

MINUTES
STONEBROOK VILLAGE OA BOARD MEETING
October 8th, 2015

Steve Napack convened the Board Meeting of the Stoneybrook Village Owners Association in the Clubhouse at 9:01am. Directors present were Steve Napack, Tony Olsen, and Kendall Clapper. Kurt Powell and Beth Powell, Willamette Community Management, also attended. There were 9 owners present at the meeting. Molly Hendryx from NLS attended briefly.

APPROVAL OF MINUTES: The Board **ADOPTED** a motion made by Kendall Clapper to approve the September 10 2015 minutes.

David Stewart brought up a point of order on the President making motions for meetings. Kurt Powell, WCM, noted that Roberts Rules of Order for small boards note that the President has authority to make motions during Board meetings.

Board Vacancy: Steve Napack introduced Mike Propst to the owners in the room. Mike provided a brief bio (see below). Kendall Clapper moved to appoint Mike Propst to the Board effective immediately. The Board **ADOPTED** the motion.

- Mike Propst: I am a retired physician (pathology) who has now lived in Stoneybrook Village for
- eight years. I was born in Lebanon, grew up in Klamath Falls, and attended Oregon State prior
- to being accepted to med school at what is now OHSU. After training in Pathology in Vermont I was taken into the Air Force and assigned to Alaska. I liked Alaska and met my wife Sue
- there. I practiced in Anchorage for 30 years, leaving there in 2001 and moving to back to
- Oregon. I have been on and then chaired the Architectural Review Committee in earlier years.
- I look forward to working with others as Stoneybrook continues ahead.

WCM

- A mason determined it would not be cost effective to repair the pressure-washing damage on the Stoneybrook monument sign on 45th St. A volunteer from the community will be re-painting the sign and will re-paint the missing portion of the letter on the sign.
- The spa sand filter and heater were both repaired recently.
- WCM is continuing to work out problems in remotely accessing the control system.
- Stover Neyhart has completed the financial review for the Association for fiscal year 2014.
- Vial Fotheringham, LLP, is conducting a forum on homeowner association law on October 24th 2015 in Wilsonville. It is a good opportunity for owner/board-member education.
- An owner reported a skunk in the pond area. WCM has requested that it be trapped.
- The heating system for the poolroom stopped working in September due to a broken blower in the heating unit. The Board **ADOPTED** a motion made by Tony Olsen to approve the repair of the blower.
- Northwest Landscape Services was looking for ways to improve the irrigation systems in the front yards and park strips of Stoneybrook. In the process, they mapped out the number of

zones on the single-family owner's lots. The Board did not make any decision on this map or information presented by NLS.

Northwest Landscape Services: Molly Hendryx introduced herself as the new area supervisor for NLS. She briefly discussed crane fly treatment options (see later agenda item for details). Steve Napack noted that we expect communications with NLS to improve with Molly in that position.

FINANCIAL REPORT: (Tony Olsen, Treasurer) Tony Olsen summarized preliminary expectations for the 2016 budget. General contractor increases and new reserve accounts to cover trees, shrubs and ground cover and irrigation replacements may result in monthly assessment increases. Tony Olsen said he would attend a Landscape Committee meeting to answer questions on this topic.

See the Treasurer Report on the SVOA website under the Board of Directors tab for details.

Summary analysis of budget:

Year to date - Grounds Maintenance expenses are \$8440 under budget after having paid some significant water bills. Irrigation water is \$2675 over budget. The water bills were consistently high for the drip system from Country Club to 49th St. and these drip systems were shut off pending determination of the cause of high water-usage. Clubhouse maintenance is \$1200 under budget, as are pool maintenance \$1820 (ARMOR's normal monthly invoice not yet paid), utilities (\$1350), pond water features (\$1824) and Operations (\$10229).

Overall, the Common Area has a net income of \$14,311 and the Single Family area has a net income of \$2597 year to date.

OWNER INPUT:

Susan Hayes noted that there are several disaster preparedness events happening locally. One is a program about the pending subduction zone earthquake with Professor Chris Goldfinger at the Majestic Theater (Oct. 12 at 6PM). Second, on October 15th is a nationwide preparedness event entitled "The Great Shakeout".

Jan Napack wrote a letter to the Board of Directors requesting a review of the process for the pond-bench voting and that the Board restarts the bench input process. She believes including the bench voting done by owners surrounding the pond with the pond committee voting does not represent the community as a whole.

Maggie Jackson and Marcia Soloman were concerned with the painting color of one of the homes and asked if it was officially reviewed and approved. David Stewart, owner and member of the ARC, noted that the request was discussed and the color was approved as submitted. She asked if there was a pre-approved palette of colors. Steve Napack encouraged the owners to attend meetings of the ARC to give their input.

Richard Miller noted the pear trees along Hollyhock Circle on the northwest corner belong to the City and not to the HOA. Homeowners should call the City if they have concerns about park-strip trees. Kurt Powell added that owners who have questions or comments for the City regarding sidewalks or

park-strip trees should contact the Public Works Department of the City of Corvallis at publicworks@corvallisoregon.gov

COMMITTEE REPORTS:

Activities (Dave Horning/Diane Marthaler): The Happenings are the monthly report for the committee.

ARC (Sheila Coxon): A written monthly report was submitted. There were 10 completions and 10 new requests.

Garden (Robinjeanne Parks): Robinjeanne Parks noted the gardens are coming to a close. It will be a few months until the garden area will be completely cleaned up.

Landscape (Richard Miller): The Landscape Committee submitted a written report.

Pool Oversight (Richard Miller): Robinjeanne Parks noted the spa is green and murky. Kurt Powell said it is probably due the work on the sand filter. WCM will follow up with the vendor to make sure that a sign is posted if the water quality doesn't meet standards for swimming.

Pond Committee: (Sheila Coxon): No report.

Preparedness (Jane Fleischbein): The preparedness committee submitted a written report. Steve Napack summarized that the committee has been purchasing supplies for the preparedness cabinet and that there will be a first aid class for Stoneybrook residents on Nov. 14.

Rules & Regulations (Steve Napack): No report.

Welcome Committee (Susan Hayes): The Welcome Committee submitted a written report. Susan Hayes summarized that there were two welcome visits and have one pending. They have obtained 100 new medical information cards.

ONGOING BUSINESS:

Pond Bench Installation:

Steve Napack summarized that there have been multiple requests to have a bench installed at the pond. The Lodge offered to donate a bench, but the Board has not accepted the donation until it can consider it in the context of installation design. A report from the Pond Committee included voting on 4 possible locations, but did not include any specific designs. A bench that was not authorized had been placed on the sidewalk, but has now been removed at the request of the City. David Stewart commented that he feels the Board did authorize the bench on the sidewalk.

Steve Napack moved to table discussion on the pond bench until the Board has received an acceptable design proposal that we can send out for bids or additional feedback from the community. Extensive discussion followed. The Board did not adopt the motion.

Tony Olsen moved to restart the bench installation decision process with a new request from the Board to the Pond Committee for a pond bench installation design proposal. There was extensive related discussion. The Board **ADOPTED** the motion. Mike Propst, Tony Olsen, and Kendall Clapper voted in favor. Steve Napack abstained.

Bio-Swale Update: The bioswale analysis project involving students from Oregon State University is moving along. Tony Olsen noted that any recommendations from this effort must meet the City's requirements and consider impact on the bioswale neighbors before the Board seeks bids for implementation.

Tree Survey: Kurt Powell reported that Buena Vista has not completed the tree survey and WCM has hired another vendor to begin the work on the tree survey.

Board Vacancies: The Board discussed whether a nominating committee is needed to ensure we have enough candidates to fill the two Board positions that are coming open. It was reported that one community resident has volunteered to be a candidate. The Board resolved that it would continue to speak with residents one-on-one and encourage everyone to speak with their neighbors about it.

Landscape Contractor Enforcement: At the August meeting, the Board authorized WCM to send a letter to NLS listing deficiencies per the Landscape Contract, including the threat to withhold payment if the deficiencies have not been corrected. The listed deficiencies were corrected, but there remained concerns about communication and response times. Kurt Powel reported that since Molly Hendryx assumed the Area Supervisor position, communication has improved.

Proposed Revision of Clubhouse Policy: The Activities Committee submitted a revision of the Clubhouse Policy that includes clarification of the section on insurance, as requested by the Board at the September Board meeting. Tony Olsen moved that the revised policy be posted on the SVOA website (www.svoa-covallis.org) to solicit Owner inputs and that Owners be so notified. The Board **ADOPTED** the motion.

NEW BUSINESS:

Common Area Planting by Resident: Kurt Powell reported that an owner planted an arborvitae in the common area without Board permission or any ARC process. Tony Olsen moved that we send a formal letter to the owner stating that they improperly planted in common area property and that they either (1) remove the planting, or (2) formally request the Board to consider whether keeping the shrub is in the best interest of the Association. Steve Napack moved to amend the motion to have the Board Secretary draft and send the letter so it is clear that it is coming from the Board, not the Community Manager. Tony Olsen added that if the Board decides to pursue keeping the planting, the Board would first solicit Landscape Committee input and then go through the ARC approval process. The Board **ADOPTED** the amendment and the main motion.

Landscape Contractor Recommendation from the Landscape Committee: The Board had requested a recommendation from the Landscape Committee whether to look for a new landscape

contractor for 2016, or renew with the current contractor. Richard Miller, Landscape Committee Chair, reported that the Landscape Committee recommends continuing to work with NLS in 2016.

Landscape Specifications for Landscape Contractor Contract for 2016: Richard Miller reported that the Landscape Committee proposes to combine the lawn and shrub portions of the landscape specifications into single documents for both the single-family properties and common areas, along with other policy changes. The Committee asked for Board feedback on this point before proceeding with recommendations on other changes. Tony Olsen moved that the Board authorize the Landscape Committee to proceed with proposing to combine the specifications. The Board **ADOPTED** the motion. Kendall Clapper, Tony Olsen & Mike Propst voted in favor, Steve Napack abstained.

Results of NLS Fall Thatch, Aerate and Reseed of Lawns: NLS had reported they would be using a new piece of equipment to do the fall aerating and reseeding. The Board had asked that WCM report on the effectiveness of this new method once complete. Kurt Powell reported that in general, seed germination seems to be progressing well in areas watered on the gang timers, but not so well in areas where Owners control their own timers. NLS told Kurt another week or so may be needed for germination. How to notify Owners with private irrigation control when extra irrigation may be needed was discussed. The Board requested that Kurt get NLS's ideas on how to deal with this issue.

Crane Fly Treatment: This item was added to the agenda in response to a suggestion from NLS (Molly Hendryx), that it might be best to only spot-treat for crane fly this year, especially since it has been a dry year. The Board also reviewed an email from Michael Bernards in which he suggests adding moss treatment to the crane fly treatment for Stoneybrook Village. Michael Bernards also noted that he did not believe a blanket treatment of crane fly is necessary at this time. Steve Napack moved to have NLS do the blanket crane fly treatment as specified in the contract but with the addition of the moss control, as NLS recommends. The Board **ADOPTED** the motion.

The Board meeting adjourned at 10:55am.

Landscape Committee Report to SVOA Board for September 2015

The committee convened on September 1, 22 and 28 for the specific purpose of revising the SVOA Landscape Specifications. On September 29th our final effort was forwarded by email to Steve Napack, SVOA Board President, and Kurt Powell, SVOA Community Manager, for review.

On October 1st Kurt Powell, Garry Jolliff and Richard Miller met with Michael Bernards, NLS District Manager and Molly Hendryx, NLS Area Supervisor, to discuss, among other things, some aspects of the Landscape Specifications. At that meeting it was agreed that NLS should review the document and provide comments.

Richard Miller,

Landscape Committee Chairman

SVOA Preparedness Committee Report for 10-8-15 board meeting:

The Preparedness Committee met September 14th, 7-8:30 in the clubhouse.

- A portable first aid kit has been received along with additional supplies to augment the kit to be stored in the club house supply cabinet.
- A pry-bar, snow shovel, water valve shut-off key and gas meter shut-off wrench have also been purchased and put in the supply cabinet.
- Two pairs of walkie-talkies have been purchased and were briefly demonstrated. Charging stations will be installed in the cabinet.
- Arrangements have been made for a basic first aid class to be taught by Carol Smedburg, an American Red Cross Instructor, for residents at the clubhouse on Saturday, November 14th. The two hour class is designed for Stoneybrook residents and will cover basic home first aid, “911” call protocols, a brief overview of the latest CPR recommendations, basic disaster first aid and how to use an Automatic External Defibrillator (AED). There will be the option of choosing one of two time slots for the class: 10 am – 12 pm or 2 – 4 pm.
- Steve Napack will be taking over as chair of the Preparedness Committee in the coming year.
- Next Preparedness Meeting will be held October 12th, 7-8 pm in the clubhouse.

WELCOME COMMITTEE REPORT

October 10, 2015

1. New Residents – Two welcome visits were made in the past two months. One visit is pending.
2. Our supply of Medical Information cards ran out so 100 new cards were printed at a cost of \$3.00. The cards are delivered to new residents in the Welcome packet and a small supply is always available to residents on the bookcase in the Clubhouse.
3. Our final meeting of the year will be held on October 19 at the Clubhouse at 11 a.m. The primary focus of the meeting will be to plan for the 2016 Stoneybrook Single Family Residents' Directory.

This report covers the months of September and October.

ARC REPORT OCTOBER 12, 2015 FOR OCTOBER

ARC Request Approvals:

Completions:

- 4831 H = Richard Town – install lamp post in front yard.
- 4998 H = Steve & Jan Napack – emergency removal of pine tree on side of home and replace with City-specified Magnolia.
- 4933 H = Eleanor Carlson – replace heat pump with AC; same location.
- 4898 H = Jim Palermo – stain screens.
- 4563 H = Barrie & Laine Heathcote – paint home.
- 4968 H = Linda Chisholm – backyard landscaping.
- 4670 B = Lisa Shogren – paint home.
- 4930 H = Rick & Connie Ingram – paint home.
- 4921 H = HCK & CE Taft – paint home.
- 4855 H = Mary Herbrandson – paint home.

New:

- 4930 H = Rick & Connie Ingram – screen barbeque grill on side of home.
- 2310 P = Sheila Coxon – restrain front siding.
- 4683 H = Tom Payne – extend existing concrete patio with pavers.
- 5009 H = future owner Joan Tanselli – backyard landscaping including retaining wall.
- 4700 H = (Lodge) Kendall Clapper – add smoking area to existing storage shed.
- 4632 B = Tony & Sandi Olsen – front landscaping between driveways 4618 B & 4632 B.
- 4618 B = Bernie Parsons – front landscaping between driveways 4618B & 4632 B.
- 4677 H = Larry & Becky Plum – front landscaping remove shrubs, treat soil, replant.
- 5049 H = David Chilcote – install privacy screens on side of home.
- 4803 H = Vicky Cropley – move fence towards backyard to expose AC on side of home.

Other:

.

- Landscape issues: Vibernun stumps have been ground below sight level along 45 with bark covering the soil. However, weeds were growing above the bark. NLS needs to include this weeding as part of its fall plan.

Next ARC Meeting Monday November 9, 2015, 1PM, Clubhouse