

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
May 4, 2021

A meeting of Charbonneau Country Club Board of Directors, an Oregon nonprofit corporation, was called by President Gary Newbore through an audio/video conference in Wilsonville, Oregon.

Board Directors Present:

Staff:

Gary Newbore, President	John McLain	Jim Meierotto
Kathy Harp, Vice President	Linda Owen	Jen Chavez
Lindy Anderson, Treasurer	Anne Shevlin	Jennifer Waggoner
Pat Tewell, Secretary	Steve Switzer	Rick Schram
Jim Gibbons		

Call to Order

President Newbore called the May 4, 2021 meeting to order at 2:00 pm. President Newbore stated that the meeting was to convene following the Coronavirus Resolution passed on April 7, 2020, regarding audio conferencing for board meetings. President Newbore welcomed eleven guests who joined the meeting via audio and video conferencing.

Review of the Agenda: No changes were made to the agenda.

Approval of Meeting Minutes

- April 6, 2021 Board Meeting Minutes- A motion was seconded and approved unanimously.
- April 27, 2021, Work Session Minutes- A motion was seconded and approved unanimously.

Standing Committee Reports

Treasurer

Director Anderson presented an update of the Treasurer's Report. The report informed the board and the residents watching the live stream that the RV Lot, Marina, Tennis, Fitness Center, CCE, and Clubhouse are in good financial shape.

Financial Oversight Committee

In addition to the full report included in the board packet, Director McLain presented the following highlights:

- The committee continues to search for one or two additional guest advisors.
- Discussions on how to evaluate HOA Board views on Amenities continue to be an explored topic.
- Development of dashboard reports for future use rather than detailed financial statements is underway.

Activities

Secretary Pat Tewell presented the CCC Activities report for the months of May and June.

Property Management

Rick Schram delivered an update on the clean-up of tree debris impacted by the ice storm. Plans for reopening pools on May 15 with guidelines are in place.

Tennis Club

Kathi Gray presented updates on Tennis Club highlights.

- The tennis club has a board vacancy and is actively looking for tennis members to fill that vacancy.
- While many are interested in the board vacancy, none are Charbonneau residents.
- A subcommittee that enables nonresident tennis players to get involved could be a potential solution.
- The tennis club will present further updates on the topic at next month's meeting.

Architectural Control

President Newbore reported a light month and stated that in the preceding month, there had been two tree removal requests.

Emergency Preparedness and Safety Report

In addition to the Emergency Preparedness and Safety Committee (EPPS) report provided in the board packet, Director McLain highlighted that the (EPPS) is currently working on a Master Security draft plan.

Civic Affairs

Director Switzer presented updates on current house bills.

Communications

Director Switzer reported that the redesign for the website is progressing towards completion.

Asset Management

Director Shevlin provided a verbal report and announced two open vacancies within the committee.

Village Center Development Task Force

Director Shevlin provided an update on the Activities Center development status. In addition, every other week, scheduled meetings with the architect design committee have transitioned into weekly meetings with R&H construction.

Pickleball Subcommittee

Director Shevlin provided the following highlights for the topic:

- Interest in pickleball is growing, and people continue to sign up.
- Although both interest and concern are expressed from the neighborhood, continued feedback is encouraged for further planning.

Club House Development Sub-Committee

President Newbore delivered an update on the clubhouse development:

- The planning of the clubhouse restaurant has shifted.
- The development committee will continue to explore new ideas for the clubhouse.

Golf Club Liaison

Director Gibbons provided a verbal report. In addition, he highlighted the following notes:

- The golf course clean-up crew continues to evaluate trees and branches to determine removal.
- Further discussion with the Golf Course will determine future planning for the clubhouse.

Board Action: No action requested on the standing committee reports.

CCC Updated Facility Guidelines

The board announced the newest updated facility guidelines per Clackamas County's extreme risk mandate.

Board Action: The motion was seconded, and the guidelines were approved unanimously.

Reopening and Guidelines for Country Club Estates Pools

General manager Jim Meierotto announced the opening date of the Country Club Estate Pools.

- The pools open on **May 15, 2021**.
- Reopening guidelines are in the board packet.

Board Action: The motion was seconded and the guidelines were approved unanimously.

Financial Review

General Manager Jim Meierotto presented a verbal report on the financial review.

The CCC will provide a draft of the financial oversight statements for residents to review before the monthly meeting.

Board Action: The motion was seconded, and the statements were approved unanimously.

Security

General Manager Jim Meierotto presented a verbal report on the Reece security design and integration proposal.

Board Action: The motion was seconded, and the security proposal was approved unanimously.

Marina Parking Lot

President Newbore presented a verbal report following up on the work session discussion for the marina parking lot.

He provided the following list of steps that would take place in increments of the project proposal.

- Survey
- Easement documents with Haven
- Project Design
- Obtain bids
- Seek permits

He provided a recommendation that includes taking the project up through the design process.

Board Action: The motion was seconded and the motion to begin the Marina parking lot process was approved unanimously.

Manager Report

General manager Jim Meierotto provided a verbal manager report and proposed a possible work session date for May 25 at 2 pm.

He will send out a meeting notice with a confirmed date and time.

President Report

President Newbore presented a verbal report summarizing the many changes and projects taking place within the Charbonneau Country Club Community along with highlighting the following announcements:

- Thanking Lindy Anderson for her service as her term as a board member ends as CCC's treasurer.
- Welcoming Jen Chavez as the newest staff member at CCC.
- Summarized an overall turnout of pickleball as one of CCC's current most popular assets.

Board Action: No action requested.

Adjournment

Meeting adjourned at 3:30 pm.

Pat Tewell, Pat Tewell, CCC Secretary