

**MINUTES**  
**STONEYBROOK VILLAGE OA BOARD MEETING October 9th 2014**

The Board Meeting of the Stoneybrook Village Owners Association was convened in the clubhouse at 9:01am by Steve Napack. Directors who were present included Tony Olsen, Cindy Bond, Steve Napack and Kendall Clapper. Kurt Powell, Willamette Community Management, also attended. There were 12 owners present at the meeting.

**Minutes:** The Board approved the Sept 11th minutes with a motion made by Cindy.

**WCM Report:**

**Memo of Understanding** Cindy moved to adopt the Memorandum of Understanding as presented by WCM and use that form to present to title companies requesting information for new purchasers of homes in Stoneybrook. WCM reported that this memorandum of understanding reflects the current wording sent by WCM to prospective purchasers of lots in Stoneybrook by title companies to sign during closing. After debate, the Board amended the form by adding the title/logo, address information, and information about postal mailbox keys, the Board **ADOPTED** the motion. This document be available on the website.

**Invoice for Skunk/Nutria** Steve moved to pay an invoice for trapping of nutria and a skunk at the pond. During debate, Tony noted this was authorized by Gaia Landscape and approval was not sought by WCM or the Board for this project prior to commencement. Steve noted that this action was in the original contract with Gaia Landscape. After more debate, the action put by the Chair "to pay the invoice" was **ADOPTED**.

**Pond Pump Electrical Receptacle Melted:** WCM reported that Gaia Landscape received a report from its worker that the electrical receptacle at the pond pump house melted. WCM authorized an electrician to visit the site and inspect the ground fault interrupter receptacles for proper function and repair the damaged receptacles.

**Mike's Heating Proposal:** WCM reported from Mike's Heating and Air that the inducer motors on the pool and spa heaters are getting old and are in need of replacement. [Cost = \$1400 for replacements of fans or replace heaters (\$10k-\$ 16k)]. Tony moved to approve replacement of inducer motors for the heaters with money from the operating budget. After debate, the motion was **ADOPTED**.

**Gaia Landscape Bid for Swale:** WCM reported that Gaia Landscapes will be submitting a bid on a lower cost plan than presented in previous bids from other landscapers to attend to the tall grasses in the swale area of common area tract F. This bid would include removing invasive plants from the swale and grasses off of the hillside behind homes in tract F and a long term maintenance plan of spraying the sides with an herbicide safe to use with the pond.

**Age Form Verification Update:** WCM reported that roughly 90 owners have turned in age verification forms.

**Metro Access Bid for Change of Access Control:** WCM gave a report that Metro Access gave Stoneybrook information noting that the access control system which controls card key access in the clubhouse and pool house at Stoneybrook will not be able to remain functioning with the current hardware in 6 months to two years as the method of communication with the system (which is currently via 2G cellular telephone) is being phased out by various cell phone carriers in the area. WCM is waiting for quotes to change this communication and will present them to the Board as soon as Metro Access gives WCM the information.

**Cleaning Furniture/Carpet** WCM noted that it received reports that the clubhouse couch was in need of cleaning. WCM will gather quotes to have the furniture cleaned and the floor cleaned and will give the Board the quotes at the next meeting. Steve noted that there spots on the couch have been worn through and soon the couches will need replacement or reupholstered.

**Bollard Lights:** WCM reported that it received reports that some of the bollard lights to the east of the clubhouse are out right now. WCM has asked ARMOR Contracting to replace the light bulbs.

**Treasurer's Report (Tony Olsen):** No additional comments from the financial report. Reserves is \$225LK,  
The Board **ADOPTED** a motion made by Tony to propose to discuss the 2015 budget in the November Board meeting.

The Board approved a motion made by Steve to accept the financial report for September from WCM and from Tony.

The 2015 preliminary budget was discussed. Not yet available are projected costs for the pool, janitorial, and landscape contracts.

**Owner Forum:** Jean Brunck reported that the light that used to illuminate the library was misdirected. Kurt said he will redirect it.

Susan Hayes, requested from the Board that the minutes be more clear so that readers can understand more of what was behind motions and comments. The Board directed WCM to be more complete with the minutes and the discussion surrounding each motion with the understanding that we do not have a recording secretary to keep notes during discussions.

Darrell Bibler, noted that the grass seed planted by TruGreen earlier this month as a result of problems with over-fertilizing of the lawns by TruGreen had not germinated and wanted to know if this will be addressed. Kendall said the lodge had the same problem due to the extra hot September. Sheila pointed out that in some spots TruGreen did not cover seeds with compost. [The contract with TruGreen notes they will perform slice seeding with grass in the fall of each year] WCM will add this issue to the list for TruGreen to correct in the community.

David Stewart presented a landscape request with pictorial documentation in Aug 2014. David is requesting that the Board investigate this topic and refund a portion of assessments to all owners in Stoneybrook based on lack of performance by TruGreen and would like also to investigate reimbursement from Stoneybrook Village to owners for the cost of water due to overwatering by TruGreen.

The Board **ADOPTED** a motion made by Steve to put this topic on the agenda for discussion at the next meeting.

**Committee Reports:**

**Activities Committee:** The Happenings Newsletter serves as the committee report

**ARC (Sheila Coxon):** There are no new project requests. The ARC still has a couple of projects awaiting completion. The committee is looking to add a few more members to the committee. The committee submitted a written report.

**Preparedness Committee (Jane Fleischbein):** The committee presented a written report to the Board. The committee met on Sept 15th and discussed items to be included in a proposal for 2015 budget and items to continue for phase 2 of the budget and workshops for 2015. The community preparedness workshop held on Sept. 18th covered hazards in the Northwest, general preparedness, how to access water resources in your home, and when & how to turn off your homes natural gas. etc. A representative from NW Natural Gas came and brought a gas meter allow residents to get hands on training on shutting off their gas. The workshop was attended by 50-60 residents. 27 of the attendees signed up to participate in group orders. Next meeting will be Oct. 13 in the Clubhouse. Next meeting will be Oct. 18 and all interested residents are welcome.

Jane requested approval of a new proposal from the Preparedness Committee for the Phase 2 preparedness plan that was less ambitious than the plan rejected by the Board at the September Board meeting. Funding for this proposal would need \$1340 for initial supplies and \$480 for ongoing expenses, primarily printing and postage for workshop announcements.

Steve moved that this plan be accepted. In discussion, Tony voiced that he does not believe that Owners in the Association have yet stated that they are committed to implementing a preparedness operation that includes a response capability. He suggested that anything further than just informational workshops to encourage individual preparedness should be presented to the owners at the annual meeting. He is only in favor of approving the costs of the workshops.

Tony moved that the preparedness committee draft a proposal for the annual meeting for what preparedness means over the long term in Stoneybrook and the approximate cost of this plan to implement and maintain. Kendall wished to thank the preparedness committee for the amount of effort into the preparedness workshops. He has been impressed with the attendance at the workshops. He agrees with Tony that we need a measure of what the level of the community support for preparedness is. Steve brought up that we need clarification on what exactly we would ask owners at the annual meeting. Tony suggested that perhaps the Preparedness Committee could present four options of involvement of preparedness. He is worried about "mission creep". Kendall

suggested that it would be helpful for the committee describes all of the phases it plans to implement and gets Owner feedback on which phases it wants.

Susan Hayes asked about the first aid component. Jane Fleischbein noted the committee would plan to have retired doctors and nurses in the community use the first aid.

Darrell Bibler asked for what "buying in" to the preparedness plan means for owners in Stoneybrook. Darrel Bibler clarified that Owners have never had line item or budget approval on anything previously, and is the Board proposing we begin that?

Steve amended the motion to have the preparedness committee present the phase 2 plan as the final plan, including limits and costs at the annual meeting for member approval. Tony amended the motions to be by way of a majority of those in attendance in person or by proxy as an advisory vote to the Board. On the physical capabilities for people who live here - Tony wants owners to know if they're OK with the direction that this committee is going in Stoneybrook.

Richard Lund noted he's not sure what the committee is trying to accomplish. Steve recommended Richard come to the workshops for preparedness.

David Stewart noted that on the emergency preparedness, it's not that people don't want to be prepared. However, there doesn't to be any certainly from the committee on their limits of preparedness including blankets, cots, cash, records, etc. He does not feel that the community can take care of everyone at once. He suggests that a mailing goes to owners to give the membership an idea of what they're going to do forever.

The Board **ADOPTED** the amendment to the motion and **ADOPTED** the main motion. Tony, Cindy, and Kendall voted in favor, and Steve opposed the main motion.

**Garden Committee (Robinjeanne Parks).** nothing to report

**Pool Oversight (Barbara Rossbacher):** Nothing to report.

**Pond Oversight (Sheila Coxon):** Last year, the pond committee spent \$1000 for improvements to the pond. This year two residents have pledged to cover the \$1004 quoted cost of new plantings, including two iron wood trees. The pond committee requests the Board allow them to send a letter to the community informing them of various potential improvements to the pond area and give them an opportunity to donate towards these improvements. The committee is proposing to add more landscape material to the pond with a cost of \$ \$1,275 – putting gravel along pond edge where the liner has become exposed and getting new soil for the island. The total cost of all proposed improvements is \$3579, with \$1004 potentially covered by the promised donations. The pond committee would also like to ask donors to give money to replace plantings at the monument sign and to remove the current mugo pines and replace with trees and a bench.

Kendall made a motion, for Sheila to work with Cindy to send a letter to the Association membership reviewing information about the pond and opportunities for donations to pond improvements. A question was raised about tax implications. Kendall explained that the Lodge has a bench they are willing to donate if money can be raised for a pad for it. Steve amended the motion to send out an explanation of how the pond works with the specific opportunities being a minor portion of the letter. Steve withdrew the amendment and Kendall withdrew his motion in favor of a new motion to have Sheila draft a document for the Board to review at the next meeting outlining how the pond works and what improvements are envisioned and specific opportunities for donation WCM will review the topic to ensure there are no tax implications for this project if SVOA accepts donated monies for pond improvements. The motion was informally passed.

The pond committee is requesting \$1275 for the two projects in Stoneybrook (regravel the liner and additional soil on the island). Cindy moved to accept the proposal and allow the pond committee to spend \$1275 for the two projects in Stoneybrook. The Board **ADOPTED** the motion to pay for the gravel to the edge of the pond for a total of \$1275

The pond committee provided a quote from Gaia for the maintenance of the landscape in the pond area in Stoneybrook as well as the swale in common area tracts F, E, A, and K. Sheila gave a brief history of the pond maintenance.

Steve moved to refer Gaia's quotation for maintenance of the shrubs, lawn, and tree portion of the pond area to the landscape contract committee for their review with instruction to report at the next meeting. The Board **ADOPTED** the motion.

The Board **ADOPTED** a motion made by Steve that the Landscape Contract Committee is not to evaluate any part of the quotation for 2015 pond maintenance, only the landscape maintenance portion. Tony amended the motion that the Board will not approve any contract for pond maintenance for 2015 with Gaia at this time

**Rules and Regulations.** The Committee presented a written report to the Board. Cindy reported that they are meeting twice a month and that she and Steve were preparing a written response to the reasons why the Introduction documents was rejected by the Board. Jim and Lois accepted the response. They are completing a minutes search and have identified board "directives" that they do not believe are rules and will submit a list of them to the Board. Jean Brunk has resigned from the committee. Steve Napack has stepped aside temporarily from the committee. The committee is currently just Jim & Lois Palermo and Cindy Bond.

Steve noted this does not accurately represent what he agreed to do and is uncomfortable with it being on the record (attached to minutes) as an apparent commitment. Steve reported that he and Cindy have had been working, as agreed at the last R&R Committee meeting, on drafting a rephrasing of the Introduction document to more accurately describe the process to Adopt, Modify or Revoke rules in SVOA. The report states that Cindy & Steve are "preparing a written response to the Committee with the reasons the Introduction [document] that was presented was rejected by the Board".

**Welcome Committee (Susan Hayes):** . The committee had one welcome visit in the last two months and had four pending visits. The next quarterly meeting will be November 10th in the clubhouse at 11am.

**Landscape Contract Committee (Steve Napack):** This committee's business will be taken care of later this meeting.

#### **Ongoing Business:**

**TruGreen:** WCM reported that TruGreen has not yet completed the items on the list in order to be paid for the September regular maintenance. WCM requested guidance on how to handle additional contract insufficiencies even though they have not completed the items on the original list. Tony moved to send a letter each time if requested maintenance items have not been completed and send a new letter that the next payment to TruGreen will be withheld if the items are not attended to. The Board **ADOPTED** the motion.

**Annual Meeting Date and Time:** Annual meeting date is set to be Tuesday, December 2nd at 3pm.

**Board nomination update:** The Board two year terms are up for Kendall, Cindy, and Tony. All three have agreed to be potentially nominated to the Board for these open positions at the annual meeting. There is one open position at this time for the one year remainder of a two year term that may be appointed by the Board at any time. Board encourages Owners to self-nominate themselves for the Board by communicating their interest to the President.

**ARC Additional Updates:** The committee is requesting new members. Steve stated that residents who appreciate the way Stoneybrook looks should participate in helping it stay that way.

The Board took a 5 minute break and reconvened at 1106am.

#### **NEW BUSINESS:**

**WCM Executive Session Date:** Steve asked WCM to create a report on what they have and have not accomplished and where they could improve for a meeting of the Board on Oct 30th at 4pm in the clubhouse at Stoneybrook. The meeting will have an executive session to review and discuss WCM's contract for 2015.

**Submission of Landscape Specification Documents for approval:** Since preliminary documents were sent to the Board, the committee changed a few words based on feedback from several contractors. At this time the Committee would like the Board to approve the landscape specifications and to send them for bid for the landscape contracts for 2015. The committee will send the specifications for proposal to 8 different landscape companies.

The Board **ADOPTED** the new landscape specs with a motion made by Tony.

The Board **ADOPTED** a motion made by Cindy to send out the bid package out to landscape firms for bid.

**Committee membership changes:** Liz Bunker has resigned from the activities committee. WCM will remove Liz Bunker from the activities committee on the website.

**Garage sales:** The Board did not discuss the garage sale/estate sale/ rules for SVOA.

**Discussion Re: Clubhouse Policy:** Current clubhouse policy only states that the Activities Committee may charge a fee to recover costs for a class held in the Clubhouse. Steve moved to change the language of the clubhouse policy document by removing the word "activities" and change the wording to "board sanctioned" committees. Tony pointed out that such events require Board approval to spend money on such an event. The Board **ADOPTED** the motion.

A second item brought up by Steve was that the last page (Addendum C) of the Clubhouse Use Policy gives a list described as Board sanctioned Association Events, yet the Corvallis New Horizons Band is on that list. As a document housekeeping matter, Steve felt that the band should not be on that particular list, although they have every right to schedule and use the Clubhouse since several Association members are in the Band. The Board **ADOPTED** a motion made by Steve to remove the band from this list. Board sanctioned Association Events in the clubhouse policy document. WCM will take care of this modification.

The Board meeting adjourned at 11:18am.