the Pond Committee to design the installation for a bench. The Board **ADOPTED** the motion.

Steve moved to accept the bench from the Lodge and to accept the responsibility to install the bench with a not to exceed \$1500 for the installation per the design to be specified by the Pond Committee. Logan did not feel this decision had to be made before the design was decided. The board discussed gravel versus concrete under the bench, getting access from the sidewalk to the bench, and making sure people with walkers have easy access. Tony amended the motion to note the design must be accessible by walkers and be ADA compatible. Steven Sowell and Logan Norris voted against the motion and the amendment. Steve Napack and Tony Olsen voted in favor of the motion. The motion and amendment did not carry.

Review of policy on use of clubhouse for educational and political activities: Recently, a resident requested to use the clubhouse for a presentation by the Mid Valley Health Care Advocates. As this request was intended to be an educational forum for the entire Stoneybrook community, the Board reviewed and denied the request at the April meeting of the Board.

It was not clear, however, what criteria should be used by the Board for making Clubhouse use decisions. Steve Napack opened the discussion to all present at the meeting. If the owner had not sought to invite the entire community and only personally invited part of the community, no Board approval would have been necessary. Tony Olsen felt the current policy should stay as it is. The Board discussed whether they should review educational and political clubhouse reservation requests for the benefit of the entire community based on content and expressed a desire that the Board

reviews of requests should be consistent with whatever policy is decided. The Board plans to discuss this topic again at a future meeting.

Kurt Powell noted that WCM is gathering quotes from other vendors for the pool circulation pump as the first quote did not come as requested.

WCM has gathered quotes for bark and for rock for the swale for review at the next meeting.

The meeting adjourned at 10:31am.

The meeting reconvened at 10:35am to discuss a pond donation request.

In October 2014, the Pond Committee wanted to install shrubs, trees, and small perennials with donated funds. With the recent adoption by the Board of a donation policy, the Pond Committee now wants to install the plantings with the donated funds. The Board **ADOPTED** a motion made by Steve Napack to approve the \$1005 cost to install the plantings.

The Board meeting adjourned at 10:38am.

Respectfully submitted by Logan Norris, Secretary to the Board

WELCOME COMMITTEE REPORT

May 14, 2015

1. New Residents – Two welcome visits were made in the past month. Four visits are pending.
2. The Committee has collaborated with the Preparedness Committee to tell new residents about this important community effort and to alert them to expect an additional visit from a Preparedness Committee member. We will now be including a one page “Information for New Owners” sheet from the Preparedness Committee in our welcome packet.

Upon the completion of the welcome visit, the Chair will notify the Preparedness Committee of the name and contact information of the new resident(s).

3. The quarterly update of the Stoneybrook Single-Family Residents’ Directory was not published in April because no visits had been made since the publication of the 2015 directory. We are completing visits now and intend to publish an update in May rather than wait until July.
4. Meetings for 2015 – May 18, Aug. 10, and Nov. 9. All meetings are held at the Clubhouse at 11 a.m.

Our May 11 meeting was rescheduled to May 18 because the Chair was called to jury duty on the original meeting date.

SVOA Landscape Committee

2 p.m. May 12, 2015

While awaiting arrival of our guest the committee agreed to change our meeting dates to Tuesdays a full week before Board meetings. New dates are 6/2, 6/30, 8/4 and 9/1/2015 in the Club House meeting room at 2:00 p.m. A special meeting will convene at 2:00 Thursday, May 28 if ARC committee is available. Chair Richard Miller will invite them.

Rex Dodge, NLS Enhancement Supervisor for Oregon, took questions from the committee. He described the process of removing candles from mugo pines vs. selective pruning early in the year to control their growth. It is not possible to reduce the size of a mugo without damaging it. Too-large pines may need to be removed and replaced. Our concern is mostly along Country Club Drive, where it is important to provide privacy and sound buffering, though other mugos on the campus also may be becoming out-of-scale. Laurels benefit and will recover from aggressive pruning.

Rex suggests that a community such as ours is wise to have a long-range landscape design plan. Especially regarding trees he suggests a 2-5-10-year plan taking into account several tree characteristics: hazards; disease & pest identification; structural health (pruning); space adequacy; root conditions. The Extension service or city arborist could be consulted. Also, NLS has design and architect resources. An initial consultation with a rendering is free of charge. It can help determine how involved a campus-wide plan may be, how to phase the options and how far to proceed. Cost is incurred for a buildable set of plans.

Rex described processes to improve turf conditions. First is to take core samples then consider options. This will be done beginning May 14 along with our scheduled aeration-thatching-seeding treatments. Options include to aerate and seed with lime (to balance acidity and make fertilizer effective) and to introduce sand. Rex will be on campus Thursday, May 14.

NLS Jim Zauner is a resource for horticulture health and broadleaf treatments (spraying.)

Specific concerns from the committee were shared with Rex. Barbara volunteers to be present when irrigation along Country Club and 49th, especially along the sidewalk near the bus stop and along the lane leading to the bus stop, is being assessed. Rex mentioned that usually an irrigation technician's services are provided outside the normal maintenance schedule. Dick mentioned height of plants around the club house. The committee requests that pruning crews be clearly informed about pruning standards according to the maintenance contract. The committee expressed appreciation for Rex's attendance at our meeting.

Kurt reported two quotes for bark mulch. The better offer is from Lane Forest Products, Eugene, at \$224/unit. The other is from The Bark Place at \$300/unit. Kurt will schedule with Lane Forest Products to apply mulch after plant removals.

Kurt reported that only one bid was received to remove failed plants. **The committee asked Kurt to accept Shonnard's proposal (attached) and to add six more shrubs at the South end of 49th Street to the job.** The committee requests to be informed when Shonnard schedules shrub removals.

Kurt reported that Shonnard informs us that the cost is about \$2000 to lay down irrigation pipe over St John's wort and that it is difficult to maintain, as well as costly to remove seasonally.

Kurt reported that Gaia will spray Track K three times this season and remove dead clumps. About 30 bushes will be removed; sedges will remain. An area 6' wide and 3" deep will be covered with 1-1/2" rock. Gaia suggests bark to cover the lower part of the berm as well as over the higher side. Grass is more maintenance-intensive.

Good Earth Pest Company is eradicating rats and mice for \$80 over two months. No active nutria or skunk is evident.

Barbara and Lyn brought to the committee's attention the unmaintained South border running from 45th to 49th behind landscape plantings. They request that committee members visit the area, especially at the 49th street end and at the stub of Dahlia, before our June 2 meeting. Weeds, oak sprouts, lupine, viburnum etc. are growing within the shrub areas. They require hand pulling. Do we want to maintain or leave that strip seedy and unkempt? What is our level of satisfaction & tolerance?

Regarding Exemptions from front yard service, the existing practice is to have all the landscaping services or to have nothing except lawn care, which never is exempted. Owners who choose exemption are responsible for their own pruning as well as planting bed maintenance. Logistics to personalize services are too complicated. The committee could draft a request form to owners making this clear, while informing them that their maintenance must match the standards set forth in the landscape contract.

The meeting adjourned at 3:20. Next meeting is 2:00 May 28 with members of ARC. Next regular meeting is 2:00 June 2.

DRAFT of minutes Submitted by Doreene Carpenter 5/12/15

SVOA Pool Committee, April 30, 2015

Members present: Barbara Rossbacher, RobinJeanne Parks and Richard Miller

SVOA Community Manager, Kurt Powell attended as an advisor

Members at the meeting made a decision, based on Kurt's experience and recommendations, that pool capacity numbers were not the best solutions for avoiding overcrowding conflicts. We decided that a reservation system be established for group activities to better meet this need.

Reservations for group pool use should be set between the hours of 12pm to 8pm. They can be made by contacting the Community Manager. A calendar of reserved times should be posted in the pool house showing available time slots. Kurt will write a Pool Use Policy and Use Agreement/Reservation Request form. They will be presented to the SVOA Board for approval at the next meeting.

Agreement was made to change the title Pool Rules posted in the pool house to SVOA Pool Policy.

The Stoneybrook pool and spa's intended use is for lap swims, individual exercise, classes, play time and relaxation.

Postings for the May exercise class with Anne Zimmerman was in the Stoneybrook Lodge newsletter but not in time for the SVOA's Happenings sent out on the 20th of the month.

Contact Assisted Living at Stoneybrook about our exercise classes.

The exercise class was to be for the month of May only, if there is not enough interest it will be discontinued.

Intervals of every two hours are required to check for ambient house, pool and spa temperature and to observe for human distress. This is a requirement of Benton County for public pool operations.

Richard Miller

SVOA Preparedness Committee Report for 5-14-15 board meeting:

The Preparedness Committee met May 11th, 7 – 8 pm in the clubhouse.

- Water kits are now fully distributed.
- A new resident information sheet about the preparedness committee was edited and will be distributed by the Welcome Committee to new residents. The information sheet will also be posted on the SVOA preparedness website.
- Logistics for the next community workshop about personal preparedness and addressing health issues following a disaster were confirmed. Dr. Sheila Sund, a physician with personal experience in earthquake preparedness, will facilitate the community workshop in June 23rd from 3-5 pm.
- Discussions were held about basic disaster supplies and holding a first aid / CPR class as the next workshop.
- Next Preparedness Meeting will be held June 8th, 7-8 pm in the clubhouse.