

CHOA Board Meeting September 13, 2023 Meeting Minutes

Randy called the meeting to order at 6:30

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

Others present: Steve Chinn, Property Manager, Michelle Bell, property management, Cheryl Barnum, Alicia Tomasi, Mike Chinn helps set up the Owl meeting hardware and software.

Minutes of last meeting (July 12) approved.

President's Report – See below

Treasurer's report – Report summary is below. (Financials are not included in the minutes.) Budgets due back from Board members (with a budget) by October 13

Q: Balance sheet: Insurance claim for ~\$46K, Insurance writes check to us, and then we pay the contractors.

Old Business:

Property Manager: One pool new fence bid came in at \$17K. Steve is getting more bids. Can look at the fence near Yellow 1 or Curry's Landing. We will need to upgrade fences to new legal standards when we replace the fences.

Committee Reports:

Pools: Pack and Steve approved to make final decisions on when to close the pools for the season, keeping in mind budget and weather.

Rec Hall C: Walls have been fixed with new siding on the inside.

Landscaping: See report below.

Welcome:

Fabulous Summer event: Metric: Sold 130 sandwiches, Killer Burger sold 80 sandwiches. 80 folks signed in.

Pink Ball event brought in \$80K. Trune is going to be document this in their magazine that goes out to 800 courses they manage.

Proposing a CCC wide new resident monthly meetings. Also a CHOA meeting at Rec Hall C.

Neighborhood watch: (Shirley Hoem). More to come in the future.

Emergency Preparedness: (Marilyn Ellwood) Can get magnets with information to call at the CCC. See report below.

Architecture: See report below.

Communications: Alicia is updating and cleaning up our website, working Nyssa.

New Business:

Operations manual needs updating. Missing are Neighborhood watch and Emergency Preparedness.
Board matrix – to reviewed.

Real estate across the road. Change to 30-person business. CCC is reviewing. Residents are able to participate on their own in zoning discussions.

Action items:

Budgets due back from Board members (with a budget) by October 13.

Steve and Pack decide on Pool Closure schedule.

Check CHOA information on CCC website with regard to security

Steve to work on Weatherstripping on Rec Hall C doors that lead to the pool.

Steve, Bob to discuss Painting schedule.

Post Pool Rules in May. (For Alicia) Every year.

Randy to create a Pool Monitor meeting in April.

Check if the signs with the rules are appropriately placed.

Steve to research blind solutions for Rec Hall C French doors to golf course side.

Steve to research fence replacement on E Pool. Pack and Steve to provide a recommendation to the board. Fences will be upgraded to meet legal requirements.

Shirley to work with Sandie on a Budget line for Neighborhood Watch.

Marilyn to work with Alicia to create a post with information on security numbers.

Steve to include both Renee and Marilyn and Shirley with regard to welcome information.

Board members need to review the CHOA Operations manual for their positions. Work to be completed by November meeting. Try to work in WORD to be able to track changes.

Board members to review Board Goals.

Randy to work on Meeting Owl Logistics.

Meeting closed at: 8:10 pm

Meeting agenda is included for reference at the end.

President's Report

Summary of the CCC Briefing

CCC Briefing led by President Anne Shevlin

July 24, 2023

- Safety: CCC has hired a safety coordinator, Neil Kennedy, and, in addition, we contract with Corporate Crime Control, a thirty-year-old security company. The coordinator is the point of contact for all security concerns. The company is getting to know the community: contractors, employees, and residents. You can see them in their black Ford Explorers or in their very special golf cart. When they know the community better, they will be able to discern when/if problems exist. The company is present at different times, not a set schedule so they will be less predictable, but most hours are after dark. The inconsistency of schedule makes it impossible for criminals to know when security is not present. See the website for telephone numbers. For life safety issues, call 911 first.
- Communications: A web audit was done to update links and information. A plan is in place to fix everything. Need to check CCC website and update CHOA information. Looking for interesting stories about residents. 250 words.
- Construction: 1) Installing new windows and siding for the Club House and Pro Shop. Hope to be done by October. When finished, the Club House will be open all day just as the Activity Center is now. 2) Also doing sport center project soon for pickle ball. Waiting for permits. Hope to be done by January. 3) New security systems being put in throughout Village Center. 4) The marina will be renovated replacing the old dock. Waiting for permits. Should be done by April.
- There is currently insufficient parking available in the Village Center.
- Coyotes. We need to manage the situation, but we will learn to live with it. New trapper has already had some success in trapping Coyotes at CCC.
- Tolling: We work with a lobbyist. The current "pause" issued by the Governor gives ODOT time to regroup. The lobbyist expects tolling to ultimately succeed. The best CCC can hope for is to get passes so we can go to Wilsonville without a toll.

Treasurer's Summary report

1st: In October I will be sending out to those that have Budgets their spreadsheet Budget Request forms. Please return them to me by October 13. On October 12th at 8:30am the CPI for September will be posted and I will send that out. Current CPI for July is 3.5.

2nd: Hoping the Reserve Study is completed before we have to approve the Annual Operating Budget in November.

3rd. Our Homeowners Foreclosure and House Sale on the "Court House Steps" has been postponed to Oct 19th.

4th: Operating Budget looks fine. Karen/Landscaping still has projects so her Budget use will not be completed until yearend.

Property Manager Report

Projects Completed

- Power washing around mailboxes
- Sprinkler filter replacement in reserve study
- "slow down" signs in place
- Pool furniture ordered and delivered
- Adding weather stripping to double white doors out to pool at Rec Hall
- Reserve study to include cost of sprinkler filter replacement
- Threw away the bent screen
- Fix broken banquet table in little side room
- Projects Pending
- Scope of work for painting
- Bylaws update
- Pool signage
- Fixed or replace broken blind on sliding glass door

Landscaping Report, Karen Siegel

- Fall pruning should begin next week as well as the rhodie pruning.
- Garron has reseeded and/ or repaired damaged turf.
- I will meet sometime this month with Garron to discuss needs/issues for the rest of this year and plan for any major improvements needed for next year
- The tulips for fall planting have been selected and ordered.
- The golf club recently replaced a portion of the cart path on red 4/5 after a golfer recently fell in that area. She was not seriously injured and Chris tended to her. As a small portion of the improved path actually is CHOA, we are offering to reimburse the golf club for that portion.
- Two of the self flushing filters have been received and plans are to install in October/November.

Emergency Preparedness, Marilyn Ellwood

The Board asked that I obtain information about who residents should contact in the event of an emergency.

- Always call 911 in the event of any life-threatening emergency
- For non-emergencies call Clackamas County Sheriff at 503 655- 8211
- After 5 PM: For resident concerns like suspicious people or activity, property crime, vandalism, excessive noise etc. call Corporate Crime Control Protective Services at 503 505-3327. If an officer doesn't answer be sure to leave a message.

- In addition, during business hours call the Country Club to report crimes and emergencies. It is very important that they are aware of any incidents. 503 694-2300

The Great Shake Out is coming on September 14, at 6:14 PM.

Charbonneau has been preparing for this event for many months. There has been much training and communication regarding the Shake Out. Neighborhood Captains have been given instruction and are ready to respond at the time of the drill. We are very fortunate to live in a community that values the importance of practicing for a disaster. Preparation and practice are the keys to survival.

Architecture Committee Report, Bob Bush

Short report from us this month. No actions required for the board at this moment.

1. We have approved a number of very normal changes/replacements from homeowners.
2. There is only one project waiting for approval. The homeowner just needs to get back to us with a photo on the new windows. Everything should be normal and is ready for approval.
3. We have started a small project spreadsheet that will allow us to better track projects in the future and the immediate status.
4. We will be making a small change to the current Architecture change form. This will state specifically that the home owner is responsible for permits and all inspections associated with the permits.

Here is the original and revised wording:

Original:

NOTE: OWNER ASSUMES RESPONSIBILITY FOR OBTAINING ALL NECESSARY BUILDING PERMITS UPON APPROVAL. AN APPROVED REQUEST FORM MUST BE PRESENTED TO THE CITY OF WILSONVILLE OFFICIALS WHEN APPLYING FOR A BUILDING PERMIT. NEIGHBOR APPROVAL IS ALSO REQUIRED FOR SIGNIFICANT REPLACEMENT CHANGES.

Revised:

Note: The owner assumes responsibility for obtaining all necessary building permits and required project inspections upon CHOA project approval.

Note: Line of sight and direct neighbor written notice is required. The form on the following page is for that purpose.

Draft Agenda

Wednesday September 13 at 6:30 PM - CHOA Monthly Board Meeting at Rec Hall C and zoom:

Zoom: <https://pdx.zoom.us/j/84718634307>

6:30 - 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**

6:35 Open Forum

Questions from Resident Attendees – 2 minutes maximum per person

****Treasurer's Report –Sandie Maki**

President's Report:

6:45 Old Business

- Updates from the property manager
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- Committee Updates
 - Pools/Bathrooms- Packard
 - Rec Hall C- Packard
 - Landscape- - Karen
 - Welcome- Mary
 - Neighborhood Watch—Shirley
 - Emergency Preparedness—Marilyn
 - Architecture committee—Bob
 - Communications—Alicia

7:30 New Business

- Review of Operations Manual
- Review of board Goals
- Review of board matrix--Steve

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

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