

**MINUTES
STONEBROOK VILLAGE OWNERS ASSOCIATION (SVOA)
BOARD OF DIRECTORS MEETING**

November 9, 2022

President Tony Olsen called the meeting to order via Zoom at 2:00 PM. Other Board members present were Carole Gutbrod, Suzy Pelican (secretary), Steve Scheibel, and Dave Young. Jason Peter and Kurt Powell attended from Willamette Community Management (WCM). Approximately 13 owners also attended.

Two agenda items were added at the end of the New Business list.

Approval of Minutes — The minutes from the Board meetings on October 12 and October 19, 2022, were approved as circulated and will be posted on the website.

Treasurer's Report — The October report is not ready because it's too early in the month for the financial statements to be available. The report will be posted soon on the website.

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

- As a result of a point in the ARC report, the Board **adopted** this motion by Suzy: WCM will contact Assisted Living and ask their timeline for removal of the discarded bed at the south end of their property.

Willamette Community Management Report — delivered by Jason:

Home Grown Gardens

- *Completed the following in the month of October:*
 - Edging
 - Mowing
 - Leaf removal
 - Post emergence broadleaf and grass treatment in beds
 - Irrigation repairs as necessary
 - Lawn fertilization
 - Pre-emergent application to beds
 - Replaced controller in common space K
 - Winterized irrigation systems
 - Completed renovations of large parking strips along Birdsong

- *Upcoming in November:*
 - Mowing as allowed by weather
 - Edging
 - Weed control
 - Leaf removal
 - Fall pruning

Tree removal and stump grinding (45th)

Corvallis Tree Care removed the dead oak tree and ground the stump.

Limb removal behind 4555 Hollyhock

Corvallis Tree Care is scheduled to remove the overhanging limbs at 4555 Hollyhock, Friday, November 11.

Bids for tree trimming along 45th

We have asked Seaders Tree Care, Corvallis Tree Care, and Limb Walker for bids to trim common area trees along 45th behind the following addresses: 5031, 5033, 5037, 5041, 5045, 5049, 4505, 4521, 4539, 4555, 4563, 4591, and 4607 Hollyhock Circle. The scope of work is to include the removal of all branches overhanging white vinyl fence and encroaching on the above properties. Additionally, do structural pruning to maintain the health and vigor of the trees. We are expecting to receive bids this week.

Lodge ARC issues

- Following the last Board meeting, we contacted the Lodge manager to remind them of the work that needs to be completed regarding the stump and tree trimming. I was informed that it was relayed to their landscapers to complete. As of last Thursday, the work was not completed.
- Fallen limb — A tree limb that is on Lodge property fell over the weekend onto cars in parking spaces in front of the Clubhouse. There was a question as to whose responsibility it is to remove the limb. After searching HOA records, it was found that in 2018, a surveyor staked the property lines at the HOA's request. Pictures were taken in 2018 and were recently provided to the Lodge to show the property markers and verify that the tree is in fact on Lodge property.

St. John's Wort

It was recommended from the Common Property Committee that the St. John's Wort along the common property fence along 49th Street be cut back to 24 inches from 12. Home Grown Gardens recommended cutting back 36 inches from the fence in order to make room for their equipment.

- As a result of information shared during WCM's report, the Board **adopted** this motion by Dave: Accept the 9/7/22 bid from Home Grown Gardens to remove the Hypericum/St. John's Wort at a cost of \$3,500, to be paid from operating funds.

Old Business

• *Stoneybrook Lodge violation per ARC report*

- The Board **adopted** this motion by Carole: WCM will follow the steps outlined in SVOA's Enforcement Resolution to take care of the violation related to the tree stump that was removed without the area being returned to turf or the original tree replaced with a new one.

If this does not happen within two weeks from the date of WCM's letter, SVOA will contract for the work to be done and billed to the Lodge.

- *Common Property Committee arborist contract:* Addressed during the WCM report
- *Reserve Study*
 - The Board **adopted** this motion by Tony: Approve the revised Reserve Study of October 25, 2022, which includes a 5% inflation factor.

New Business

- *Committee membership changes*
 - The Board **adopted** an overall motion by Steve regarding these committee membership changes, with Tony, Carole, Suzy, and Steve voting in favor of the motion and Dave abstaining:
 - Appoint Carol Young and Doreene Carpenter to the Activities Committee.
 - Accept Lana Lackey's resignation from the Activities Committee, with thanks for her service.

 - Appoint Lana Lackey to the Welcome Committee.

 - Appoint Larry Bolster to the ARC.
- *Emergency request to prune a Common Property tree behind 4555 Hollyhock:* Addressed during the WCM report
- *Request to prune several Common Property trees on 45th:* Addressed during the WCM report
- *Request for funds to survey Common Property lines*
 - The Board **adopted** this motion by Suzy: The Board authorizes a land survey to accurately determine three property lines as specified by the Common Property Committee proposal dated 10/30/22, for a cost not to exceed \$2,000.
- *Transfer of tree pruning and replacement funds from Reserves to Operating funds*
 - The Board **adopted** this motion by Tony: Approve transfer of approximately \$12,000 from Reserve Tree Pruning and Replacement funds (accounts 3365 and 3366) to Operating funds account 5124 "Tree pruning" for 2022.
- *Budget 2023/Assessment fees*
 - The Board **adopted** this motion by Tony: Approve a Common assessment of \$134 and Single Family assessment of \$33 for a total Single Family assessment of \$167.
- *Change tracking of Reserve funds*
 - The Board **adopted** this motion by Tony: Approve a change in Operating and Reserve accounts to track only the total of Reserves in each major category (Clubhouse, pool, pond, etc.) effective beginning January 1, 2023.

- *Drainage problem near the native garden area*
 - The Board **adopted** this motion by Tony: Contract with ARMOR to clean out the French drain between the native garden and a nearby house. Tony, Carole, Steve, and Dave voted in favor of the motion; Suzy voted against the motion.

- *Umpqua Bank Authorization Document*
 - The Board **adopted** this motion by Suzy: Approve Umpqua Bank's Corporate Authorization document, which specifies the powers that SVOA's president and WCM community managers have in relation to signing financial documents on behalf of SVOA. This document was initially circulated by WCM to SVOA president Tony Olsen and secretary Suzy Pelican. It can be signed by Suzy with today's meeting date added by hand as authorized by an Umpqua Bank manager in communication with Kurt Powell on 11/4/22. This document will be in effect until the end of 2022.

Owner Input

- One noted her inability to activate the Zoom link to the meeting by clicking on it in the .pdf version of the e-mailed agenda.

Adjourn — The meeting adjourned at 4:20 PM.

Annual Owners Meeting (in person): 2:00 PM, December 14, 2022

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