

**Minutes**  
**Stoneybrook Village Owners Association (SVOA)**  
**Board of Directors Meeting**  
**February 21, 2023**

President Tony Olsen called the in-person meeting to order at 10:00 AM 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 28 owners also attended.

**Approval of Minutes** — The minutes from the January 24, 2023 Board meeting were approved with corrections.

**Treasurer's Report** — Dave Young provided the January financial report. There was a discussion regarding a meeting with WCM to refine the delivery of financials, overdue assessments, and collections. There was discussion regarding the reserve account balance and how it is funded.

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

There was discussion regarding who owners should send common property maintenance requests to. There was also discussion regarding property line markers and the survey that was provided by JD McGee, Inc. The survey made it clear that the property line behind the clubhouse that includes a drain, belongs to the homeowner and not the HOA.

**Willamette Community Management Report** — delivered by Jason Peter. The monthly walk-thru with WCM and Home Grown Gardens (HGG) was attended by Marj Cannon, Doreene Carpenter, Bob Laport, Carole Gutbrod, Jeff Cope and James from HGG, and Jason Peter from WCM.

Landscape: Below is a summary of HGG tasks from January

Leaf removal as necessary

Winter pruning cycle

Pruning along fence lines for 2ft. clearance

Hypericum mowing east side of sidewalk along SW 49th St.

11Mowing and edging as necessary

Update: WCM emailed the 2023 vendor contracts to the Board.

Update: WCM provided information of the completed survey request from JD McGee which found that the drain behind the clubhouse belongs to the homeowner and not the HOA. The homeowner will be notified.

Update: ARC non-compliance Lodge (2 stumps). WCM contacted Corvallis Tree Care for a bid to grind 2 stumps on Lodge property that have not been in compliance. Awaiting estimate for work.

Update: Gang timer door on Birdsong. WCM contacted HGG to request a quote to do the repair. Awaiting bid from HGG.

Update: HGG backflow valve turnoff/water usage. HGG received owner(s) information regarding increased water bills. HGG is compensating affected owners.

Update: Leaf blowing by HGG. There was discussion regarding debris left in doorways after landscapers blow off driveways. HGG was asked to address this.

### **Old Business**

Owner Overdue Assessment: WCM was not enforcing the financial penalty of turning over accounts to attorneys after 60 days. There was discussion regarding a decision made at the January meeting to enforce the financial penalty and send the account to collections.

The board **adopted** a motion to send monthly invoices to the Lodge and Assisted Living with a due date for the 1st on the month rather than quarterly.

Assisted Living sent a partial payment of overdue assessments.

### **New Business**

Committee membership changes: No changes

Birdsong gang timers: WCM will contact HGG to request a bid to repair the gang timer door.

Common Property Committee (CPC) proposed Charter revision: The CPC provided a proposed revision to the CPC Charter. The board **adopted** a motion to approve the proposed revision.

Fund Request Form procedures: Marj Cannon provided information regarding fund expenditure procedures. When the request form was written, the CPC was not in operation at the time. Now that it is a fully formed committee, there have been revisions to procedures. A motion was **adopted** to accept the fund expenditure form with the change as amended in request for new items number 3.

A motion was **adopted** to accept the fund request form revision draft 3.

**\*\*Point of information:** Any concerns or requests regarding common property needs are to be reported to the CPC and then from the committee to the Board.

Activities Committee charter revision: The charter revisions are still being made by the committee.

There was discussion regarding 2023 additional charges for services in the landscaping contract. This is in regards to the long term management of the 49th St. common area hypericum overgrowth. This will be clarified in the 2023 service agreement with HGG.

### **Owner Input**

An owner provided information regarding a loose tile in the walkway between the clubhouse and the pool house.

There was a comment from an owner regarding a board decision to enforce the collection policy of sending overdue assessments to attorneys after 60 days. There was discussion regarding enforcement of the policy.

Doreene Carpenter from the Activity Committee shared information regarding new game table chairs in the clubhouse. She provided a sample and a comment sheet.

**Executive Session:** The Board went into executive session at 12:02 PM to discuss Willamette Community Management (WCM) contract performance. The Board exited executive session at 1:00 PM.

### **Reconvened Board Meeting:**

The board **adopted** a motion to have a performance review for Willamette Community Management at an executive session after the March 2023 Board Meeting.

The meeting adjourned at 1:02 PM.

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