

MINUTES
STONEYBROOK VILLAGE OWNERS ASSOCIATION (SVOA)
BOARD OF DIRECTORS MEETING
October 13, 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 of Willamette Community Management (WCM) attended. Approximately 16 owners also were present.

Approval of Minutes — The minutes from the Board meeting on September 8, 2021, were approved as circulated.

Treasurer's Report — The Board accepted the report, and 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 Kurt:

- *Landscape Enforcement — Lodge/Assisted Living:*
 - WCM walked the property and confirmed that the enforcement items were still not taken care of. Both the Lodge and Assisted Living were fined \$75 for each enforcement issue occurrence.
 - WCM also walked with Murray Stewart personally and showed him all of the areas in need of maintenance per the enforcement letters. I also spoke personally to Deborah Munsey of the Assisted Living and discussed the items to be taken care of.
 - WCM met with Home Grown Gardens (HGG) and received a quote for \$2,250 for both the Assisted Living and the Lodge to take care of all the issues. During this walk, it appeared that the Assisted Living was starting to prune branches overhanging the sidewalks. However, as of this week the issues are not yet all resolved.
 - The Lodge, through Murray Stewart of Hawthorne Management, verbally appealed the removal of the pine tree just west of the pool house that has a branch touching the pool house, stating he didn't think it needed removing as it appeared to still be alive. Jeff Cope of HGG (who is also an ISA-certified arborist), noted that the tree appears to be leaning, and while it isn't a hazard at this time, it does appear to show signs of decline and it would likely be a good idea to remove it.
 - The next step in enforcement per the Enforcement Resolution is to enter the lot and charge the owner the cost of the repairs. Note that for the Assisted Living — while they are changing management companies, they aren't changing owners. Therefore, the process of enforcement can remain the same.
- ▶ The Board **adopted** this motion by Marj: Proceed with notifying the Lodge and Assisted Living that representatives of the SVOA will enter their property and will complete the necessary clean-up and removal of landscape plants and trees and will assess the the amounts quoted by Home Grown Gardens: \$1630 for the Lodge and \$620 for Assisted Living.
- *Website Changes and Reporting:* Beth of WCM is taking back over the management of the website. The Website Committee has requested that Steve Napack be notified of changes to the existing website so that the changes can be tracked and added to the new website being built by Lemon Twist Design.
- *Landscape Updates:* HGG has completed the turf renovation project at Stoneybrook. WCM walked with HGG and Larry Plum to discuss the maintenance for the next month.
 - HGG's Report:
 - Lawn renovation complete
 - Irrigation schedules adjusted for renovation and back again
 - Some fall pruning completed
 - Edging cycle completed, focused on raised lawns at walls
 - Upcoming October:

- Complete fall pruning
 - Leaf clean-up starts
 - Pre-emergent weed treatment in beds
 - Controllers turned off
 - Winterizing to be completed by month end. Backflow devices will not be closed until the end of October for those owners that are watering plants by hand.
- *New Contact at Stoneybrook Assisted Living:* Hawthorne Management will no longer be managing the property at Stoneybrook Village Assisted Living as of November 1, 2021. The new management company is Sinceri/JEA. The new contact is Minyonn Nakata.
 - *Pool Issues:*
 - WCM was notified of a few owners staying past 8PM in the pool house even though the doors lock at 8PM.
 - ARMOR Contracting is replacing soap dispensers in the ladies room.
 - *Contracts:* I've provided and/or clarified contract details related to businesses that SVOA contracts with.

Old Business

- *2022 Reserve Study*
 - The Board **adopted** this motion by Larry: Accept the 2022 Reserve Study prepared by WCM.
- *Committee Budget Requests for 2022*
 - The Board **adopted** this motion by Larry: Approve committee budget requests in the following amounts, with final approval dependent on the 2022 budget adopted by the Board in November: Activities - \$1,500; ARC - \$400; Board Nominating Advisory - \$250; Common Property - \$250; Community Garden - \$250; Pond - \$250; Preparedness - \$1,000; Welcome - \$250.
- *Pond Aeration Project*
 - The Board **adopted** this motion by Marj: Approve \$5,450 from the 2021 Operating Budget for the purchase and installation of an Air Diffuser System for the north and south ponds, as presented in a bid from GAIA Landscapes, Inc. and circulated to the Board on September 24, 2021.
- *Pond Renovation Project* — No motions were made.
- *Fund Request Policy Revisions*
 - The Board **adopted** this motion by Marj: Approve the revised draft #3, dated 9/29/21, of the Fund Expenditure Procedures Resolution. This revision, along with draft #2, dated 5/3/21, of the Request for Funds Form, will be posted on the Clubhouse bulletin board and the Board page of the website for owner review prior to final approval vote at the November 10, 2021, Board meeting.
- *Pool/Spa Policy*
 - The Board **adopted** this motion by Marj: Approve the Pool/Spa Policy, as prepared by Marj Cannon, Suzy Pelican, and the Pool Committee, revised by the SVOA attorney, and circulated to Board members on 8/27/21.
- *Yard Sign Summary Document and Discussion Meeting*
 - The Board **adopted** this motion by Suzy: Approve the document titled “Summary of Stoneybrook’s Yard Sign Policy—Developments and Changes” circulated to the Board on October 6, 2021, and approve that the document be posted on the Board’s webpage.
 - The Board **adopted** this motion by Suzy: Schedule a special Board meeting about yard signs on Wednesday, October 27, 2021, at 2:00 PM, with the meeting conducted via Zoom. Along with the meeting agenda, WCM will send all owners the document titled “Summary of Stoneybrook’s Yard Sign Policy — Developments and Changes” to serve as the starting point for discussion.

New Business

- *WCM and Vendor Contract Renewals for 2022:*
 - The Board **adopted** this motion by Marj: Approve the Willamette Community Management Service Agreement with the SVOA as circulated to the Board on 10/4/21 and effective 1/1/22 for the annual cost of \$31,440.
 - The Board **adopted** this motion by Marj: Approve the GAIA Landscape, Inc. contract with the SVOA as circulated to the Board on 10/4/21 and effective 1/1/22 for: Pond Maintenance and Landscape Services for the annual cost of \$12,232.
 - The Board **adopted** this motion by Marj: Approve the Home Grown Gardens contract with the SVOA as circulated to the Board on 10/13/21 and effective 1/1/22 for: Single Family Landscape Services for the annual cost of \$47,160 and Common Property Landscape Services for the annual cost of \$48,600.
 - The Board **adopted** this motion by Marj: Approve the ARMOR contract with the SVOA as circulated to the Board on 10/4/21 and effective 1/1/22 for: Pool and Spa Maintenance for the annual cost of \$33,600, and Clubhouse and Pool Building Cleaning and Maintenance for the annual cost of \$19,092.
- *Discussion of Proposed Budget for 2022* — No motions were made.
- *Communications Policy and Form*
 - The Board **adopted** this motion by Suzy: Approve Suzy Pelican to undertake updating and revising the Communications Policy and the Communications Authorization Form in consultation with WCM and a few Stoneybrook owners who have expressed interest in these revisions. Drafts will be presented to the Board for consideration at a future meeting.
- *Committee Membership Changes*
 - The Board **adopted** this motion by Jane: Accept the resignations of Sheila Coxon, Barbara Bowns, Virginia Walters, and Jim Palermo from the Board Nominating Advisory Committee, with great appreciation for all they have done for Stoneybrook as a community.
 - The Board **adopted** this motion by Jane: Accept the nominations of Ruth Bowlby and Gary Jolliff to the Board Nominating Advisory Committee.
 - The Board **adopted** this motion by Jane: Accept the nomination of Gary Johns to the ARC.
 - The following were also noted:
 - With gratitude — Gerald van Belle has agreed to chair the Common Property Committee through December 2022.
 - With sadness — Lyn Martin, most recently a member of the Common Property Committee, and Dr. Mel Greenblatt, a member of the Activities Committee, recently passed away. The Board extends sympathy to both families, with gratitude for the contributions of their loved ones to Stoneybrook.

Owner Input

- One owner asked for clarification about submitting a funding request for next year.
- One owner asked about liability related to hazardous trees and sidewalks.
- One owner asked about a sign that has been displayed for quite awhile in front of one of the cottages.

Adjourn — The meeting adjourned at 4:00 PM.

Special Board meeting: Discussion related to yard signs, 2:00 PM, October 27, 2021

Next regular Board meeting: 2:00 PM, November 10, 2021

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