

**MINUTES**  
**STONEBROOK VILLAGE OWNERS ASSOCIATION (SVOA)**  
**BOARD OF DIRECTORS MEETING**  
**March 10, 2021**

President Marj Cannon called the meeting to order via Zoom at 2:02 PM. Other board members present were Jane Lackey, Tony Olsen, Suzy Pelican (secretary), and Larry Plum (treasurer). Kurt Powell and Jon Eick of Willamette Community Management (WCM) attended. Approximately 11 owners also were present.

**Introductions** were made of individuals on the call.

**Approval of Minutes**

- The minutes from the board meeting on February 10, 2021, were approved as circulated.
- The minutes from the board budget workshop on February 24, 2021, were approved as circulated.

**Treasurer's Report** — The board accepted the report for February 2021. It will be posted on the website.

**Committee Reports/Updates** — These were received by board members and will be posted on the website.

**Willamette Community Management Report** — Kurt Powell provided WCM's monthly update.

**Old Business**

- *Sign Survey*
  - The board **adopted** this motion by Marj: Adopt the revised version of the sign survey and distribute to all owners through hand-delivery to resident owners and postal mail to non-resident owners. WCM will collect, tally, and transcribe the results, and Suzy and Jane will provide results for board consideration.
- *Clubhouse/Activities Committee Request to Replace/Recover Clubhouse Furniture*
  - The board **adopted** this motion by Jane: The board does not approve the request from the Clubhouse/Activities Committee for \$20,000 at this time.
- *Garden Committee Request to Install Hand Railings*
  - The board **adopted** this motion by Tony: The board requests that WCM try to obtain two bids for garden railing on both sides of the path up to the garden level that is metal pipe with powder coating and to select a contractor. WCM is authorized to spend up to \$2,000 from the Garden Committee account.

**New Business**

- *Approval of Reserve Study*
  - The board **adopted** this motion by Larry: Approve the 2020 Reserve Study prepared by WCM.
- *Formation of Common Property/Facilities Committee*
  - The board **adopted** this motion by Marj: Establish a Common Property Committee to provide oversight of the timely maintenance, purchase, and replacement of assets to ensure they retain

value and continue to serve the needs of the SVOA. The committee will review and use the reserve study and maintenance plan as the basis for committee operations. Other committees will be encouraged to make recommendations regarding priorities and needs for assets. Jane Lackey and Tony Olsen will be appointed to develop a charter and lead the formation of this committee. Upon approval of the charter, interested owners may contact them for potential membership on the Common Property Committee.

- *Plan for Review of Rules and Regulations*

- The board **adopted** this motion by Marj: As Suzy has volunteered to do, she will: 1) review all Rules and Regulations currently listed on the website; 2) re-type any as needed to correct spelling and grammatical errors; 3) standardize all documents onto Stoneybrook letterhead; and 4) categorize them by purpose. This work will be done in coordination with WCM and brought back to the board for final approval.

- Addition of Suzy Pelican to Website Committee

- The board **adopted** this motion by Marj: Appoint Suzy Pelican to the Website Committee.

- *Questions from the Website Committee*

- The board **adopted** this motion by Suzy: Authorize Tony and Suzy to represent the board on the Website Committee and to determine when content or other matters need to be referred to the full board at the next board meeting.

### **Owner Input**

- One owner noted that several uneven sidewalk joints have not been marked with white paint.

The meeting adjourned at 4:04 PM.

Minutes prepared by Suzy Pelican, SVOA secretary, and Kurt Powell, Willamette Community Manager