

**Minutes**  
**Stoneybrook Village Owners Association (SVOA)**  
**Board of Directors Meeting**  
**April 18, 2023**

**DRAFT**

President Tony Olsen called the meeting to order at 10:01 AM in the Clubhouse. Other Board members present were Barbara Bowns, Steve Scheibel, and Dave Young. Carole Gutbrod was absent. Jason Peter with Willamette Community Management (WCM) was present. Approximately 14 owners also attended.

**Approval of Minutes** — March 16<sup>th</sup> & March 21<sup>st</sup> minutes were approved.

**Treasurer's Report** — Dave Young provided the March financial report. It was noted there were a couple owners in arrears that have caught up on their assessment. He provided information regarding the possibility of investing association reserve funds into higher interest yielding accounts.

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

It was noted during CPC report regarding two common area sprinkler circuits that came on when the city turned on the meters. The immediate issue was resolved at the time, but two backflow valves are turned off that will need to be turned on when watering begins.

**Willamette Community Management Report- Provided by Jason Peter**

- Landscape report
  - Shrub pruning along 49th street.
  - Continue Hypericum removal along 49th street.
  - Mow and edge as possible with weather.
  - Weeding.
  - Pre-emergent weed control in beds (stopped by board measure).
  - Fertilize lawns and shrub.
  - Irrigation systems turned on.
  - Lock repaired on gang timer # 3 on birdsong.
- Mike's heating replaced a valve in the spa that was on back order. Armor contracting was able to do a temporary repair until the valve was replaced.
- Seaders Tree Care completed the pruning on 46<sup>th</sup> and were paid after the CPC did a walk through to approve.

### Update: WCM

- ARC non-compliance Lodge (2 stumps) – Stumps were ground, and the cost was charged to the Lodge.
- Sign replacement at pond and Lodge – awaiting install date, signs are produced.
- Sign stop work order Assisted Living – was sent to assisted living following the March board meeting.
- Birdsong gang timer door – repaired.
- Clubhouse stove repair – parts are ordered and awaiting repair.
- Clubhouse water fountain repair – parts are ordered and awaiting repair.
- Tile repair between clubhouse and pool – Armor is waiting for dry weather before repair happens.

### Update: SVOA President

- SVOA 2022 audit – The board signed an agreement with Schwindt & Company to perform an audit of Stoneybrook financials.
- Vial & Fotheringham Collection contract- The board signed an engagement letter to proceed with collections of unpaid assessments.

### Old Business

There was discussion regarding the association's chart of accounts and the process of having them reflect reporting without reserve account line items showing.

### New Business

- Committee membership changes:
  - Keith Laxton to ARC
  - Keith Laxton to Preparedness Committee
  - The board **adopted** a motion to add Keith Laxton to the ARC Committee.
  - The board **adopted** a motion to add Keith Laxton to the Preparedness Committee.
- **Common Property and Activities Committee Charters**
  - The board **adopted** a motion to approve the Common Property Committee proposed Charter. During the discussion, there was discussion regarding the replacement or repair of common property items. The board will approve any purchase or repair requests.
  - The board **adopted** a motion to approve the Activities Committee proposed Charter.
- **Landscape- Herbicides/pesticides/insecticides**
  - State Law allows for owners to opt out of all herbicides, pesticides, and insecticides. There was discussion regarding the process of opting out and the responsibility of the owner to keep their yard maintained to community standards.
  - There was discussion regarding owner lawns that have not been mowed for a few weeks and how weather dictates this. When there has been continued rain, HGG does not attempt to mow lawns due to the possibility of their equipment damaging lawns and making ruts.

- **Estate and Garage Sale policy-** Tony Olsen drafted an estate and garage sale policy for review. There was discussion regarding how the policy reads.
  - A motion was made to replace the current statement: “Estate sales must have all items contained within the home or garage. No items may be on the lawn or driveway in front of the home.” with the statement: “Estate sales must have all items contained within the home, garage, or driveway.”
  - The board **adopted** the motion and was passed unanimously.
- **Electronic Notice Resolution-** The board **adopted** a motion to rescind the Electronic Notice of Resolution.
- **Reserve Study-** Barbara Bowns provided a final review of the reserve study to the board that she and the common property committee worked on. There was discussion regarding having a company other than WCM prepare the annual reserve study. There was also discussion regarding having a person or persons in the community who have knowledge of reserve items, included in the conversation.
- **Working Board meeting:** There will be a meeting on May 2<sup>nd</sup> at 10:00am in the clubhouse specifically for a Reserve Study Conversation.
- **Parking Request from Assisted Living-** There was discussion regarding a request received from assisted living to allow an employee to park in the back lot for no longer than 30 days. A motion was made to allow the employee to park in the back lot of assisted living for 30 days. The board voted against the motion. WCM will notify assisted living of the Board’s decision.

Meeting was adjourned at 11:48am.

Minutes were prepared by Jason Peter WCM