

CHOA Board Meeting Minutes, July 12, 2023

Called to order at 3:00

Board members present: Randy Hitz, Bob Bush, Karen Siegel, Robin Shultz, Sandie Maki, Packard Phillips, Mary Fieweger, Marilyn Ellwood, Shirley Hoem

Others present: Steve Chinn, Property Manager, Alicia Tomasi

Minutes of last meeting (May 10) approved. Added last name to draft of May minutes before posting.

Enter Executive Session: 3:10, Exit Executive session: 3:20 Only board members + Steve were in attendance during the executive session.

President's Report – See below

Treasurer's report – Report summary is below. We are earning interest on our CD's!! (Financials are not included in the minutes.)

Old Business:

See Property Manager Report below
Annual Board minutes review.

Committee Reports:

Pools: Pools are open and look great. New pool furniture inventory and distribution discussion

Rec Hall C: Proposed fixes to inside of the building. Outside of the building is being completed. Discussion regarding the bid policy. More review needed after the meeting.

Landscaping: Work continues around the neighborhood.

Welcome: Party in August – work being done. Looking forward to a great event. Pink Ball – all Charbonneau event coming in September.

Neighborhood watch:

Emergency Preparedness: Shakeout coming in September, see report below

Architecture: Discussion in committee about small changes to form, working on spreadsheet for project monitoring

Communications: Randy introduced Alicia Tomasi to help with Communication

New Business:

Randy provided a run through with the new Hardware to allow better Zoom/In-person Hybrid meetings.

Next meeting is an evening meeting on Wednesday September 13 at 6:30pm in Rec Hall C.

This is not yet to be a hybrid meeting.

Action items:

Steve is working on Signs around neighbor, pool furniture, work in Rec Hall C.

Summer party on tap.

Architecture committee project spreadsheet

Meeting closed at 5:00

President's report, Randy Hitz

- Coyotes
- Meeting owl (for zoom type meetings) has been purchased and we will test it at our July meeting
- Had four people come to the Q&A: questions about pool signage, insurance, and gutter cleaning
- Completed research on insurance questions and sent message to Cheryl B. attachment
- Looked into cutter cleaning issue.
- Charbonneau Foodbank request to post information about their monthly solicitation.

Coyote Issue

- USDA has not been able to respond.
- Trapper #1 was unsuccessful.
- Seeking Trapper #2 who will work on the CCC periphery, not the golf course.
- Not a CCC issue alone. PDX and the nation.
- We will learn to manage the issue, but it will be ongoing.
- Report any issues where coyotes are aggressive.

Financial Summary, Sandie Maki

The lateness of this report is due to waiting for Bank Statements so we can reconcile for the month. With the month starting on a weekend, 4th of July Holiday thrown in and our meeting earlier in the month makes it difficult to run all our reports on time.

Hence you see revised Financials due to a late bank statement received as we had to update Edward Jones account balance to show the correct Reserve Funds Available.

Busy Month. Three new past due Homeowners-Statements and late notices have been sent. Follow ups will occur. One Homeowner sent to collections and a lien has been placed on her home here in Charbonneau.

I've attached a PDF copy of all the CD's we have at Edward Jones. We try to keep them short term in case we need emergency funds.

So far this year (YTD) as of yesterday we have earned \$8,224.98 in interest. This interest amount comes from the ones that have matured and cashed out. The matured CD's get rolled over into new CD's. We do not receive interest on un-matured CD's.

I have attached copies of the Buy Orders for 3 CD's that I rolled over this month. My goal is to try to have at least one CD coming due every month or as close to as possible.

I have the Information Directory updated and ready to be sent to our editors :) Karen and Mary.

Property Manager report: Steve Chinn,

- Updates from the property manager
- Scope of work for painting - No change.
- Shelves in the Rec Hall C storage room - Ordered.
- Covering holes in wall of Rec Hall C -Deposit paid to contractor.
- "Slow down" signs - We have the Materials, install next week.
- Bylaws update - August – September start.
- Power washing around mailboxes - By the end of the month.
- Sprinkler filter replacement in reserve study September – October when we update the Reserve Study.
- Parking on Sacajawea All parties have been contacted and agreed to abide by the rules. We will monitor the progress.
- Pool signage - Work in progress.

Emergency Preparedness report, Marilyn Ellwood

I met with the Charbonneau Emergency Preparedness/Public Safety Committee and they have asked me to be a part of their committee since CHOA is such a large homeowners association. Their board has approved this and I will now be a part of that group. I believe this will be an advantageous liaison.

I am continuing Eric's work with checking our AED regularly and keeping the radios charged so they are ready if we need them.

I have sent an email to all of my captains introducing myself and letting them know I would like to meet with them soon.

I have also updated my CPR/First Aid certification.

Architecture Committee report, Bob Bush

We have been going through a number of significant projects where changes from norms have been requested. We are reviewing carefully and discussing with the homeowners. Changes being allowed.

A deck covering a patio. (Will have finished edges).

Changing a fence line to incorporate space inside the fence. This is per norms.

Added a stone wall rather than an alternating board wall in the front. This will be an experiment (for CHOA, not the homeowners) to see if this is ok if others ask for something similar.

Changes still being discussed

A replacement outdoor light fixture for the street side of the house, quite different from the diffused wood slat fixtures that most of us have.

An alternative to our normal alternating board fence. For privacy.

Changes rejected:

Adding stone cladding to the bottom 3-4 feet of garage columns (each side of garage doors.) We are allowing the stone wall, but decided to see how that looks before making a second change.

We are discussing building an AR project log. This would be a job for the Property Manager and needs discussion at the board level. The log would include all AR requests, when received, first communication back, status and final approval (or denial). This would help Steve, homeowners, and the AR committee to stay on track.

Other items being discussed: Currently Homeowners and contractors can pull permits, but we have no way of knowing if final inspections are completed. This could result in safety concerns. An example would be if a new chimney is requested. The permits are pulled, but the contractor does a poor job and does not request final inspection or it fails inspection.

Pool Inventory

Chaise lounges – 46
Chairs – 95
Small Tables - 27
Large Tables – 18
Umbrellas – 13
Stands - 15

A pool

Chaise lounges – 9
Chairs – 20
Small tables – 5
Umbrellas – 3
Stands – 4

B pool

Chaise lounges – 9
Chairs – 19
Small tables – 5
Umbrellas – 4
Stands - 4

C pool

Chaise lounges – 9
Chairs – 19
Small tables – 4
Umbrellas – 2
Stands – 3

E pool

Chaise lounges – 9
Chairs – 19
Small tables – 7
Umbrellas – 2
Stands – 2

F&G pool

Chaise lounges – 10
Chairs – 18
Small tables – 6
Umbrellas – 2
Stands – 2

Draft Agenda

Wednesday July 12 at 3:00pm - CHOA Monthly Board Meeting at Rec Hall C

3:00 - 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

Treasurer's Report –Sandie Maki**

Executive session

President's Report: Insurance; Gutter cleaning; Coyotes

3:10 Open Forum

Questions from Resident Attendees – 2 minutes maximum per person

3:20 Old Business

- Updates from the property manager
 - Scope of work for painting
 - Shelves in the Rec Hall C storage room
 - Covering holes in wall of Rec Hall C
 - "Slow down" signs
 - Bylaws update
 - Power washing around mailboxes
 - Sprinkler filter replacement in reserve study
 - Parking on Sakacawea
 - Pool signage
- Annual Meeting minutes review (not approval)
- Committee Update
 - Pools/Bathrooms- Packard
 - Pool furniture
 - Rec Hall C- Packard
 - amount necessary to require bids
 - Landscape- - Karen
 - Welcome- Mary
 - Neighborhood Watch—Shirley
 - Emergency Preparedness—Marilyn
 - Architecture committee—Bob
 - Communications—Alicia

4:15 New Business

- Dropbox

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

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