

# CHOA Board Meeting September 11 2024

Randy called the meeting to order at 2:31 on September 11, 2024

Board members present: Randy Hitz, Bob Bush, Karen Siegel, Sandie Maki, Mary Fieweger, Shirley Hoem, Robin Schulz, Marilyn Ellwood, Judy Giers (via zoom)

Others present: Mike and Adrian Chinn (via Zoom), Joe Fieweger, Ken Gregson, and Vicki Crozier.

The draft of the July minutes were modified and approved as modified.

Open Forum:

Ken – complimented Garron Landscaping for their work with them. The pools also very clean, especially A pool and the persons who have been helpful with the pools. The painters have done a great job with their house. Thanks Randy for performing at SpringRidge.

Vicki –

#1 - Request for pruning around the house. Request was denied. 1. Trees – Linden Tree – sticky, but looking for trimming. Wilsonville is responsible only for French Prairie. So the trees are either homeowner or HOA responsibility.

#2 - Uneven Pavement – was patched and safe – but now the pathway is not safe again.

**Action item: Steve and Safety committee review path on Boone's Bend.**

Treasurer's report: - see summary. This includes directions for committee chairs. Budgets starts will be started. Budgets due October 18.

President's report: See below. Executive committee meets every other month and hope other chairs meet with their committees similarly

Property Manager report: See below. Question regarding the addresses of the pools. Pools will have addresses and phones ready by next opening.

**Action item: Doors in Rec Hall C – French doors – Steve and Judy to review and make a recommendation for the full board.**

Painting is moving forward.

Discussion regarding leaf removal. **Action: Executive committee will review.**

Landscaping: See report. Irrigation will continue as needed.

Welcome: Party went very well and the vendors were happy.

Emergency preparedness – see report below. Discussion regarding creating an umbrella committee regarding emergency preparedness and neighborhood. Motion was approved unanimously

Neighborhood watch: See report below. Provide feedback to Shirley on various articles provided.

Architecture Committee. We have had the normal amount of projects and all have been approved.

## New Business:

Document retention: See report. Put desired retained documents into dropbox. Executive committee to review draft.

Paint : A motion was made to accept the painting bids from Verhaalen over the next 5 years and sign a contract with Verhaalen. Approved unanimously.

This year's cost per unit in neighborhood A is \$5065 per unit.

5% additional compounded per year is.

2025 B neighborhood is \$5318.25 per unit times 44 units = \$234,003.00 total

2026 C neighborhood is \$5584.16 per unit times 35 units = \$195,445.60 Total

2027 E neighborhood is \$5863.36 per unit times 29 units = \$170,037.44

2027 F neighborhood is also \$5863.36 per unit times 31 units = \$181,764.16

2028 G neighborhood is \$6156.52 times 50 units = \$307,826.00

Loss Control: Motion – see President's report.

Discussion regarding how insurance claims are processed. Judy to chair a committee and make recommendation;

Moving into Executive session: 4:11

Leaving Executive session: 4:15

Meeting Adjourned 4:16

## President's Report

September 11, 2024

- Since our July board meeting, the Executive Board has convened twice to address issues related to document retention and loss control.

**Document Retention Report:** CHOA documents are currently stored in three locations: with our bookkeeper, on the website, and in Dropbox. Sandie has worked with our bookkeeper, Renee, to confirm that all documents under her purview are properly maintained. Steve is collaborating with our webmaster, Nyssa, to ensure that website backups are reliable and that files can be recovered if necessary. While C&S manages Dropbox, all board members are responsible for contributing documents as needed. It is crucial to keep records of our IRS Resolution each year, election results, and any documents required by Oregon Revised Statutes.

**Loss Control Report:** *We propose the following motion: C&S conducts two or three routine inspections of CHOA property each year to identify potential hazards. Moving forward, at least one of these inspections will include the board president and/or a designee. A checklist of inspection criteria will be developed.*

We are exploring State Farm resources for creating a "loss control plan," including an incident investigation form, inspection checklists, and sample newsletter articles that may benefit CHOA. Steve will consult with two or three plumbers to obtain advice and estimates on plumbing inspections and the installation of water leak alarms or shut-off systems. Our goal is to educate members about water leak risks and preventive measures. By taking these proactive steps as an association, we aim to reduce costs for our members.

We are contemplating the wisdom of changing our insurance deductible from \$25,000 to \$50,000. Doing so would not cost individual members a lot, but it could save the association a great deal. It

could also incentivize members to be more proactive in avoiding water damage and other potential losses.

Steve and Jay prepared an explanation regarding insurance coverage for restoration. See attachment below.

- Meeting to create a new "Safety Committee"

I met with Marilyn and Shirley to discuss how all our safety activities relate to one another and whether or not we should combine efforts into one committee. They decided to form a single committee and will present their proposal at our September Board meeting.

- Thank you to Mary and all of the board members who helped to make the August 24 CHOA party a big success. A big thanks to businesses that contributed door prizes.
- Messages

55 messages email messages initiated. Most to board members.

121 email messages responded to.

A draft claims protocol was provided to the board.

## Property Manager Report, September 2024

Pool signage. Waiting for all phones to be installed.

Weather stripping on double door. We recommend having a new French Door installed to match the front doors.

Phones for pools. Still a work in progress. Just waiting for Comcast.

### Painting

A-1 to A-14 are completed

A-15 to A-28 are power washed and are being prepped

A-29 to A-39 are completed.

The A pool house need to be power washed /prepped and painted

### Pools

Bathroom remodel has been completed except for wall heaters, which will be completed after the season. We will start closing the pools this month. The first pools to close will be B&E, the next would-be C, then F&G. A, pool & Spa will be open through September 30<sup>th</sup>. The timetable is yet to be determined, and the order of closing is subject to change.

CHOA's court case Homeowner v. Charbonneau Homeowners Association.

I will be in court all day, Tuesday through Friday unless it gets canceled again.

## Treasurer's report/summary

Each of you needs to know how much your budgets are and how much you spent. I've attached a "How To" to hopefully help.

I've written up and attached to this mail a How To Read and Understand the Summary Report and how to Review the Financials that get sent out. That's why you see all the pretty colored figures etc on this months report.

Next month I will be sending out to each one of you a blank Operating Expense report for you to request funds for the 2025 Annual Operating Funds Budget.

I will need these back by October 18th.

The CPI is going down. July was 2.9 and today August came out at 2.2. We however use the Housing index which is 3.7. You may need to tighten up your budgets which I know is hard due to the rising costs of utilities and products needed.

## EMERGENCY PREPAREDNESS BOARD REPORT September 2024

This has been a very busy summer for Emergency Preparedness. Many meetings and planning for the Shake Out on September 12<sup>th</sup> have taken place with both CHOA members and Charbonneau Emergency Preparedness members. We are hoping to increase the number of CHOA residents who participate this year. CHOA has sent an E-Blast to our residents explaining Shake Out and encouraging residents to practice this important drill. Meetings with Neighborhood Watch coordinator, Shirley Hoem and I have been very productive, and we hope to have more information about the future of the Emergency Preparedness and Neighborhood Watch soon.

## Neighborhood Watch Report September 11<sup>th</sup> Board Meeting CHOA

1. Still do not have a block captain for A area.
2. Only 1 block captain has fully completed their interviews and turned in their changes
3. Now that summer travel is winding down, goal is to have all interviews completed by end November.
4. Marilyn and I have met to discuss merging our two areas of responsibility into a Safety Committee. We plan on using our email blast system to send out safety information, such as scams, fire safety etc. Attached to email are 6 draft articles. We gladly accept your review and suggestions.

Additional articles (Re: Frozen Pipes Outdoor Grills, Scams, Clothes Dryer) were provided to the board for review.

## LANDSCAPE REPORT

**Maintenance-** Fertilizer was applied last month and is kicking into high gear. The turf looks great and is very healthy in 99% of the HOA. We have a couple of spots that are not as lush due to irrigation issues. These areas are on our list for repairs when things slow down as they are not quick fixes. We will begin Fall pruning in the coming weeks.

**Irrigation.** We have been very busy as usual with irrigation adjustments and repairs. Overall, it being September, we only had a handful of irrigation calls for repairs, so this is a huge improvement from years past. We have 2 filters to replace at the end of this season. We have them in stock as well as the fake rocks to cover them. The filters that we replaced earlier this year have been very successful with little to no pressure issues in these zones. We adjusted watering times for the cooler weather and have again adjusted for the coming heat wave. We continually make adjustments for the weather. We found a large mainline break under the road on Sacajawea. It took the crew most of a day to make the repair. We had to replace the valve and will pressure it up to test if all is good, then we will back fill and complete the task.

**Special projects.** We completed the two end caps on Boones Bend have had several compliments on their appearance. There is one smaller area on Boones Bend scheduled for modification as time allows.

The tulips for Fall planting have been selected.

Document retention policy draft presented.

## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

### **I. Purpose**

This policy provides for the systematic review, retention, and destruction of documents received or created by CHOA (Charbonneau Homeowners Association) in connection with the transaction of CHOA a non-profit organization. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate CHOA's operations by promoting efficiency and freeing up valuable storage space.

### **II. Document Retention**

CHOA follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

A homeowners association shall retain within this state the documents, information and records delivered to the association under ORS 94.616 (Turnover meeting) and all other records of the association for not less than the period specified for the record in ORS 65.771 (Corporate records) or any other applicable law except that:

The documents specified in ORS 94.616 (Turnover meeting) (3)(o), if received, must be retained as permanent records of the association

### III. HOA Records

Record Title	Description	Retention Period	Yearly Checklist ✓
ACCOUNTING AND FINANCIALS			
Accounts payable and accounts receivable		7 years	
Audited/Reviewed/Compiled	Year End financials	3 years	
Balance Sheet	Profit/loss statements, yearend reports	Permanent	
Balance Sheet	Profit/loss statements, monthly reports	1 year	
Bank Statement	Cancelled items and reconciliation reports	7 years	
Budgets		Permanent	
Canceled Checks	Important Tax Payments	Permanent	
Certificate of Deposits	Matured-Purchases	7 years	
Chart of accounts		Permanent	
Check Register	Annual	Permanent	
Correspondence	General	3 years	
Correspondence	Legal	Permanent	
Depreciation Schedule	CPA Tax Summary Report	Permanent	
General Ledger Report	Annual	Permanent	
Invoice/Owners billings		7 years	
Journal Entries		Permanent	
Petty Cash records		7 years	
Tax Returns	Annual	3 years	

Vendor Bills/Expense records		7 years	
Year-end financials	Trial balance, financial statements and general ledger	Permanent	
PROPERTY MANAGEMENT/BOARD			
Architectural standards & Guidelines			
Architectural Approvals & Disapprovals, Drawings/blueprints		Permanent	
Board of directors	Official records of board resolutions and actions	Permanent	
Budgets		7 years	
Contracts and agreements	Vendors or Operating Expense Contractors	6 years	
Current Operating Budget			
Election Records	Board	1 year	
Formation	Articles of Incorporation, certificates of formation	Permanent	
Governance declarations	Bylaws, CC&R's, Resolutions & all amendments	Permanent	
Insurance claims files	Working files consisting of detailed information of insurance claims maintained by a third party or internally	7 years	
Insurance claims files	Working files consisting of detailed information of insurance claims maintained by a third party or internally	7 years	
Insurance Policies		4 years	
Legislative, regulatory, and association issues	Information on legislative, regulatory, and association issues	6 years	
Meeting Minutes	Board, Annual or Committees		

Meetings and votes	Minutes, notices, voting records, proxies, and actions	Permanent	
Privacy/security management	Security policies and other security-related documents	6 years	
Property/Fixed Asset Purchases		Permanent	
Reserve Study ORS 94.595			
Voting Records	Changes to Resolutions, Bylaws & CC&R's	1 year	
MISCELLANEOUS			
Software	Programs, code, and supporting documentation for applications licensed by the HOA	6 years	
System backup	Backup records of inventories, schedules, logs, and other documents relevant to data preservation and software used to restore functionality of system in the event of a failure	6 years	

Reviewed by Bookkeeper \_\_\_\_\_  
 Signed \_\_\_\_\_ Dated \_\_\_\_\_

Reviewed by Board \_\_\_\_\_

\_\_\_\_\_  
 Signed \_\_\_\_\_ Dated \_\_\_\_\_



# Agenda

## Wednesday September, 2024 at 2:30 p.m. - CHOA Monthly Board Meeting at Rec Hall C and zoom

### Zoom:

#### 2:30 - Welcome and Call to Order

- **Note for guest: Please remember this is a board meeting, guests are not to interrupt unless asked to speak by the chairman. If you do have a concern, it is best to put your concern in writing prior to the board meeting so that the board will have time to thoughtfully consider your concern. – Thank You**

\*\*Minutes from Last Meeting Approval -ALL

#### 2:35 Open Forum

Questions from Resident Attendees – 2 minutes maximum per person

#### 2:45 Reports

\*\*Treasurer's Report –Sandie Maki

President's Report

Property manager report

#### 3:45 Old Business

- Committee Updates
  - Pools and Rec Hall-- Judy/Steve
  - Landscape- - Karen
  - Welcome- Mary
  - Neighborhood Watch—Shirley
  - Emergency Preparedness—Marilyn
  - Architecture committee—Bob

#### 4:00 New Business

- Document Retention
- Paint Contract
- Loss control
- Insurance

#### 4:30 Adjourn

\*Executive Session (as needed) –\* Need to vote to move to executive meeting

\*\* No need to approve by vote monthly minutes or treasurers report