

Stoneybrook Village Owners Association

2021 Annual Meeting 12-8-21

STONEYBROOK
Village

2021 Annual Owners' Meeting

Bylaws 3.3 **Annual Meeting.**

The annual meeting of the members for the election of directors and for the transaction of such other business as may properly come before the meeting shall be held at such reasonable hour and on such reasonable day during the month of November or December of each year as the President may designate, ...”

Agenda

2021 ANNUAL OWNERS' MEETING

- Reading of the 2020 Annual Meeting Minutes
- Introduction of Current Board Members and Board Candidates
- Nominations from the Floor
- Voting
- President's report
- Treasurer Report and 2022 Budget
- Committee Reports
- Election results
- Selection of Board Officers and Meeting Times for 2022

Your 2021 Board

- Marj Cannon – President (Term ending)
- Jane Lackey (term ending)
- Larry Plum – Treasurer
- Suzy Pelican - Secretary
- Tony Olsen

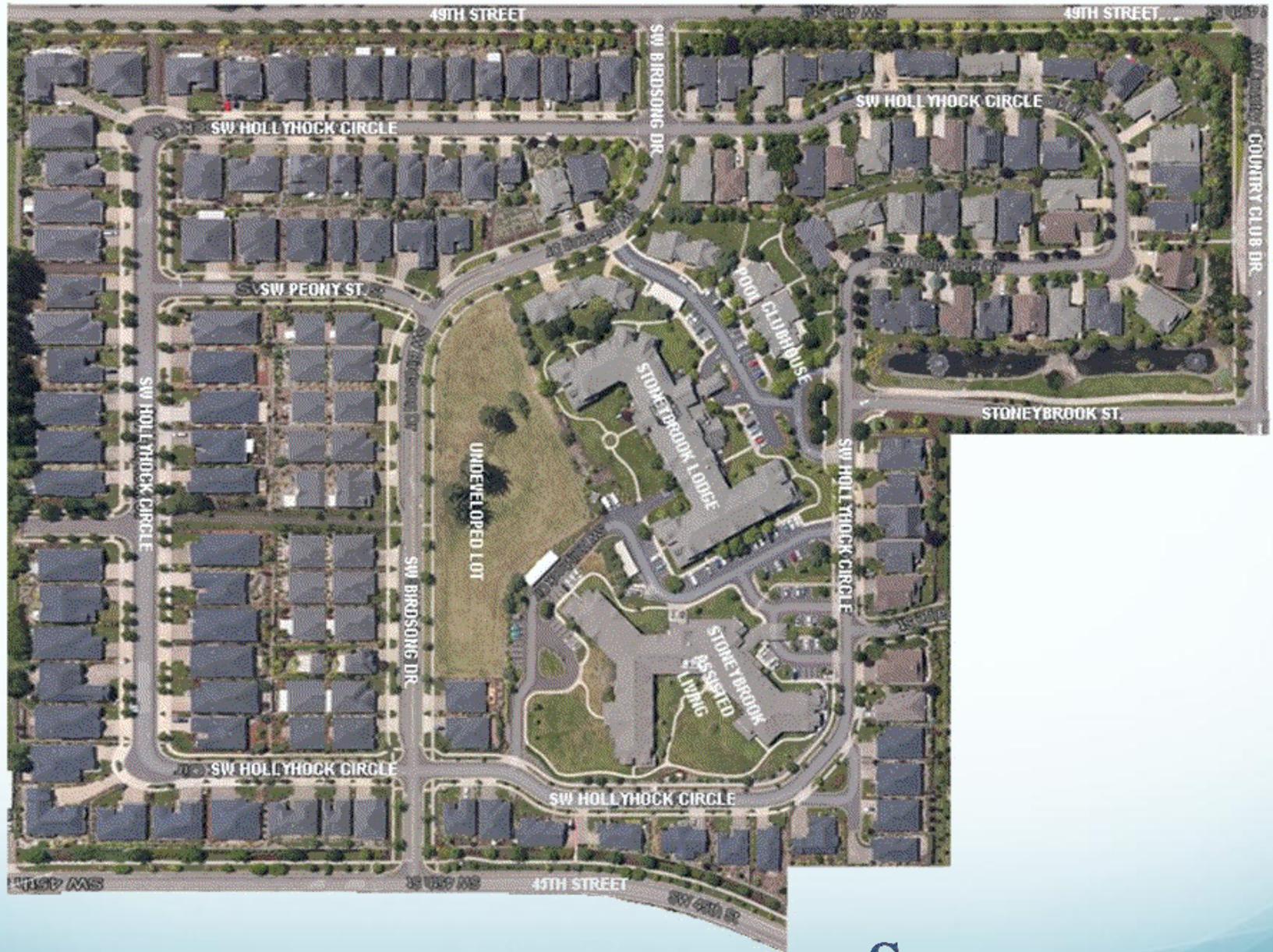
Willamette Community Management: Kurt & Beth Powell, Jason Peter

2021 Board Candidates

- ❖ Carol Gutbrod
- ❖ Steve Scheibel
- ❖ Nominations from the Floor

- **Are all Owners present registered?**
- **Is a quorum of Owner voting rights present (20%)?**
- **A majority of Owners present in person or proxy is required to elect board members.**

Please vote now for candidates for the two open positions



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Budget Item	2020	2021	2022
Expenses			
Common Area			
Grounds Maintenance			
Landscape Maintenance	75,338	72,876	79,135
Pond Maintenance	17,479	21,578	19,633
Irrigation Utilities	13,600	11,800	11,800
<i>Total Grounds Maint</i>	<i>106,417</i>	<i>106,254</i>	<i>110,568</i>
Recreation Center Maintenance			
Building Maintenance	4,200	4,200	4,200
Janitorial	10,100	12,000	12,792
Supplies	1,000	1,200	1,200
Allocation to Reserves	17,849	8,852	14,671
<i>Total Rec Ctr Maint</i>	<i>33,149</i>	<i>26,252</i>	<i>32,863</i>
Pool Maintenance			
Pool Services	43,700	43,700	47,300
Pool Supplies	1,800	2,200	2,200
Pool Licenses	1,150	1,150	1,150
Allocation to Reserves	15,609	16,955	18,175
<i>Total Pool Maint</i>	<i>62,259</i>	<i>64,005</i>	<i>68,825</i>
Utilities			
<i>Total Utilities</i>	<i>24,600</i>	<i>26,200</i>	<i>27,000</i>
Operations			
Insurance	5,000	5,600	5,600
Professional Services/Committees/Web	3,850	14,350	13,400
Management Services	23,300	23,300	31,400
Printing/Postage/Misc support/Contingency	7,000	12,231	2,000
Allocation to Reserves	3,779	7,559	1,654
<i>Total Operations</i>	<i>42,929</i>	<i>63,040</i>	<i>54,054</i>
Total Common Expenses	269,354	285,751	293,310
Single Family Landscaping	40,147	48,960	52,276
Total Expenses	309,501	334,711	345,586
Revenues			
Assessment Income – common	280,440	280,440	291,840
Assessment income - single-family	50,364	50,364	53,179
Interest Income	3,500	3,500	250
Transfer fees/Late Fees	410	410	410
Total Income	334,714	334,714	345,679

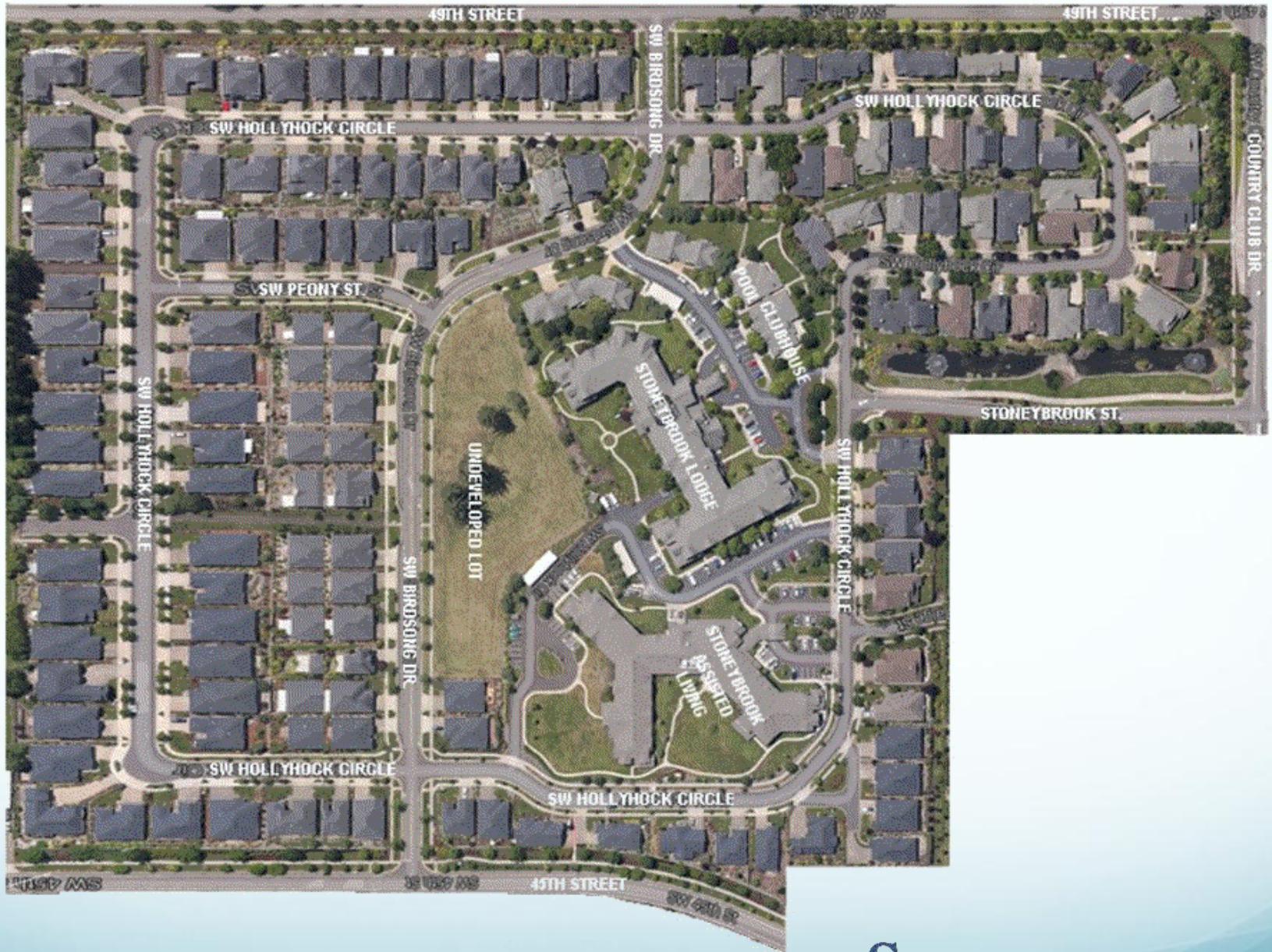
Net change

25,213

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Stoneybrook Village Owners Association



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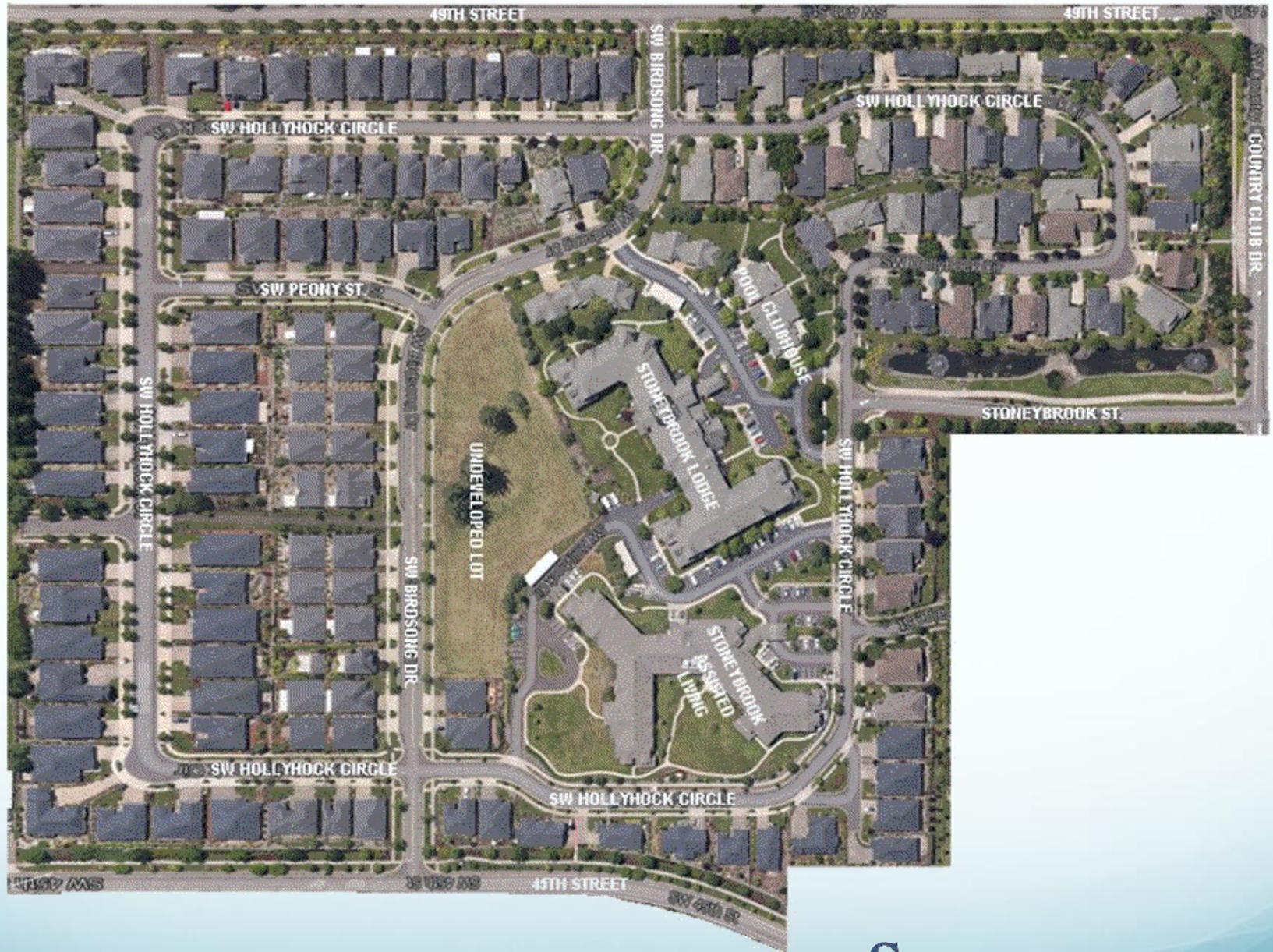
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SVOA Committees

- ACTIVITIES/CLUBHOUSE
- ARC
- BOARD NOMINATION ADVISORY COMMITTEE
- COMMON PROPERTY COMMITTEE
- COMMUNITY GARDEN
- POND
- POOL
- PREPAREDNESS
- WELCOME

Thank You!



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Clubhouse/Activities Committee Members

Kate Mathews, Chair

Bill Edmonds

Kathleen Petrucela

Erika Schoell, Life Speaker Series

Marcia Solomon

Dale Ward

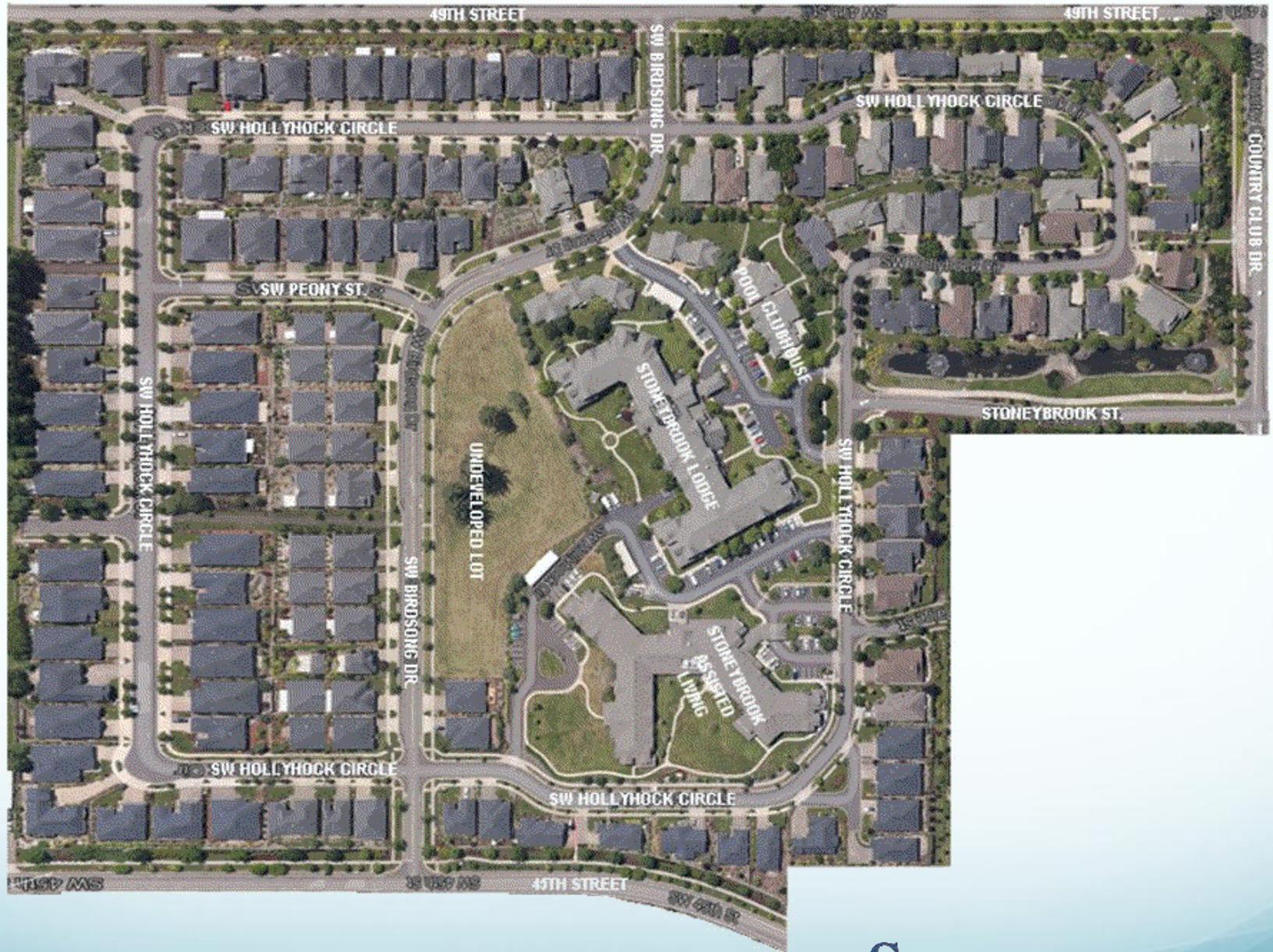
Oscar Gutbrod

Mary Moore

Lyn Smith-Gloria

Lana Lackey, Library

Lois Palermo, Bulletin Board



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Architectural Review Committee (ARC)

Roberta Crews

Richard Lund

Bill Dannenbring

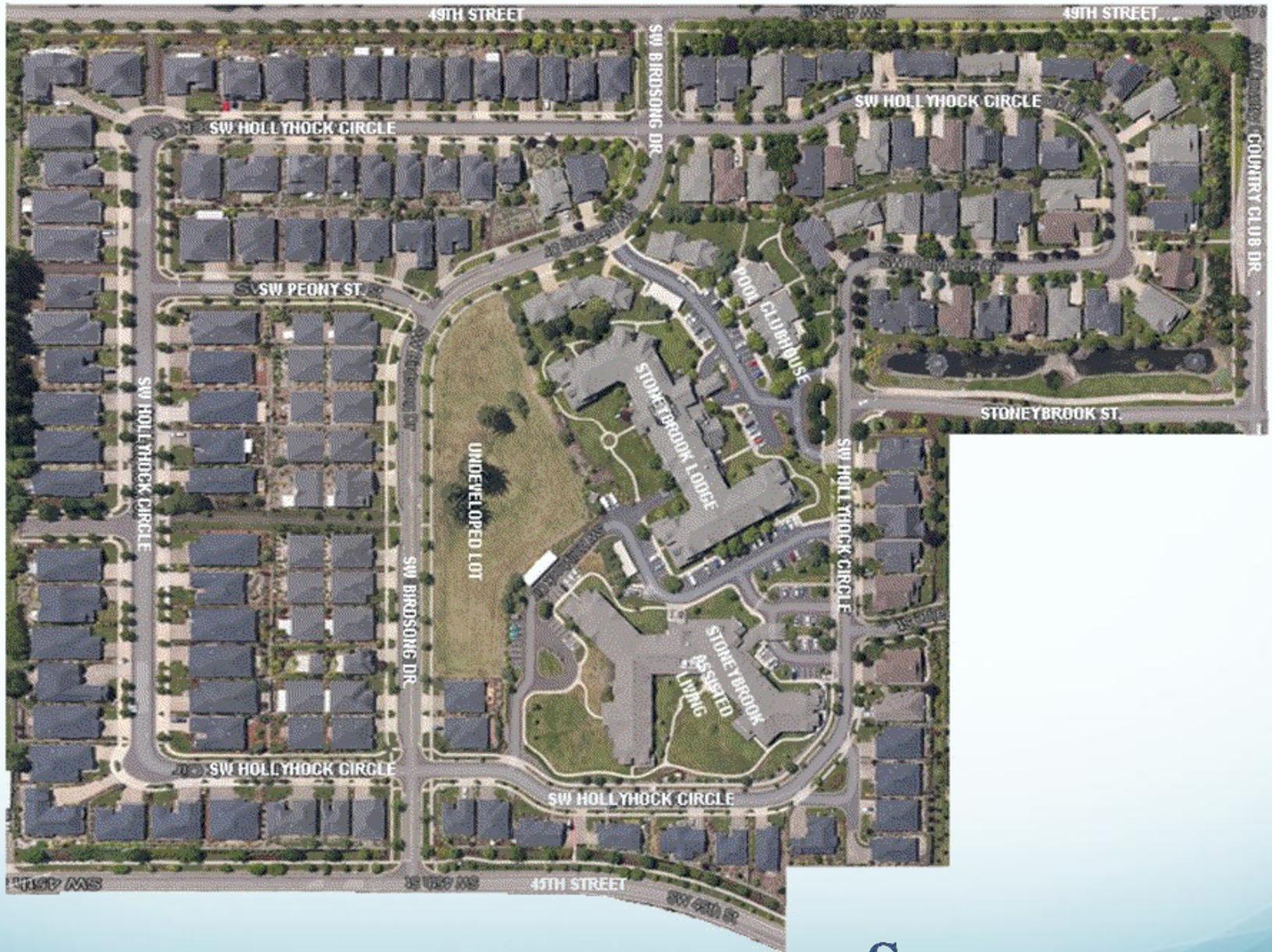
Karen Stephenson, Chair

Mike DeRoss

Gloria Rasmussen

Bob Lackey

Joanna Wilson



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Board Nomination Advisory Committee

December 2021

New Standing Committee

The SVOA Board of Directors created the
Board Nomination Advisory Committee
at its July 2020 Meeting

Purpose

- Recruit and nominate members in good standing to serve on the Stoneybrook Village Owners Association Board of Directors
- Provide materials and training/orientation to prospective Board members

Why is the committee needed?

- Two simultaneous vacancies occurred two years ago. That is a serious obstruction to conducting Board business.
- Board membership is a time-consuming commitment. We should prepare new board members to be ready for their first board meeting.
- The committee members can become a source of historical memory to current Board members.

Policies

Annual Elections

- Present the Board with vetted candidates for elections.
- Unvetted candidates can still be nominated at the annual meeting

Mid-term vacancies

- Submit to the Board prepared candidates to fill vacancies when they occur.
- The Board can accept or reject the committee's recommendation

Continual recruitment

- Have candidates “ready to go” when needed to fill vacancies

Committee members 2021

All are working members, none are advisory members. Most members are former Board members or committee chairs.

- Diane Marthaler
- Ruth Bowlby
- Jim Palermo (half term)
- Gary Jolliff
- Gerald van Belle
- Mike Aronson

Recruiting new Board members

- Publicize to the Association when Board vacancies happen
- Interview owners interested in serving on the Board
- Check for
 - Interest in serving
 - Member in good standing
 - Awareness of the duties of a Director
 - Willingness to attend training sessions

Training Sessions

Two sessions were conducted in November covering:

- State Statutes governing Planned Communities, Articles of Incorporation, CC&R's, By-Laws, and Architectural Review Committee
- Rules and Regulations, Budget, Reserve Account, Association Contracts
- SVOA Committees, Roberts Rules and how to conduct meetings

The instructors were:

Sheila Coxon, Larry Plum, Mike Aronson and Tony Olsen.

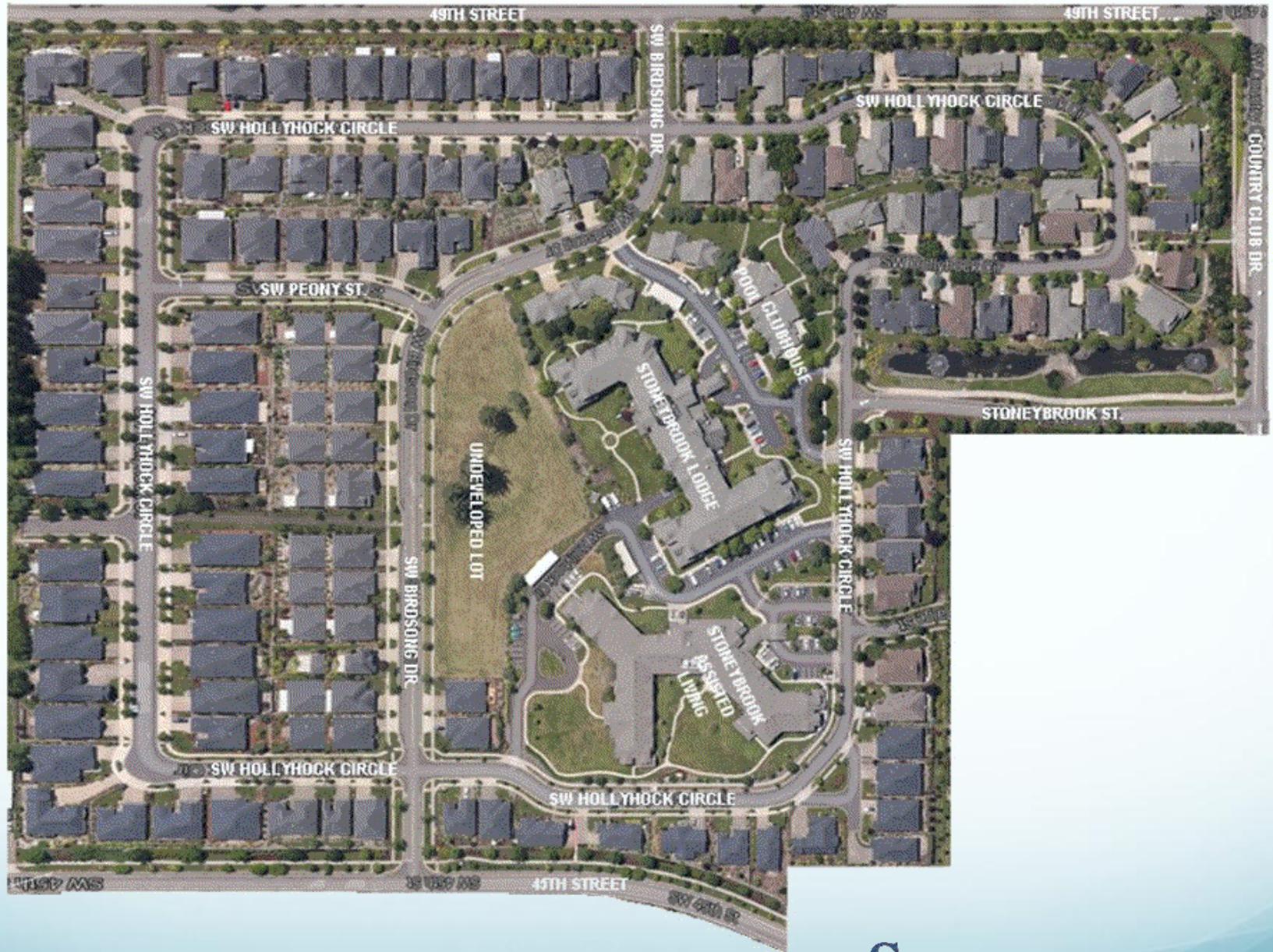
This Year's Class

The 2021 trainees were:

- Doreene Carpenter
- Ruth Bowlby
- Carole Gutbrod
- Mike DeRoss
- Gary Joliff
- Steve Scheibel

Nominations in 2021

- No vacancies needed to be filled in 2021
- Nominations for 2021 Annual Meeting (two year terms)
 - Carole Gutbrod
 - Steve Scheibel



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Common Property Committee

Gerald van Belle

Gary Jolliff

Bill Edmonds

Common Property Committee

- Members of the Common Property Committee:

Bill Edmonds, Gary Jolliff, Gerald van Belle (chair).

Richard Miller, nominated for CPC membership.
Waiting for Board approval.

Common Property Committee

- The Common Property Committee was established by the Board of the SVOA at its meeting of March 10, 2021. The charter of the committee was approved at the May 12, 2021 meeting of the board.

Common Property Committee

- Reasons for the committee. The basic impetus for establishing the committee is a State of Oregon requirement with respect to home/owners associations, to establish a “Reserve account for maintaining, repairing and replacing common property” [ORS 94.595]. This account is to have two components:
 - (1) A reserve study
 - (2) A maintenance plan.

The basic idea is to identify all common property assets with lifetimes of less than 30 years, and develop a plan for replacements with specification of cost and timing.

Common Property Committee

- Activities during 2021. The reserve account has to have enough funding to pay for items that need to be replaced. There is no need to have full funding in place because each year a portion of the owner dues are placed in the reserve account. Our association has such a plan, which can be found on the association website. For example, the Clubhouse dishwasher is scheduled to be replaced in 2026. The 2022 estimated cost is \$1420.

Common Property Committee

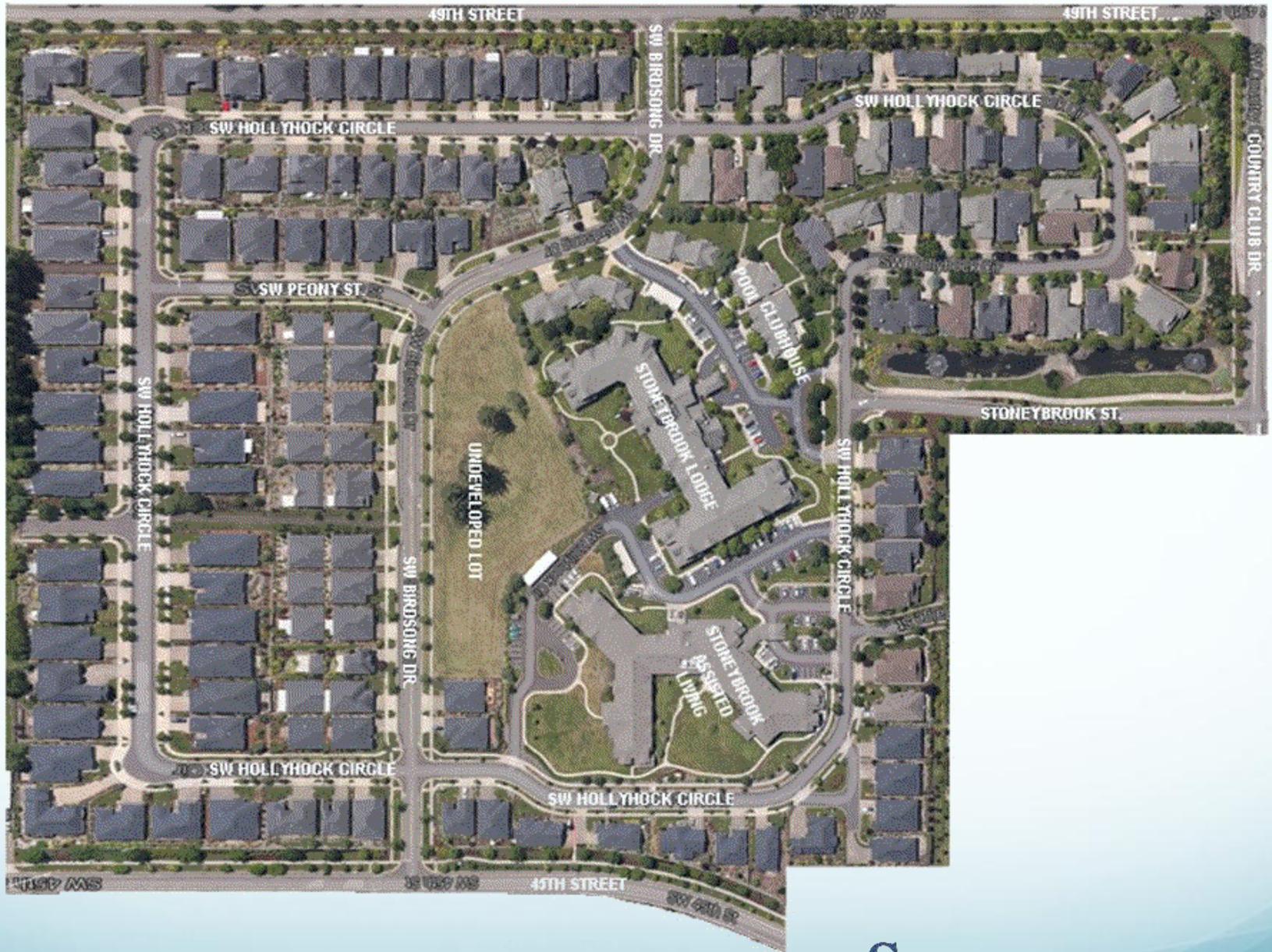
- At the request of the board the CPC exhaustively reviewed the Reserve Account in May-June 2021 and made recommendations for modifications. The committee found that for the most part, the existing Reserve Study serves well the ongoing replacement needs of our assets. It does a very good job of ensuring there are sufficient funds set aside to repair or replace our capital assets. The Board implemented the majority of recommendations at its 2021.08.11 board meeting (see Website for details).

Common Property Committee

- Plans for 2022
 - Identify items scheduled for replacement in 2022 and make a determination whether they should be replaced.
 - Add a fifth member to the CPC.
 - Examine relationship of the CPC with the ARC and other committees.
 - Conduct CPC business as requested.

Common Property Committee

- Thank you to the following persons
 - Barbara Bowns for chairing the committee during its review activity. Her steadfast, no-nonsense leadership resulted in a timely and thorough report.
 - Lynn Martin for institutional memory and dedication to the SVOA.
 - Tony Olsen for sparking the creation of the CPC and nurturing its development.
 - Bob Laport for meeting with the CPC and giving an overview of the work of the Tree Committee.
 - Kurt Powell and WMC staff for timely responding to committee requests and keeping us focused.
 - CPC committee members.



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Community Garden Committee



Stoneybrook Village Owners Association

**Annual Meeting
December 8, 2021**

Committee Members:

- **RobinJeanne Parks, Chair**
- **Bob Lackey**
- **Dave Young**

2021 was a productive year!



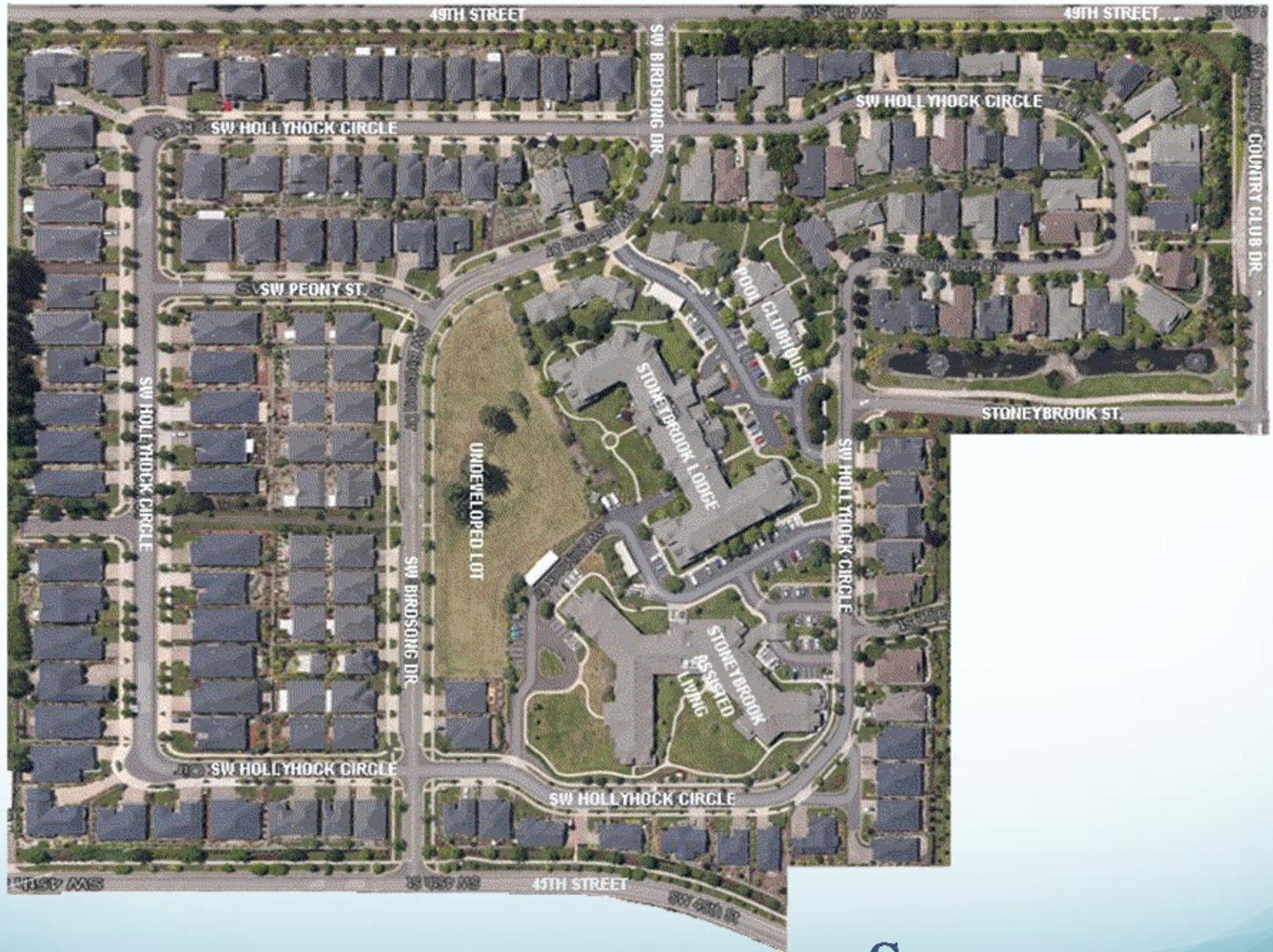
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2022 Community Garden Plan

- 17 spaces will be available in 2022
- Signup sheet to be posted in February in Clubhouse





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Pond Committee

POND COMMITTEE Members

Sheila Coxon, Chair
Paula Jolliff
George Novak

Henny Chambers
Jan Napack
Karen Stephenson

In remembrance: In appreciation to Janet Cornwall who passed away this fall, we express our sincere thankfulness for her expertise, enthusiastic sharing, diplomacy, and good will. We have wonderful memories of Janet as we worked and laughed together as we addressed our committee issues.

POND COMMITTEE EXPRESSES APPRECIATION TO -

- Management – Willamette Community Management – Beth and Kurt Powell, and team
- Board – Support
- Community at large – input with helpful observations. In the Coast Guard we were taught – see something, say something. We thank all of Stoneybrook residents who made a quick telephone call or sent an e-mail about something they observed in or around our ponds.

Pond Committee

POND COMMITTEE CHARTER AND CITY MANDATE

- The City of Corvallis designated our ponds as storm water detention ponds as a condition of approval of Stoneybrook Village. The purpose of the detention pond is to filter pollutants from the storm water runoffs. The secondary purpose of the pond and surrounding area is a pocket park to enhance the neighborhood for the enjoyment of the residents.
- The Board of Directors in 2011 established the Pond Committee to research, evaluate, and provide recommendations to the Board regarding solutions to existing problems, changes, and improvements to sustain a healthy, balanced, and attractive pond environment. This Board direction (charter) has guided the Committee's activities from its inception.

Pond Committee

- The Committee began its work in 2011 fulfilling the Board's request to provide expertise and analysis of the Pond Doctor Report's recommendations for redesign of the pond and pocket park. In addition, the Board requested the Committee to review and comment on Devco Engineering's analysis for resolving the issues which had resulted in the Board spending on average \$23,000 a year to maintain just the pond.
- The Pond Committee, in partnership with GAIA Landscapes, strive to fulfill these goals by enhancing the surrounding pond landscaping yearly through its improvement projects. In addition, to facilitate communication between SVOA and GAIA Landscapes, GAIA's contract includes a requirement for joint oversight. Monthly the Pond Committee Chair and GAIA Landscapes Supervisor walk the ponds and surrounding landscape vis a vis GAIA's contract specification. This oversight is significantly enhanced by Pond Committee members' observations provided to the Pond Committee Chair

Pond Committee

- **CLIMATE CHANGE IMPACT AND GAIA LANDSCAPES' MITIGATION MEASURES**
- The City of Corvallis' designation of our ponds as storm water detention ponds means these detention ponds' purpose is to filter pollutants from the storm water runoff including sediment, phosphorus and nitrogen from fertilizers, salts, and oil/grease from roads and parking surfaces, and bacteria from pet waste. The City expects the Stoneybrook contractor to use appropriate aquatic chemical weed and algae control in the fall when hand-removal is not sufficient to maintain a level of water clarity and to prevent unpleasant and noxious odors from the ponds.

Pond Committee

- In 2013 when GAIA Landscapes became our pond contractor, GAIA introduced bio-socks and beneficial bacteria to restrict and/or prevent algae and other pollutant growth. Eight years later – 2021 – the extraordinary impact of climate change on our ponds, which is expected to continue into the foreseeable future, the Board approved GAIA’s recommended additional measure to address the massive amount of pollutants entering our ponds. For each pond GAIA will install a shallow water aeration system. The diffuser cabinet unit will be placed along the east edge of each pond, partially hidden from site by shrubbery. Note, in 2011 the Board hired Jim Nelson to evaluate our ponds and recommend improvements. One of his recommendations was installation of such aeration systems. Given that everything each of us and/or our landscape contractor applies to our landscaping flows through the street vents and eventually into our ponds combined with the excessive heat this year, pollutants flowed into our ponds in record amounts, requiring GAIA to repeatedly remove the pollutants and clean the fountain sprayers to maintain their functioning. We anticipate the combination of GAIA’s existing measures plus the new aeration systems will stem the growth of pollutants in our ponds.

Pond Committee

- Since its founding in 1995, GAIA Landscapes has embraced the idea that landscapes are an important part in combating climate change. GAIA has applied the important role that plants and soil microbes play in carbon sequestration in its maintenance of our ponds and pocket park. Healthy soil can keep holding more and more carbon while keeping our plants healthy and resilient. GAIA's basics of soil-friendly maintenance are as follows:
- Avoid disturbing the soil: Breaking up of the soil damages aggregates and other structures that keep the soil healthy like fungal networks.
- Keep the soil covered: Bare soil is more prone to problems like erosion. It also is more affected by temperature changes, which makes life harder for both plants and soil life. The best way to cover soil is with plants. But until your densely planted landscape grows to cover all the bed spaces, the soil should be mulched.
- Avoid chemicals: Studies have shown that even small amounts of herbicides and salt-based fertilizers are detrimental to the biology that is vital to a regenerative landscape.
- Avoid over-fertilizing. If plants are too dependent on fertilizer -- even organic fertilizer -- they can get "lazy". Lazy plants don't feed soil life as much. When plants work in conjunction with soil life, they put more back into the soil.

Pond Committee

- GAIA has learned that landscapes that have the most ecological benefits use the fewest resources, require the least amount of maintenance, and are filled with plants. Carbon sequestration is best accomplished through living plants because they pull CO₂ from the atmosphere and put it into the soil, where it lasts longer than surface inputs of organic matter such as adding compost or mulch. Living plants help make the soil more fungal; are what provide food and habitat for pollinators and wildlife, and they smother weeds and take the place of mulch.
- GAIA applies these principles to maintain healthy soil and microbes in our pond landscape:
- Whenever possible using fertilizers that do not contain harsh synthetic materials, metals and salts. Using organic fertilizers and composts in their place.
- Educating ourselves and people we interact with (friends, family, community, customers) about the importance of the beneficial microbes and fungi in their soil. How can we encourage them and what ways do they get destroyed?
- Work to change people's perceptions of what a healthy landscape looks like.
- Learn and implement the best practices for Integrated Pest Management. (i.e... applying synthetic chemicals as little as possible and experimenting with other options for weed control, use beneficial insects and organic compounds to control harmful insects and fungal disease) Perform soil tests and analyze results for baselines of customer's land. Then re-mineralize and add beneficial microbes and fungi for optimal soil health.
- Install more plants and trees! Pollinator species, trees and shrubs that are heat tolerant, require less water during summer,
- Transition gas-powered mowers, blowers, and trimmer to battery powered equipment. GAIA is doing this by purchasing battery powered equipment each time the service life of a gas-powered machine has ended.

Pond Committee



- **OTHER POND IMPROVEMENTS IN 2021**

- Posts replaced at south and north pond signs - “Please Do Not Feed the Ducks” We thank Kurt for having Armour replace the posts on the two Do Not Feed the Ducks Signs at either end of our ponds. The developer knew the damage feeding ducks would cause the ducks and our ponds and installed these signs. Fish and Wildlife, who manage the waterways in Oregon, published an article which we included in our October 2021 report to the Board describing the harm feeding ducks causes. We thank Kurt for sending this article to the Lodge to request they stop their residents from feeding our ducks.

Pond Committee

- Pump house two centrifugal pumps which operate the main waterfalls in the north pond and one submersible pump to attach to the floating fountain base for the north pond were replaced. This equipment had shown signs of degradation for some time, and the SVOA reserve study indicated 2021 for replacement.



Pond Committee

- Replacements and additions of plantings in the south pond area, including 7 evergreens ... Heathers, Scotch Heaths, and Teucriums...to enhance and replace some lost plantings



Stoneybrook Village Owners Association

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Pond Committee

- GAIA has completed its design for landscape construction for the far south pond landscape bed which the Pond Committee is reviewing and then onto the ARC Committee. We hope to have this significant enhancement to our south pond area installed in 2022. Below is the current end of our

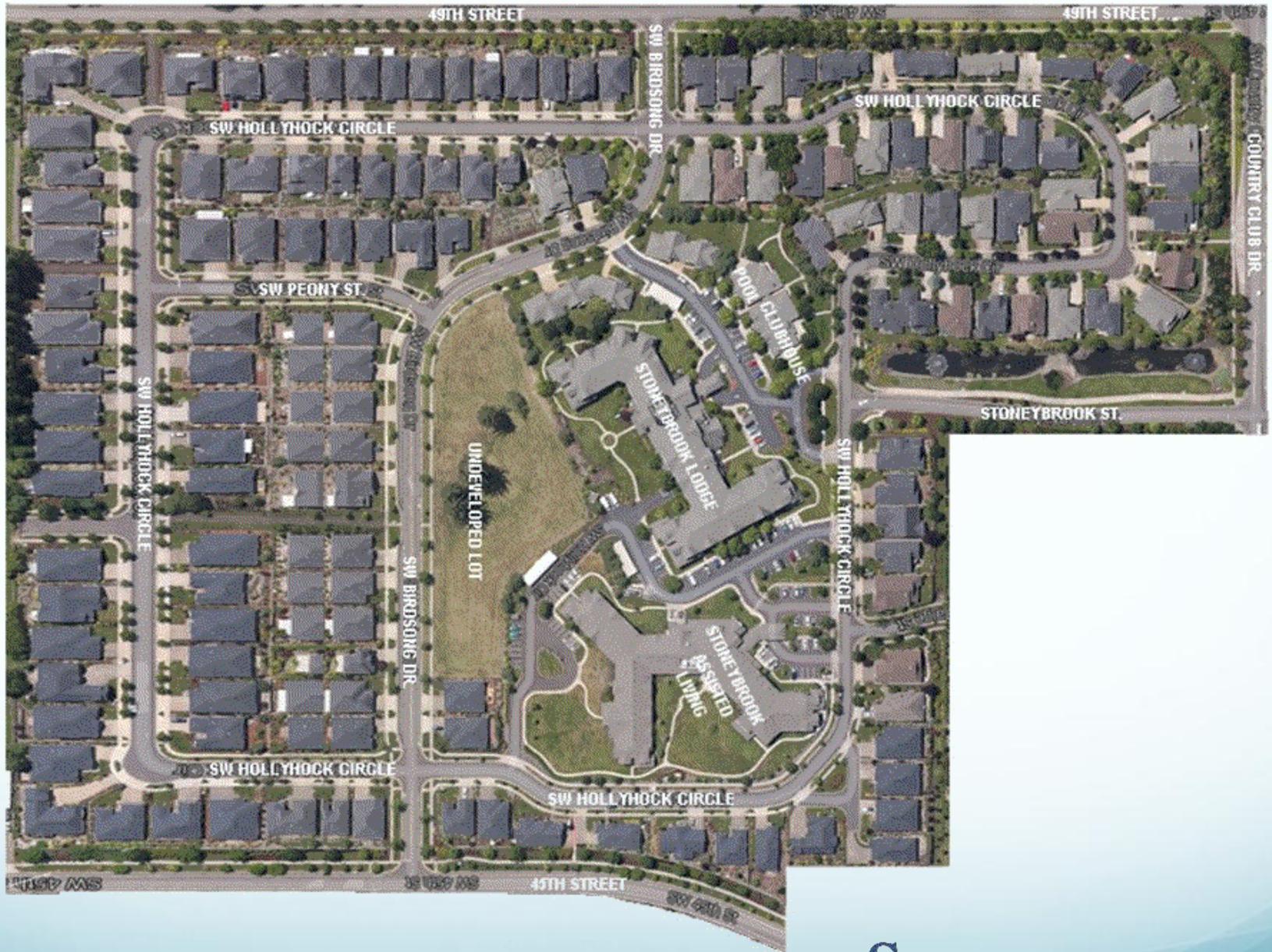


Stoneybrook Village Owners Association

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Pond Committee

- In summary, our ponds and surrounding landscape are thriving thanks to the expertise of GAIA Landscapes and the attention of our Pond Committee members, especially those overlooking the ponds, and the Board's support for critical replacement projects.



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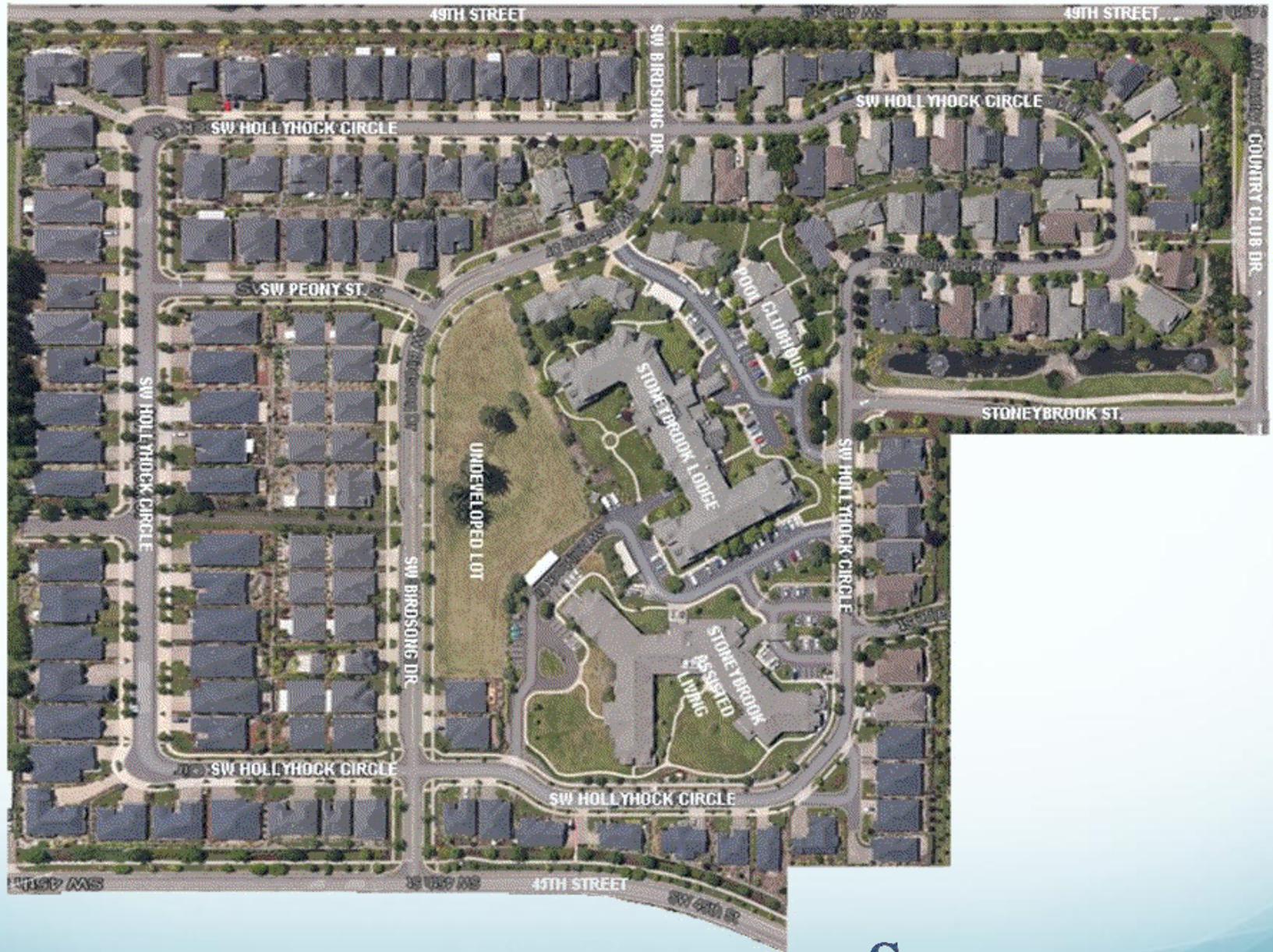
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Pool Committee

- **Pool Committee Members**
- Sue Ferdig, Chair
- RobinJeanne Parks
- Dianne Carlin
- Mariann DeMourdant
- Tanya Shivley

COMMITTEE PURPOSE

- To check room temperature, spa temperature and pool temperature every two hours; make sure all lights are turned off and windows and doors are closed.
- To report problems to WCM.
- Report other problems, e.g. mildew, and other cleaning problems.



Stoneybrook Village Owners Association

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Preparedness Committee

Preparedness Committee Members

Steve Napack, Chair

David Charlton

Betsey Harrington

Jan Napack

Susan Aronson

Linda Chisholm

Danny Kugler

Nancy Shatkin

Associates:

Jack Burgess

Ladonna Shadden (moved)

And 15 or so others participating on Response Teams

Committee Purpose

Increase Stoneybrook Village's disaster resilience.

Through:

- Encouraging neighbor helping neighbor (*Help-Your-Neighbor cards*)
- Workshops & lectures to help each resident to be prepared
- Monthly preparedness tips
- Urgent safety messages
- Response Teams that train to be able to help the rest of the Village during an emergency or disaster
 - ✓ Command Team
 - ✓ Assess & Assist Team
 - ✓ First Aid Response Team
 - ✓ 4x4 Disaster/Emergency Driver Response Team
 - ✓ Emergency Snow Shovelers Team

Stoneybrook Disaster Response Teams

Your Neighbors, Volunteering to help you...

Assess & Assist Team

First Aid Response Team

4x4 Emergency/Disaster Driver Team

Snow Shoveling Team

Command Team

2021 Accomplishments

#1- Get through this 2nd crazy, crazy year!

❖ Training (mostly on Zoom)

Patient litter packaging, Patient Assessment , 2-way radios, Bleed Control, Splinting

❖ Preparedness Tips (*in Happenings and with Board reports*)

✓ *Winter Preparedness, How to open garage without power*

✓ *12-months of Preparedness:*

Month 1: Be Informed/Make a Plan

Month 5: Water

Month 9: Useful Training

Month 2: Basic Supplies

Month 6: Shelter

Month 10: Community Involvement

Month 3: Light

Month 7: Food

Month 11: Shut Off Gas & Water

Month 4: First Aid

Month 8: Communication

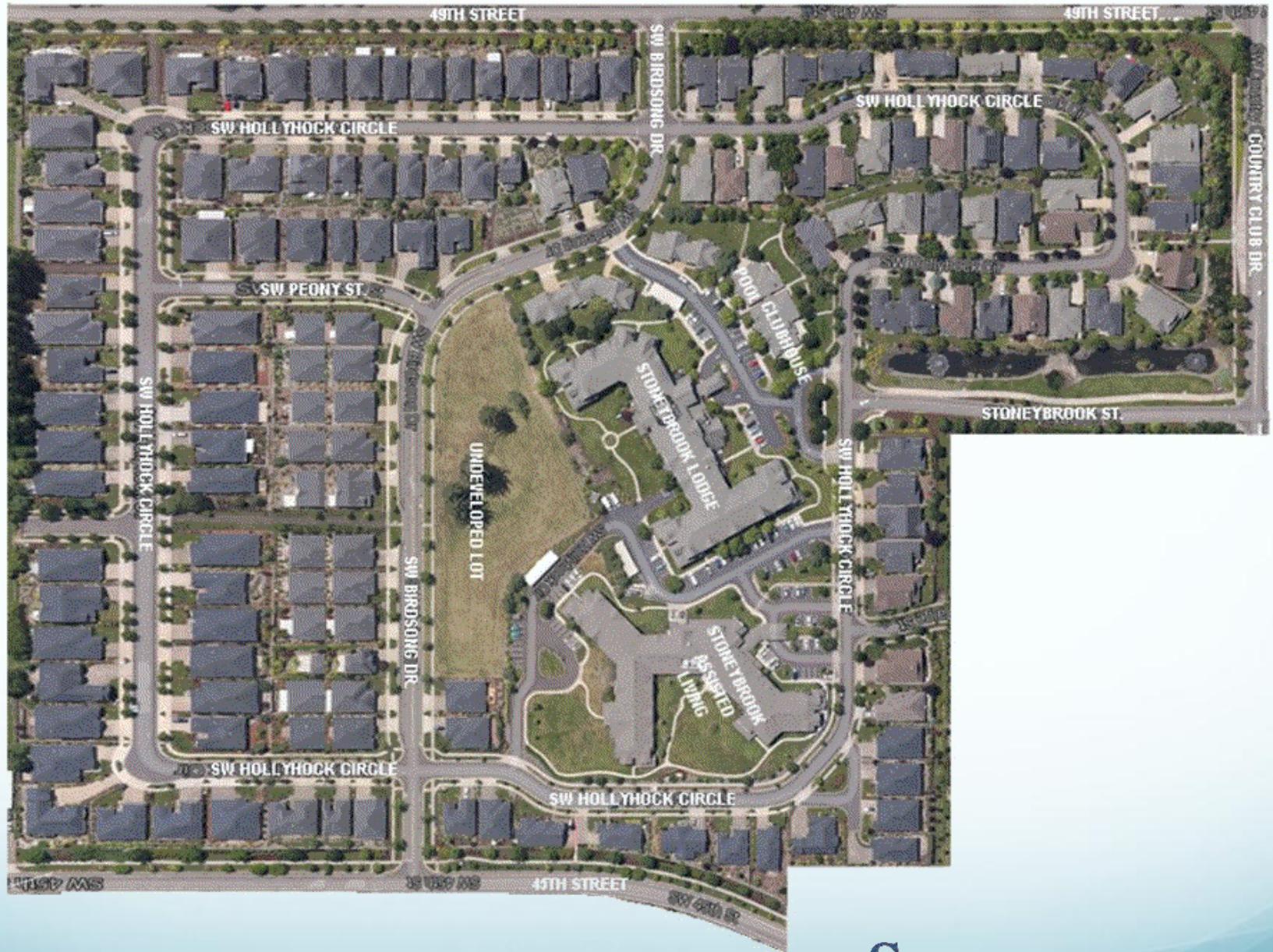
Month 12: Review & Practice

❖ Designed *new* Preparedness web pages

❖ Met with new neighbor households about SVOA Preparedness

❖ Supplies:

Equipment for Assess & Assist Team: packs, headlamps, goggles, gas tool, first aid



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Committee Reports

WELCOME COMMITTEE

Susan Hayes, Chair

Eleanor Carlson

Becky Plum

Ruth Bowlby

Carole Gutbrod

Karen Stephenson

- Welcomes new residents to Stoneybrook Village - 15 new residents (9 households) welcomed so far in 2021.

Committee Reports

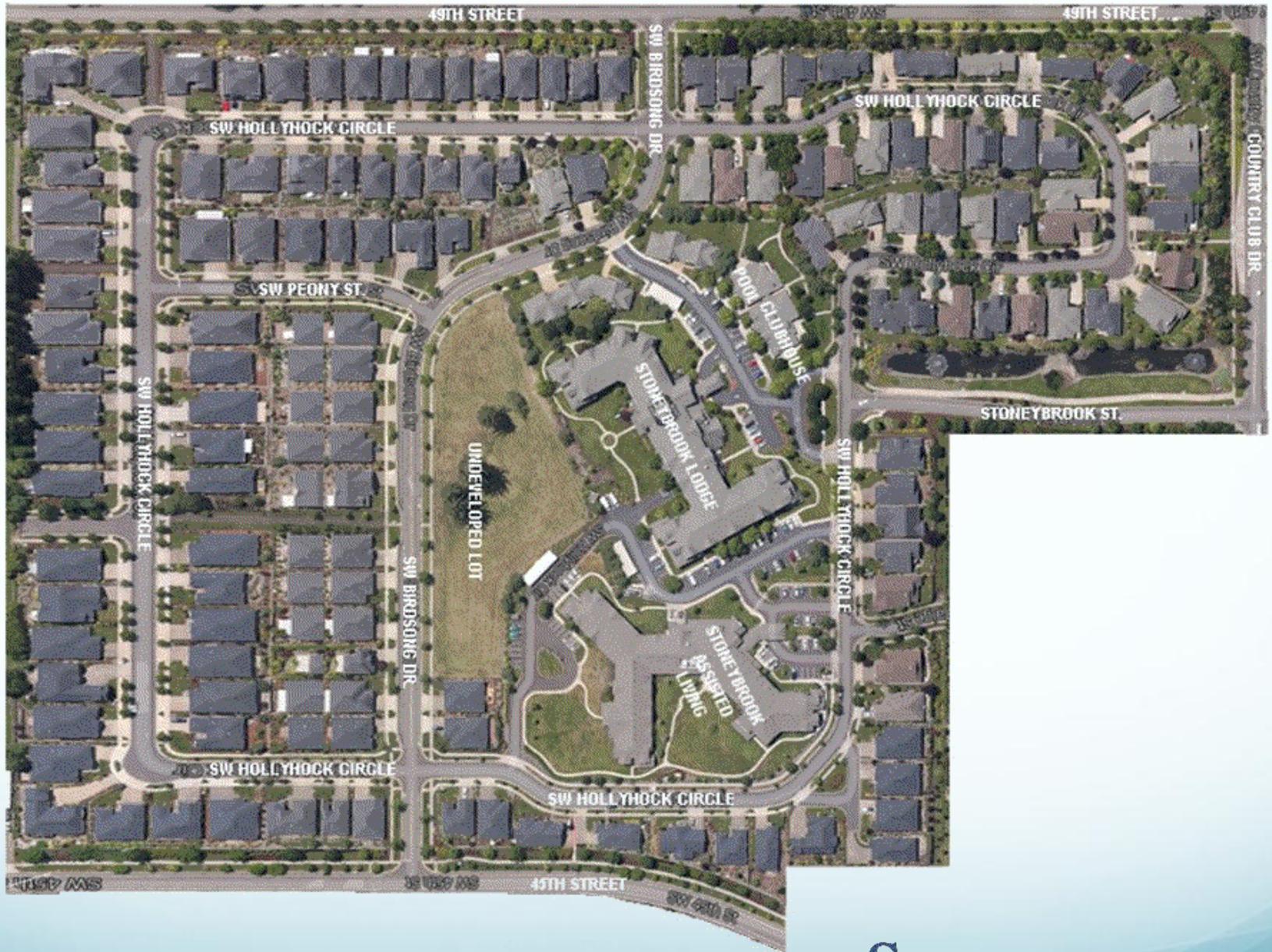
WELCOME COMMITTEE

- Publishes the Stoneybrook Single Family Residents' Directory each January for the use of all residents.
- 134 directories hand-delivered in February and old directories collected for shredding.
- Quarterly directory updates sent (May, August, October)
- The Committee met three times this year.

Committee Reports

WELCOME COMMITTEE

- New in 2021 - We offered separate listings for each person in a household to allow for individual telephone numbers and email addresses. Seventeen households have chosen this option.
- Thanks to Barbara Rossbacher, Sandi Olsen and Lois Palermo for helping to deliver the directory.
- Please contact Susan Hayes no later than January 7 if you wish to make any changes to your directory listing.



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