

MINUTES
STONEYBROOK VILLAGE OA BOARD MEETING
August 13, 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, and Steven Sowell. Kurt Powell and Beth Powell, Willamette Community Management, also attended. There were 6 owners present at the meeting.

APPROVAL OF MINUTES: The Board **ADOPTED** a motion made by Logan Norris to approve the June 11th 2015 minutes. The Board **ADOPTED** a motion made by Steve Napack to approve the July 9th 2015 minutes.

WCM REPORT:

Bark Dust: Stoneybrook Village Owners Association contracted with Lane Forest Products to apply bark dust to all of the common area shrub beds and single family homes shrub bed areas. The bark dust is not complete in the community. Lane Forest products will be coming next week to finish the job.

Tree/Stump Removals: The Board requested that two birch trees and 5 stumps be removed at various locations in the community. The tree removals are complete at this time. The stumps have not yet been removed.

BVAC Tree Survey: Back in March, the Board hired Buena Vista Arbor Care company to complete a tree inventory for the association for tree species and cultivar, life span, mapped location, dbh (size of tree), hazard info, and pruning recommendations for all trees in the front yard of homes and in common areas (but excluding all trees in the park strips for single family homes and common areas). While Buena Vista has been seen performing the tree report in the community in the previous weeks, the Board is still waiting to get the tree survey results from Buena Vista Arbor Care.

Circulation pump update: The Board previously approved a motion to install a new circulation pump for the spa in order to save the association money. The current circulation pumps previously pumped the water at a higher rate than is required by the State of Oregon, so slowing down the water flow will save the association power and money. The spa circulation pump was successfully installed.

Pool Heater: Mike's Heating noted that the new pool water heater may not have been installed correctly. WCM found that the duravent flue was moved too close to sheetrock and needs to be shifted away from the sheetrock. WCM has requested that Emerald Pool of Salem correct this issue at no cost to the association.

Susan Hayes notes that some of the bark dust ended up in the rocked areas between homes. WCM will follow up with the Lane Forrest Products to make sure the bark dust is moved back out of the swale area if possible.

FINANCIAL REPORT: During July three owners did not pay the monthly assessment on time and were assessed late fees and interest charges.

For monthly operational income, you are currently \$211 over budget expectations year to date.

Grounds Maintenance expenses are \$9950 under budget year to date. Clubhouse maintenance expenses are \$36 over budget year to date. Pool Maintenance expenses are \$1038 over budget year to date. Utilities are \$2050 under budget. Pond Water Features expenses are \$2916 under budget, and Operations expenses are \$7111 under budget.

The Common Area category has a net operational income of \$8494 while the Single Family category has a net loss of \$1792 year to date.

Owner Susan Hayes commented that she believed the vacant lot behind the assisted living commonly known as RS-12 due to the zoning it's in has been sold. WCM confirmed with Benton County that the property was in fact sold. The property is now owned by TC2 investments whose President is Scott Sanders (source: State of Oregon Corporation Registration).

OWNER INPUT: No owner input.

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

Activities (Dave Horning/Diane Marthaler): The Happenings monthly newsletter is the written report for the Activities Committee.

ARC (Sheila Coxon): The ARC submitted a written report. There is an owner whose tree is damaging a vinyl fence. WCM will follow up with this owner.

Garden (Robinjeanne Parks): The committee noted the boards adjoining the gravel walkway need to be replaced. The committee will submit a request to the Board for this expenditure.

Landscape (Richard Miller): The committee submitted a written report. The committee is concerned about irrigation at this time for shrubs and trees due to the heat and are wanting to repair the irrigation lines as soon as possible.

Pool Oversight (Richard Miller): Nothing to report at this time

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

Preparedness (Jane Fleischbein): The committee submitted a written report.

Rules & Regulations (Steve Napack): No report.

Welcome Committee (Susan Hayes): The welcome committee submitted a written report.

ONGOING BUSINESS:

POND BENCH INSTALLTION: Several residents had requested a bench to be installed at the pond on the sidewalk adjacent to the pond. The bench is currently very well used. The Pond committee has a long term plan for the pond but has not come up with a plan yet for the bench placement. Steve Napack thought the best placement for the bench should be facing the waterfall and not facing the homes. Logan Norris made a motion to urge the pond committee to make a decision on the placement of the bench at the pond before the Board takes any action on the topic. The Board **ADOPTED** the motion.

BIO-SWALE UPDATE: Steve Napack invited a professor from OSU to review the bioswale beside Paige St and behind the homes adjacent to Orchid Circle to review the current effectiveness of the bioswale and give recommendations. The professor noted a project may be developed for students at Oregon State University in order to review the current state of Stoneybrook's bioswale and perhaps even create a design for the Board to use to solicit bids in the future. Steve Napack has asked WCM to forward bioswale information received from the professor to NLS in the hopes that NLS will include the recommendations in their work. Steve moved to give OSU approval to investigate including this project in their curriculum. SVOA will maintain the swale in the best known method until the results from OSU are reviewed. Steve Napack will send a bioswale 40 page document to Susan Hayes.

BULL FROG CONTROL STATUS: Steve Napack solicited the help from a professor at OSU named A Blaustein to review the issue of bullfrogs in the Association's front pond. The professor gave the following results: He heard one bullfrog call three times in a span of 20 minutes but did not see any tadpoles of bullfrogs or egg clusters of bullfrogs in the pond indicating that the frogs may not be infesting the pond at this time. Steve Napack moved to not pay anyone to remove bullfrogs from the pond at this time and to not authorize anyone to remove or dispatch frogs at this time from the pond. The Board **ADOPTED** the motion. Based on the report from OSU, Steven Sowell moves to take no action at this time on bullfrogs in the pond. The Board **ADOPTED** the motion.

2, 5, and 10 year LANDSCAPE MANAGEMENT PLANS: This is still in development with the committee and is a long term issue.

DISTRIBUTION OF AND ACCESS TO FINANCIAL REPORTS MADE TO THE BOARD: The financial reports are currently not found online and have not been historically added to the website. Should the Board post the summary financial reports online? Owners and Board members present thought it could be a benefit to the community and the reports could be treated like other committee reports. The Board **ADOPTED** a motion made by Steve Napack to add these reports to the website moving forward.

TREE MANAGEMENT PLAN: Steve Napack shared the history of the tree survey being performed by Buena Vista Arbor Care company and expressed the idea of forming a tree committee. Prior discussions assumed that the trees in SVOA need lots of catch-up maintenance prior to a regular maintenance schedule beginning. One assumption is - SVOA can't afford to do all maintenance all at once - SVOA needs to prioritize what trees need removing, what maintenance is needed, etc. The landscape committee feels the tree plan could be part of a long term landscape management plan. The Board took no action on this topic.

Dave Stewart encouraged the Board to move forward with recommendations from committees.

CARD ACCESS SYSTEM: SVOA contracts with Metro Access Control to service the card access system and its communications. The current card access system's method of communicating to Metro Access is being phased out because the cellular phone technology currently being used is outdated. Metro gave a cost of roughly \$2000 for SVOA to update its hardware and control the card access system apart from Metro Access. The Board received a second quote from Synergy security for a generic card access system made by Honeywell that can be used with the current readers and cards. Steven Sowell moved to accept the quote from Synergy Security for the Honeywell system for \$1800. The Board **ADOPTED** the motion.

LANDSCAPE CONTRACT ENFORCEMENT: In the last three months, the landscape committee and management company have been putting significant time into managing the landscape contract. NLS has been consistently missing the details from the landscape contract including but not limited to missing necessary irrigation repairs, not weeding common areas consistently, not following the printed pruning schedule, not always having on site supervision, no responses to landscape committee observations on contracted issues, potential fertilizer burn in some lawns, etc.

Logan Norris moved to send a 10 day letter to NLS to communicate how unhappy SVOA is now, give a brief report about the status of the contract and plan to withhold payment if the current work is not completed, and raise visibility by sending this letter to the President of the company. Steve amended the motion to say the letter should use positive language. The Board **APPROVED** the motion.

ESTABLISHMENT OF AN EX-OFFICIO POSITION OF PAST PRESIDENT: The Board members and owners present discussed the idea of creating an ex-officio position called "past president" for the purposes of having a past president attending all meetings of the Board and be available to give advice to the current president. The Board also discussed getting volunteers for the Board positions at the upcoming annual meeting.

SPA SAND FILTER MAINTENANCE: WCM reported that the spa's sand filter is in need of maintenance as sand is showing up in the spa in regular intervals. The Board **ADOPTED** a motion by Steven Sowell to hire Emerald Pool out of Salem to give this maintenance to the spa sand filter.

The Board meeting adjourned at 10:55am.

COMMITTEE REPORTS:

ARC REPORT AUGUST 3, 2015

ARC Request Approvals:

Completions:

- 4657 H = Jane Fleischbein and Danny Kugler – 2 projects: (1) painted home; (2) replaced gutters
- 4632 B = Tony & Sandi Olsen – 2 privacy screens on either side of home and a bit of landscaping in the front
- 5010 H = Joe & Jean Ira -- front door (orange) and cedar fences on back sides
- 4643 H = Judy & Denny Harjehausen -- landscaping and fencing
- 4998 H = Steve & Jan Napack -- partial enclosure for yard debris container in side yard next to back fence
- 5027 H = Hugh Moore & Marj Cannon – redesign/install backyard landscaping including 3 privacy screens
- 4677 H = Larry & Becky Plum – 2 projects: (1) installed gate in backyard fence; (2) move existing gate east side of home

New:

- 4635 B = Jane Lackey – enlarge patio on dining side using same materials as existing

Other:

- ARC investigated resident request regarding weeds and overgrowth along the sides and backyard at 4910H. City weed abatement restrictions apply as well as CCR and ARC requirements. Upon contact, owner removed weeds and overgrowth. One issue remains: a large backyard tree's invasive roots have damaged the SVOA fence. SVOA Fence Resolution adopted 8-14-13 requires as follows pertaining to this issue:

"The white vinyl fences along 45th and 49th (Affecting lots 4849, 52-58, 64 -67 in Phase III, and Lots 1-14 in Phase III and Lots 1-9 in Phase I) have joint ownership between SVOA and each respective owner, and there is joint responsibility for maintenance, repair, and replacement as described in the paragraph below.

SVOA will be responsible to wash and prune plant material off the common area side of the fence on a periodic basis and will be responsible for damage to the fence resulting from their plant materials or actions. Each respective owner will be responsible to wash and prune plant material off the owner side of the fence on a periodic basis and will be responsible for damage to the fence resulting from their plant materials or actions. All other maintenance, repair, or replacement shall be split equally between the respective owners and SVOA based on the linear feet of the fence adjacent to each party and shall be performed by a contractor chosen by SVOA."

Accordingly, the ARC recommends the Board contact the owner to remove the tree from further damaging the fence and repair the damage caused to the fence by its tree.

- ARC received a request from the Community Garden Committee to look at the pressure-treated boards bordering the paths at our garden especially at the north end along the herb bank to determine repair or replacement. In addition, the caps on the garden sign need to be painted. The Fixit group agreed to paint the caps on the sign. However, the ARC felt after reviewing the boards that this project should be contracted and provided the Committee with an estimate for replacing all pressure-treated wood, adding rebar metal stakes to augment existing states, labor hours, and disposal cost to use in seeking contractor bid(s) and submitting their estimate to the Board.

Next ARC Meeting Monday August 31, 2015, 1PM, Clubhouse

**Landscape Committee Report to the SVOA Board
June 30, 2015 meeting**

Barbara Bownes presented an electronic Landscape Observation Form for monitoring the NLS landscape contract performance.

NLS is not following the two week weeding or pruning schedule stipulated in their contract with SVOA. Monthly zone walks required by the LC Charter and NLS contract have not been carried out. Dick will contact Kurt asking to set up walks with NLS and committee members.

Our dissatisfaction with NLS's performance, as reported in our Landscape Committee Report to the Board, dated June 11, 2015, received no feedback.

Pruning shrubs in the dormant season would allow foliage to regrow giving the shrubs a more natural look during the rest of the year instead of looking like mushrooms.

Overhanging sidewalk vegetation should be removed in November, before NLS contract expires. An action notice will be placed in the next Association Information newsletter for homeowner's information.

At least one Landscape Committee member should be involved in writing specifications of the next landscape contract. The Landscape Contract does not include a six week cycle of shrub pruning in the common areas.

Twenty dead and dying birch trees and one conifer need to be removed along with 133 storm damaged cotoneasters. The Board should establish a separate account for tree, shrub and irrigation replacement. A letter is to be sent to the Board concerning the need for a 2, 5, and 10 year plan. We will ask how the Board how it would like to proceed.

Vegetation type must be considered when writing a long term plan, i.e., native drought tolerant trees and shrubs that are winter hardy. It was proposed by Dick that some homeowners be allowed to let their lawns go brown. It would benefit the environment and conserve water.

There is little money in the budget for landscaping and none specified for that purpose in SOVA reserve account. State law requires planned communities like Stoneybrook to capitalize landscaping and set aside reserve replacement funds. Some landscape funds may now be available. Landscape contract estimates were budgeted for the years 2014-15. The NLS bid was below the amount budgeted. It is possible that \$19,000 is available in the operating budget for short

term needs. There was \$40-50,000 in the SVOA retained earnings account three years ago. If available they could go a long way for paying for a 2, 5, and 10 year plan.

There is no point in developing a long term landscape plan without money in a reserve account to pay for it. The Board needs to take action for setting up a reserve fund. It was approved by all members of the LC to send the Board a message concerning the need for a reserve account to cover future landscape needs.

NLS (Jasmine) landscape rendering for a remake of the triangle area on Stoneybrook St. and the short section along Country Club Dr. was received. Dick pointed out her landscape design for the areas were only to demonstrate the capability of their team.

Richard Miller, Landscape Committee Chair

SVOA Preparedness Committee Report for 8-13-15 board meeting:

The Preparedness Committee met August 10th, 7-8:30 in the clubhouse.

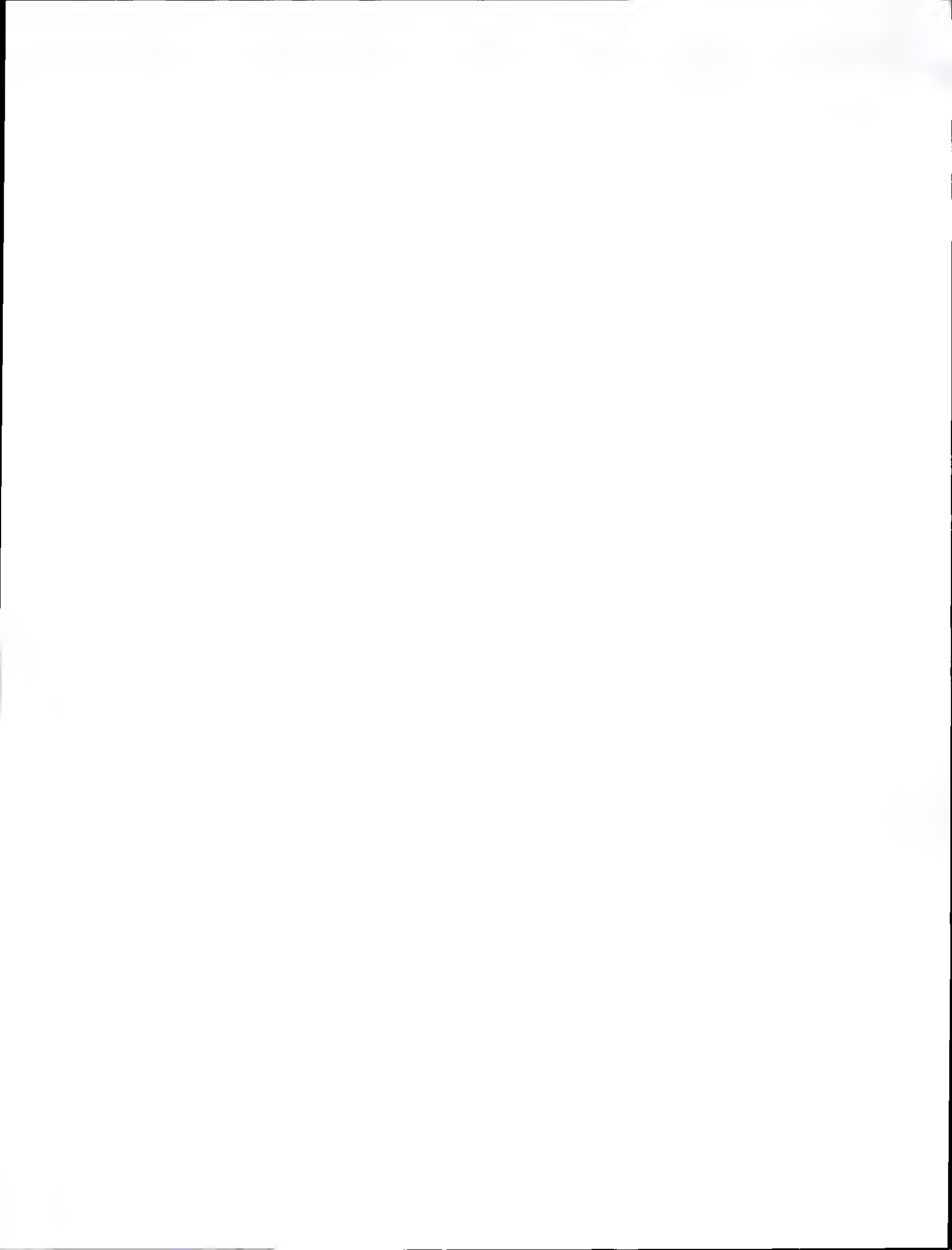
- A first aid kit was ordered and additional supplies were chosen to augment the kit. Other supplies for the emergency supply cabinet will be purchased.
- A budget not to exceed \$500. was proposed for 2016 to pay for reoccurring expenses like training, printing, postage and training sundries.
- Offering a first aid class at Stoneybrook for residents will be explored, as part of the plan to develop a disaster response team. A discussion was held about the usefulness of purchasing an Automatic External Defibrillator (AED) for the club house.
- Updating and the presentation of the web resource list was discussed.
- Next Preparedness Meeting will be held September 14th, 7-8 pm in the clubhouse.



WELCOME COMMITTEE REPORT
August 13, 2015

1. New Residents – Two welcome visits were made in the past month. One visit is pending.
2. The July quarterly update of the Stoneybrook Single-Family Residents' Directory was included in the July monthly mailing that was sent out on July 31.
3. We did not hold our August quarterly meeting since two members were unable to attend and the only agenda item can easily be addressed at the October meeting.
4. Meetings for 2015 – Oct. 19. All meetings are held at the Clubhouse at 11 a.m.

Prepared and submitted by Susan Hayes, Chair, Welcome Committee



Treasurer's Report: August 2015

Period: January 1 – August 31 2015

Total Current Assets: \$423,972
Prepaid Assessments: \$ 16,832
Total Reserve Accounts: \$ 280,062

No assessments are overdue.

	Year To Date		
	Operating	Reserves	Total
Total Income	\$ 147,624	\$ 33,560	\$ 181,184
Total Expenses	\$ 130,974	\$ 33,011	\$ 163,985
Net Income	\$ 16,850	\$ 549	\$ 17,199

Summary analysis of budget:

Grounds Maintenance expenses is \$10,771 under budget year to date. Irrigation water is \$3,600 over budget year to date (even though it hasn't yet exceeded the yearly budget). The water bills were high for the drip system from country club to 49th in addition to the other meters, but that was partially due to the work the Landscape Committee was doing in locating and repairing irrigation leaks.

Clubhouse maintenance is \$436 under budget year to date. Pool Maintenance is \$1,068 over budget year to date. Utilities are \$1,555 under budget. Pond Water Features is \$3,038 under budget, and Operations is now \$9,460 under budget.

Overall, the Common Area has a net operational income of \$13,399 while the Single Family Expenses are running with a net income of \$2,826 year to date.

