

SUMMARY 2023 HOUSE Committee Reports & Motions

JULY 25, 2023

House Committee – Director Marilyn Sbardellati

JULY 25, 2023

I'd like to thank our employees and volunteers for their hard work and dedication to keeping our infrastructure functioning as it should.

The House Committee met once and the Pool sub-Committee will meet a second time at the end of this week.

Pacific NW Fire Protection is scheduled to complete the current project on the 27th and 28th. CJ Hansen will be on site on August 3rd and 4th to replace an AC unit in the West Wing.

The House Committee reviewed the committee's responsibilities which are detailed in the Standard Operating Procedures. I suggest everyone review their own committee assignment duties and descriptions provided in the Standard Operating Procedures, as it is so easy to stray from our original intent.

The Committee listed and prioritized outstanding projects. They include finishing electrical and fire protection upgrades to current code. Roof repairs, over office, auditorium and irrigation building. Drainage on the north side of clubhouse structures still needs to be addressed along with repair of most stormwater vaults. When storm vaults are repaired the parking lot needs patching, seal coating and re-stripping. The front office glass doors need to be replaced; this is an immediate need. Carpets in most areas need to be professionally cleaned and the restaurant flooring requires replacement.

The front office submitted a detailed work order for painting along with some minor upgrades to the front office foyer. We would like to move forward with this low budget but impactful project as soon as possible.

Another freezer is down. This is the 3rd strike for this particular unit. Currently no replacement is planned. The restaurant scheduled the grill hood to be cleaned this coming Sunday after they close. We need to ask that a restaurant employee be present for the cleaning.

Members of the Committee asked about staffing levels and if adding any necessary maintenance staff was a possibility. I could not answer this question as no board level discussions that I know of, took place.

The pool committee has made progress towards defining the project scope and expect to have the project defined prior to our next Board meeting. We have asked DoneRite Plumbing to do leak detection scoping of the pool's plumbing. The committee also began making contact with pool renovation companies. Aside from renovating the pool we need to dramatically improve the air circulation in the building, apply a new deck finishing and include a new spa option. We expect this to be a multi-year project. In the meantime, the pool is fully operational, and we expect it to remain so

until work commences, enjoy your swim and please do not forget to sign in when using either the pool or exercise facility. Thank you.

End of Report

June 27, 2023

House Committee – Director Marilyn Sbardellati

June 27, 2023

The House Committee met once, and the Pool Sub-Committee met twice in the month of June.

The front portion of the storm drain project is nearly complete. The storm water from much of the east wing of the clubhouse now runs straight out to a rebuilt stormwater vault in the parking lot. We still need to finish work on the downspouts, this will be done by our maintenance crew.

The cost for the new AC unit for the West Wing came in. If approved, work should begin shortly.

The fire suppression system has been flushed, new valve controls were installed, and pipes were replaced. The overhead system is now isolated from the inoperable crawl space system. Some repair to the ceiling outside of the dining hall will be needed. Some damaged ductwork was discovered and will need to be repaired in that area of the attic. The ceiling repair will happen once all work in the attic space above the dining hall is complete.

News of a possible professional remodel of the living room, funded by the Activities Committee, was discussed by the House Committee. The Committee was unanimous in the opinion that this was not something the Activities Committee should be involved in. Our understanding is the money was raised by the Activities Committee and is believed to be earmarked for the gazebo and other activity related expenditures.

The Pool Sub Committee continued to weigh options that are best for WEG at this time. Numerous small holes were drilled in the deck to assess the soil condition and voids under the concrete deck. The Committee would like to call in a pool engineer or similar professional to advise the Committee on the various options. The Committee also discussed other aspects of the pool building such as improving the ventilation and windows that open. Current usage and rule adherence was also discussed. We would like to make some immediate improvement to the signage, ask folks to sign in, pay for their guests, and only bring children to the pool during the designated hours.

End of report

Motion #1: House Director, Marilyn Sbardellati - I move to accept C.J. Hansen's proposal for replacement of one of the AC units servicing the Clubhouse's West Wing. This is a qualified Reserve expenditure. Cost \$10,167. **Seconded and passed.**

Discussion: *C. J. Hansen will remove and dispose of the current AC condenser and coil and replace with a new condenser and coil. The refrigerant lines will also be replaced. The outdoor unit will be placed on a new composite pad.*

May 23, 2023

House Committee – Director Marilyn Sbardellati

May 23, 2023

I'd like to start by thanking Ron Nelson for filling in for James Taylor while he is on vacation and Charlie Brown for continuing to fill in as our mechanic. Also, thanks to the Monday night Pickleball crew for the pregame clean up and to everyone who came out to help revitalize our clubhouse landscape.

The House Committee met on May 11th.

The restaurant continues to operate under a 90-day agreement and recently passed a Health Department inspection, being only deficient in two core items. I will bring forward the Committee's recommendations for inclusion in the pending contract. Work began yesterday (May 22nd) on the fire suppression system. The storm water work, involving trenching to a stormwater vault located in the parking lot, was delayed a week.

The city of Woodburn will be closing Hayes St. from May 18th through June 9th. This closure will affect moving necessary maintenance equipment from the Hayes Street Greens building to throughout the course. Maintenance will take appropriate measures to compensate for the closure.

Drainage on the north side of the pool building remains a concern. This should be addressed before the pool subcommittee makes a final decision. Any mitigation planning will include all groups affected, Greens Committee, Lady Putters, Men's and Women's golf.

The HVAC that services the News & Views and Conference rooms needs replacement. The cost and timeline for this will be forthcoming. We will meet again on June 15th.

The Pool subcommittee met on May 4th and May 15th. The Committee began to seek input from the various pool user groups, as to what their wishes are for the pool and spa. A series of exploratory holes were drilled in the pool's deck. This was done to determine if voids, similar to ones found in other parts of the building, were also under the pool's deck. Some voids were visible on initial inspection, more information will be forthcoming when this investigation is complete. We want to continue the scoping of the pool's existing plumbing that our maintenance department began a short while ago. We are awaiting a financial report regarding the past accumulated pool maintenance expenses. It should be noted, the original cost to build the pool in 1982 was around \$80,000. All funds were raised by members and no money from the general fund was used.

Next pool subcommittee meeting is scheduled for June 1st.

End of House Report

April 25th, 2023

House Committee – Director Marilyn Sbardellati

April 2023

The House Committee met once in April. The Committee decided to start meeting once a month unless otherwise deemed necessary.

On behalf of WEG, I want to thank the following people for stepping up and assisting in the day to day operation of our association; Vern (need last name) for tending to the courtyard flower beds, Ron Allowtitz for his pruning efforts, Marty Smith for cleaning the cart barn, Charlie Brown for taking on mechanical repairs for the Greens Department, the Pickleball club members for cleaning up after the Monday fiber arts group and thanks again to Carl Conser, Loretta Wolf and Andrew Nordby for assisting with the restaurant inventory.

The crew from the Greens department took on the task of mowing and edging the lawn in front of the clubhouse and did a fantastic job. We put out a call for volunteers to help maintain our landscaping around the clubhouse and pro shop. We are hoping to establish this as an on-going project for volunteers. If anyone is interested in getting their hands a little dirty, we meet in front of the WEG office at noon on Wednesdays.

The Pool Committee is off to a great start and has met twice this month. The committee began the process of defining the scope of work needed to renovate the pool and its housing. Defining the project scope is a necessary task prior to beginning the bid process.

During the recent period of heavy rain this month the encroachment of surface water runoff was reported in the bottom of the empty spa and in the pump room. These are open spaces, and the water encroachment was visible to the naked eye. It has been suspected there is a greater area impacted by surface water runoff, especially on the north side of the complex which is slightly downhill from the putting green. This will require some investigative work to be done as part of the pool project.

We began the inventory of the restaurant. We started with kitchen equipment and the more substantial assets owned by WEG. We were waiting to complete the inventory because the restaurant operator wanted a meeting to identify which items belonged to Country Cottage. That meeting has yet to take place, I will follow up with her because we plan to complete the inventory within the next two weeks.

Pacific NW Fire Protection will begin working on the dry sprinkler system in the East wing (dining hall and auditorium) towards the end of May. We are currently working out the schedule details.

End of report

Motion #1: House Director Marilyn Sbardellati - I move to add Linda Haney, a member in good standing, to the Pool sub-committee. *Seconded and approved.*

Motion #2: House Director Marilyn Sbardellati - I move to add security cameras to the Greens Maintenance Yard and accept Integrated Solutions LLC's quote for \$5,482.56. To be paid from the Capital Improvement fund. **Seconded and approved.**

Discussion: *The Greens Maintenance Yard recently experienced several acts of vandalism to our maintenance equipment. There are currently no outside security cameras. This system would be similar to what is installed at the RV lot.*

Motion #3: House Director Marilyn Sbardellati - I move to approve the purchase of an array of mechanical tools to facilitate the repair and maintenance of greens and other maintenance equipment. The amount requested is up to but not exceed \$5,000. To be paid from the Capital Improvement fund. **Seconded and approved.**

Discussion: *We currently do not have the tools available to properly repair and keep, in good working order, our greens and other mechanical equipment. We have been relying on tools owned by hired or contracted mechanics. We have competent staff who can repair and maintain the equipment but lack the proper tools for the job.*

Motion #4: House Director Marilyn Sbardellati - I move to create a Restaurant Oversight and Advisory committee with the purpose of ensuring the restaurant facility is managed in accordance with our governing documents and acts as an advisory body to the Board of Directors, Association management, and restaurant operator. **Seconded and not passed. votes in favor: 1, votes against 7**

Discussion: *The restaurant is a valuable asset. Proper oversight can be time consuming. An advisory committee can; keep management and the board apprised of any membership concerns, ensure it is operated in compliance with any contract/lease agreement and above all, it operates "for the convenience and enjoyment of the residents of Senior Estates Golf and Country Club and is maintained in keeping the Articles of Incorporation." (Rules and Regulations 8.4-4)*

March 28th, 2023

House Committee – Director Marilyn Sbardellati

March 2023

The House Committee met twice during the month of March.

The pool's pump rebuild project is complete and the pool is now open. We now have two pumps and four sand filters filtering the pool, providing improved filtration. There is now all new plumbing from approximately 2 feet below the floor's surface on up. I want to thank Ron Nelson, James Taylor, Charlie Brown, Carl Conser, and Shawntae Lonergan, for their hard work and extra hours put in towards completing the project. I also want to thank Jeff Kosten of Done Right Plumbing, Northside Electric and CJ Hanson for their professional assistance.

The pool sub-committee is coming together. We are beginning with four members; their first meeting will be this Thursday the 30th. We can still use a few more members, anyone interested in joining can email house@woodburnestatesgolf.com.

A month-to-month lease agreement with Country Cottage, voted on by the board at last month's meeting, was not secured. A long-term lease will still take some time and the month-to-month agreement is still a necessity. An inventory of WEG assets in the restaurant is needed, as it is part of any long-term agreement. The only time an inventory can take place is on Sunday's after 3 pm, unless we are to work late into the night. We, I and two House Committee members, will begin the inventory process this Sunday, April 2nd. If not completed, we will continue on the 16th.

There are three projects pending, fire suppression work, roof repair/replacement, and an HVAC project. Details, pricing, and scheduling to be determined.

End of House Report

Motion #2: House Director Marilyn Sbardellati - I move to appoint the following members in good standing to the Pool Subcommittee: Loretta Wolf, Carl Conser, Mike Alexander, and Lynda LePoidevin. **This motion was seconded and approved.**

February 2023

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

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.

Discussion: Our electrical system is currently strained. The pool rehabilitation project and any future project, such as a new gazebo, will require another source of power. The wait list for PGE to provide the power drop is approximately 8 months, after our request is approved. The cost is a verbal estimate and includes any permits and electrical work necessary after the drop.

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.

Discussion: The most recent quote to repair the spa was \$100,000. This does not include the building repairs required. Adding a spa to the pool system repair project is more practical and financially responsible.

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

Discussion: The pool and related infrastructure are in need of extensive restoration. Having a focused sub-committee to plan and oversee this project will allow it to stay on track and free the House Committee to address the other concerns of WEG's physical assets.

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.

Discussion: The lease agreement with Country Cottage expired on 11/2/2021. No extension of the agreement was negotiated. It is crucial to have at least a memorandum of agreement/understanding or some form of month-to-month agreement in place. This is for the protection of both WEG and Country Cottage Restaurant.

January 24, 2023

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. If you do not use email, feel free to call me at 503 799-6270. Thank you.

End of report.

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

January 10, 2023 – 1:30 pm

House Committee

Motion #4: Director Marilyn Sbardellati, I move to add the following members in good standing to the House Committee: **Seconded and approved.**

Roger Gonzales

Mary Christensen

Carl Conser

Loretta Wolf

Attending Meetings:

Vincent Cantwell,

James Taylor

MOTIONS:

MOTION #8: Director Marilyn Sbardellati, I move to pay \$6,730.21 from the Reserve Fund to the Operations Fund for repairs to storm water drainage, a qualified Reserve Fund expense. **Seconded and approved.**

MOTION #9: Director Marilyn Sbardellati, I move to create an ad-hoc committee for the purpose of planning and conducting a demographic study of our community. **Seconded and approved.**

Discussion: Demographic have changed, and we need to have an understanding of what it is and how to correctly plan. There were questions about how it would be done.