

**MINUTES**  
**STONEBROOK VILLAGE OWNERS ASSOCIATION (SVOA)**  
**BOARD OF DIRECTORS MEETING**  
**August 11, 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). Jon Eick of Willamette Community Management (WCM) attended. Approximately 18 owners also were present.

**Approval of Minutes**

- The minutes from the Board meeting on July 14, 2021, were approved as circulated.
- The minutes from the special Board meeting on July 27, 2021, were approved as circulated.

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

**Committee Chair Reports** — These were received by Board members and will be posted on the website.

**Willamette Community Management Report** delivered by Jon Eick:

- WCM has completed a meeting with Marj Cannon and Larry Plum to review the Common Property Committee Report and detail the changes needed to the 2022 Reserve Study Update. WCM proposed to make the changes to the reserve study at a cost of \$1500.
- The Lodge and Assisted Living have been sent enforcement letters according to the 2015 Enforcement Resolution for Stoneybrook Village. If they do not complete the changes by the expiration of 15 days (which will happen soon after the Board meeting), then WCM will send a second notice to them giving them an additional 15 days to respond. If they do not remedy the issues, they will get a \$75 fine each month until the situations are corrected. These issues included pruning or removal of the tree by the pool house, tree branches and shrubs that need pruning for clearance for walkers, brown grass in various spots, removing appliances behind the Assisted Living, removal of the dead pine tree on the border between the Lodge and Assisted Living, and grinding the stump.
- WCM sent a fairly lengthy list of issues for Home Grown Gardens (HGG) requiring corrective action. HGG has responded to these issues and plans to correct them in the coming service days. WCM is monitoring the issues and will send an additional notice per the contract terms if the issues are not remedied.
- Results of the investigation into what occurred in the pool house on 7/29/21: WCM found that the Lodge was the one who used the pool house during that day. ARMOR cleaned up the ladies room as part of their normal routine and did not charge anything for the work.
- WCM contacted the City regarding removal or pruning of the park strip right-of-way cherry trees at 4778 Birdsong. The City arborist will review the issue.
- WCM is working with Lemon Twist Web Design to transfer the necessary data for the new website.
- HGG would like to remind owners to turn off irrigation on Tuesdays so that they can complete their work without soggy lawns.
- The native vegetation area just to the north of the clubhouse was removed from the contract maintenance last year and this year. Since owners haven't been maintaining it recently, that means it is in need of weeding and pruning. HGG can perform a one-time cleanup to this area in the fall and will submit a proposal to do so.

**Old Business**

- *Website Committee Updates and Requests* — No action is needed at this time.
- *Clubhouse Use Policy*

- The Board **adopted** this motion by Suzy: Approve the draft revision of the Clubhouse Use Policy, dated July 19, 2021, but with the font size on the first two pages increased for readability. This results in the final document being six pages instead of five.
- *Sign Resolution*
  - The Board did **not adopt** this motion by Tony: Rescind the November 13, 2019, Sign Resolution. Tony and Larry voted in favor of the motion; Marj, Jane and Suzy voted against the motion.
  - Pending response from SVOA's lawyer, no additional action was taken.
- *Hazardous Sidewalks*
  - The Board **adopted** this motion by Larry: Approve Carole Gutbrod and her crew to spray paint the raised sidewalk locations in Stoneybrook and to provide funding of \$50 to cover costs.

## **New Business**

- *ARC Welcome Letter* — The Board reviewed the revision dated August 7, 2021.
- *Common Property Committee Recommendations*
  - The Board **adopted** this motion by Larry: Approve revisions to the SVOA Reserve Study contained in the document, Reserve Study Revisions, prepared by Larry Plum and Marj Cannon, in consultation with Willamette Community Management, and distributed to Board members on August 9, 2021. These revisions are based upon recommendations made to the Board in the Common Property Committee Report of July 15, 2021, and discussed on July 27, 2021. Once approved, the Reserve Study Revisions document will be uploaded to the Board page of the SVOA website.
  - The Board **adopted** this motion by Larry: Approve that Willamette Community Management update the Reserve Study based upon the approved Reserve Study Revisions document in preparation for Board review at its meeting on September 8, 2021, and that the WCM fee of \$1,500 be approved for this service.
- *Reformatting of Fee Schedule*
  - The Board **adopted** this motion by Suzy: Approve the revised Fee Schedule as circulated on August 8, 2021. This is primarily a reformatting revision. There are no fee changes.
- *Committee Charters*
  - The Board **adopted** this motion by Jane: Approve the Pool Committee Charter as dated August 11, 2021.
  - The Board **adopted** this motion by Jane: Approve the Community Garden Committee Charter as dated August 11, 2021.
- *Committee Member Changes*
  - The Board **adopted** this motion by Marj: Approve the following Committee Members: Mariann DeMordaunt to the Pool Committee, Gloria Rasmussen to the Architectural Review Committee (ARC), and Nancy Shatkin to the Preparedness Committee.
  - The Board **adopted** this motion by Marj: Approve the resignation of Barbara Bowns from the Common Property Committee, with our gratitude, and the resignation of Jean Brunk from the Welcome Committee, with our gratitude.

## **Owner Input**

- Two owners commented on maintenance of the native plants garden.

**Adjourn** — The meeting adjourned at 3:55 PM.

**Next Board meeting:** 2:00 PM, September 8, 2021

Minutes prepared by Suzy Pelican, SVOA secretary, with assistance from Willamette Community Management