

**MINUTES
STONEBROOK VILLAGE OWNERS ASSOCIATION (SVOA)
BOARD OF DIRECTORS MEETING
May 12, 2021**

President Marj Cannon called the meeting to order via Zoom at 2:00 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 16 owners also were present.

Introductions were made of individuals on the call.

Approval of Minutes

- The minutes from the board meeting on April 14, 2021, were approved as circulated.
- The minutes from the board meeting on April 27, 2021, were approved as circulated.

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

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

- During their report, the Preparedness Committee requested that Danny Kugler be added as a member.
 - The board **adopted** this motion by Marj: Accept Danny Kugler as a regular member of the Preparedness Committee.

Willamette Community Management Report — Kurt Powell provided WCM's monthly update (see below).

- The board **adopted** this motion by Suzy: As agreed to by Willamette Community Management, Kurt Powell with WCM will develop a summary of the WCM report shared during the board meeting and will send that summary to the board secretary as soon as possible to be included with the meeting minutes.

WCM's summary report for Stoneybrook Village for the 5/12/21 board meeting:

- WCM walked with Home Grown Gardens and the board president Marj Cannon on May 6, 2021, to discuss issues on site at Stoneybrook as they relate to the irrigation turn-on schedule, issues with weeding, and landscape maintenance request forms that haven't yet seen a response.
- Gaia is working to replace the pumps on site at Stoneybrook. WCM will get them a key for the pump house in order to have the power turned on.
- The grass at the south end of the pond area was not mowed by either Home Grown Gardens or by Gaia Landscape. WCM requested that Gaia Landscape complete this mowing.
- The hand railings have been installed by Ken's Custom Fab shop at the community garden.

Old Business

- *Repair of Hazardous Sidewalks*
 - The board **adopted** this motion by Larry: Stoneybrook will only grind sidewalks in the common property area not covered by the City's Public Works sidewalk utility fee program.

- *Sign Survey Update*
 - The board **adopted** this motion by Suzy: Send out the sign survey results with the minutes of this meeting.
- *Common Property Committee Updates*
 - The board **adopted** this motion by Tony: Approve Barbara Bowns as chair of the Common Property Committee.
 - The board **adopted** this motion by Tony: Approve the Common Property Committee Charter as of May 12, 2021.
- *Committee Procedures Draft*
 - The board **adopted** this motion by Marj: Rescind the resolution for the Committee Procedures (draft #3, dated 4/21/21) as a working document of the board. Committee procedures will be developed by board members and committee chairpersons working together on an as-needed basis for each committee.
- *Request for Funds Procedures Drafts*
 - The board **adopted** this motion by Jane: The revised draft of the Fund Expenditure Procedures (draft #2, dated 5/2/21) and the revised draft of the Request for Funds Form (draft #2, dated 5/3/21) be accepted. These will remain in a test format until October 13, 2021, at which time the board will consider any necessary revisions prior to adoption of the final documents.
 - The board **adopted** this motion by Marj: These documents be uploaded to the board page of the website and made available in the clubhouse lobby.
 - The board **adopted** this motion by Suzy: When a document is being discussed and voted on, the date of the draft and, if appropriate, the date of its circulation to the board be part of the motion being made for approval and that if approved, the approval date be recorded on the final document.

New Business

- *Request from Owner about Parking Trailer*
 - The board **adopted** this motion by Larry: Approve the request for parking a trailer for two nights (June 30 and July 1, 2021) at 4607 Hollyhock.
- *Architectural Review Committee Changes*
 - The board **adopted** this motion by Marj: Accept, with gratitude for their service, the resignation of David Stewart, effective 4/23/21; Summer Stewart and Virginia Walter, effective 5/3/21; Marcia Solomon, effective 5/5/21; and Sheila Coxon, effective 5/10/21.
 - The board **adopted** this motion by Marj: Effective May 12, 2021, the board will assume oversight of all ARC responsibilities with assistance from Willamette Community Management and will begin active recruitment of volunteers for the formation of a new ARC. WCM will be reimbursed at a rate of \$60 per hour for its time on ARC-related business.
- *Proposals for Revisions to Committee Structures*
 - The board **adopted** this motion by Jane: The name of the Clubhouse/Activities Committee will change to Activities Committee.

Committee Member Resignations

- The board **adopted** this motion by Jane: Accept David Stewart's resignation from the Garden Committee, effective 4/20/21. We thank him for his years of dedicated service.
- The board **adopted** this motion by Marj: Accept the resignation of Sheila Cox from the Board Nominating Advisory Committee, effective 5/10/21, with gratitude for her service.

Owner Input

- One owner asked about the effectiveness of the recently expanded pest control effort.

- Two owners asked about the irrigation system — one in relation to individual homes and one in relation to the common area along 49th Street.

Adjourn — The meeting adjourned at 4:13 PM.

Next regular board meeting: 2:00 PM, June 9, 2021

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

Approved 6/9/21