

**Woodburn Estates & Golf  
Board of Directors Meeting  
January 24, 2023 – 1:30 pm  
Auditorium – Listen In (425) 666-4290**

**Call to Order Establish a quorum Pledge of Allegiance**

**Changes to the Published Agenda:**

**Motion #3 – New Members Committees updated names.**

**President's Address:**

Thanks for coming. Please quiet your phones. I want to start my report by giving an update on Sharyn Cornett. Gloria and I visited her last Friday. She is doing well, able to walk around with a walker, very bored and can't wait to get home. They plan on letting her go home on Wednesday. She was already talking about being at Coffee Hour on Thursday. She told me to tell everyone Hi and see you soon.

I would like to give a heads up to all Board Members. It is very important that you stay in your area of authority and not involve yourself in another board members area unless asked for assistance. This I hope will eliminate any misunderstandings.

I met with The Management Team last week to bring me up to speed on what has been done, where we are on future projects and items that as President could help them. We plan on meeting once a week to discuss plans and concerns.

At this time, I would like to present a special award to a very deserving member of our community.

Mr. Atwood just turned the young age of 90 and as per our documents is entitled to a certificate of Lifetime Golf Membership.

**Management Team Report – Chip Sullivan, PGA**

We are working with US Bank on setting up the ability to pay your dues monthly as an additional benefit. This should be finalized within the next couple of weeks.

February Golf Shop Sale – New Arrivals!

- Ladies Private Label Outerwear Only \$41.99
- Rain Proof Bucket Hats Only \$11.99

Walking Lanyards are available in the Golf Shop. If you have chosen Plan 2 you may have a lanyard made up in the Golf Shop. Just stop by and fill out a form with your information and we will have it ready within a day. There is no charge for the Lanyard, but they are required and must be visible when walking on the Golf Course.

You will see drainage work being done around the clubhouse. Several drainage pipes and gutters have been neglected for years and we are now in the process of fixing them.

2022 Golf rounds were 17,408. Golf Shop sales were \$55,115.05.

That is the end of my report, Mr. President.

Thank you,

Chip Sullivan, PGA

### **Superintendents Report – Dave Robinson**

Operations Manager Chip Sullivan reporting on behalf of Dave Robinson.

Leaf season is almost done, and it went pretty well. Going into the new year here is our plan for the next few months, and the projects we will be working on are as follows.

Raising sprinkler heads around the greens will be our main priority over February and March. This will help to get much better coverage, and efficiency from the sprinkler system. We will also try and get as many in the fairway that need repair as well.

Any mowing will be done on opportunity during breaks of good weather. We will be limbing up trees which will help with better sprinkler coverage improving both wet and dry areas. This will also allow more sunlight and air flow in these areas improving the turf quality, providing a more open line of site, and better golf playability. It will also help with mowing efficiency, and golf cart traffic under trees.

The other big project over the winter will be repairing the tree stump areas that were ground down with sand and seed after removing the rest of the stump grindings and grading these areas out. All of these projects will be at times scheduled around the different weather conditions.

Finally, we hired a new mechanic! It's been a long time coming. His name is Mike Shelton, and he comes from Eagle Creek Golf Course just outside Portland. He has a ton

of experience having worked with his dad who is also a mechanic since the age of 13. We are lucky to have him.

I hope that 2023 will be a memorable season, and a healthy one for everyone.

Thank you – Dave Robinson

### **Treasurer/Budget Committee - Treasurer Phil Balogh**

January 24, 2023

Woodburn Estates and golf Treasurer

Report

Fund Balances:

Operations Fund- \$150,115

Reserve Fund-\$725,224

Working Capital Fund- \$488,152

RV Lot Fund\_ \$2,480

Ending Cash in operations- \$66,000

Budget Committee met on Friday, January 19, 2023

Introduced new members, reviewed budget committee purpose (monitor financial results monthly and prepare 2024 budget for BOD approval in the fall).

We reviewed December and 2022 year-end financial results. We will have a full year end 2022 report in February.

For December our Net Margin was -(\$135,865) against a budget of \$(-107,987).

Expense control was very good, \$90,405 versus a budget of \$131,509.

Revenues were adjusted to reflect HOA and storage fee dues received in 2022 but are for 2023, adjusting revenues to a negative (45,459).

Year-end we are projecting a loss of \$15,000 and short budget by \$40,000.

Cash in Operating fund for 2023 remains a positive \$66,000.

As noted earlier, we will have a full year end report in February.

I would like to address the flyer put in everyone's mail slot last week.

Phil Balogh Treasurer.

**Good to the Order Discussion of the BOD of topics initiated by President Ken Bourne**

**Reports of Officers, Boards and Standing Committees - Motions Regarding Committees**

### **Activities Committee - VP Sharyn Cornett**

January 24, 2023 - There is no Activities Report this month.

### **Architecture/RV Committee – Director Connie Johnson**

January 24, 2023

Jan 18, 2023

Members present: Connie Johnson, Larry Osterhoudt, Gary Johnson. Ex-officio member Chip Sullivan.

The committee has met a couple of times to go over current and outstanding architectural requests to take action as needed. We were able to complete and sign off on approximately 20 requests and they have been officially filed.

The RV lot has been a focus of attention as well. First, we met with Integrated Solutions to share information about the newly installed cameras. The system apps were installed on phones and computers so that several people have visual access to the lot 24 - 7. Now that we have this established, alerts are sent out to phones when the motion detection sensors are set off after hours. Second, we have been looking at violations and Chip has been instrumental in making progress with them.

### **Golf Committee – Co-Chair Ken Bourne/ Co-Chair Phil Balogh**

January 24, 2023

The Men's Golf Club held their first meeting of 2023 on January 4th. The meeting was called to order by the newly elected President Fred Bourne, Vice President Mike Archer, Treasurer Dean Cullison, and Secretary Steve Kufeldt. The meeting went well, and the members are looking forward to this year's events.

We held our first Greens Meeting on January 17th. The first part of the meeting was introductions, as several new faces in attendance. The meeting was spent discussing what improvements could be done in 2023 that would make operations move more smoothly. The committee is looking forward to working together.

The walking on The Golf Course seems to be working well with only a few complaints. Please follow the Rules and times that are open to walking. We want this to work for the happiness of all community members. One reminder, if you are walking your dog and he poops, please pick it up and dispose of the package in your home garbage, not the cans on The Course

## **House Committee – Director Marilyn Sbardellati**

### House Report

January 2023 The newly constituted House Committee met in January. We spent a lot of time bringing everyone up to speed in regard to the various building concerns, including a tour of the pool and spa area. For the time being, we will meet twice a month. It is important to mention, the pool and spa will not be our only focus. We will prioritize the various repairs needed to keep our clubhouse and other buildings functioning. The pool remains open for members' use and we hope to have news regarding our spa situation soon.

We began addressing items on the Reserve List for repair and replacement. I asked committee members to check, before the next meeting, the condition of the auditorium and dining hall reception areas, members' kitchen appliances, and the billiard room tables, paneling and carpets. Items in these areas are on the Reserve replacement schedule. We will determine what is truly in need of replacement at our next meeting. I want to thank Carl Conser for professionally cleaning the smooth stovetop in the members' kitchen.

The loft lights in the Greens Maintenance shop needed repair. They were replaced with LEDs, we will also replace the other lights in the shop.

The repairs to our storm drains will begin this week. Expect some mess and outside disruption as work gets underway. Maintenance has started wiring and installation for a new dishwasher in the members' kitchen. \$1,290, nearly all the funds required for the dishwasher, was raised by the Activities Committee as part of their 'Safe Kitchen Practices' initiative. Thanks to the Activities Committee and to those who took part in the fund raiser or donated to the cause.

Two fried outlets in the restaurant kitchen were replaced. Plumbing repairs have begun to the water fountain in the West wing and the ball washer was moved to the irrigation building.

I ask all members to please address any questions or concerns you have to [house@woodburnstatesgolf.com](mailto:house@woodburnstatesgolf.com). If you do not use email, feel free to call me at 503 799-6270. Thank you.

End of report.

## **Marketing/PC Committee - Director Sherman Lackey**

January 24, 2023

The Marketing PC Committee met on January 12, 2023. Various topics were discussed, the following decisions were made:

- Marketing PC Committee will meet on the second Thursday of each month at 1pm in the News & Views Office
- The Committee Approved the new ad structure. We already have decided to end black and white ads, because we print in full color.
- We are ending the 1 column ads.
- Added a new 3 column ad size and pricing.
- Divided the Web update and content responsibilities amongst Allan Lindberg, Stan Hiller, and Sherman Lackey.
- First News & Views edition production run was 1,630 papers, down from 1,650 papers at the end of December.
- We thank Connie Doyon for donating the backdrop used in taking pictures.

### **New Members Committee – Director Marilyn Plowman**

January 24, 2023

NEW MEMBER COMMITTEE MEETING

MINUTES JANUARY 18, 2023

Attending:

Marilyn Plowman, Director/ Chair. Paula Green, Pam Garner, Sherry Stoneback, Chip Sullivan, manager, Kim Farquharson, Secretary of the Board Absent:

Jaci Pinkston, Diana Lindberg Discussion:

We will meet the third Wednesday of each month.

We will have our first New Members Orientation on March 4, at 2 pm.

We will meet next on February 15 at 2 pm at the clubhouse.

We are behind in getting New Members oriented to WEG, possibly as far back as April 2022. A list of new members was obtained, Marilyn, Paula, Pam and Sherry will split the list of approximately 85 and will call them to find out whether they received a packet or came to an orientation.

Packets. Activities descriptions need to be updated, and we would like to include leaders' contact information for each group, if possible.

We will ask Diana if she can gather the above information to be included in the new members orientation packet.

Updated governing documents will be gathered by Sherry and she will drop off the upto-date documents for copying to the office.

**A PowerPoint presentation** will be developed to briefly describe highlights of the governing documents, to familiarize new members with the most frequent restriction questions/ actions/ complaints/ rules that are covered, especially those in Rules &

Regulations, Declarations of Restrictions, and an intro to the budget process and the Board and committee structure. The presentation will be included in the packet. Discussion of **Volunteer Program information**, i.e., where to find volunteer opportunities, contact names/ emails for each. We will mockup some information to be included on the website when someone searches for “volunteers” and include a request for a regular News & Views blurb with the office number and provide a list to the office of contacts for those who can’t access the website.

Discussed **translations of new members packets to Spanish and Russian** language. Kim said she can help with Spanish for packets. A Russian resource should be found. Sherry could do the Russian for the packet via the internet, but translations for the governing documents may be harder to access. Deferred translation of governing documents to a later time.

Kim was recruited to get her **“Foodies” group to provide goodies** for New Members Meet and Greets. She will also put together a **regular activities schedule** to be included in the packet.

\*The office staff should have an up-to-date notebook to refer to in response to questions that has the packet components in it.

## **Rules & Regulations Committee – Director Steve Garner**

January 24, 2023

Rules Committee met Monday, January 9, 2:30 pm in News and Views office. Members present: Steve Garner, chair; Stan Hiller, Suzann Lucas, Dianne Matta, Marie McHone, Ron Allowitz, Sherry Stoneback, by phone. Ex officio members: Ken Bourne, President; Chip Sullivan, Management team member.

Rules committee reviewed last year’s complaints, violations, both resolved and outstanding. Only 3 issues were still awaiting resolution from 2022, and those were assigned to committee members to resolve.

The new amended rules were notarized at US Bank on January 10 and will be taken to the Oregon Secretary of State’s office for filing on Tuesday, January 17.

Meetings shall take place on the first and second Mondays of each month going forward.

**Adjourn to Open Mic** – Comments on Motions as published.

**MOTIONS:**

**Motion #1: Director Connie Johnson**

I move to add the following members in good standing to the Architectural and RV Committee, Marty Shallenberger and Jone Drury

**Motion #2: Director Marilyn Sbardellati**

I move to add the following members in good standing to the Demographic Ad Hoc Committee, Gwen Dickson, Diana Lindberg, and Marilyn Plowman.

**Motion #3: Director Marilyn Plowman**

I move to add the following members in good standing to the New Members Committee – Paula Green, Pam Garner, Sherry Stoneback, Jaci Pinkston, and Diana Lindberg

**Reconvene Meeting**

**Adjourn to Open Mic – Any Members Comments Reconvene Meeting**

Secretary: Make a motion to approve these minutes as amended

**Announcement for Next Meeting – February 28, 2023**