

## **CHARBONNEAU GREEN NOVEMBER 2023 BOARD MEETING MINUTES**

**November 15, 2023 – 3:00 pm – CCC Activity Center Wilson Room & Via Zoom**

**Board Members Attending: Paul Osborn, Dick Frey, and Tere Bippes. Board Members absent were Larry Shadle and Carole Burnside, so we did not have a quorum for official actions.**

### **Minutes:**

The September and October meeting minutes were sent to the Board Members without objection and have been posted to our website.

### **Treasurer's Report – Dick Frey:**

-Dick had copies of our financial statements available. He reported that our Total Liabilities & Equity through October 2023 is \$223,975. He explained that Total Reserves are \$184,466.37 which includes the \$100,000 U.S. Bank CD and the \$50,000 U.S. Bank Money Market Fund plus interest. The money we add to the reserve account every month goes into an account at Umpqua Bank.

### **Architecture/Landscape Committee Report – Paul Osborn reporting for Larry Shadle:**

-We have no outstanding Architecture or Landscaping requests at this time.  
-The committee recommended approval of the Sierra NW Landscape 2024 renewal proposal and that amount is included in the proposed 2024 HOA budget. The increase was only 1% over last year's budget.

### **Pool – Kenton Wolfe**

-Kenton said he is maintaining the pool through the winter including balancing chemicals and cleaning. The pool person comes twice a month during the winter to balance the chemicals. The man who helps with our equipment will come once during the winter to check everything.

-Kenton is buying pool supplies when on sale and we are under budget on our pool allocation this year.

### **Welcome Committee – Nan Moon**

-We have one home for sale on Carmel Circle. Nan is trying to secure emails for all homeowners.

### **Emergency Preparedness – Sandy Batte**

-Sandy said this is a very quiet time of year, nothing to report this month. She reminded us to be prepared for bad weather and suggested we all make sure to have fully charged backup phone chargers and batteries on hand.

### **Unfinished Business and Open Discussion – Paul Osborn**

-Paul is working with our attorney to get the Rental Policy that the Board adopted last year into recording format as soon as possible. He found several errors and is working to get those corrected.

-Our bookkeeper Renee Warren proposed a new contract format and Paul worked with her on a contract for services effective January 2024. He was able to negotiate several points with her to our advantage and has signed a contract for calendar years 2023 and 2024 including any year-end work after 12/31 of each year.

-Renee has suggested that, when a potential new buyer requests information from our association, we charge a fee of \$300 to collect the data which, can be extensive. Many Charbonneau HOA's currently do this. Half of the fee, \$150, will be reimbursed to the bookkeeper for her additional work and the other \$150 will be credited to our accounts. The Board has agreed with the idea. Paul said that most of the other HOAs also agreed with this proposal but it has not been universally adopted.

### **New Business**

-CCC has a new Facebook page managed by the new Activities Coordinator, Brooke Dickson. Even if you do not have Facebook, Paul was told at the HOA Presidents meeting that you can still access the website. More to come on this later.

-Our annual Christmas party will be held on December 13. There is no charge to attend the event. A main dish and dessert will be provided. Please bring a side dish. There will be door prizes and games. Always a good time! A flyer will be mailed out with the details.

### **Temporary Adjournment**

The meeting was temporarily adjourned until 4:00 p.m. Friday, November 17, in the driveway of 32100 SW Cypress Point when a quorum should be present.

### **Reconvened Meeting**

The November 15 meeting was reconvened at 3:45 p.m. on November 17, 2024, in the driveway at 32100 SW Cypress Point with all five Board members present. A motion was made and seconded to adopt the 2024 budget as previously circulated. It includes a dues increase of \$8/month to \$244 which is a 3.4% overall increase. The motion was approved and the meeting was adjourned.

Our next regular Board Meeting will be held in person at the CCC Activity Center Wilson Room & Via Zoom at 3:00 on January 17, 2024.

Respectively Submitted,  
Tere Bippes