

Woodburn Estates & Golf
Board of Directors Meeting
Tuesday, July 25, 2023 – 1:30 pm
Auditorium – Listen In (425) 666-4290

Woodburn Estates & Golf
Executive Session
Tuesday, July 25, 2023 – 1 pm
Conference Room
Purpose: Legal

AGENDA:

Call to Order - Pledge of Allegiance
President's Address:
Treasurer/Budget Committee Report
Request for Exemption to Working Capital Fee*
Reports of Officers, Boards and Standing Committees
Good of the Order
Open Mic – Comments on Motions Only
Presentation, discussion, and vote on Motions.
Open Mic – Members Comments
Announcement of Next Meeting

***Request for Exemption to Working Capital Fee**

- 1) [Petition for Exemption Request #WCFE-2023-05-2](#)
- 2) [Petition for Exemption Request #WCFE-2023-05-3](#)
- 3) [Petition for Exemption Request #WCFE-2023-05-4](#)
- 4) [Petition for Exemption Request #WCFE-2023-05-1](#)
- 5) [Petition for Exemption Request #WCFE-2023-07-1](#)

-----Motions to APPROVE-----

➔ **MOTION A Treasurer, Phil Balogh** I move to transfer \$8,375.25 from the Reserve Fund to the Operations Fund for emergent expenses that are Reserve Fund qualified.

06/01 /23	CJ Hansen Co Inc	9581	\$2,940.00	replace gas furnace in Greens bldg
06/07 /23	Brim Tractor Company LLC	IS7476	\$1,879.77	repair parts for Turfcot
06/01 /23	OES, LLC	AUR-220 309	\$1,678.11	Kubota repair
06/13 /23	Western Equipment	7283083- 00	\$1,877.37	Irrigation repair
			\$8,375.25	

➔ **MOTION B Treasurer, Phil Balogh** I move we approve \$3,750.00 from the Reserve Fund for the completion of a Level II On-Site Reserve Study update.

Discussion: Level II study is required every 3 years, lesser reviews annually. Work to be completed by Reserve Studies by RF.

➔ **MOTION #1 Treasurer, Phil Balogh** – I move to approve Stan Maier as a member of the Budget Committee.

➔ **MOTION #2 Secretary Kim Farquharson:** I move to approve the designation of the first Saturday in November as the day for the Annual Meeting of Property Owners for 2023 only.

Discussion: The 2nd Saturday of November of 2023 is November 11, Veterans’ Day. The following day is ‘Sunday’. The Board can designate a different day.

4.4-2 Annual Meeting. The Annual Meeting of Property Owner Members shall be held on the second Saturday in November, if not a legal holiday, and if a legal holiday, then on the next succeeding day, not a holiday or **such other days as designated by the Board of Directors.** [6-27-2003]

➔ **MOTION #3 - Secretary Kim Farquharson:** I move to approve the re-design of the election envelope.

Change 1: Change name to match wording in Bylaws 4.4-2:
“Annual Meeting of **Property Owners**”

Change 2: Redesign of the envelope.

Annual Meeting of Property Owners |
November 4, 2023

By signing this envelope, I attest that I am an eligible voter and request my vote be counted.
Ballot within the signed envelope will be accepted up to the end of the Annual Meeting.

Date: _____ **Signature:** _____ **Member #** _____

Address label attached here.

Articles 5.2 Corporation members entitled to vote are those members in good standing who own a lot(s) in Senior Estates, which are those 1512 lots included in Sections 1 through 8, inclusive, in the plat of Senior Estates recorded in Marion County, Oregon. **Each lot is entitled to one (1) vote.**

I will NOT be attending meeting. This ballot can be counted as Quorum Proxy.
To be counted towards quorum, it must be received in ballot box by no later than 3:00 pm on Friday, Nov. 03, 2023.

- **MOTION #4** - Director Connie Johnson: I move to approve Sally Carter to the ARCH/RV Committee.
- **MOTION #5** - Director Steve Garner: I move to approve Ginny Heidi to the Rules Committee.
- **MOTION #6** - Director Steve Garner: I move to approve 2023-0627 **Bylaws #9.3.3 (add from the Fee Schedule)**.
- 9.3.3A** Effective January 1, 2023 – All homes that close after December 31, 2022, will be \$1,300.00, Golf included.
- 9.3.3B** Closed home purchase or signed purchase agreement prior to January 1, 2023, may select either account 4-1010 or 4-1025 by January 31 of each year and both are limited to two (2) persons per household.
- **#6A Motion to amend: Bylaws #9.3.3A to:**
- 9.3.3A** Effective January 1, 2023 – All homes that close after December 31, 2022, will be account 4-1025.
- Discussion: Must not have actual dollar amount in the Bylaws.*
- **#7 REQUEST TO WITHDRAW**
- Mr. President, Director Garner makes a request to withdraw two motions that were posted last month.
- He would like to withdraw **Motion 2023-0627 Bylaws #8 “MANAGER OR MANAGING AGENT”**.
Reason for withdrawal: The Rules Committee would like more time to work on this.
 - He would like to withdraw **Motion 2023-0627 Bylaws #5.9.2 “Request for Exemption for the Working Capital Fee** *Reason for withdrawal: Rules Committee has requested this be withdrawn as it was incorrectly identified. This caused confusion and duplication of work.*

→ **#8 REQUEST TO REMOVE FROM TABLE (Reopen)** - Secretary Kim Farquharson: I move to remove from the table Motion 2023-0523 Bylaws #12.3 and open it for discussion:

Director Steve Garner: I move to **approve** 2023-0523 Bylaws #12.3 (change).
12.3 Rule Changes: The Rules (CC&R) Director is the principal Board member ~~in~~ **when** revising the various Association CC&R documents. All changes or additions ~~should~~ **must** be reviewed by the rules committee for ~~consulting~~ **consultation to be** ~~being~~ **before it is** brought to the Board of Directors by the Rules (CC&R) Director for a vote.

Discussion: According to Roberts Rule 17.89s, a motion must be made in order to reopen any 'tabled' motion'. It must be seconded and receive a majority vote of approval. If it is not reopened by the end of the next session (which would be this meeting), then the motion is considered 'killed'. It may be reintroduced as a new question at a later date. **The following motion was sent to me 'as a motion to approve' by the Rules Committee.** Since Director Steve is not here and cannot lead a discussion regarding this motion, I ask our group to consider whether we want to open this motion up for discussion today without the Rules Director being present or whether we do not approve removing this motion from the table which would then 'kill it'. It could be reintroduced.

→ **If the motion to remove from the table is approved, this motion is then open for discussion.**

-----Motions to POST-----

→ **MOTION #8** - Secretary Kim Farquharson: I move to **post** Bylaws #4.4.2 (change).

4.4-2 Annual Meeting. The Annual Meeting of Property Owner Members shall be held on the ~~second~~ **first** Saturday in November, if not a legal holiday, and if a legal holiday, then on ~~the next succeeding day, not a holiday or such other days~~ **a day** as designated by the Board of Directors.

Reason: The 2nd Saturday puts it in conflict with Veterans Day. A Saturday meeting would interrupt a 3-day weekend holiday. The words 'on the next succeeding day' moves the meeting to Sunday. If we move it to the first Saturday of the month, it gets it away from the holiday.

→ **MOTION #9** - Secretary Kim Farquharson: I move to **Post** Bylaws #5.3-5 (change).

5.3-5 Ballot Counting. The ballot counting will be completed on the first business day after the election and only during business hours. If there is a difference of fifteen (15) votes or less between candidates #3 and #4 then an automatic recount shall be done within three (3) days. **The recount will be conducted by the approved election board.** ~~No current Board member nor candidate will be involved else automatic suspension.~~ [6-27-2023]

→ **MOTION #10** - Secretary Kim Farquharson: I move to **Post** Bylaws #5.5-11A (change).


5.5-11A Organizational Meeting Location, Date and Time. Unless otherwise agreed by the Board, within ~~fourteen (14)~~ **twenty-five (25)** days following the annual meeting of the Association, the Board of Directors shall hold an organization meeting with the newly constituted Board of Directors, on such date and at such time and place as is determined by the current Board.

Reason: By not counting the votes until the following Monday...and then if there is a recount, it makes the 14 days window very tight. By extending it to 25 days, it would include the date of the monthly BOD meeting. This organizational meeting has to be separate as the only business to be conducted is the election of officers. But it could be (if desired) a meeting before the regular Board meeting. Important point: The date and time of this meeting should be announced at the annual meeting to comply with Bylaws 5.5-11B

- **MOTION #11** - Secretary Kim Farquharson – I move to Post changes to the Exemption from the Working Capital Fund Fee 5.9-2D1 to 5.9-2D6 (change/add)
- 5.9.2D - Exemption from the Working Capital Fund Fee may be granted by the Board of Directors only under the following circumstances:
- 5.9.2D1 - Any Person acquiring title or an ownership interest in a Lot, Unit or Building Site by inheritance, gift, tenancy by the entirety, living trust or other means without the payment of value or giving of other consideration, may apply for an exemption by making written request to the Board of Directors, within ~~30 days~~ **three (3) months** after acquiring such title or ownership interest.
- 5.9.2D2 - Property Owner ~~after residing in the home for a minimum of six (6) months after closing,~~ may be allowed an exemption for 50 percent (50%) of the Working Capital Fund fee if purchasing a second home in the Association. The second may be invoiced for the remaining 50 percent (50%) allowed, if the member does not remain in good standing while owning both homes. [8-23-2016]
- 5.9.2D3 - The Property Owner must request the exemption in writing ~~before~~ **within three (3) months** of the closing date of the purchase of the second home.
- 5.9.2D4 - Neither home can be rented.
- 5.9.2D5 - True copies of all documentation evidencing the acquisition of the title of ownership interest shall be submitted **along with the form Petition for Exemption.**
- 5.0.2D6 - Any previous WEG Property Owner, having maintained a record of being in good standing, upon purchasing a home once again in Woodburn Estates & Golf, may be allowed an exemption for 50 percent (50%) of the Working Capital Fund fee. The Property Owner must request the exemption in writing within three (3) months of the closing date of the purchase of the new home.
- Reason: The suggestions of this motion have come from the Financial Manager and Front Desk. They are working to improve to improve the process. The Secretary worked with them, consulted with Treasurer and then sent these suggestions to be reviewed by the Rules Committee.*
- **MOTION #11a** - Secretary Kim Farquharson – I move to Post the changes to the Form “Petition for Exemption from Working Capital Fund Fee” **See attached form
- Reason: This request form cannot be approved until Motion 11 is approved. It is attached here to give visibility to the changes on this form. Again, this is in response to the request of the Financial Manager and Front Office.*
- **MOTION #12** Director Steve Garner: I move to post 2023-0627 Rules & Regs #3.3 (change).
- 3.3 Security Deposit:** the members shall submit a ~~\$100.00~~ security deposit with the application form. See Fee Schedule for this security Deposit.
- **MOTION #13** Director Steve Garner: I move to post 2023-0627 Rules & Regs #8.1-1 (change last sentence).
- Larger ads and signs, and those from non-members must be approved by the ~~Activities~~ **Marketing Publications Communication** Chair of the Board of Directors before posting.
- **MOTION #14** Director Steve Garner: I move to post 2023-0627 Rules & Regs #12.2-1 (change).
- 12.2-1 A unit**, with or without motor power, which is designated for recreational purposes and/or human occupancy and is used temporarily for recreational or emergency purposes. This includes but is not limited to a converted van, camping trailer, motor home, travel trailer, utility trailer, ~~and~~ truck camper, **tow dollies**, and watercraft. The ~~Recreational Vehicle unit~~ may not be parked or stored in the driveway, or anywhere on a member’s lot, exclusive of the garage, longer than 72 hours.
- **MOTION #15** Director Steve Garner: I move to post 2023-0627 Rules & Regs #13-G (add).
- 13-G** Auxiliary towing dollies.

- ➔ **MOTION #16 Director Steve Garner:** I move to post 2023-0627 Rules & Regs #14.36 (add).
14.36-9 Bikes are not allowed. (From form used in golf shop).
14.36-10 This tag may not be shared. (From form used in golf shop).

**Attached Petition for Exemption Form



REDESIGN...PENDING MOTION APPROVAL

Petition for Exemption from Working Capital Fee

This request form must be submitted with copy of title paperwork for each property showing purchase date.

Owner Name(s): _____

Current Address: _____ Member # _____

Please grant me an exemption from the Working Capital Fee for the following reasons:

I acquired the property by inheritance or other means without payment of value. (Eligible for 100% exemption). Attach copies of the documentation of acquisition of title or ownership interest. Date of acquisition of title: _____

Address: _____ Member # _____

I have purchased a second (2) property in Woodburn Estates & Golf. (Eligible for 50% exemption).

Date of closing of second property: _____

1st Address: _____ Member # _____

2nd Address: _____ Member # _____

I was a previous owner with the status of 'member in good-standing' and have now purchased a new property in Woodburn Estates & Golf. (Eligible for 50% exemption). Date of closing: _____

Address: _____ Member # _____

Owners Signature: _____

To Be Completed by Office

Petition for Exemption Request # WCFE-____-____-____ (format: WCFE-year-month-#)

____ Verified that Member fulfills eligibility requirements, and all needed documentation is present.

____ Date sent by to Secretary. Date of Next BOD meeting: _____ (must be 3 days prior)

BOARD ACTION

GRANTED – An exemption of the Working Capital fee is approved. The approved exemption will be refunded within thirty (30) days of this approval.

DENIED – The Working Capital Fee is due within thirty (30) days of the date signed below.

Board Secretary: _____ Date: _____

Note: This must be presented at a monthly Board of Directors meeting with all PII (Personal identifiable information) redacted.