

CHARBONNEAU GREEN ANNUAL BOARD MEETING MINUTES

May 25, 2022 - 3:00 p.m. – via Zoom

Board Members Attending: Paul Osborn, Larry Shadle, Carole Burnside, Leslie Walker, Mary Wolfe

Minutes: Paul noted Carole Burnside's April Minutes were sent to Board members and, without objection, have been posted on our website. The Minutes of a May 11th Emergency Special Meeting were also sent to Board members and, without objection, have been posted on our website.

Treasurer's Report - Mary Wolfe: We had an excess of funds at the end of 2022, of which \$3,900 goes into our Reserve Account yearly. Our Bookkeeper, Ann Higgins, is retiring in April 2023. We pay her a monthly fee of \$241, which is very reasonable. Paul noted Ann expects our fee to go up with a new bookkeeper, partly because we are her only HOA client not allowing her to sign checks for us. Everyone agreed this is a good practice to continue.

Architecture/Landscape Committee Report - Larry Shadle:

– **Sierra Northwest Landscaping:** We are heading into our second year with this company. Comments on how our neighborhood looks have been positive. I personally think the area has never looked better. The downside is some delays in getting the projects completed in a timely manner. We are getting better results for less money than with our last two landscaping companies. To put things in perspective, our contract of \$3,700 per month equates to \$77 per month per homeowner, which is very reasonable.

– **Landscape Projects:** The only major landscape projects were around the Del Monte Drive area and everyone is pleased with the results. Our Committee is open to suggestions for improving other common areas.

– **Trees:** We had an Arborist walk the entire HOA with us to give us an assessment of our trees. We spent \$3,400 for ice storm clean-up and had some concerns. We had six trees removed – four from ice damage, one was diseased, and one was a nuisance tree, which a homeowner had requested be removed. We are now in good shape.

– **Pool Area:** Kathy Harp alerted us to an opportunity to get 22 plants from the CCC, which were going to be discarded. They are planted around the pool. At this time, you can only see three spike plants. The remaining 19 are perennials and should be breaking ground soon. If they look like they did at the Country Club, it is going to look very nice.

- **Barkdust**: Our landscaper provided a new type of product. The color and coverage turned out great. The project was a little over budget. As an HOA, we need to look at how we do bark dust in the future.
- **Irrigation**: Water from the Charbonneau Water Company is on. Due to the rainy spring, the timers have not been turned on. We will turn the timers on within the next couple of weeks. When on, we will run the system mostly at night. We will do one run during the day so homeowners can see if there are any problems in their area, i.e., broken pipes, bad heads, etc. This is important since lots of water means lots of dollars! We have hundreds of sprinkler heads and there are always problems so please be alert!
- **Concrete**: This was the year of common area concrete work. We are down to a handful of pads, which will likely need to be replaced.
- **Reserve Study Review**: This is the year we were scheduled to have an outside professional review of our Reserve Study and our reserve account. The good news is we are in compliance on everything. However, there are some caveats heading into the next couple of years. Inflation in the plan was budgeted at 2.5% and now will be 4%. Larry Walker, Paul Osborn and Larry Shadle met with Schwindt & Company on May 11. The goal was to true-up the current plan and accurately budget through 2027. The big issues are our paint project in 2024 (the biggest expense for our HOA), barkdust (how often and how much?), pool work (replaster the pool and replace the cover), concrete replacements and parking area maintenance. Schwindt & Company sent us a couple of recommendations, which will be reviewed by our HOA Board. There is no real urgency and we will keep everyone informed.
- **An appeal to our homeowners**: On behalf on the CG HOA Board and the L/A Committee, we welcome homeowner input. This is your dues money and your HOA. More importantly, volunteers are needed and you can help make a difference!
- **Reminder**: When you take paint from the Pool House for touch-ups, be certain to sign it out on the check-out form and return it when finished. This paint is not for large projects. The local Sherwin-Williams store has our paint formulas and owners are required to purchase their own paint for larger projects.

– **CCC Architectural Changes:** Larry reported changes to the overall architectural standards for Charbonneau take effect June 1st and were sent to each HOA. Covered subjects include electric vehicle charging stations, a prohibition on feeding wildlife, fire safety, electricity generators, mobile food units, painting and roofing. They will be included in the new CCC Resident's Directory, which will be distributed in June, and will be available on the CCC website.

Pool - Kenton Wolfe (reported by Mary):

– Resurfacing needs to be done on the deck and a light is being replaced in the pool.

– We are opening the pool this weekend and will need help putting the furniture out. Mary and Kenton will provide hotdogs for a BBQ in their driveway afterwards and everyone is invited. Please bring something to share and your own chair.

Emergency Preparedness - Sandy Batte:

– Charbonneau Green continues to have an experienced cadre of volunteer Captains, most of whom have been with us from the program's beginning more than eight years ago. We continue to meet twice yearly to update ourselves on issues and practice with our 2-way radios. Additionally, our Captains attend two annual meetings of the overall network of CCC Captains. Thank you and kudos to our team!

– On the Public Safety side, our HOA will soon be establishing a Neighborhood Watch (NW) program. This effort is ongoing throughout Charbonneau. We are awaiting signage from the Clackamas County Sheriff's Office. We will schedule an informational meeting to explain how NW works as soon as we have the green light. Steve Fivecoat has offered to be our HOA's liaison with the Sheriff's Office. THANK YOU, Steve!

– Paul noted Jean Novotny's name should be removed from the list of captains since she has moved.

Welcome Committee – Shirley Chapman:

We had two new homeowners to welcome this year. Diana Bowman is all moved in and we will get a Welcome Packet to her. We are in the process of updating the Welcome Packet.

Unfinished Business - Paul Osborn:

- Paul was re-elected to another 3-year term on the Board. Carole reported we received 16 votes, all for Paul, and there were no write-ins. Ten votes (20% of homeowners) are needed to elect a Board member.
- Ballots to vote on the proposed **Rental Policy** were sent to our Homeowners on May 21st. We have received 18 'yes' vote ballots so far. This policy needs 36 votes to pass. Paul noted no deadline has been set but our bylaws require a deadline of no more than 90 days, which would be August 23rd. Larry moved and Mary seconded we set a deadline of July 15. The motion passed.
- Paul reported he had called an emergency special meeting of the Board on May 11 to consider an additional exception to the proposed rental policy, which would allow less-than-one-year rentals by owners who are primary residents but live temporarily in other locations (aka 'snowbirds') for less than six months of any 12-month period. The proposed exception was rejected by the Board so the proposed rental policy remains as previously distributed.

New Business - Paul Osborn:

- Paul presented the following resolution to bring our HOA into compliance with House Bill 2534 based on language adopted by the CCC:
Charbonneau Green Townhome Association acknowledges and accepts the provisions of House Bill 2534 of the 81st Oregon Legislative Assembly-2021 Regular Session. We have reviewed our governing documents and find them to be in compliance with House Bill 2534.
Paul read out-loud the actual language from House Bill 2534, which is aimed at preventing discrimination in the use of properties in our community. The Board voted to adopt the resolution.
- Regarding the topic from last fall of revising our Pool Policy, Paul still thinks we should make some revisions but he does not have a proposal at this time.

Our next CG Board Meeting would normally be held on June 15th but the Board agreed to skip the June meeting and instead meet as scheduled on July 20th at 3:00 p.m. Notifications for this meeting on whether it will be in-person or only via 'Zoom' will be announced.

Per Section 4.9 of our bylaws: A short **Organizational Meeting** for the election of officers was held after the Annual Meeting was adjourned. All of the officers for 2021-22 were re-elected to the same positions for 2022-23.

Respectively Submitted,
Carole Burnside
Charbonneau Green Board Secretary