

**MINUTES**  
**STONEBROOK VILLAGE OWNERS ASSOCIATION**  
**(SVOA) BOARD OF DIRECTORS MEETING**  
**January 24, 2023**

President Tony Olsen called the in-person meeting to order at 10:00AM in the Clubhouse. Other Board members present were Carole Gutbrod, Barbara Bowns, Steve Scheibel, and Dave Young. Jason Peter attended from Willamette Community Management (WCM). Approximately 15 owners also attended.

**Approval of Minutes** — The minutes from the Board meeting on December 14, 2022 were approved as circulated and will be posted on the SVOA website.

**Treasurer's Report** — Dave Young shared the December financial report which will be posted on the website.

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

**Willamette Community Management Report** — delivered by Jason:

Landscape: Below is a summary of Home grown Gardens (HGG) tasks from January

- Leaf removal as necessary
- Winter pruning cycle
- Prune along fence lines for 2 ft. clearance
- Hypericum mowing east side of sidewalk along 49th St.
- Mow and edge as necessary

Update: Seader's Tree Care will start pruning oak trees on 45th St. common areas the first week of March.

Update: Gaia secured sediment testing of the pond. WCM will request test results.

Update: WCM will email the 2023 vendor contracts to the board.

Update: JD McGee was contacted and requested to provide surveys for three areas that need to have property lines identified. Larry Bolster was included in the communication with JD McGee and will be the on site contact during the survey.

**Old Business**

Board Meeting date and time change:

\* For a point of information, the monthly SVOA board meetings will be moved to the 3rd Tuesday of the month at 10:00 AM. This change was made to allow WCM time to prepare and provide financial statements to the treasurer for the monthly report.

Published Landscape specifications to the website: Not yet completed.

Community Garden Enclosure upgrade: There was discussion regarding the bid received and the work completed by HGG not meeting ARC request specifications. HGG was contacted and will meet with the Garden Committee to discuss a solution in bringing the finished product into compliance with the ARC request.

### **New Business**

Committee membership changes:

- The Board **adopted** a motion to accept the resignation of Nancy Shatkin and appoint Keith Laxton to the vacancy. Thanks to Nancy for her service.

Birdsong Gang Timer: WCM will contact HGG to request repair of the gang timer door.

Common Property Committee proposed Charter revision: The common property committee provided a proposed revision to the CPC Charter. Additional changes were proposed by the committee. The board delayed approval until the committee completes the final revision.

Activities Committee Request for Funds:

- The CPC provided copies of 3 Request for Funds Forms for consideration and approval. Items requested for funding:

1. Four (4) Levolor room darkening cellular window shades to be professionally installed in the clubhouse. The board **adopted** a motion to approve the amount requested.

2. Sliding barn-style door to replace the dutch door leading into the chair storage closet. The board **adopted** a motion to approve the amount requested.

3. A two-step folding step stool to safe access to upper shelves in the kitchen and store room. The board **adopted** a motion to approve the amount requested.

### **Owner Input**

No owner input at this time

**The Board entered Executive Session** at 11:55 AM to discuss enforcement of policy to collect overdue assessments.

**The Board exited executive session** at 12:33 PM. No owners were present at this time.

**The regular Board Meeting adjourned** at 12:35 PM.

Minutes prepared by Jason Peter, WCM, and Carole Gutbrod, SVOA Secretary

