

Draft CHOA Board Meeting November 8, 2023

Randy called the meeting to order at 2:30

Board members present: Randy Hitz, Bob Bush, Karen Siegel, Sandie Maki, Packard Phillips, Mary Fieweger, Marilyn Ellwood, Shirley Hoem. Not present: Robin Schulz

Others present: Steve Chinn, Property Manager, Michelle Bell, property management, Alicia Tomasi, Cheryl, Barnum.

Randy called the meeting to order at 2:30

Nobody joined via Zoom, but the meeting was recorded on Zoom.

Open Forum – no comments

The draft of the September minutes were approved as submitted.

Treasurer's report: Chapter 13 foreclosure – house was sold – CHOA paid off from the proceeds. Still some concerns. Report summary is below. Late payments are down to a minimum.

A budget was presented by the finance committee. An increase of \$10.00 per month per homeowner was presented. (Last year was \$12.00 per month increase.) Some discussion regarding painting. The board approved the budget as presented unanimously. This change will start January 1. Notices will be sent out before November 30.

Discussion on Fences: Multiple bids on fence for around Pool E. Motion to replace the fences around A, B, E. Approved.

President's report – see below

Property Manager's report – (Randy to send to me)

Reviewing if window film can be used over the double doors – Steve to check with CCC.

Old Business:

Drop Box

CHOA emails coming from Barry –

Randy to review the above two items

Pools – in good shape

Rec Hall C – in good shape – interior siding completed – looks great.

Discussion of pool bathroom maintenance – suggestion to paint the walls and add cabinets around the sinks, heating issues. **Steve to continue review and come back to the board next meeting.**

Landscape: An increase of \$1000 per month. This within the budget presented. Approved for Karen to sign the contract. The contract is for 14 months. It will run until the end of February 2025. Additional information in the Landscaping report below.

Welcome: Mary – 5 new residents welcomed. Discussion on birdfeeders with new folks.
Neighborhood watch – Shirley - Budget approved – 3 more signs
Emergency Preparedness – Marilyn. Continued review of CCC meetings. Bullhorns for neighborhood captains. Ordered and budget approved.
Architecture committee – See report below.
Communications – Alicia needs to step away for other duties.

New Business:

Maximum and minimum posts:

Executive session – Board moved to executive session. 3:53 pm
Zoom meeting recording stopped.

Executive session ended at 4:23

Meeting adjourned at 4:24

CHOA President's Report, November 8, 2023

- Worked with Steve and Mike on revising the Management Company Requirements and on developing a plan for annual review.
- Edited the Operations Manual. It is filed in Dropbox. Thanks to everyone who contributed and especially to Sandie for cleaning up the formatting mess I created. 😞 The latest version is in Dropbox.
- I practiced using Meeting Owl and I think I have become reasonably competent. We'll find out at the November meeting.
- The reception for Garron staff was a big success. Thanks to all of you who attended and helped with preparation. Thanks especially to Mary who thought of this activity and organized it. I learned that one person has been mowing our lawns since 1988 and another since 1997. The Garron people were very appreciative.
- Thanks to Sandie for preparing the 2024 budget and to all of you who provided input.

CCC HOA Presidents meeting

- CCC started a Facebook page. Best place to keep current on CCC. Looking for news from HOAs. Can access it even if you do not have an account. Email blasts from CCC will be reduced to one per week.
- Safety and security: Will do a fraud and scam workshop. Working to set up a sting operation to deal with theft of packages delivered. It's an issue nationwide but it not is a particularly bad problem in CCC. The biggest problem is when people leave their garage doors open. Trying to get all HOAs active in Neighborhood Watch. Suggests that each board have a member specifically responsible for for NW.
- Clubhouse and pro shop are almost finished. Need a few dry days for painting. Dry rot is removed, there are more efficient windows, and a more beautiful place. There will be cameras inside for security. There are plans to do some interior remodeling, probably in 2025.
- CCC has rules regarding signs (e.g. estate sales, political) and CCC is working to make the rules known and followed. Residents can find the guidelines on the website. CHOA may make rules more restrictive than CCC.

- Leaf clearing had to start two weeks early this year on French Prairie Rd. We have a new company doing the work. There will be at least three more weeks of clearing.
- Tolling: CCC has a tolling task force. Note session on November 9 at 1:00 p.m. On Nov 16 ODOT will have a session at the Wilsonville City Hall. On Dec 13 some legislators from the Governor's subcommittee will be talking with us in the Clubhouse.
- CCC has one adult foster care home (rental). State law does not allow HOAs to forbid these. They must meet CC&R requirements.
- Fines: I volunteered Sandie and Steve to serve on a task force for CCC to make recommendations for fine policies and enforcement. 😊

Property Manager Report November 2023

Projects Completed

Updated Property Manager Requirements document
Assisted in updating Board Operating Manual

Projects Pending

Scope of work for painting. **Bob and I still need to meet.**

Bylaws update. **Randy and I need to meet.**

Pool signage. **Waiting to see if we want to do it with this year's budget or wait till 2024**

Replace broken blind on sliding glass door. **Replacing all blinds on sliding glass door**

Replace E pool fence. **Bids received.**

Weather stripping on double door. **Determining best way**

Tall grass issues. **Looking into the cause(s).**

Treasurer's report: Sandie Maki

Money collected for the Bad Debt has been passed on to Reserves. \$10,000 to paint and the rest to Pools to go towards new pool fences.

For current Past Due accounts: Demand letters have been sent or are being drafted.

The balance to Total Reserve Funds Available increased due to collecting our Bad Debt! As well as our Receivable (all) in arrears balance is now lower due to the Chpt 13 payoff. (See attached Balance Sheet comparison.)

Our smallest CD came due this month and it was rolled to mature on 5-1-2024 at 5.5%. (see attached) We will have 3 CD's maturing in April, May and June that can be potentially cashed in if needed to pay for the painting of Neighborhood "A". To date we have earned and collected \$20,614 in Interest from our CD's at Edward Jones.

Landscaping report: From: Karen Siegel, CHOA Landscape Chair

Landscape activity for the remainder of 2023 has or will include:

Leaf pickup will continue as weather permits.

The dead tree behind A pool has been removed

A tree on Lake Point Court, that was leaning toward road, has been removed.

Hanging baskets and planters at the pools have been/or will be removed – again depending on weather conditions.

The crew will not be working November 23 and 24 for Thanksgiving. Services that take place normally during that time will be rescheduled.

Garron will be closed during the Christmas holiday thru January 5 but staff will be available for emergencies

Ty and I will be meeting sometime this month to discuss areas that we might consider for improvements during 2024.

Garron will be installing the two new filters before they winterize the system about the second week of November.

Sandy, Steve and I developed the 2024 budget and reviewed Garron's 2024 contract with Randy. I will be requesting approval to sign the contract.

Architecture Committee Report - November 2023, Bob Bush

1. All AR requests are current. There are no open requests at this time.
2. All AR requests have been approved, some with discussion with the homeowners.
3. A total of 17 projects were initiated using the AR form. Pretty standard items: deck replacement, window replacement, driveway and patio changes.
4. We have initiated an Architecture log. This includes names, addresses, a bit on the project and most importantly when first received, current status and if approved.
5. We are discussing house painting. We are proposing to the board the following schedule:

Area sizes (houses) Total = 228

A = 39

B = 44

C = 35

No area D

E = 29

F = 31

G = 50

Past schedule A, then B, C+E, F+G, one group per year, all on 7 year schedule

Area A was last painted in 2016; F+G painted 2019

Suggesting a new order: A, B, C, E+F, G (slightly better balancing, spread over 5 years)

Paint schedule	Last painted	Gap from last paint	Comments
A in 2024	2016	8 years	39 homes
B in 2025	2017	8 years	44 homes
C in 2026	2018	8 years	35 homes
E in 2027	2018	9 years	61 homes

F in 2027	2019	8 years	
G in 2028	2019	9 years	50 homes

Paint = Sherwin Williams Super Paint, low luster - last longer than past paint (A-100).

General discussion on painting. Board wants recommendations from the AR committee in January

Draft Agenda

Wednesday November 8 at 2:30 p.m. - CHOA Monthly Board Meeting at Rec Hall C and zoom:

Zoom: <https://pdx.zoom.us/j/82356555590>

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

Treasurer's Report –Sandie Maki**

- Budget approval vote

President's Report

Property manager report

2:50 Old Business

- Review of Operations Manual
- Review of board goals
- Committee Updates
 - Pools/Bathrooms- Packard
 - Rec Hall C- Packard
 - Landscape- - Karen
 - Welcome- Mary
 - Neighborhood Watch—Shirley
 - Emergency Preparedness—Marilyn
 - Architecture committee—Bob
 - Communications—Alicia

3:40 New Business

- Maximum and minimum posts
- Vote to move to executive session

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

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