

Welcome to Stoneybrook Village Owners Association (SVOA)

While you learned a few things about Stoneybrook Village before moving to your new home, we would like to introduce you to a few items that are important for you to know. First, SVOA is governed by a Board of Directors, five owners elected by all owners who volunteer their time to ensure the SVOA operates smoothly. Monthly board meetings are held on the third Tuesday at 10am in the Clubhouse. Fleming Properties HOA is our Homeowner Owner Association (HOA) management company and carries out most of the day-to-day operations, especially our financial operations, e.g., collecting your monthly assessments.

While you may have many questions, four topics are critical:

- Please complete the enclosed Age Verification form and return it to Fleming Properties. Since we are a 55+ HOA we are required by HUD to verify the age of our owners.
- Please complete the Communications Authorization form and return it to Fleming Properties. This information informs Fleming Properties how you want to receive financial communications, regular SVOA monthly mailings, and other emails. We want to ensure that we know how, and how often, you want to communicate with SVOA. Note that our preference is for owners to use email rather than U.S. Postal Service. Email is quicker and is less expensive for SVOA. Notices are sent only by email except financial communications.
- A Welcome Committee member will contact you after you have moved in to schedule a visit. The visitor will provide you with additional information about SVOA as well as how to access the Owner/Resident Only section of the SVOA website.
- The Architectural Review Committee must approve all changes or modifications to the exterior of homes and any landscaping on a lot to ensure that the proposed changes are compatible with the original design plan for Stoneybrook Village. The SVOA website provides information about the ARC and an ARC Request for Change form is available in the Clubhouse lobby and on the SVOA website.

Board of Directors: Carole Gutbrod (Secretary), Steve Scheibel, Keith Laxton

Fleming Properties HOA:

Phone: (541) 704-0605

email: [info@hoa-flemingproperties.com](mailto:info@hoa-flemingproperties.com)

Postal address: SVOA

c/o Fleming Properties HOA

P.O. Box 805

Albany, OR 97321

SVOA Website: <https://www.svoa-corvallis.org/>

**COMMUNICATIONS AUTHORIZATION FORM**

*For more background information, please refer to the Communications Policy on the SVOA website.*

The Stoneybrook Village Owners Association (SVOA) has developed this form for owners and residents to convey their preferences for how they want to receive SVOA communications — by e-mail or postal mail.

Return this signed and completed form to the SVOA Clubhouse mailbox; mail it to SVOA, c/o Fleming Properties HOA 97321; or e-mail it to [info@hoa-flemingproperties.com](mailto:info@hoa-flemingproperties.com).

*Questions?* Contact Fleming Properties HOA, 541-704-0605.

*When making your choices on this form, please bear this in mind:*

Communications sent electronically

- ▶ keep owners and residents better informed *and*
- ▶ save SVOA resources!

Communications preferences can be changed by submitting a new Communications Authorization Form, which is accessible on the SVOA website (<https://www.svoa-covallis.org>) under Rules and Regulations or from Fleming Properties HOA.



**Owner Preference for *Financial Communications***

Print Owner name(s): \_\_\_\_\_

Postal mail address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

**Send all SVOA *financial assessment statements and other financial communications* from the SVOA to the**

\_\_\_\_\_ E-mail address(es) above (Preferred by SVOA).

*or*

\_\_\_\_\_ Postal address above.

**Owner/Resident Address and Email for the *Other Communications* Listed Below**

Print Owner\* or Resident name(s): \_\_\_\_\_

(\* Write *Same* if the Owner information is repeated from the bottom of p. 1.)

Postal mail address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

**1. You will receive SVOA's *regular monthly communications by e-mail only* to e-mails above:**

- Board meeting agenda for next meeting
- Board meeting minutes (draft from recent meeting)
- *Happenings* (compiled by the Activities Committee)
- Preparedness tips (compiled by the Preparedness Committee)

**2. Indicate if you would like to receive the other *e-mailed only* communications listed below:**

- **Additional *social* e-mails** — Upcoming Stoneybrook social events:

\_\_\_ **Yes**, send to the e-mail address(es) listed above.

\_\_\_ **No**, do not send these.

- **Additional *safety* e-mails** — Emergency alerts (not routine tips) when emergencies occur within and beyond Stoneybrook:

\_\_\_ **Yes**, send to the e-mail address(es) listed above.

\_\_\_ **No**, do not send these.



Owner or Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGE VERIFICATION FORM**

**Check one:**

No documentation is required at this time because I have already submitted true copies of the Stoneybrook resident's proof of age with a previous Stoneybrook Village Owners Association (SVOA) Age Verification Form. *Check this box if you have already filled out an Age Verification Form.*

I have attached all required documentation for verification and certify that each is a true copy of the original. *Check this box if you have not already filled out an Age Verification Form.*

**By signing this document I acknowledge that I understand the requirements contained in the Declaration and the Senior Community Residency Restrictions as stated in our Rules and Regulations and will abide by these requirements.**

Signature of Senior Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Property address: \_\_\_\_\_

**Please return the completed form and required documents:**

- Deliver them to the mailbox in the clubhouse
- or
- Mail them to  
Stoneybrook Village Owners Association (SVOA)  
c/o Fleming Properties HOA  
PO Box 805  
Albany, OR 97321

If you have questions or need additional information, please contact the Fleming Properties HOA at 541-704-0605 or at [info@hoa-flemingproperties.com](mailto:info@hoa-flemingproperties.com) with "SVOA" in the subject line.

Stoneybrook Village has been established in accordance with federal regulations and state law as an adult-only retirement community. In general, that means that at least one permanent occupant of the residence must be 55 years of age or older, and all residents must be 21 years of age or older, unless a resident qualifies for a specific exemption. Articles 6.1-6.3 of the Declaration of Protective Covenants further explain requirements.

Department of Housing and Urban Development (HUD) rules **require the Association to verify compliance with age restriction requirements for all existing members every two years** and for all prospective new members prior to their purchase of property in Stoneybrook Village.

**Please provide the information below** for all persons who reside in the living unit. Unless you have provided proof of age on previous certifications, you must also provide a copy of one of the following documents on each resident for verification compliance: **birth certificate, passport, valid Oregon driver's license, or military identification** card.

**Qualifications** that meet Stoneybrook Village senior community residency restrictions:

- *Senior*: person 55 years of age or older
- *Resident*: person at least 21 but less than 55 years of age
- *Special*: person who qualifies for a specific exemption under federal law or a person who has been granted temporary resident status as approved by the SVOA Board of Directors.

**Number of occupants in unit:** \_\_\_\_\_ (Permanent occupancy is limited to four persons.)

**Address:** \_\_\_\_\_

**Name**

**Birthdate**

**Qualification (see above)**

**Tenants:**

If this property is a rental, please provide owner's name, address, and telephone number:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## ARC Reminder

As specified in the SVOA *Covenants, Conditions, and Restrictions* (CC&Rs – Article 7.1) The Architectural Review Committee (ARC) must approve all changes or modifications to the exterior of homes, the Lodge, Assisted Living, Common Property, including the community garden, or any landscaping on a lot to ensure the proposed changes are compatible with the original design plan of Stoneybrook Village. This requirement applies to any proposed front, side, or backyard changes. Examples that require an approved *Request for Change* (RfC) are re-roofing, solar panels, air conditioners and heat pumps, landscape modifications, all fencing and privacy screen, pergolas and patio covers, and exterior painting. Details are available on the SVOA website.

Architectural Review Committee (ARC)  
REQUEST FOR CHANGE FORM

In accordance with the Stoneybrook *Covenants, Conditions, and Restrictions (CC&Rs)* and the *ARC Procedures, Standards, and Guidelines (PS&Gs)*, I hereby apply for written approval to make the following external changes, improvements, or alterations to my property in Stoneybrook Village:

Owner's name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of proposed change (add more pages as needed):

Have you discussed the changes with contiguous owners? Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

The following information **must be attached** (based upon the scope of your project):

- Plat boundaries and dimensions
- Fence or screen drawings with placement diagrams
- Landscape diagram with plant names
- Exterior color, including paint chips and color names; shingle name; stain type and name; etc.
- Any additional information relevant for ARC to evaluate and understand this request

**Please be aware:**

- **If the information you provide does not allow for a complete understanding of the work to be done, ARC will inform you, and the request will be held until additional information is received.**
- **ARC will approve or disapprove the proposed change within 30 business days after receiving *all* the necessary information.**

**Formal submission:** I have read 1) "Compliance Statement of Understanding and Responsibilities" (see next page), 2) the current Stoneybrook CC&Rs, and 3) the current ARC PS&Gs (see SVOA website for current versions).

Signature of owner: \_\_\_\_\_

Name of owner: \_\_\_\_\_ Date of initial submission: \_\_\_\_\_

*Place your completed and signed form (first two pages) in the ARC mailbox in the clubhouse.  
Please do not email form to any ARC member. Thank you.*

**Architectural Review Committee**

**COMPLIANCE STATEMENT OF UNDERSTANDING AND RESPONSIBILITIES**

*This approval is for design and compliance with the rules, regulations, and guidelines of the Stonebrook Village Owners Association. It is not an approval of the structural integrity or compliance to any governing codes of agencies. It is the Owner's responsibility to assure structural soundness, non-interference with property drainage, and compliance with all governing codes, regulations, and agencies. The Owner shall obtain all required approvals and permits prior to the start of construction. A building or other permit from the City of Corvallis may be required, but this requirement is in addition to ARC approval. No project may begin without written ARC approval and the approved project may not be modified without written ARC approval.*

*In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project, including but not limited to additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency. The Owner shall be responsible for all damage to property, injury to persons, and loss, expense, and inconvenience that may be caused by, or result from, the work performed on this project, and from any act, omission, or neglect of the Owner and his or her contractors and agents.*

*The Owner shall indemnify, defend (with counsel approved by the Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to, (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, and (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).*

**Architectural Review Committee Action:**

Date Request for Change received and determined by ARC as Complete: \_\_\_\_\_

Amendments/Changes: \_\_\_\_\_

Date reviewed by Project Contacts: \_\_\_\_\_

Request approved by ARC on: \_\_\_\_\_

Request disapproved by ARC on: \_\_\_\_\_ Reason: \_\_\_\_\_

Signature of ARC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and place the Project Completion Form (page 3) in the ARC mailbox in the clubhouse once the project is finished.

Additional action to be taken by Owner, if any: \_\_\_\_\_

Date Project Completed as Approved: \_\_\_\_\_

Signature of ARC Chair: \_\_\_\_\_



**Architectural Review Committee  
PROJECT COMPLETION FORM**

**Retain this form until your project is fully completed. Upon project completion, fill in this form, sign it, and place it in the ARC mailbox in the clubhouse. Thank you.**

Owner's name: \_\_\_\_\_ Date: \_\_\_\_\_

Street address: \_\_\_\_\_

Specify what work was Completed: \_\_\_\_\_

Date of ARC Request for Change Form for this work: \_\_\_\_\_

*I certify that the work has been completed.*

Signature of Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

**Owner Comments:**