

**Table of Contents**

Charbonneau Homeowners Association Board Meeting Minutes, December 12, 2018..... 1  
Charbonneau Homeowners Association Board Meeting Minutes, November 14, 2018 ..... 4  
Charbonneau Homeowners Association Board Meeting Minutes, October 9, 2018 ..... 6  
Charbonneau Homeowners Association Board Meeting Minutes, September 12, 2018 ..... 9  
Charbonneau Homeowners Association Board Meeting Minutes, August 8, 2018 ..... 12  
Charbonneau Homeowners Association Board Meeting Minutes, July 11, 2018 ..... 16  
Charbonneau Homeowners Association Board Meeting Minutes, June 13, 2018 ..... 19  
Charbonneau Homeowners Association Board Meeting Minutes, May 9, 2018 ..... 23  
Charbonneau Homeowners Association Board Annual Meeting After Meeting Minutes, April 30, 2018 25  
Charbonneau Homeowners Association Board Annual Meeting Minutes, April 30, 2018 (Draft) ..... 26  
Charbonneau Homeowners Association Board Meeting Minutes, April 11, 2018..... 28  
Charbonneau Homeowners Association Board Meeting Minutes, March 14, 2018 ..... 30  
Charbonneau Homeowners Association Board Meeting Minutes, February 14, 2018..... 33  
Charbonneau Homeowners Association Board Meeting Minutes, January 10, 2018 ..... 36

**Charbonneau Homeowners Association Board Meeting Minutes,  
December 12, 2018**

The following Board members were in attendance: Jan Landis-President, Barry Hendrix- Vice President and Communications, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape and Janet McGarrigle-Welcoming . Ron Reiter-Architecture and Packard Phillips-pools. Also in attendance was property manager Steve Chinn and CHOA residents Doug Parker, Judy Fisher, Sharon Brookshire and George Whiteley.

The meeting to order at 10.00 a.m.

**Minutes from November Meeting**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

The first item on the agenda was the minutes of the Board's November 14, 2018 meeting. Spencer stated that he had not received any suggested modifications or corrections to the Draft minutes as posted on the web site. Therefore, the draft minutes were accepted.

### **Treasurer's Report**

Sandie stated that she had emailed her report to Board members (copy on file). She asked if there were any questions. There were none. She stated that all invoices for payment this year need to be submitted no later than December 28th.

It should be noted that Ann Higgins's monthly report was emailed to Board members and by reference is made part of the record.

### **Board Vacancy**

Jan then recognized Doug Parker, a four-year CHOA resident, who is interested in joining the Board. He gave a brief statement regarding his educational and work history and why he would like to be a Board member. He stated he felt that his legal education and law practice would be of benefit to the Board. He is closing down his business activities and desires to become involved in the community.

After some discussion a motion to appoint Doug to the Board was made by Barry. It was unanimously approved. The Board is now at its authorized nine-member total.

### **Rec Hall External Lighting**

President Jan moved this item up on the Agenda. She then opened discussion the matter of the lights on the outside of the Rec Hall C building. A copy of the letter from neighbors expressing their concerns and possible solutions was mailed to all Board members with the suggestion that they visit the site in the evening to be familiar with the situation. (a copy of the letter is in the file)

Jan explained that the lighting had been installed for security and safety reasons. She further explained that steps have been taken to lessen the impact since receipt of the letter by installing shields.

Jan then asked the neighbors in attendance to comment on the situation. They stated that the new lights are much brighter than the previous lights and that the shields currently being used are not very effective as they are too high up the side of the building. The bright lights also detract from the amber tone of the existing lights in the area.

Steve explained the various types of lights currently available, LED, florescent, incandescent etc. He also stated that the amber tone results from the aging of the original Plexiglas. He also explained how he is experimenting with various size shields to further reduce the impact while still maintaining the safety and security objectives.

Jan thanked the neighbors for their participation and assured them that they will be kept in the loop as additional modifications to the lighting plan are explored. She also stated that the concerns addressed today will be taken into account as lighting at the other CHOA pools is considered.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Old Business**

#### **Kitchen Project**

A report on the status of the kitchen project was the next item on the agenda. Steve stated changes to what the Board has already reviewed. What needs to be determined today is what color and material of the counter tops and the color of the cabinets. It was suggested that dark counter tops be avoided as they make it difficult to determine if they are clean.

The Board decided to leave the choice of color to Ron Reiter, Architecture chairman. Decision to be made within a week and then plans will be finalized and installation will be completed by the end of January.

#### **Information Directory**

No substantive changes were made to the Directory since the last meeting. Contact information for our newest Board members will be forwarded to Sandie so she can update the Directory. Steve asked Doug to provide him with this info and he will see that the other Board members get a copy.

### **New Business**

#### **Open Meeting Rules**

President Jan placed this item on the agenda in order to discuss how we conduct our meetings. Her research indicates that how we presently handle this item is appropriate. Members of the general public are invited to attend and listen to and comment on all that comes before the Board. There are, however, specific items that need to be discussed in Executive Sessions such as legal procedures and human resources matters.

#### **Golf Course Discussion**

Jan told the Board that the CCC and Golf Club are working together and have come to an agreement that provides for the covering of the patio area, use of kitchen and restrooms. This would provide a venue for such activities as weddings tournaments.

She also told the Board that there will be a luncheon meeting for realtors on January 15th. The purpose is to get their input as to the importance of the Golf Course to property values. There will also be a survey of Charbonneau residents this Spring to elicit their thoughts on what they'd like to see happen with the Gold course.

The warm up facility is fully functional now. They are also looking into installing electronic tracking equipment that would provide information as to how far and in which direction your ball traveled.

#### **January Holiday Party**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Monday, January 21st is the date for our Holiday (or after-holiday) party. The format will be like last year. Barry was directed to send of a "save this date" announcement now, to be followed up with specific details later.

Discussion of last year's event ensued. It was decided to follow the same format. Residents will be asked to bring appetizers, cider, coffee and cookies to be provided by CHOA.

The meeting was adjourned at 11:40. Respectfully Submitted, Spencer Vail, Secretary

### **Charbonneau Homeowners Association Board Meeting Minutes, November 14, 2018**

The following Board members were in attendance: Jan Landis-President, Barry Hendrix- Vice President and Communications, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape and Janet McGarrigle-Welcoming . Ron Reiter-Architecture was excused. Also in attendance was property manager Steve Chinn, Anne Sterling Bush and Packard Phillips.

With a quorum being present (6 of 9) President Jan called the meeting to order at 10.00 a.m.

#### **Minutes from October Meeting**

The first item on the agenda was the minutes of the Board's October 9, 2018 meeting. Spencer stated that are no modifications the Draft minutes as posted on the web site. There being no additional changes suggested the minutes were approved

**Treasurer's Report** Sandie stated that she had emailed her report to Board members as well as a brief summary. Copies of these documents are made part of the record. There are no significant changes since the last report. One account will be sent to collections if not received by November 23rd. There is one account involved in a bankruptcy proceeding.

It was also suggested that Sandie check with the bankruptcy trustee to see if the payments we receive can be sent directly to us rather to our attorney who then sends us a check. Eliminating this step would be a cost saving for us. She will check and report back.

Sandie also stated that we have just received a check from the Niners for \$250 to be used for the CHOA Putting Green (aka Murphy's Green). Jan said thank you cards have been mailed to all contributors.

It should be noted that Ann Higgins's monthly report was emailed to Board members and by reference is made part of the record.

#### **Old Business**

#### **Rec Hall C**

Steve stated that the plumbing and concrete work is underway and should be completed by the end of this week. Electrical work should be done by the end of the first week of December.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

The issue of the proposed door to the kitchen, which way it should open or whether it should be eliminated entirely was discussed. A motion was made and seconded that the existing men's room door be walled in. Passed unanimously

### **Revisions of Information Directory**

Spencer suggested that a description of and how to use CHOA drop box be included in the Directory. It was agreed that this be done. A discussion as to how much detail should be on the web site, which is available to the general public, and what should be restricted to members only. A post explaining how and where to obtain forms and how to use the drop box was deemed to be the best way to get the information to CHOA members.

Steve asked for permission to change the wording on the architectural form to eliminate areas of confusion with terms currently used, such as "application for physical change" and to streamline the process regarding application and notification of approvals and/or denials. He will revise the forms as discussed and send a copy Jan so she can revise the web site accordingly. Barry will follow up with a posting.

### **New Business**

#### **Packard Phillips**

Jan introduced Packard to the Board and asked the Board to introduce themselves and to state the position they hold. She stated that Packard has expressed an interest in joining the Board. She asked him to give a brief statement concerning his background and interests.

After some discussion it was moved by Barry and seconded by Janet that Packard be appointed to the Board. Jan stated that he will assume the responsibility of Pool chairman. He then joined the Board at the conference table.

#### **Moss Removal**

Jan next recognized Anne Sterling Bush to provide an update on her meetings with the City on the moss removal issue. More of the same run around. Meetings scheduled, no shows, calls not returned. She finally has been able to get some feedback from the City and now has a meeting scheduled for later in the week to review what regulation will govern the moss removal project. She will report to the Board the results of that meeting.

President Jan thanked Anne for her work on the project and extended the Board's support for her efforts.

#### **Parking Painting**

Barry stated that this item should be tabled until this Spring. There being no objection the item tabled.

#### **Golf Course Discussion**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Jan reported that the Golf Club and CCC have reached an agreement that will allow for joint usage of the CCC's patio/BBQ area. The area will be covered. She was pleased to see the two parties working together. She will continue to attend the meetings and urged others to do the same.

### **Executive Session on Budget**

At 11:10am it was moved by Barry and seconded by Janet that the Board adjourn and reconvene in Executive session to discuss Budget items. Karen was excused at 11:15 because of prior commitments.

The Board returned from Executive Session at 11:30am. A motion by Barry and seconded by Packard that the annual dues for CHOA for the 2019 year be increased by \$7.00 plus 1.00 for paint trust fund per household.

Discussion on the motion clarified that, if approved, the individual homeowner in CHOA would see an annual assessment increase of 3.2%. This increase is lower than the current 3.4% Consumer Price Index for the west region. The increase in fees will assure that CHOA can meet the increased cost of utilities and contracted services for the 2019

Operating Budget and provide support to the Reserve budgets and continuation of CHOA improvements. Motion passed unanimously.

It was then discussed that as renewal dates come up the Treasurer should investigate interest rates available at several investment institutions to assure that we are getting the best return for our dollars.

Meeting adjourned at 11:40, Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, October 9, 2018**

The following Board members were in attendance: Jan Landis-President, Barry Hendrix- Vice President and Communications, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape and Janet McGarrigle-Welcoming . Ron Reiter-Architecture was excused. Also, in attendance was property manager Steve Chinn.

With a quorum being present President Jan called the meeting to order at 6:00pm. This meeting was to be a "first" in two ways. It was President's Jan umpteenth birthday. So, with birthday balloons affixed to her chair she was regaled with a rousing chorus of "Happy Birthday Madam President".

Secondly this was the first evening meeting of the Board, aside from the annual meeting, in recent history. This evening meeting was scheduled in response to a request made at last April's annual meeting.

President Jan asked the Board members to introduce themselves to the nine guests and asked the guests to do the same. CHOA residents in attendance were Robert and Anne Bush, Mick and Donna Hergert, Herman and Debbie Stonebraker, Debbie Rhodes, Ralph Lakin and Bubba Heard.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Minutes from September Meeting**

The first item on the agenda was the minutes of the Board's September 12, 2018 meeting. Spencer stated that the Draft minutes have been modified to correct spelling errors, punctuation and sentence structure. No changes to content were made. The minutes were accepted as amended.

### **Treasurer's Report**

Sandie stated that she had emailed her September report to the Board. Letters will be sent to the delinquent accounts. She also asked those members with Operational Budgets to identify any funds that need to be spent prior to years end. There are also funds in the Reserve Fund that need to be spent.

It should be noted that Ann Higgins's monthly report was emailed to Board members and by reference is made part of the record.

### **Disaster Preparedness Report**

Jan introduced Eric Hoem, chair of the CHOA Preparedness Committee and member of the CCC Preparedness Committee. He stated that there were two items he wanted to tell the Board about. First was an update on the CHOA program.

A notebook has been prepared for each home which contains general information about the emergency program together with maps with the names and contact info for our neighbors. He passed out several pages of information that will be in this notebook.

Eric then told the Board about CCC's "Oregon ShakeOut Drill" will be held at 10:18 a.m. on 10/18/18. Residents are urged to participate. Place the Help/OK sign on your garage door. Rec Hall C will serve as a general meeting place. Radios first aid and other emergency materials are in the storage room. Our area has been divided into 6 sub-districts with a captain for each and several have assistants. These are posted on our website. Eric then responded to some questions.

### **Old Business**

#### **Rec Hall C Kitchen Update**

Jan gave a brief explanation of the kitchen project. Steve stated he is meeting with the concrete removal, electrical and plumbing contractors later in the week to define the work to be done. He estimates that all work should be completed in about three months. He then described the details of the remodel for the benefit of the visitors and responded to their questions.

#### **Information Directory Update**

Janet stated that Eric Hoem's job description of Preparedness Committee Chair should be incorporated into the directory. No other changes to the directory are contemplated.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **New Business**

#### **Board Vacancies**

President Jan stated that Doug Parker will probably join the Board in January. He is an attorney who is retiring and is in the process of closing his law office. His expertise will be a great asset for the Board. She also stated that there is another position vacant and encouraged anyone interested to contact her.

#### **New Resident get together**

Janet organized a new resident get together function that was held on Sunday afternoon, October 7th. It did not generate the turnout she anticipated and she is open to ideas on how to get the word out about CHOA to new homeowners. New owners should be getting the CC&R's during the closing process and can find contact and insurance information on the web site. Contact information for new owners is provided to Anne Higgins who she forwards to Steve who then passes it along to various Board members.

It was suggested that the potluck event scheduled for the coming January 21st could provide an excellent venue to get materials to newer residents. If successful, then perhaps a similar event in the summer should be considered.

#### **Parking Painting Stripes**

Barry commented that he will be painting stripes in his area in the next couple of days. Anne Sterling Bush questioned whether the paint being used would meet City standards given experiences in trying to get approval on the moss issue. She said she is meeting with the City on Monday and will see what she can find out and report back to the Board.

Jan stated that the reason we have undertaken the painting of parking stripes is because the City won't do it.

#### **Light Bulb Disposal**

Jan explained why we replaced all the security light bulbs - one on the garage and one on the golf course side of all 228 homes in CHOA. The old light bulbs are in a barrel at the entrance to the Rec Hall and are available for free to anyone wanting some. What is taken will be disposed of in an appropriate manner.

#### **Other Business**

Jan stated that she had received a letter from Wilsonville Lock and Security explaining how to check to see if your system is working properly. She will give a copy to Barry for posting on web site.

#### **2020 Golf Course Discussion**

Jan provided an update on CCC meeting pertaining to the Country Club annex aka Restaurant Building. It has been decided to demolish the existing building and construct a new one. They are seeking input on

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

what should be in the new structure. Jan distributed a form on which you can make a suggestion and submit to the CCC. There is a drop off box at the entrance to CCC.

The other topic discussed was the future of the golf course. Legally it must remain a golf course until May of 2020. What happens after that is a major issue. Several options for retaining the course are being discussed, one of which would be the assessment of a monthly fee. The land will remain open space even if the Course closes. Maintenance of the property will be a key factor.

Jan stressed that whatever the decision it will have an impact on property values and our input is vital to the decision-making process. She will continue to provide updates to the Board.

### **Open Forum**

Anne Sterling Bush gave an update on her meeting with the City regarding moss removal from curbs and sidewalks. She is getting the bureaucratic shuffle trying to get a definitive answer. She will keep the Board advised. Ownership of the curbs and sidewalks and who is responsible for repairs is one the issues needing to be clarified.

Varmints, skunks, racoons and larger than your house cat furry critters have been noted in the area. Don't feed the squirrels, don't leave pet food outdoors. If they get into your home or under you deck the best option is to contact a Professional pest control company. CHOA has rules discouraging feeding of wild animals.

Landscape issues, particularly tree trimming, also were discussed. One of the guests asked for clarification of the policy and why specific trees on his property were not trimmed while similar trees on adjacent property were. Steve said he would look at the situation and get back to the property owner.

There being no other business, Jan thanked the guests for attending and adjourned the meeting at 8:20pm.

Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, September 12, 2018**

The following Board members were in attendance: Jan Landis-President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape, Ron Reiter-Architecture and Janet McGarrigle-Welcoming. Barry Hendrix- Vice President and Communications was excused. Also in attendance was property manager Steve Chinn, Larry Kriegshauser and CHOA resident Norene Quam.

With a quorum being present President Jan called the meeting to order at 10:00am.

Jan then stated that the Rec Hall C Kitchen agenda item would be considered first. Larry Kriegshauser then presented the updated plans for the kitchen design. He went over the changes made in response to the Boards comments since last month's meeting. Water heater size and microwave placement, counter

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

depth and cabinet design were all discussed. He is still looking for a roll down door but as yet has not found one suitable to our needs.

Discussion of counter top finish material and height as well as which doors should have locks followed. Larry asked that any additional changes to the drawing be made as soon as possible so plans can be given to the cabinet maker.

Steve then went over cost included in the plumbing bid- sink, faucet and water heater. He also went over the work to be included in the electrical portion of the project.

Jan then had our visitor introduce herself to the Board. She stated that her name was Norene Quam and that she lived on Boones Bend Road. Jan then asked the Board to introduce themselves and the position or office they held.

Jan then stated that we should post on our web site the status of the kitchen remodel project and how it will be funded. The post should also ask for volunteers to sit on a remodel committee.

Karen moved, and Sandi seconded to post the draft drawings plans on our web site and ask for feedback on or before September 20th at 2pm at which time there will be a meeting in Rec Hall C to consider any comments and make a decision on the remodel plan.

### **Minutes from August Meeting**

The next item on the agenda was the minutes of the Board's August 8, 2018 meeting. There being no additional corrections to the minutes, they were accepted as submitted.

### **Treasurer's Report**

Sandie reminded the members of her recent email in which she stated that now is the time to review their budgets in the Reserve Account Area of her report. There are a few areas that have not yet accomplished yet for the year. She also stated that next month she will be asking for a review each annual Budget and to make any changes required for next year. There will then a vote on the Annual Budget in November. We also need to think about our Reserve Budgeting. The condition of the pools and their refinishing schedule needs to be addressed.

It should also be noted that Ann Higgins's monthly report was emailed to Board members.

### **Old Business**

#### **Rec Hall C Kitchen update-**

see discussion above

#### **Revision to Information Directory**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Janet commented that there have no major changes made recently. Jan suggested that rectifying the page numbering issues in the CC&R's should be given some attention. Sandie said knows the where the problems lies and will see to fixing the discrepancy.

### **Visit to Attorney**

Jan commented that she had reviewed the attorney's notes from the meeting she and Barry went to last month but has not responded. She told the Board that the bill for the meeting, follow-up memo, e-mail exchange and phone call or two has already cost us \$677.00. She stated that she felt improperly phrased questions were the main culprit behind the dilemma and that she therefore hesitant to incur addition expenses. She stated that the Board needs a member with the ability to interpret the language in our CC&R's so that questions can be property phrased.

### **New Business**

Jan advised the Board that she had reluctantly accepted a letter of resignation from Bob Barnum. She expressed her appreciation for his work as Pool chair. She also stated that an announcement will be posted stating that there is another Board opening.

### **Doug Parker**

Jan stated that Doug was the only person who responded the posting about becoming a Board Member. She and Stave have talked to him about the position and a meeting has been scheduled with him on September 25th. Board members are invited to attend and will be advised of the time and place once that have been determined. Doug has not been able to come to a regular board due to business and personal issues associated with his plans to retire.

### **CHOA (Murphy's Green) Putting Green**

Karen reported that the green has been recently mowed and looks to be in good shape. Over 50 people attended the Grand Opening held on August 20th. Sparkling cider was served along with cookies. There was a ribbon cutting ceremony and a putting contest.

Jan told the Board that the Charbonneau golf clubs presented a check for \$1000 to be applied toward the Putting Green expenditures. A thank you card will be sent to them.

### **New Residents**

Janet, the new welcoming Committee chair gave an update on her activities. She compiled a list of all new residents (14) to CHOA since January 2018. She sent them a letter concerning the recent CCC's newcomer function. The event brought out a record numbers of residents. Individual contact with CHOA proved to be problematic.

She has scheduled new resident get-together at the Rec Hall on Sunday, October 7th from 2-4 pm. Board members are encouraged to attend. She would also like to schedule such events quarterly. Rather than mailing out another letter she said she would like to make phone calls but lacks most of the phone

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

numbers. Steve said he has all the phone numbers and will email them to Janet. Eric Hoem, our Emergency Preparedness contact, will also attend.

Jan also reminded the Board that the next meeting will be an evening meeting. It will be on Tuesday, October 9th from 6-8PM in Rec Hall C. The evening meeting concept was proposed at the annual meeting to give those who work or otherwise cannot make the regular meeting held at 10am an opportunity to attend.

### **Parking Painting by Residents**

Jan stated that no posting has occurred regarding residents doing the own painting. There needs to be a written procedure outlining the "How To's" for individuals doing their own striping or the costs figures if the undertaken by Steve's crew. Once these options are delineated, there will be a posting about the painting of parking stripes.

### **Light Bulb Disposal**

Jan stated that she has not heard from anyone regarding the disposal of the light bulbs removed during the high energy efficient bulb change over. Steve said he'd check with Habitat for Humanity to see if they could use them.

### **Golf Course Discussion**

Jan commented the potential 2020 closure of the golf course and what should be in the "restaurant building" needs to be monitored by CHOA. She has attended recent CCC and Golf Club meetings where discussions about what uses and improvements should be included in the new building. She stated that now is the time for input she will continue to monitor such meetings and asked that other Board members are welcome to join her. and facilities. Community input is paramount. Jan also stated that now would be a good time to try and formulate a HOA presidents' group again.

### **Open Forum**

No comments forthcoming.

There being no other issues to come before the Board the meeting was adjourned at 11:55.

Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, August 8, 2018**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

The following Board members were in attendance: Jan Landis-President, Barry Hendrix- Vice President and Communications, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape, Bob Barnum-pools, Ron Reiter-Architecture and Janet McGarrigle-Welcoming. Also in attendance was property manager Steve Chinn and CHOA residents Suzanne Nystrom, Larry Kriegshauser and Don Patch.

With a quorum being present President Jan called the meeting to order at 10:00am.

**Minutes of July Meeting** The first item on the agenda was the minutes of the Board's July 11, 2018 meeting. There being no additions or corrections the minutes were therefore accepted as submitted.

**Treasurer's Report** Sandie stated she had emailed her report to Board members and that everything is on budget and there were no problems to report. She added that the utility bill from the City received appeared to be back to normal.

Steve stated that he had been monitoring the water meter readings and that the usage issue averaged out and is now back to normal. There are no faulty meters or major leakage issues.

It should also be noted that Ann Higgins's monthly report was emailed to Board members.

### **Old Business**

**Murphy's Green** Steve stated that the flags and cups will be delivered Friday (the 10th).

**Rec Hall Update** Steve commented that he met with Custom Plumbing and Construction, a plumbing contractor he has used in the past. Custom's bid for the required plumbing, assuming if the concrete removal is being done by others, would be based upon time and materials and would not exceed \$6000.

**Information Directory** Sandie stated that the Directory has been updated with the revised windows, painting and rec hall use rules. Jan commented that these revisions now appear on the web page.

**Meeting with attorney** Jan stated that she and Barry meet with our attorney to discuss the procedure for amending our CC&R's. She had submitted a list of questions prior to the meeting. A lot of information was garnered but there are still some points that need clarification. The attorney provided Jan with a written synopsis of the meeting. She stated that this will provide information for her and Barry to formulate specific questions

Many of the issues arise from the fact that Charbonneau was the first Planned Unit Development in the State. As such there were no specific ORS rules and regulations pertaining to what needed to be included into its governing documents.

### **Rec Hall C Kitchen**

Jan then introduced Larry Kriegshauser, a CHOA resident and former Board member who owned and operated a cabinet shop for many years. He also is a consultant to architects and designers. Larry passed out a preliminary plan for the kitchen design (copy in file) for the Board's review and comment.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

He then explained his design and the reasons for the way it is laid out. Suggested modifications included the location refrigerator (with freezer compartment) decreasing counter depth to allow for easier mobility, best location for microwave, doors or no doors on wall cabinets and what space, if any, should be locked. Larry will consider the Board's concerns and prepare a revised plan for its consideration.

### **New Business**

#### **Board Vacancy**

On July 15th Barry posted an item on the web site about a vacancy on the CHOA Board and asked interested persons to let us know. Doug Parker responded and expressed an interest. He will be asked to come to a Board meeting. A second person also applied but asked to be considered only if no one else expressed an interest.

#### **Murphy' Green Opening**

Karen stated that she would like the Board's input as to the wording, size and type of sign that will be placed on the site. She stated that the name "Murphy" has been dropped and replaced by "CHOA Putting Green" The Board suggested additional modification to the draft. Karen will email revised sign design to the Board for any last-minute changes prior to having sign printed. It was also determined that the sign be temporary in nature with a more permanent to be made after we see of this one works out. Our web site address should also be on the sign.

Karen stated that the Grand Opening festivities is scheduled on Monday August 20th from 6-7:30PM and will include a putting contest, prizes, refreshments and lots of golf tales. Because of limited on-street parking availability a shuttle service will be provided so that attendees can park in the Village area and catch the shuttle from the club house area to the site and back. Barry will post announcement about the event.

The US flag near the putting green is old and faded and should be replaced. Steve commented that he will see to it that it is replaced.

**Pool flower baskets** Karen stated that the problems with the irrigation system were to blame for the flowers dying. The problem has been rectified and flowers again flourish.

#### **Pool Rules**

The size of pool toys, i.e. air-filled swans, rafts or loungers designed for more than one person, inner tubes and large balls etc., has become an issue of concern. There have been times when a residents desire to swim laps is hampered by oversized flotation devises.

CHOA maintains 5 pools of varying sizes and conflicts will not be the same in every case. Jan stated that we shouldn't make a rule if there is no way to enforce it. Perhaps a general message could be constructed for pool users that stresses consideration for others enjoying the pool. If there are no other users in the pool then pool toy size is not an issue.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Barry will draft a memo addressing the above concerns.

Sandie stated that draft of revised pool rules was emailed to members for consideration. She noted that important changes would be in red. She requested any Board comments as soon as possible.

### **Request for Rec Hall Use**

Jan stated that she has received a request from a non-CHOA resident for use of the Rec Hall as a theatric group rehearsal facility. The same group inquired last year but they found another facility before the Board considered the request. Jan expressed concern about the use by groups with no CHOA affiliation especially in light of an anticipated increase of use that should occur after the kitchen facility is completed.

Jan will make contact with the theater group and advise them that our rules do not permit use by non CHOA groups nor do we have insurance to cover use by others.

### **Information Directory**

Janet stated that she has met with Eric Hoem regarding the Disaster Preparedness packets given to new residents. Certain pages need to be removed and replaced with up-dated info plus CHOA specific pages inserted. She also has about 20 CHOA info packets (dated 2013) that need to be updated. Steve stated that he had talked to Ty recently and that he has extra pool keys. He suggested that when Janet meets with Ty to discuss transition issues she should pick up the keys.

Janet also stated that she is considering hosting periodic get-togethers at her home to welcome new residents and distribute information and answer questions. Steve stated that, based on the last 2-3years, there have been about 20 new families a year.

**Light Bulb Disposal** At the June meeting the Board gave its approval for Steve to purchase LED light bulbs from the Energy Trust at a discount price available because they were to be installed in all of the CHOA homes.

The light bulbs were purchased, and Steve and crew have replaced the two security lights, one on the garage and one on the golf course side, on all 228 CHOA homes. Steve commented that the annual cost savings on a homeowner's annual electric bill should be about \$40.

Steve asked the Board for suggestions on how to dispose of the light bulbs that were removed. Jan suggested that we solicit community input and Barry will post a new item asking for suggestions.

### **Shareholder Meeting**

Jan reported on a Shareholders meeting she recently attended. The focus of the meeting was what the impact on property values are on residential homes developed on golf courses when that golf course ceases operation. Needless to say, home values decrease.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

She stated that if our golf course ceases operation the property must remain as open space. Additional home construction could not occur. The problem lies in maintaining the open space and that cost would be borne by the home owner.

She emphasized that that is not the case now but simply information to consider if a monthly assessment were to be proposed and should be weighed against loss of home value.

Nothing is being proposed at this time and Jan will keep the Board advised.

### **Parking painting**

Jan reported that the pressure washing and painting of the lines denoting the parking spaces in front of the Rec Hall took about an hour 45 minutes over a two-day period to complete. She suggested that we let homeowners know that we have the equipment and materials for their use if they want to undertake the task themselves or that they may want to contact Steve about retaining his crew to it for fee, estimated to be about \$60-\$70.

Meeting adjourned at 12:30pm, Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, July 11, 2018**

The following Board members were in attendance: Jan Landis-President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape, Bob Barnum-pools, Ron Reiter-Architecture and Barry Hendrix- Communications. Janet McGarrigle-Vice President was excused.

Also in attendance were property manager Steve Chinn and CHOA residents Karen Miller and Sally Brailler.

With a quorum being present President Jan called the meeting to order at 10:00am.

### **Minutes of June Meeting**

The first item on the agenda was the minutes of the Board's June 13, 2018 meeting. There were a couple of grammatical and word omissions pointed out that will be corrected in final version. The minutes were therefore accepted as corrected.

### **Treasurer's Report**

Sandie stated that she emailed copies of her report to Board members. She commented that there are still 10 property owners past due with the insurance premium payment and that reminder letters have been sent. It was also suggested that a letter be sent to another past due account giving notice that payment is dull in full by August 1, 2018 or the matter will be sent to collections and pool key to be returned.

It should also be noted that Ann Higgins's monthly report was emailed to Board members.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Old Business**

#### **Murphy's Green**

Karen provided an update on landscaping and maintenance activity. She also provided information and graphics for the design of the flags- 3 red and 3 yellow. The cost estimate for the flags as well as the poles and cups is a little less than \$400. Various "grand opening" activities were discussed including having a putting contest. August 21st was selected as the date of this event. Jan will extend invitation to those who assisted in this project.

#### **Rec Hall 'C' Use**

President Jan introduced Karen Miller and Sally Brailer to the Board. They both live on LafayetteWay in close proximity to the Rec Hall and have agreed to act as Rec Hall monitors. They will report to the Board problems they find with the reservation format and with the use of the facility. Use is expected to increase when the completion of the kitchen is completed. They will also report on any parking problems. Jan thanked Karen and Sally for assuming this responsibility.

Steve commented that the Rec Hall parking spaces will be repainted this Friday and wording for the signs is being finalized.

Sandie will handle the cleaning deposits. Jan will add wording to the reservation form and email copy to the Board for review and comment.

#### **Rec Hall "C" kitchen remodel**

Steve then reported on the kitchen remodel. He provided an update on his meeting with the plumbing contractor regarding the scope of the plumbing work required. The contractor will provide a line item bid for the work.

Steve also spoke on the need to revise the carpentry plans to reflect the inclusion of the bathroom area and moving the sink. Once these plans are done he can proceed with getting a bid for the electrical work. More info next month mid-October is a target date for completion.

#### **Information Directory update**

Sandie commented that several changes have been made to the text. Canby School District phone number is now listed, language about painting and windows has been clarified and "the end" on last page. Jan stated that she would like to have included language about the form for reserving the Rec Hall and the \$200 refundable cleaning fee.

### **New Business**

#### **Evening or Saturday Board meeting**

In response to a question raised at the annual meeting about having a meeting day and/or time more convenient for those residents who cannot attend the Board's regular meetings held at 10:00am on the

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

second Wednesday of each month. Jan stated that she polled the Board by email and found that no one was in favor of Saturday meetings and that Tuesday or Thursday was the preferred day.

The time most favored for the meeting was 6:00 to 8:00 pm. October 9 was the date set selected for the meeting to be held in Rec Hall C. Jan will reserve the room and Barry will sent out notice of the meeting about the meeting about 3 weeks prior to that date.

### **Events for 2019**

Jan discussed having another winter social gathering similar to last year. There was positive feedback from last year's event so a similar format will be followed. Jan will check with CCC regarding use of the facility on January 21, 2019. Format will be similar to this year's gathering.

The required annual meeting will be in April. Special attention will be given to having a computer screen at the podium so that the speaker does not have to turn his or her back to the audience to see what is being projected on the big screen. Also there should be a free standing mike in the floor that can be used by those addressing the Board.

Jan wants to have the minutes, printed on two sides, mailed with the ballots. An announcement on the web page should be made outlining the procedure to be followed in getting a person's name who is interested in being on the Board on the printed ballot.

### **Pool Costs**

Sandie reported that when going over the expenses for last month she noted that the utility bill for the Rec Hall pool had almost double during the current billing cycle. Steve stated the he noted the small increase and had the City come out and look at the meters. No leaks or other irregularities were detected. He said he asked then called the City to get meter reading for the last couple of months and found out that the City no longer reads the meters and that that responsibility has by farmed out to a private company. None of the other pools showed an increase in water usage. Steve will examine the next bill to see if the increase was a reading error or an indication of a more serious problem.

### **Board Vacancy**

Ty Kuhns has resigned from the Board which leaves his position. He was chair of the Welcoming committee. Vice President Janet has expressed an interest in being the chair of the Welcoming Committee. Barry commented that he would assume the position of Vice President in addition to his present position of Communications chair.

The Board voted to approve the above changes of responsibilities. Jan will advise the bank of the position changes as new signature cards will be required.

Barry will put info of the web site that there is a Board position available as well as some committee positions and that interested persons are urged to apply.

### **Moss Update**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Jan read a letter from Anne Bush providing an update of the moss issue. City has indicated that maintenance of curbs and sidewalks are the responsibility of the adjacent property owner. Anne has been out of town and will follow up on the issue upon her return.

### **HOA Attorney**

Jan reported that she found that a meeting with an attorney to discuss the CC&R issue would cost at least \$300 just for the initial consultation. One recommended attorney currently represents CCC which could create a problem in any legal action involving CHOA and CCC. Another suggested name had little or no experience with homeowners association.

Jan suggested that there be a meeting set up with our present attorney to discuss one specific issue, the number of votes required to amend the CC&R's. We received criticism about the way the last election was handled and don't want a repeat. We need to know what needs to occur to bring the CC&R's more in line with current State law.

Jan and Barry stated that they know an attorney who lives in CHOA who might be able to give some advice. They'll ask and report back.

Meeting adjourned at 11:55, Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, June 13, 2018**

The following Board members were in attendance: Jan Landis-President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Karen Siegel-Landscape, Bob Barnum-pools and Barry Hendrix- Communications. Janet McGarrigle-Vice President participated via cell phone. Ty Kuhns- Welcoming and, Ron Reiter-Architecture were excused.

Also in attendance was property manager Steve Chinn and CHOA residents Ann Bush and Betsy Knudsen.

With a quorum being present, President Jan called the meeting to order at 10:00am.

### **Minutes of the May**

The first item on the agenda was the minutes of the Board's May 9, 2018 meeting. There were no additions or corrections tendered by Board members. The minutes were therefore accepted as submitted.

### **Treasurer's Report**

Sandie stated that she emailed copies of her report to Board members. She commented that what could be seen as a large amount of accounts receivable is the result of having to pay insurance bill by

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

May 31 while residents were given to June 1st to pay their premium. Most of that amount has now been received and letters will be sent to the late accounts.

It should also be noted that Ann Higgins's monthly report was emailed to Board members.

### **Old Business**

#### **Murphy's green**

Karen reported that the green improvements are proceeding on schedule. The women's Niners club voted to make a donation to help defray improvement expenses but will determine the amount at the end of their budget year (approximately October). She hasn't had any further response from either the men's club or CWGA regarding contributions but will touch base with the men's club. She also contacted CGC about mowing the green. They refused the request so mowing of the green is still to be negotiated. Garron Grounds will be contacted about what their fees might be for annual maintenance, including mowing.

Jan stated that since the green is not being constructed according to PGA standards could we mow with a regular lawnmower. That may reduce annual maintenance costs. Karen was asked to pursue this question.

It was moved and seconded that Karen use her own judgment in selecting a flag and sticks for the Green.

#### **Rec Hall "C" Kitchen**

Steve reported he arranged to have a plumber come by and evaluate the plumbing issues involved in installing the kitchen sink. The major issue is the code required pipe sizes for the proposal and the existing pipe sizes. Additionally any change will require removal of existing concrete. There are two or three different scenarios to providing proper drainage for the proposed sink. All pencil out to be about \$7500.

Some of the cost could be decreased by doing some of the demolition work ourselves. Steve said that that could save about \$2000.

Jan continued this item until the next meeting for additional information pertaining to electrical work that may be required, to firm up cabinet and shelving costs and to get a cost for the wall between pool and restrooms.

#### **Moss Report**

Jan called upon Ann Bush to come forward and tell the Board of her efforts to get the City to undertake the removal of moss exists on curbs and sidewalks within the CHOA boundaries. Since the streets are City owned it should be their responsibility to maintain them.

Ann stated that she called Preston Langeliers (Roads and Storm Water Maintenance Supervisor) to set up an appointment to meet with him to discuss the issue. After numerous phone calls she was finally

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

told that the moss issue was no a high priority for the City. She stated that she is also looking into various methods for moss removal that she can present to the city. She will keep us advised.

Jan stated she would like to see if the City would allow CHOA residents to undertake the moss removal as a community project similar to the City's WERK program. She asked Ann to include in her inquiries to the City if we would have their permission to do this.

### **Parking Stripes**

As was discussed at previous meetings, the painted lines denoting parking stalls outside of Rec Hall C have faded and are no longer distinguishable. Steve has the paint, power washer and other tools needed for re-stripping. Steve will check with the City to see if they object to CHOA undertaking this project. It was moved by Karen and seconded by Barry that we repaint the lines in front of the Rec Hall. Passed unanimously.

### **Donations**

Jan informed the Board that she has donated a vacuum and that Janet donated a sweeper to CHOA for use in Rec Hall C. Both items are now in the storeroom.

### **NEW BUSINESS**

#### **Information Directory**

Jan stated that there needs to be a reference concerning the color of new gutters or window trim that a homeowner may have installed as it relates to color schemes. It was suggested that all painting rules be cited in the Directory. The re-write subcommittee will consideration prepare wording.

Spencer suggested that there be a closing paragraph that simply states that if reader has questions use the "ask the board" tab on the home page.

#### **Energy Trust light bulbs**

Jan stated that Steve has found some LED light bulbs that we can get from the Energy Trust at a discount price if we install them in all of the CHOA homes. One light on the golf course side and one on the garage side of each residence. The estimated cost was slightly over \$1800 but by working through the Energy Trust that cost is reduced to \$912. Steve was directed to purchase the light bulbs. How to implement the change over to the LED lights is yet to be determined.

#### **Rec Hall C Cleaning**

Jan stated that there were two incidents recently where activities occurred that were in violation to the signed reservation agreement. One involved guests out on the golf course and in the pool area as well as not ceasing use at the agreed upon hour established for use, another had to do with not cleaning up after the function.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

There is no stated penalty for violations of the terms of agreement nor is there a cleaning fee deposit. Rosemary lives further from the Rec Hall than before and it is impractical to expect her to monitor the uses. The Board discussed various scenarios and how they might be managed. Sandie will check with Ann Higgins to see if she would oversee the cleaning fee deposit, if established.

It was suggested that the reservation form be changed so that each item and/or rule must be initialed. Also addition signs on patio and pool doors may help curtail unauthorized use.

Steve said that there is authority given to the Board to charge a homeowner for damages in the CC&R's and/or by-laws. He'll find citation and provide the information to the Board.

Jan continued this item to the next meeting.

### **Open Forum**

Betsy Knudsen expressed her concerns regarding roots system of a tree that is causing problems with the sewer line serving at least three homes. She stated that there is a sewer line video that shows the situation. She feels that the Board should be aware of this so that a plan can be in place if and when the sewer clogs up.

She also commented on the use of the parking spaces on Sacajawea by construction workers resulting in no spaces being available to residents and their guests. She also wanted to know if and when Sacajawea was going to be repaved. Steve replied that it would probable 6-7 years out but that pot holes could be fixed.

Meeting adjourned at 11:45 and then reconvened in Executive Session to discuss the matter of an appeal of a decision of the CHO Architectural committee regarding the allowable paint choices set forth in the current paint schemes.

To give the board members time to examine all of the documents needed to make an informed decision and to get the decision to the Painting Contractor in a timely fashion, if needed, it was decided that an electronic vote would be taken.

All documents would be sent out to the board members, electronically, at the latest by June 19, 2018. Vote by the members of the board would take place on June 21, 2018.

The Results of the vote would be added as an addendum to these minutes of today's meeting. Executive session adjourned at 12:20

### **Addendum to minutes**

Results of the vote on the Appeal are as follows: 7 in favor, one not in favor, one abstaining. The Appeal is therefore granted. On the June 23<sup>rd</sup> the Appellants were informed of the decision as was Property Manager who was also asked to inform the painters.

Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, May 9, 2018**

The following Board members were in attendance: Jan Landis-President, Janet McGarrigle-Vice President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Ty Kuhns- Welcoming, Karen Siegel-Landscape and , Ron Reiter-Architecture. Barry Hendrix- Communications participated via cell phone and Bob Barnum-pools was excused.

Also in attendance was property manager Steve Chinn. No members of the public were present at this meeting.

With a quorum being present: President Jan called the meeting to order at 10:00am.

### **Minutes of the April 11**

The first item on the agenda was the minutes of the Board's April 11, 2018 meeting. There were no additions or corrections tendered by Board members. Therefore the minutes are accepted as submitted.

**Treasurer's Report** -Sandie commented that she had emailed her report to all members (a copy is in the file as is the monthly report of Ann Higgins) . She provided an update on the delinquent accounts. The Board asked a couple of questions and accepted the report.

### **OLD BUSINESS**

#### **Murphy's Green**

Steve reported that the development plans are on schedule. A site inspection was done on Monday (the 7th). One dead scrub is being replaced. Jan and Karen reported that they had met with representatives of the three golf clubs (the men's club, the women's club and the Niners) to discuss use of Murphy's Green. All were receptive to further discussions regarding use and maintenance. In addition there negotiations underway between the Charbonneau Golf Club and a management firm that needs to be finalized before any commitment can be given.

#### **Rec Hall C Kitchen**

Jan stated that Rosemary had told her that she has not received any bid proposals. She also advised Jan that she would like to remain the manager of the Rec Hall but feels that there should be another person assigned as the contact person and overseer of the construction as she will be away for much of the next couple of months. Ron and Steve volunteered to be in charge of the remodel project.

Jan mentioned that there may be an issue with the installation of new water heater as it pertains to the water supply and drainage. Current code requirements need to be evaluated. Steve will contact plumbers for opinion and cost estimate.

### **Information Directory Revisions**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Janet, Sandie and Karen that they are almost finished with the rewrite and hope to have a draft available within the week for the Board to review. Main issues to resolve are format and computer oriented.

Jan wants to get it on web page ASAP. The Directory will be dated so changes or amendments can be made as needed.

### **HOA Attorney**

Steve reported that he has not received any reply to the phone calls he made to the recommended attorney regarding a second opinion on the CC&R's percentage of votes required for amendments. He'll make additional inquiries and report back to the Board next month.

### **New Business**

#### **Annual Meeting**

Jan reported on the feedback she had received about the meeting has been positive. Over 80 people were in attendance. Some of the issues raised include the following subjects: that speakers should always use the microphone; there should be a lectern and/or podium from which people should speak so they can be seen; speaker should not turn his or her back to the audience.

Spencer suggested that there a microphone stand in the center aisle from which the audience could speak. Jan suggested having a question form on each table that could be collected and answered. Ways of speeding up the raffle was also discussed as well as having an evening meeting. Jan wants feedback on other meeting board members may attend that would help streamline and improve our meeting process.

Barry was asked to make a post regarding a possible evening or weekend meeting to gauge response.

Jan gave an update to the question posed by Ann Bush at the annual meeting regarding moss on curbs and walkways. Ann agreed to be a committee to explore the issue with the City and will report back to us next month.

Reserving the Use of the Rec Hall needs to take into account the time between event "X" and event "Y". There needs to be sufficient time to allow for clean-up and for parking spaces used by group "X" to freed up to make room for the cars of group "Y" and to allow some set-up time. After some discussion it was agreed that there so be one hour between events. If that becomes problematic, we can change it.

The signing of the rec Hall parking area was also discussed. Examples of wording and location will be prepared by Steve. He also said he will look into re-stripping the parking spaces within CHOA.

It was also suggested that we acquired a cordless vacuum for use in clean-up. Steve will like into the issue and report back to the Board.

### **Job Descriptions**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Jan stated that these descriptions need to be clearly stated in the by-laws. She has emailed copies of suggested descriptions to each member. No suggested changes were made so they will be inserted as written.

The reason for including them is two-fold. It will state who does what as well providing qualifications for future board members should someone decide they would like to serve on the Board.

### **Reserve Fund Study**

Steve stated that a professional Reserve Fund study needs to be done prior to beginning of the next fiscal year to assure that we are including everything we should and according to accepted practices in the Reserve Fund. He has compiled bids from several firms specializing in such services. He further stated the he, Jan and Sandie will meet soon to make the selection. Bids received indicate that the cost will be somewhere between \$4000 to \$6000. The Board will have to approve this item.

It was also suggested that the agenda for the monthly Board meeting be posted on the web page in order to give residents a heads-up on what will be considered. The posting should state that the Agenda is tentative and subject to change.

The agenda should also allow for public comments on any topic and for discussion on any written comments received.

Meeting was adjourned at 10:47AM, Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Annual Meeting After Meeting Minutes, April 30, 2018**

Following the CHOA Annual meeting the Board met a second time to create committee assignments. This meeting was called to order at 8:50pm by the president Jan Landis. In addition to Jan the following board members were present: Janet McGarrigle, Sandie Maki, Spencer Vail, Ty Kuhns, Barry Hendrix, Ron Reiter and Karen Siegel.

The following committee assignments were approved by unanimous vote:

Jan Landis-President, Janet McGarrigle-Vice President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Ty Kuhns- Welcoming and , Ron Reiter-Architecture, Karen Siegel-Landscape, Bob Barnum- Pools and Barry Hendrix- Communications.

The After Meeting was adjourned at 9:00pm.

## **Charbonneau Homeowners Association Board Annual Meeting Minutes, April 30, 2018 (Draft)**

With a quorum being present, the annual meeting of the Charbonneau Home Owners Association (CHOA), an Oregon non-profit corporation, was called to order at 7:00PM by its president, Jan Landis. The meeting was held at the Charbonneau Country Club.

The following Board members were present: Jan Landis-President, Janet McGarrigle-Vice President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Ty Kuhns- Welcoming and , Ron Reiter-Architecture, Karen Siegel-Landscape, Bob Barnum- Pools and Barry Hendrix- Communications.

Also present was Eric Hoem, Disaster Preparedness Committee. In addition following contract service providers were present individually thanked for their services by Jan: Steve Chinn, Property Manager, Ann Higgins, Bookkeeper/Accountant, Ken Bartus, Garron Grounds and Jay Puppo, State Farm Insurance.

**Guest Speaker: Jay Puppo** discussed the insurance coverage that CHOA home owners have. He stated that last years plumbing inspection program was well received and resulted many homes being upgraded.

This year's premium will be about \$25 more than last year which is largely due to increase home values. Invoices will be mailed out in about a week and payment of the premium due by June 1st. He then responded to a couple of questions from the audience providing details of the rate increase and coverage provided.

There was a question from Claud Campbell about how much earthquake coverage increased our policy. \*Note: All questions were responded to on the Website, including the Q&A in the weeks after the meeting

### **Guest Speaker: Ken Bartus**

The Murphy's Green project is almost complete. Neighbors were involved with the landscape plan. Grasses have germinated and planting are being installed.

He also stated that, in case anyone missed the recent website announcement, there is a snail problem this year. Slug bait has been spread in the common area flower beds. He advised us not to neglect treating our private landscaped areas in a similar manner. He further advised that he has just begun the 3rd pruning cycle.

In response to an audience comment about how good the project looks and how well the entire process was handled resulted in a spontaneous round of applause.

**Information Directory has been rewritten** eliminating repetitions, awkward or confusing language, and correcting cross references. (38 pages has been reduced to 22) This more readable version was created by three hard working Board members, Janet McGarrigle, Sandie Maki and Karen Siegel.

## CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018

**Minutes of the 2017 Annual Meeting** There was a motion to approve the minutes. So moved by Steve Stevens and seconded by Diane Reiter. Unanimously approved by voice vote.

### Financial Report for 2017

A motion was made by Janet Moore to approve the transfer of Excess Operating Funds from the 2018 budget to next years operating budget as per IRS 70-604. Seconded by Pat Tewell and approved unanimously by the residents in attendance.

### Architectural Request Forms

Ron Reiter explained how to use the web site to determine what review, if any, are required for you construction project. Start with a call to Steve and then access the form tab if needed. The names of some of the forms will be changes in the near future to more accurately reflect the proposed improvement.

### Update of 2017 Projects and Accomplishments

Slide presentation of before and after photos of new windows and siding on the Rec Hall, a new door was also added to the entrance creating small foyer in which there a bulletin board, a small file for forms. There were also photos of the up-graded electrical panels for the pools and the repair of the brick wall on Miley Road.

**Karen Siegel Landscape update:** Murphy's Green and other landscape improvements. The areas around the pools and parking areas were also improved. **C Tunnel Slope:** The slope that lies on the south side of the cart path going under French Prairie Road leading into Louvonne HOA was not being well maintained. A survey revealed that the boundary line between CHOA and Charbonneau Greens HOA was in the middle. Meetings between the parties resulted in an agreement to split the maintenance costs equally.

**Painting:** Jan then mentioned that neighborhoods C and E will be painted this year and that homeowners need to select their preferred color scheme soon.

**Eric Hoem: Disaster Preparedness:** Eric Hoem discussed the Charbonneau Country Club Disaster Preparedness program and how CHOA is participating in it. He described how pertinent material such as CHOA neighborhood maps and names of residents was inserted into the CCC red booklet that was given to those in attendance. It is intended that the red book stay with the residence for use of new owners.

Eric showed maps and graphics regarding earthquakes and that we should be prepared to cope with that event. He stressed the importance of having a supply of water, food, flashlights, medications and other such necessities. There is a suggested list in the red book. He further described how each CHOA neighborhood will have an area captain to help coordinate distribute information during any emergency.

Eric then gave a synopsis of up-coming events sponsored by CCC that will appear on the website.

### Election Results

## CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018

Jan called upon Ann Higgins to give the results of the election. She stated that there were no write-ins so the three names on the ballot, Jan Landis Ty Kuhns and Barry Hendrix, were re-elected.

### Q and A

**Bubba Heard - Street parking issues.** Jan explained that the streets are under the jurisdiction of the City of Wilsonville and because they are narrower than City requirements, no street parking is allowed.

**Linda Taylor asked about bark dust application.** Steve explained that common areas are treated but not areas around the individual homes although such bark dust application is welcomed.

**Becky Maffard asked about sprinkling schedules.** Steve explained that the automated system only begins operation once the pumps have been placed in the river. This should occur by mid-June.

**Pools:** Steve explained how and when pools are cleaned and vacuumed.

**Anne Bush asked about the moss on curbs and pathways.** She said she raised the issue last year and wanted to know what has been done Steve explained that the City is responsible for this issue. He said he would bring it to their attention again.

**Chuck Robertson asked about any plans to resurface the streets in Charbonneau.** Steve responded that he is familiar with the City long range public works plan that covers the next 10 years and that that plan does not contain any reference to the resurfacing any of our streets.

**Gary DiCenzo asked about the pathway on French prairie also has a lot of moss as to the rest rooms on the Golf course.** Steve said the issue should be brought to the attention of Rick Schram, the property manager of CCC.

President Jan thanked everyone for attending and adjourned the meeting at 8:40PM.

Respectfully submitted, Spencer Vail, Secretary

## Charbonneau Homeowners Association Board Meeting Minutes, April 11, 2018

The following Board members were in attendance: Jan Landis-President, Janet McGarrigle-Vice President, Sandie Maki- Treasurer, Spencer Vail- Secretary, Ty Kuhns- Welcoming and , Ron Reiter- Architecture. Board members Karen Siegel-Landscape, Bob Barnum- Pools and Barry Hendrix- Communications were excused.

Also in attendance was property manager Steve Chinn. There were no members of the public present.

With a quorum being present (6 of 9), President Jan called the meeting to order at 10:05am.

### Minutes of the March 14, 2018 CHOA Board meeting.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

The first item on the agenda was the minutes of the Board's March 14, 2018 meeting. It was moved by Janet and seconded by Sandie to approve the minutes as submitted. The motion was passed by unanimous vote.

**Treasurer's Report** -Sandie commented that she had emailed her report to all members (a copy is in the file as is the monthly report of Ann Higgins). She provided an update on the delinquent accounts. She also stated that she had designed a Reimbursement Form, with instructions and e-mailed it to Board members. A copy is in the file. The Board asked a couple of questions, expressed their appreciation for her work on the new form and accepted the report.

### **OLD BUSINESS**

**Rec Hall C Kitchen**- Jan stated that she had received written information from Rosemary outlining the time table of events and a list of the contacts she has had with various contractors pertaining to the kitchen remodel. She also stated that she expects written proposals within the next few days

### **Revisions to Information Directory**

Janet, Karen and Sandie have met and made revisions to the existing Directory. They have removed redundancies and corrected references. They are asking the Board for some direction on how to address certain items. Use of the hot tubes in pool areas, use of the adjacent pool when reserving Rec Hall C, lease and/or rentals of homes. The end purpose of the Directory was also discussed.

Steve reminded the Board of that there are different procedures for amending CC&R's, by-laws and rules. A new attorney has been retained to review the amendment procedure to give us a second opinion as to the percentages required to make changes.

The rewrite subcommittee will take into account the discussions today and draft language taking into account those issues so that it can be voted on as a package at the May Board meeting.

### **Murphy's Green Update**

Steve stated the upgrade is going smoothly. Reseeding has been completed and soil is being prepared for planting landscaping materials.

### **Job Descriptions Update**

Carried over until next month

### **Discuss of Executive Session**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Jan questioned the need to have a spot on agendas for an Executive Session. If the need arises during a regular meeting it should be held after the close of that meeting so as not to inconvenience those residents in attendance.

### **New Business**

#### **Annual Meeting Plans**

Jan stated that she has prepared a tentative agenda for the annual meeting and that copies will be sent to the Board members. She also stated that she would like to go over the slide show with a few members to be sure there are no factual errors or in spelling.

She then explained how the meeting will be conducted and what is expected from each Board member. After the conclusion of the annual meeting and after cleaning up there will be a short CHOA Board meeting at which position assignments will be made.

#### **Amount required for Bids**

Jan stated that we should determine a dollar amount at which point bids for projects should be required. It was determined that any special project costing more than \$2500 must come to the Board for approval and a determination will be made at that time as to whether or not the project will be put out for bid.

#### **HOA Attorney**

Jan stated that we have discussed this item earlier while talking about the Information Directory. At the present time we are only looking for a second opinion regarding the percentage requirement for making a change to the CC&R's.

Meeting adjourned at 11:50 am.

Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, March 14, 2018**

The following Board members were in attendance: Janet McGarrigle-Vice President, Sandie Maki-Treasurer, Spencer Vail- Secretary, Barry Hendrix- Communications, Ty Kuhns- Welcoming, Board

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

members Jan Landis-President, Ron Reiter-Architecture, Karen Siegel-Landscape and Bob Barnum- Pools were excused.

Also in attendance was property manager Steve Chinn. Eric Hoem, CHOA Resident and Emergency Preparedness chair was present for his Agenda item.

With a quorum being present (5 of 9), Vice President Janet wished everyone good morning and called the meeting to order at 10:00am.

### **Minutes of the February 14, 2018 CHOA Board meeting.**

The first item on the agenda was the minutes of the Board's February 14, 2018 meeting. It was moved by Barry and seconded by Ty to approve the minutes as submitted. The motion was passed by unanimous vote.

**Treasurer's Report** -Sandie commented that she had emailed her report to all members (a copy is the file as is the monthly report of Ann Higgins). She provided an update on the delinquent accounts. She also commented that the Association income and expenses are in compliance with the current budget.

The Board asked a couple of questions about the past due accounts and then accepted the report.

### **OLD BUSINESS**

#### **Walkway Lights**

Steve stated that the day following last month Board meeting he inspected all walkway lights and over the next week made repairs to the damaged fixtures. Ownership of each fixture needed to be determined in order to locate the proper electrical panel to turn off power during repair. Those wires that were not "live" were cut off covered over.

The Board thanked Steve for taking prompt action on this matter.

#### **Rec Hall Kitchen**

Janet spoke with Rosemary regarding the status of remodel project. No bids yet as plans have not been finalized. Rosemary has completed the "paper trail" of who has been about the project and when. The location of the entryway was questioned. Consideration should be given to closing the existing doorway and having the entry is from the foyer. Bids are expected soon as all parties are now on the same page. Updates on next month's agenda.

#### **Rec Hall C Door**

As was noted by all when entering the Hall for today's meeting there was a new door. Steve stated that the cost of the door and its installation was \$1360. This was under the Board approved \$1500 cost.

#### **Revisions of the Information Directory**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Janet stated that the subcommittee on Revisions has met three times and is about 25% of the way through the process. Pool regulations may need some revisions that President Jan and others have suggested. The Board posed several "what if" scenarios as well as personal experiences that current regulations have or could create.

Steve told the Board about the required signage that needs to be displayed at all our pools and hot tubs. He passed around a copy of one of the sign and explained where and how they are displayed. The signs contain all language required by State law as well as citing all relevant CHOA regulations. They will all be in place when the pools open.

Janet commented that there will be undoubtedly be lots amendments to the subcommittee's draft.

### **Alarm Monitoring Update**

Janet discussed the voting process, ballot language and clarification of the time line and how they might be improved if another election is scheduled. It was also suggested that the Board get a second legal opinion regarding the number of votes required to change CC&R's. Steve commented that our current legal counsel specializes in HOA's exclusively and has a lot of in-house expertise.

### **Murphy's Green Update**

Karen and Steve have met with Garron's on site and have agreed upon a landscape plan.

Arbor Vitae have been trimmed to 4' in height. The arrival of warmer weather will allow for implementing the balance of the landscape plan.

### **Job Description updates**

Tabled until April meeting

### **11:00 Time Certain Item**

Eric Hoem-CHOA Emergency Preparedness Chairman stated he requested time on our Agenda to give a progress report. He gave a brief rundown of the emergency preparedness program and how materials are distributed. All Charbonneau HOA have representation on a central committee. One of the major projects is the compilation of an Emergency Preparedness packet. CCC is preparing enough of the for every household.

Eric passed out copies for the Board to examine. It contains maps, phone numbers, contact information and information pamphlets. It is the intent of the committee to get a copy into each home. CHOA will have the opportunity to add information specific to our association. It is hoped that the information will be complete by the time of the CHOA annual meeting. He then delineated how they would be distributed.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Steve stated he will give Eric a copy of the new residents and will provide him with maps of each CHOA neighborhood. Eric stated that there will be a meeting on the 21st at CCC beginning at 5:30. The Board was invited to attend.

### **NEW BUSINESS**

#### **Rec Hall C rules**

This item was discussed under the revisions to the information directory above.

#### **Signage at all CHOA pools and Hot Tubs**

These items were discussed under the revisions to the information directory above.

#### **Discussion on Executive Sessions**

Janet stated that there needs to be a better way for the Board to meet in Executive session. This became apparent at the last meeting when she had to ask the one non-board member to step outside while the item was discussed. It was cold and rainy outside and not polite.

The Board discussed putting any executive session material at the beginning or end of the regular meeting. It was the consensus that any executive session be moved to the end of the agenda.

Meeting adjourned at 11:40

Respectfully submitted, Spencer Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, February 14, 2018**

The following Board members were in attendance: Janet McGarrigle-Vice President, Sandie Maki-Treasurer, Spencer Vail- Secretary, Barry Hendrix- Communications, Ron Reiter- Architecture, Ty Kuhns-Welcoming, and Karen Siegel- Landscape. Board member

Jan Landis, President was participating via cell phone as was property manager Steve Chinn. Bob Barnum-Pools, was excused

Also in attendance was Rosemary Ricken, Rec Hall C manager. Reg and Ann Keddie and Anne Bush, CHOA residents.

### **Minutes of the January 10, 2018 CHOA Board meeting.**

The first item on the agenda was the minutes of the Board's January 10, 2018 meeting. It was moved by Barry and seconded by Ron to approve the minutes as submitted. The motion was passed by unanimous vote.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

**Treasurer's Report** -Sandie then handed out the CPA report which indicates that our finances are in order. It was also suggested that it is time for an independent review of our current and reserve budgets. She stated that we could use the same firm we used in the past or seek bids from others. Since there are new items to be considered in audits than in prior audits the Board felt that we should have at least two bids. Steve stated that he will get bids and report back to the Board regarding scope of such audit and the costs related thereto. VP Janet directed that the matter be continued until the March meeting.

Sandie also told the Board that collection procedures have begun on a past due account as noted in the written report.

The Board accepted the treasurer's report.

VP Janet then recognized the Keddies and asked if they wanted to speak on a particular agenda item. They stated that they came to the meeting to see learn what the results of the recent election regarding the alarm monitoring. They recently purchased their home and it has no security system. The Board explained the alarm situation that was subject to the recent election and answered questions posed by the Keddies. They thanked the Board for the information and left the meeting.

### **Old Business**

**Rec Hall Kitchen**-Rosemary then distributed draft plan for the kitchen remodel.( a copy will be placed in President's file) The Board gathered at the proposed remodel area, plans in hand, and asked questions of Rosemary. Issues such as where new water heater would be situated and what size, shelving, electrical out lets, microwave, type of sink and faucets and other similar issues where typical of items discussed.

Estimated costs will be provided with revised plans. Rosemary was asked to provide a paper trail of contacts she has had with various contractors, designers and other interested parties. It was the Boards concern that small remodels jobs are hard to schedule let alone to get realistic bids. President Jan stated that the Board's selection of a contractor needs to be as transparent as possible.

The Board expressed its thanks to Rosemary for her work on the project.

### **Holiday Party**

Jan gave an update on CHOA party. Best estimate is that 80 people attended the party. Comments were positive. She thanked the Board for their assistance in set up and take down. All table cloths were washed and returned. Suggestions how to better promote next year's party are welcomed.

### **New Door**

Next topic was the new door in the foyer. It will free up access to the AED and provide for security for the balance of the Rec Hall. It will be a separate job from the kitchen remodel. Steve estimates the cost of the door, materials and labor to be \$1000. Barry made a motion to authorize up to \$1500 for installing the new door. Motion seconded by TY. Approved by unanimous vote.

### **Information Directory**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Revision of the Information Directory. Janet stated that she, Sandie and Karen are meeting next Tuesday, the 20th, to focus on the item and will give a progress report to the Board at next month's meeting.

### **Alarm Monitoring**

We have a total of 228 homesites with each home getting 1 vote. In order to amend our Bylaws, we needed 75% approval or 171 yes votes. We received 157 Yes votes and 38 No Votes with 33 homes not voting.

The Board discussion centered on how and when notice to the voting results should be announced, whether or not to extend the deadline so that those property owners out of town could cast a ballot and if approved, how much time should be allowed before payments to alarm company would stop.

VP Janet recessed the meeting and declared an executive session do discuss legal options available and strategies available to the Board.

The meeting reconvened 5 minutes later.

Barry was directed to post the election results on the web page. The Board will consider holding another vote in the future.

### **Tunnel Area-CHOA/ CGHOC**

Karen stated that representatives of both HOA's meet and agreed to share the cost of maintaining the southerly slope equally. Bids were received from Garron and Pacific. Pacific's bid was accepted. An agreement was signed by all parties dividing all costs equally. Annual cost to CHOA will be approximately \$252. Last week the site was cleaned up to everyone's satisfaction.

### **Murphy's Green**

Karen displayed the 4 proposed site plans for the Murphy's green area that were used at the Holiday meeting. Alternative Plan B was the one receiving the most votes. This plan has both chipping and putting areas. She advised the Board that the season for beginning the landscaping is fast approaching and we need to give some direction for the preferred development.

Anne Bush expressed her concerns about exposed electrical wiring for an outdoor lamp near the pool area in the vicinity of the "green" Steve commented he will have it checked out check tomorrow.

Barry made a motion to proceed with Plan B and approve up to \$12,000 towards the improvements. Seconded by Karen. Approved by unanimous vote.

### **Job Descriptions**

VP Janet tabled this item until next month.

### **NEW BUSINESS**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Gutter Cleaning**

Steve stated that gutter cleaning underway and will be completed by the end of the week.

VP Janet stated the next two issues are on the agenda as a result comments made of the "concern" forms.

### **Cars in Driveway**

There are no CHOA regulations on this matter. People can park in their driveway as it is their own property. Infringement into street right-way becomes a City of Wilsonville issue.

### **Washing cars**

There are no CHOA regulations covering this subject. To bring attention to this matter it was Barry recommended that post an article asking residents to be conscious of what chemicals they use and that they should make an effort to use environmental friendly materials.

Meeting adjourned at 11:58 am.

Respectfully submitted, Spencer H, Vail, Secretary

## **Charbonneau Homeowners Association Board Meeting Minutes, January 10, 2018**

The following Board members were in attendance: Jan Landis, President, Janet McGarrigle, Vice President, Sandie Maki- Treasurer, Spencer Vail, Secretary, Barry Hendrix, Communications, Ron Reiter, Architecture, Ty Kuhns, Welcoming, Karen Siegel, Landscape

Board member Bob Barnum, Pools, was excused. Also in attendance were Steve Chinn, Property Manager, and Anne Bush, a CHOA resident.

With a quorum being present, President Landis called the meeting to order at 10:07am.

### **Minutes of the December 13, 2017 CHOA Board meeting.**

The first item on the agenda was the minutes of the Board's December 13, 2017 meeting. Spencer stated that he had incorporated all suggested changes into the current draft.. It was moved by Barry and seconded by Ron to approve the minutes as submitted. The motion was passed by unanimous vote.

### **Treasurers Report**

President Jan then called upon Board Treasurer Sandie to present her monthly report. She stated that the transfer of funds authorized last month, -the transfer of \$16,000 to the Reserves and \$1,000 to bad debts was accomplished. She also reviewed the status of delinquent accounts as cited in her written report.

The Board accepted the report.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **OLD BUSINESS**

#### **Rec Hall C-Kitchen**

Rosemary was not able to attend this meeting to give an update. The Board repeated its concern that we have a plan before we ask for bids. Jan stated that she has a new neighbor who is in the interior design business and who would like to look at the project.

Jan also brought in a box is to be used for keeping the application forms for use of the Rec Hall as well as other related materials on site. There should be no reason why repeat users for the same use should be required to go through all steps in the process- i.e. agreeing to abide by the rules for use if the rules haven't changed.

There are still some hitches in the procedure as not all parties involved in a request are receiving copies of the application and/or approval documents. Anne Bush, our visitor, expressed some of her problem she faced when trying to work through the system. Jan stated that until all the bugs are worked out a hard copy file will be maintained.

The status of the historic wall hanging given to CHOA was discussed. Steve stated that he is in possession of the item and is looking for mounting devise. It will hang in the front entryway. Also discussed was the scratching on the new windows and that the use of a special cleaner should fill in and eliminate most of the scratches. It was suggested that Steve advise the painters of the issue to avoid problems in the future. Suggestions were made that a reference in the information directory that homeowners should be aware that some of the newer may require a special cleaning technique.

#### **Revisions to the information Directory**

Jan stated that she has a draft version of the information directory, CC&R's and bylaws that is ready to print. Jan will make copies and Janet, Sandie and Spencer agreed to meet and come up with a final revision to be considered by Board.

#### **Alarm Monitoring Update**

Jan stated that there have been 137 there are ballots returned. That means that 41 more are needed to reach the 75% return. Jan clarified the purpose of the election which is to eliminate one sentence from the Article XII, Section 12 of the CHOA CC&R's. That sentence reads " all costs of monitoring the security system shall be paid by the Association.

If approved, the homeowner's monthly fee will be reduced by \$13. This reduction will begin approximately 30-60 days from said approval to allow for sufficient time to give-notice to all parties involved in the current contract.

The meeting then recessed and reconvened in Executive Session. It was reconvened 6 minutes later. The visitor left the room during the executive session.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Update on Grow patio**

The patio issue has been resolved to the satisfaction of all parties. Painting to be completed by May 1, 2018.

### **Landscaping between CHOA and CGHOA**

Karen reported that the HOA's had requested bids for the proposed project. Two bids were submitted and were very diverse in work to be done and cost. There will be another meeting this afternoon (1-10) to try and redefine the scope of the work to be included in the bids. She will report back next month.

### **Murphy's Green**

Karen stated that a final decision on what the site will be used for is needed to complete cost estimates and landscape costs. Grass types will vary with use as will the maintenance of plant materials used.

Jan stated that nearby property owners will be asked for input and that there will be information available at the winter party set for January 20th. A consensus is needed on the type of use desired. A decision must be made soon so as to take advantage of the spring planting season.

### **January 20th CHOA Holiday Get Together**

Janet informed the Board of the preparations to date, decorations, center pieces etc. She stated that she would like Board members assistance setting up. Volunteers should come to the facility about 1:30 help out. She also asked for help when the function is over for take down and cleanup.

Tell your friends and neighbors to attend. Barry will post info on web site.

### **Job Description Updates**

Jan stated that a brief job description should be in the Information Directory and that the Board members should get one prepared for themselves. The group working on the draft directory should have that info available for their work session. Spencer asked about legal documents and archiving material. Jan suggested he talk to Steve and Ann to see who has what. This item will be continued until the April meeting.

### **Miley Road Update**

Steve stated that one more day of good weather is all that is needed to complete the sealing of the repaired areas of the wall. Total project came in at \$4000 under budget. There is a need to transfer up to \$12000 from the reserve budget to cover the total project cost. It is Steve's opinion that there should be no additional work required for the wall for at least the next 5 years when resealing is recommended.

Sandie moved and Barry seconded a motion to authorize the above referenced transfer of up to \$12,000 from reserve to current budget to pay balance due on Miley Road project.. Passed unanimously.

### **NEW BUSINESS**

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

### **Report on Landscape meeting with Charbonneau Golf Course**

Jan gave a report of a meeting she, Karen and Steve attended recently with representatives of the Charbonneau Golf Course. Representatives of other HOA's were also in attendance.

The CGC is proposing that it be responsible for the landscape maintenance of all the property on the golf course side of French Prairie. Karen will be giving a Golf Club landscape team a tour of the CHOA areas that should be included in any bid proposal and what degree of maintenance is expected.

Jan commented that she felt the Club should submit a bid for the CHOA landscaping so that it could be considered along with the anticipated bids from Garron Ground and Pacific.

### **AED Protocol**

A copy of the CHOA proposed protocol had been emailed to Board by Jan. She stated that she had talked to both the Golf Club and the Country Club about the draft. They both have AED's but did not have an established protocol. They also commented that it was all right to publish their phone numbers in our proposal. She will also check with those who took the training offered by fire department would object if their numbers were also listed. She urged the Board to review the proposed language and make any changes or additions.

The availability of the code for entrance to the Rec Hall to gain access to the AED raised some security issues. Anyone for any purpose would have access to the facility for any reason. Spencer suggested that as part of the kitchen remodel project another inside door could be installed to confine initial access to the foyer only. Any kitchen design should look at include this proposal.

### **Posts by Barry**

Jan suggested that Barry send out a post regarding the winter party on the 20th and to include information about time, what to bring and what is to be provided. He stated that he would have it out in a day or two.

### **Next two meetings**

Jan stated that she would be gone for the next two meetings and that she and Vice President Janet have met and discussed potential agenda items that may need attention. Jan will also call in during the meeting. She and Steve are coordinating which system will be used,

For the past several years there has not been a March meeting due to the lack of a quorum.

That means no actions or voting can be approved but it does present an opportunity for a work session on the proposed information directory.

The annual meeting will be held on the last Monday in April. Jan is preparing a slide show showing before and after photos of projects completed. The meeting will also include voting on the reserve budget.

## **CHOA's Monthly and Annual Meeting Minutes - Current month to January 2018**

Three Board members are up for election this year: Ty, Bob and Jan Landis. In 2019 Spencer, Karen and Sandie will be finishing the term they were appointed to fill and will stand for election for their first full 3 year term. In 2020 Janet and Barry will be up for election to their 2nd three year term and Ron's position will require a new person to run.

Meeting adjourned at 12:02, respectfully submitted, Spencer Vail, Secretary