

**May 10, 2023**

Meeting called to order 3:01pm. Present: Randy Hitz, Bob Bush, Karen Siegel, Robin Shultz, Sandie Maki, Packard Phillips, Mary Fieweger, Marilyn Ellwood, Shirley Hoem

Also: Steve Chinn, Michelle Bell, Alicia Tomasi, Joel Barker

**Red are Actions items. They are grouped here also.**

- There were Christmas lights still on at one home. Steve will address.
- Rec Hall C wall/holes: Steve to get more quotes and Pack will make a decision (as is under \$10K – expected around \$4500).
- Slow down signs - 4 signs to be replaced. All old signs will be removed. Steve working this.
- Meeting owl - Expect to purchase. (Randy Action item)
- Pool opening schedule: Steve reviewing
- General meeting follow up: Follow up on Gutters, financials, and painting. (Steve for gutters and painting – may be several months) Financial report format: Sandie to make suggestion to the board.
- Summer Party – Mary to write up where we are with food trucks
- Board Communication position: Randy taking this for now, Will come back to the board next month
- Hanging baskets coming to the pools around Memorial day (Karen)
- Board committee reports Written reports. Want action items to be in the reports (all committee chairs)
- New board member bios: (new board members and Bob to provide info to Communication person and Randy)
- Power washing will be done around mailboxes. Steve
- Next Board meeting: Randy to coordinate regarding the every-other-month schedule
- Note: September board meeting is in the evening 6:30-8:30, September 13  
All other meetings are in the afternoon, 2:30-4:30pm

Minutes for April – approved as submitted, no objection

Treasurer's report. Sandie Reporting: All OK per budget.

Board officially voted in Randy as President, and Bob as Secretary. Randy appointed committee Chairs.

Presidents Report: See report with other committee reports below.

Discussion on Meeting times and dates. Will be posted. 66 proxies and attendees at Annual Meeting

Annual meeting room Flow: Flow on coming into the room was reviewed. Changes will be incorporated next year.

From the floor - **There were Christmas lights still on. Steve will address.**

Steve's report. (see below)

Rec Hall C – Fixing holes in the wall in Rec Hall C. **Steve to get more quotes and Pack will make a decision (as is under \$10K – expected around \$4500).**

Discussion on Slow down sign. **4 signs to be replaced. All old signs will be removed. Steve working this.**

Upholstery in Rec Hall C completed. Looks great.

Meeting Owl: **Expect to purchase. (Randy Action item)** Looks good. CCC uses this. Mary saw this in action and liked it. (This is to allow hybrid – in person and zoom style meeting. This purchase will address the AV problems we had in the past when doing a hybrid meeting.

Discussion on Wood Shingle roofs. Discuss on policy – Should Arch Committee take this on. Specific – concern on Wood shingle Roofs.

Plan to open A pool and F/G pool on Saturday 5/13 Recommendation to open more. **Steve reviewing.**

Annual Meeting debrief: General discussion.

Room setup, Locked door Follow-up.

Add in discussion on columns to Financial report.

**Follow up on Gutters, financials, and painting. (Steve for gutters and painting – may be several months)**

Financials wanted to add columns to for review last year's budget, last year's actuals, this year's budget, this year's actuals. **Sandie to make suggestion to the board.** One homeowner particularly interested. (along with this notetaker.)

Mary – Discussion on Sympathy Cards for losses – from the CHOA board.

Summer party Discussion.

Winston's fish and chips -

Looking for others.

August 12 is party date.

Trying for \$15.00 entrée price.

**Will write up**

CHOA now Wilsonville Chamber of Commerce, level 2, Can do official printing at Office depot at reduced rates. May be better or worse than UPS.

Committee updates:

Pools – All OK. Rules are posted and in directory and post once when pools open.  
Rec Hall C – see above.

Communication: Randy taking this for now, Will come back to the board next month (see later emails)

Landscaping - Things looks lovely; For concerns, write to Steve and/or Karen. Hanging baskets coming to the pools around Memorial day

Neighborhood watch: Shirley – meeting with CCC coordinator – Spencer Gishon (sp?)  
Coordinating emergency management with Neighborhood watch.

Arch Committee: See Bob's truncated report: Items in committee review: Lighting fixtures, Decks, Recommendations made to homeowners.

New business: Board committee reports Written reports. Want action items to be in the reports (all committee chairs)

Board Bios: New board members and Bob's To be posted (new board members and Bob to provide info to Communication person and Randy)

Power washing will be done around mailboxes. Steve

Next meeting expected to be the July meeting. Randy to coordinate.

There was no executive session.

Meeting adjourned 4:30pm

Proposed times for board meetings. Times/dates for Board meeting and Annual Meeting

2023

May 10	2:30pm to 4:30pm
June 14	2:30pm to 4:30pm if needed
July 12	2:30pm to 4:30pm
Aug 9	2:30pm to 4:30pm if needed
Sept 13	6:30pm to 8:30pm NOTE TIME
Oct 11	2:30pm to 4:30pm if needed
Nov 8	2:30pm to 4:30pm
Dec 13	2:30pm to 4:30pm if needed

2024  
Jan 10 2:30pm to 4:30pm  
Feb 14 2:30pm to 4:30pm if needed  
Mar 13 2:30pm to 4:30pm  
Apr 10 2:30pm to 4:30pm if needed  
Annual Meeting  
April 22 7:00pm to 8:30PM

Committee Reports are below:

President's report.

May 10, 2023

Thank you to the Board members who attended and helped with the Annual Meeting and especially to Bob for organizing and leading the meeting. By all accounts, the meeting was a big success.

We have cards for Barry and Janet for board members to sign. We have gift certificates for both Barry and Janet and I will deliver these after the May 10 meeting.

Board Member Roles

- **Pools/Bathrooms- Packard**
- **Rec Hall C- Packard**
- **Landscape- - Karen**
- **Welcome- Mary**
- **Neighborhood Watch—Shirley**
- **Emergency Preparedness—Marilyn**
- **Architecture committee—Bob and Robin**
- **Secretary and VP—Bob**
- **Treasurer—Sandie**
- **President—Randy**
- **Communications--open**

Financial Reports were forwarded to the board on May 2, 2023 from Sandie via Steve. They are not included here.

Property Manager Report (Steve Chinn)

Updates from the property manager

- o Scope of work for painting. Bob and I need to get together and figure.
- o Shelves in the Rec Hall C storage room. We know what we want to get. We just need the time to get them and put them together. We're trying to get pools open first.
- o Covering holes in the wall of Rec Hall C. Bob had an idea we're working on plus we're waiting on a siding bid.

- o Bids for cutting tree. Done. A contractor has been selected and the tree is coming down. The tree was taken down on Friday stump grinding to follow.
- o "Slow down" signs. Discussion requested on placement.
- o Bylaws update. Working with the Executive Committee to prepare recommendations. I will recommend changes to start the conversation.
- o Refinishing leather furniture. Complete
- o Insurance post. Jay's working on it and hopes to have a draft by next week.
- o Insurance payment. resolved
- o Meeting Owl 3. This is a link to look at this product online. It works as a camera and microphone for in person and Zoom meetings combined.  
[https://www.amazon.com/Owl-360-Degree-Conference-Microphone-Automatic/dp/B0B193JVDJ/ref=sr\\_1\\_3?crid=31I881WCQRC2G&keywords=owl%2B3&qid=1683586348&srefix=owl%2B3%2Caps%2C162&sr=8-3&th=1](https://www.amazon.com/Owl-360-Degree-Conference-Microphone-Automatic/dp/B0B193JVDJ/ref=sr_1_3?crid=31I881WCQRC2G&keywords=owl%2B3&qid=1683586348&srefix=owl%2B3%2Caps%2C162&sr=8-3&th=1)
- o Responses to Shirley's questions  
 Karen will address landscape issues.  
 Discuss shake roofs.  
 These are golf course issues and need to be taken up with Chris Benzel.
- o Open A pool and F&G pool on Saturday. Pack suggestion.

## Landscaping update: Karen Siegal

Here is the update for this month.

We are full swing maintenance! Weekly mowing. The fertilizer we added in March activated as soon as we had some warmer temps and the grass has grown more than we like... a good thing, but more work for the crews.

Due to the weather, we have not had the chance to do the crane fly treatment, but this coming week is optimum, and we will be doing 100% front and backs.

Dandelions and other broadleaf have appeared with the warm temps, and we are spot treating weekly throughout the HOA, mainly in the backs. This will be ongoing through the season.

Irrigation is the primary focus. We have repaired 4 filters that suffered winter damage. We are waiting on parts for 2 other filters and should have them up and running next week. All of the self flushing filters are above ground and although they are covered have not been insulated in the past. Looking forward we are going to implement some insulation in the boxes next winter, which we are hoping will assist with any freeze damage. Being above ground is the one downfall to self flushing filters, but we have already identified and remedied this issue.

We have contacted our supplier and requested a quote on a complete self flushing filter. The manufacturer has changed the design and we are working with them to ensure they will work with our current configuration without too much modifications. Either way, we suggest ordering at least one to have as a back up. If required we can modify to work properly with your current system, just trying to minimize labor hours for your HOA.

So far, we have found no mainline breaks and minimal lateral lines that needed repaired. As expected, we have replaced some heads and nozzles/filters as we tune the system and check for proper coverage. As you know the irrigation is a lengthy process in Charbonneau but I am comfortable with where we are in the process and expect to be operational by the 15<sup>th</sup> when we plant Spring flowers.

Pruning will begin next week and will continue throughout the season. Maps will be updated weekly... this is my goal. I am told it has never been done accurately and has been a challenge for me since coming on board, but I am confident this year will be different. We continue to improve in all areas.

Spring flowers will be planted the week of the 15<sup>th</sup>. As discussed, we will be doing a full removal of fall flowers and bulbs prior to planting Spring flowers. Mindy has built the design for the 3 pots at the pools and we will be planting those along with Spring flowers.

I received word from Steve that we are planting a tree in front of C-Rec building instead of grass. There is still a tree stump in that area from when it was removed. This is why we didn't plant grass as it would have damaged mowers. We need to remove the stump prior to planting. I need to confirm with you which tree you would like us to plant. I thought I heard Crepe Myrtl....

We will be implementing our "electric" blowers into the field as it dries, but as we discussed, are not prepared to go full green.

Lastly, I have the bench and will be installing it shortly. Priority the next week or two is your irrigation.

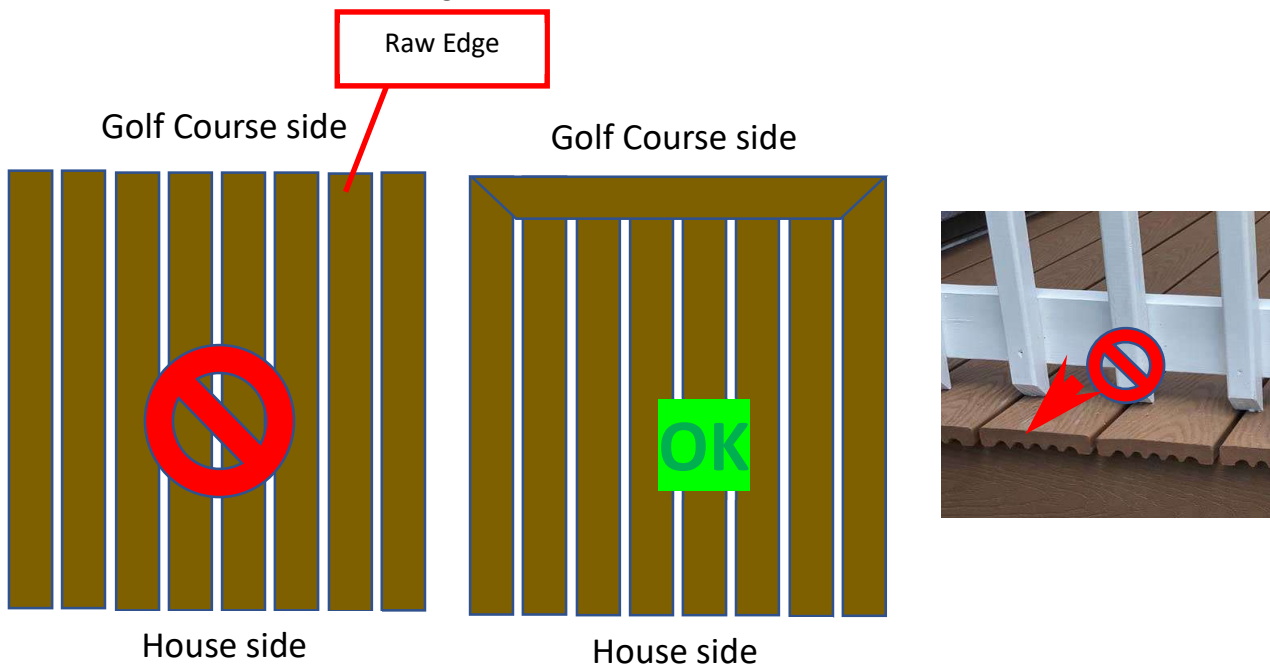
#### Architectural Committee Report:

1. The number of requests is heating up. As of this writing, we had 3 this month.
  - a. Approved Deck conversion: Same as patio, just now a deck. Some caveats – see below.
  - b. Approved switching out Light fixtures. Some caveats – see below.
  - c. Installing an emergency generator. There are a lot of hoops per the CCC guidelines for this, plus the permitting requirement with the city/county. Our only comment is that this generator is for emergency use only. (Testing is OK.) Noise when being used is the concern.
  
2. New Architectural Committee members: Gary DiCenzo of Lake Point Court. Gary and Cindy have been living in Charbonneau since 2016. Gary has been a team captain for the CCC emergency preparedness group (shake out, etc.). Gary has a long history in public/private housing management.

Robin Shultz (current board member) is also joining the committee.

3. Draft Deck policy – for Board discussion and implementation (action item). Currently we go from request to request with regard to folks asking about decks. There are a number of items that are of concern.
  - a. Deck Size: The norm is that the deck is just covering a current patio – this is typically ok and would continue. Changes to a larger deck would take considerable review.
  - b. Deck structure and finishes. We do not review any decking plan for structure – this would be the job of the city/county during the permitting/inspection process. However, we do have control of the finishes. This would be the materials, as well as edges of the deck, any permanent seating, fencing, etc., and rodent control.

Regarding finishes, Wood and plastic/composite decking materials are allowed. All decks not enclosed in the courtyards (golf-course-side decks) are to have edges where all the edges are finished and not raw cuts. This is for plastic/composite decking materials. Wood decks can have cut edges.



Options for the edge of the deck include: Picture framing (example shown), attaching a border piece, or using the fascia board to come flush of just under flush with the deck surface. Other options will be reviewed.

Fascia boards are needed to cover any framing under the deck. This is for all decks more than 2 inches above the ground level.

We strongly recommend  $\frac{1}{2}$  inch spacing wire mesh inside the fascia boards to discourage rodents living under the decks. We would recommend the mesh extend 6 inches into the soil. This is a recommendation, not a requirement.

4. Lighting: Charbonneau homeowners may want to change out their exterior light fixtures that are currently the wood-slat fixtures with a diffuser behind the wood slats that keeps folks from seeing bare bulbs. In the past CHOA AC has allowed nearly any traditional fixture as well as modern fixtures.

We will be discussing a proposal that would limit new fixtures to fixtures where the bare bulbs are hidden, either behind a diffuser or through mottled glass or some other method of diffusion, or otherwise hidden. The reason for the diffuser is to avoid sharp changes in lighting intensity, and glare. This is also in keeping with the current diffused light from the wood-slat fixtures.

Here are two examples which would be OK.





## Original Meeting AGENDA Below

Wednesday May 10 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**

President's Report:

Vote to approve board positions.

### 3:10 Open Forum

- Questions from Resident Attendees – 2 minutes top per person
- Questions from “Ask the Board”

### 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
  - Bids for tree cutting
  - “Slow down” signs
  - Bylaws update
  - Refinishing leather furniture
  - Insurance post
  - Insurance payment
- Annual Meeting minutes and debrief
- Summer Party–**Mary**
- Proposed meeting schedule for 2023-2024– **Randy**
- Committee Updates-
  - **Pools/Bathrooms- Packard** : Opening of pools
  - **Rec Hall C- Packard**: “spiff up on Rec Hall C
  - **Landscape- – Karen**
  - **Welcome- Mary**
  - **Neighborhood Watch—Shirley**

- **Emergency Preparedness—Marilyn Ellwood**
- **Architecture committee—Bob**

#### **4:15 New Business**

- Committee reporting process.
- New board member bios to post on the website.
- Power washing around mailboxes.

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

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