

**Woodburn Estates & Golf**  
**Board of Directors Meeting**  
**February 28, 2023 – 1:30 pm**  
**Auditorium – Listen In (425) 666-4290**  
Approved February 28, 2023

**Call to Order 1:31 pm**

**Establish a quorum** –Sharyn Cornett, Kim Farquharson, Phil Balogh, Connie Johnson, Marilyn Sbardellati, Sherman Lackey, Marilyn Plowman, Steve Garner; Absent with notification: Ken Bourne

**Pledge of Allegiance**

**Changes to the Published Agenda:**

**Motion: Secretary Kim Farquharson** - I move to make the following correction to the approved minutes of the January 24, 2023, BOD Meeting Motion was seconded and approved.

**Architecture/RV Committee - Director Connie Johnson**

Jan 18, 2023, Meeting: Members present: Connie Johnson, Larry Osterhoudt, Gary Johnson. ~~Ex-officio member;~~ Also present, [Operations Manager](#), Chip Sullivan.

**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; Also present, [Operations Manager](#), Chip Sullivan. ~~Management team member.~~

**Executive session** – February 24, 2023, in conference room. Personnel issues were discussed.

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

Budget Committee met on Thursday February 23, 2023.

Connie Watt, Allan Lindberg, Mike Hepburn, Phil Balogh, Debbie Brown, Chip Sullivan, and Vince Cantwell were in attendance.

- Discussed 2022 year-end results.
- Discussed January 2023 monthly results
- It is too early to draw any conclusions; HOA dues are coming in at a higher rate than last year; other revenues like Associate Memberships, RV rentals, and Publication revenue are a little slower. Expenses are running under budget. We are \$14,590 positive to budget.
- Discussed Reserve Budget modifications needed to fund future Pool/Spa repairs.
- We discussed possible Reserve Study items that can be postponed until all pool costs are known. We will be working with House Committee to finalize our recommendations.

**Woodburn Estates and Golf**

**Treasurer and Budget Committee Report**

Year end 2022

2022 Year End Financial Report

Fund Balances

Operations Fund- \$150,115

Reserve Fund-\$725,224

Working Capital Fund-\$488,152

RV Lot Fund-\$2,480r

Ending Operations fund cash after prepaid Accounts Receivable- \$84,112  
Operation Fund lost (\$6,258) and short \$30,707 or 2% of budget.  
Loss of Gross Profit (Revenues -Cost of Goods Sold) was the main contributor to the Loss.  
Total revenues were down (\$72,229) of budget.  
Major budget variances were Member Golf memberships (\$31,610), RV storage fees (\$7,779),  
Publications income (\$7,727), and HOA dues (\$8,808) with \$30,000 past due Accounts.  
Expenses were \$41,522 less than budgeted.  
Major variances were:  
Labor costs \$66,485 less than budget, mostly due to short staffing.  
Benefits were \$4,048 less than budget.  
Groundskeeping was (\$27,939) over budget mostly due to inflationary fuel costs and extraordinary tree  
maintenance.  
Maintenance expense was (\$18,747) or 20% over budget. Many issues in most every  
account in maintenance. Given the age of our buildings, I expect this trend to continue.  
Professional Services were \$22,657 or 18% less than budget. Less needed computer  
support, Office supply costs, and reduced bank fees were the major contributors to this.  
All other accounts were near budget.

Reserve Fund  
Beginning Balance \$1,042,076  
Revenues \$4,692  
Expenses (\$299,514)  
Investment Gain/loss (\$ 22,030)  
Ending Balance \$ 725,224

Working Capital Fund  
Beginning Balance 0  
Income 488,152  
Ending Balance \$488,152

Move to approve Treasurer report was seconded and approved.

### **Good of the Order**

Discussion brought up by Director Marilyn Sbardellati – To address the domestic partner issue that was brought up in previous meetings. This was referred to the Rules Committee to look at how to at it to the correct governing documents.

### **MOTIONS:**

**Motion #1: Treasurer Phil Balogh-** I move we approve up to \$100,000 of Reserve Funds to continue repair of the Fire suppression system. Motion seconded and approved.

**Motion #2: Treasurer Phil Balogh** - I move we approve transferring \$8632.25 from Reserve Fund to Operating fund for qualified Reserve Fund expenditures paid from Operations Fund. Motion seconded and approved.

Inv Date	Vendor	Inv#	Inv Amt	Description
01/01/23	CJ Hansen Co Inc	WO-0016633	\$1,128.54	HVAC repairs in locker rooms
01/01/23	CoolSys	1512025	\$1,188.90	refrigerator repair #G1418149
01/12/23	Northside Electric	98986	\$2,914.00	repair/replace tunnel lights w/LED lights
01/12/23	Northside Electric	98987	\$3,400.81	electrical repairs in kitchen - convection oven & lighting
			\$8,632.25	

**Motion #3: Secretary Kim Farquharson** – I move to approve the following changes on SOP 1.2.4A, SOP 1.2.4A1, and SOP 1.2.4A2

1.2.4-A An agenda will be prepared for each regular and special meeting. The President is responsible for determining the content of each agenda, based on his or her knowledge of matters to be discussed, and after consultation with other Board members and the **Manager Management Team**. No later than **two (2) working three (3)** days prior to the Board meeting, the agenda will be posted on the corporate bulletin board and will be placed in each Director's office correspondence tray or emailed.

1.2.4-A1 All Board **Reports and** Motions must be in the Secretary's electronic inbox by **4 pm Thursday Saturday morning** before the Tuesday Board Meeting for inclusion in the agenda via **Bugle Blast**. [6-30-2020]

1.2.4-A2 **Motions** Committee **Reports** must be in the Secretary's electronic inbox by **Monday morning in order to be printed and given to each Board Member prior to the meeting**.

Motion seconded and approved.

**Motion #4: Secretary Kim Farquharson** –I move to approve the creation of an ad-hoc committee to review the entire election process; to make any suggestions for changes; to redesign the envelope; to review and update the election book and present a complete package to the BOD for approval. ~~I would like to ask Director Marilyn Sbardellati to co chair this committee, to ask Director Steve Garner to work as advisor, and to~~ This committee will work with Chip Sullivan, Operations Manager. Motion as amended was seconded and approved.

**Motion #5: House Director Marilyn Sbardellati** - I move to begin the process of obtaining a new electrical power drop from the power pole east of the auditorium. The estimated cost, \$40,000. Motion seconded and approved.

**Motion #6: House Director Marilyn Sbardellati** - I move to abandon any plans to refurbish, rebuild, or insert a new spa at or in the existing spa location. Motion seconded and approved.

**Motion #7: House Director Marilyn Sbardellati** - I move to create a House sub-committee who's only focus will be refurbishing, rehabbing, and/or replacing our pool, spa, and related infrastructure. Motion seconded and approved.

**Motion #8: House Director Marilyn Sbardellati** - I move to direct WEG management to secure an MOA, MOU or other form of month-to-month agreement, between WEG and Country Cottage Restaurant until such time a new contract between both parties is signed. Motion seconded and approved.

**Motion #9: Marketing PC Director Sherman Lackey:** I move to approve 2023-0124 **SOP 2.10.1 last sentence only**: Articles will be printed as submitted, although spelling or grammatical errors may be corrected **with the approval of the author** by the N&V editor or Marketing PC chair. Motion seconded and approved.

**Motion #10: New Member Director Marilyn Plowman**

I move to add the following members in good standing to the New Members Committee – Cheryl Fox and Jone Drury. Motion seconded and approved.

**Motion #11: Rules & Regulations Director Steve Garner - I move to approve the creation of a supplementary publication** whose purpose is to promote and report the activities of all groups and clubs operating under the umbrella of Woodburn Estates and Golf. The official name, responsibilities and oversight of this publication shall be determined by the Golf, Activities, and Marketing Directors. This Publication shall not use the News & Views facilities, materials, nor shall it follow any formatting used by News & Views to avoid any confusion with our primary publication. Motion was withdrawn.

**Motion #12: Rules & Regulations Director Steve Garner - I move to approve the creation of a wall display** of this supplemental publication in the hallway between the Library and the Golf Lounge but that its primary distribution shall be through a link on Activities & Clubs page on the WEG website and sent out via Bugle Blast. Motion was withdrawn.

**Reconvene Meeting**

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

**Reconvene Meeting**

**Secretary: Make a motion to approve these minutes as amended**

Motion seconded and approved.

**Announcement for Next Meeting –**

March 28, 2023, at 1:30 pm

**Adjourn meeting at 4:05 pm**

**Woodburn Estates & Golf  
Board of Directors Meeting  
February 28, 2023 – 1:30 pm  
Summary of Reports**

**President's Address:**

Good afternoon, everyone. Thank You for coming. Could you please silence your phones. I'm sorry that I will not be there today as I am having day surgery.

I have spent the last month attending several of the Board Committee meetings to meet the members of those committees as well as listen in on the issues they are dealing with.

I went on a tour of the pool and spa area with our Facilities Manager and House Chair, and later set up a tour with other Board members to see firsthand the issues of both areas. The decision was due to Safety concerns and while construction repairs are done the Pool and Spa will be closed until future notice.

Both I and our VP meet with The Management Staff on a weekly basis to talk about what has been done and what will be done. We, as a group, develop a plan to bring forward to the rest of the board for input to achieve community goals.

President Ken Bourne

**Vice President Statement Feb 28<sup>th</sup>, 2023**

Since I have to run this meeting, I have a statement to make.

This is a meeting for the Board of Directors who represent the WEG association. These 9 volunteer members of the board are here to represent the 1508 homes in the association. They are here to consider, uphold, and change policy and procedures for the good of the whole community. The Association is invited to observe this process and has two opportunities to speak: 1) to the motions and 2) at open mic. If a question is asked at open mic, board members will try to answer; if a statement is made, you will be thanked for your point of view, and it will be taken under advisement. Everyone has a viewpoint on any given subject. Many times, we all agree to disagree. The documents have many interpretations.

Each Board member is appointed to oversee a committee which is approved by the board and that serves at the pleasure of the board. The Board member is the chair of said committee. The committee meets and discusses any things in their area and makes recommendations. The Board chair has the finale word over the committee. Some of the recommendations need to have total Board approval.

Remember, the BOD is a three-year commitment by ordinary volunteers, voted or elected by you in our community. Your vote is very important! These nine people bring life experience and dedication to this job. It IS a job! However, no pay and many times disrespect, harassment and rumors. You demand to be heard and demand respect. The board that serves you is entitled to the same courtesy. Thank you is not a word of appreciation that is used frequently. We have a minimum of 12 meeting a year, plus committee meetings and duties each month. Surprise unscheduled executive meetings seemed to be frequent. It is the job of your board to do what is best for the good of all the members. Many opinions boil down to one decision that will serve in the best interest for as many members as possible.

The Association is managed day-by-day by a team of three people in different areas that answer to the board. Together, we are trying to move forward and trying new solutions and new ideas. If we don't

change and try new things, our future is grim. We are the largest HOA in Oregon. We are in the Black financially. Let's stay that way! Thank you.

### **Management Team Report – Operations Manager, Chip Sullivan**

FYI - We have pulled the first ACH recurring payments with US Bank.

Once again, I want to let you know that we have walking Lanyards available in the Golf Shop for all golfing members that choose Plan 2. There is no charge for the Lanyard, but they are required and must be visible when walking on the Golf Course.

If you have not purchased your golf cart tag this year, please do so ASAP. The fine for not having a 2023 tag on your windshield is \$100.

Look out for my golf clinic schedule coming out soon for anyone looking to sharpen their game for the upcoming season or is new to the game and wants to start out with good fundamentals. You will see it posted in the Pro Shop and in the News & Views. Also, I will be running Rules & Etiquette classes to help new golfers feel comfortable on the golf course. The class lasts close to 2 hours, and you will learn everything from keeping the proper score to pace of play tips.

And finally, if you're looking for something fun and different this weekend, check out the Portland Golf Show at the Portland Expo Center. It's a great time to see all the new golf products that are on the market. In addition, they have all sorts of games and contests. You can get a free 10-minute lesson and fittings are free. Tickets are \$15 for seniors 60 and over. You can go to [portlandgolfshow.com](http://portlandgolfshow.com) to learn more.

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.**

#### **Superintendents monthly report**

Hello everyone. February has been a productive month despite freezing temperatures and some snow. We're one man down on our winter crew, but I've got that spot to be possibly filled next month. Our new mechanic has been doing a great job getting our fleet of equipment and tools back to good running order again. Here's what has happened over the month of February.

Projects:

- Cutting around all sprinkler heads in fairways has been completed.
- Removal of leaf pile at our shop has been removed.
- Raising the front nine greens sprinkler heads is almost complete, and a couple of greens on back 9 are complete. We were hoping to have them completed by the end of February, but it looks like the middle of March.
- In between frozen weather conditions we have gotten an early start on cutting tree limbs up for better playability, and a healthier growing golf course. We're about halfway done with the front nine trees, and I expect that project will be completed by the end of March.

Here is our spring aerification dates.

March 20<sup>th</sup> through the 4<sup>th</sup> we will be slicing open the fairways.  
March 27<sup>th</sup> and 28<sup>th</sup> Pacific Sports Turf will be topdressing the fairways.  
Greens aerification date is Monday April 3<sup>rd</sup>. Backup date is April the 10<sup>th</sup>.  
Tees and approaches on the front 9 will be done April 4<sup>th</sup> and the back 9 on the 5<sup>th</sup>.

We should get the bunker project done by the end of March. I feel like we are in a much better position going into this season than we were last year, and we're looking forward to having a great one! Thank you for your support, and the positive comments.

David Robinson GCS  
Woodburn Estates & Golf

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

Budget Committee met on Thursday February 23, 2023.

Connie Watt, Allan Lindberg, Mike Hepburn, Phil Balogh, Debbie Brown, Chip Sullivan, and Vince Cantwell were in attendance.

- Discussed 2022 year-end results.
- Discussed January 2023 monthly results
- It is too early to draw any conclusions; HOA dues are coming in at a higher rate than last year; other revenues like Associate Memberships, RV rentals, and Publication revenue are a little slower. Expenses are running under budget. We are \$14,590 positive to budget.
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- We discussed possible Reserve Study items that can be postponed until all pool costs are known. We will be working with House Committee to finalize our recommendations.

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

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

February 2023

We celebrated the Super Bowl in the Auditorium and Dining Hall. The people that came had a good time.

We meet this Thursday. We need to talk about a process for presold tickets for events on the Activity 2023 Agenda. We cannot waste time, energy, effort and food without knowing how many people will attend. We must have a certain number before we can host an event. The committee puts a lot of time, thought and hard work into these projects. The same committee has been doing these events for this association for almost 6 years, a lot has changed during that period of time in this world. We want everything we do to be successful, profitable, plus fun for this association. Our purpose is to make money for improvements and equipment where we can help without spending HOA funds. The funds come from you, members of this association. I hope we can get closer to the level we were before changes and fear entered our lives.

Thank you, Sharyn Cornett

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

February 2023

Members: Jack Cranford, Jone Drury, Connie Johnson, Gary Johnson, Larry Osterhoudt, Jack Rea, and Marty Shallenberger.

The committee meets weekly to go over current and outstanding architectural requests and take action as needed.

Our committee has been working on standardizing the colors that are acceptable for painting of homes within the Estates. Rule 15.1-6 states "Exterior building colors must be consistent with exterior building colors presently within the Association." We are working on a color reference sheet for our committee to follow as well as future committees. This keeps a fair and consistent standard for everyone to follow.

The RV lot has been a focus of attention in the following areas:

1. Poor drainage continues to be a problem as standing water makes approximately 65-70% of the units difficult to get to without waterproof boots. We are working to create a plan that will address this issue.

2. There are lot regulation issues that we are dealing with. Such as, Rules 13.5 "Neat and orderly appearance" Rules #13.1 "Must be moveable, Current registration, proof of insurance". Letters have been sent to members who are not in compliance.

3. Storage containers at the RV lot are being looked in to.

Security system update: The recently installed system seems to be working well.

Respectfully submitted,

Connie Johnson, Architectural and RV Lot Committee Chair

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

February 2023

Due to the weather this last report period the golf activities have been slow.

Ken Bourne, Golf Chair

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

February 2023

The House Committee met twice in the month of February.

Following up on the reserve study replacement items discussed last month, we determined the furniture in the auditorium and dining hall foyer, as well as the member's kitchen appliances are in reasonably good condition and replacement can be pushed forward. We are also not recommending any reserve repairs in the billiard room at this time, except for a few pockets on several pool tables that need attention. Also, possible repurposing of some of the space in the billiard room is ongoing and any extensive repairs should be pending that decision.

Some of the storm water repair work was completed, including cleaning the drain vaults in the parking lot. There are still some broken sections in the area of the auditorium and rose garden. These repairs will be re-evaluated by our plumbing contractor and maintenance department. The parking lot storm drain vaults will need additional attention, especially the one in the SW section of the parking lot.

Electrical repairs and upgrades are ongoing. The repairs to the electrical panel in the Pro Shop were completed, the panel in the restaurant also needs attention, this work will begin shortly. PNW Fire Protection was onsite to gather information to form a quote for repairs to our fire suppression system.

The HVAC unit outside of the auditorium was installed with the repair door against the wall, making it unserviceable unless fully removed from the present location. This unit services the administrative



offices. Maintenance is exploring options for repurposing this unit for use in the pool dressing rooms and using the dining room HVAC capacity to service the administrative offices.

This month Ken Bourne, Board President, was given a tour of our facilities, mainly the pool's pump room, west end of the pool building, spa, and pool. Vince provided a thorough narrative as to the problems in this area. Ken invited other board members to attend a similar tour. Phil, Kim, Marilyn P, and I along with Finance Manager, Debbie Brown took the tour. Among the issues discussed were the foundation, other structural issues (especially the roof over roof over roof construction) and the inability to get a sign off for structural repairs by either of the two engineers we consulted. We also discussed the need for a new electrical power source for facility upgrades, and various issues with the pool's plumbing. We looked at the fire suppression system and the need to continue with repairs and replacements, where necessary.

We received a bid for repairing the current spa, it came in at \$100,000. We have only \$500,000 budgeted for repairs and replacement of all that is needed for the proper functioning of the pool, pumping system and spa. We know the current location of the spa will require costly repairs of the structure surrounding it, leaving considerably less money to devote to the pool's rehabilitation. We know the pool's plumbing leaks about 1,200 to 1,500 gallons of water a week and needs a complete upgrade, several skimmers need repair, we have rusted rebar in the pool's structure and the decking will need replacing once the plumbing work is complete. The pool's pump room should be relocated and upgraded. The House Committee believes the pool is the most valuable asset and it is required in our Articles of Incorporation. We feel adding a spa as part of the scope of work for the pool project, makes more sense financially than continued efforts to utilize the current spa space. Therefore, we are making the recommendation to abandon the current spa location.

The pool is currently shut down. A major valve in the pump room broke, necessitating an extensive repair. We needed the services of both our electrical and plumbing contractors but much of the work is being done in-house. We are able to use plumbing supplies and equipment we have on-hand, for some of the work. I do not have a firm date for reopening the pool, we are hoping within a week or two.

During the last House Committee meeting we discussed equipment replacement for the restaurant. We did not recommend replacing the refrigerator that was recently purchased, I made this known to management. It was decided to abide by the now expired lease agreement and purchase it anyway. The purchase of the refrigerator is in contrast to plans to eventually install a walk-in refrigerator/freezer and further adds to the subsidy WEG provides the restaurant. The restaurant lease expired in November 2021, the lease extension was not exercised by either party and a new lease has yet to be signed. Therefore, we feel it is imperative to have at least a month-to-month agreement of some sort, put in place while a new lease can be negotiated. This is for the protection of both parties and especially WEG's physical assets.

End of report

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

February 2023

The marketing PC Committee discussed, and made decisions, on the following items:

- A display stand for relator WEG properties for sale flyers – to be placed in the clubhouse living room. Display stand must be portable, realtors must advertise in the News & Views and or the WEG Phone book, no more than 10 “buckets” for the stand and 1 realtor per bucket. We will work with the director of house for placement. No holes to be drilled anywhere.
- Kept the insert policy in place, as well as the price.

- Formulated an updated obituary policy for the News & Views (very spirited discussion)
- Accepted the new pricing structure, Stan to contact all advertisers currently using Black and White advertising to convert to Color.
- Presented an idea Kim approached me with a way to have News & views searchable for an entire year. Example search all of the 2014 editions for motions at once as opposed to searching each individual edition of 2014. We are proceeding with the idea.

Briefly discussed, but made no decisions, on pending changes in how the Marketing PC Committee interfaces with the management team.

Respectfully submitted.

Sherman Lackey

Director Marketing PC Committee

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

February 2023

The New Members Committee met on February 15<sup>th</sup> at 2 pm in the conference room.

We continued planning for the New Member Welcome Event which will be held in the clubhouse at 2 PM on Saturday March 25<sup>th</sup>. Tables will be arranged in the auditorium for club and committee representatives to greet members and supply information. In the dining room, the Foodies club will provide empanadas, cookies, coffee, and water. Wine, donated by David Rushton, will also be available.

Welcome packets are being prepared with information about the HOA governance and the available amenities. Coupons for Coffee Hour, the Country Cottage and golf will be included to encourage new member participation. The packets will be distributed to new members and members who arrived in 2022 who were not yet welcomed.

Our next meeting will be on March 1<sup>st</sup> in the conference room at 1 PM.

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

February 2023