

Charbonneau Country Club Board of Directors
Minutes of the Monthly Meeting
March 3, 2020 – 2:00pm

A meeting of the Charbonneau Country Club Board of Directors, an Oregon nonprofit corporation, was called by President Kathy Harp at the Charbonneau Clubhouse in Wilsonville, Oregon.

Board Directors Present:

Staff:

Kathy Harp, President	Gary Newbore	Kim Hosford
Gene Tish, Vice-President	Anne Shevlin	Jim Meierotto
Lindy Anderson, Treasurer	Steve Switzer	Karen Pratt
Pat Tewell, Secretary	John McLain, excused	Rick Schram, Property Manager
Jim Gibbons		

Call to Order: President Kathy Harp called the March 3, 2020 meeting to order at 2:00pm.

Review of Agenda:

- Kathy Harp added Coronavirus discussion and non-disclosure agreement with the Golf Club to the Agenda.

Visitors: Kathy Harp welcomed the visitors and invited each person to introduce themselves. Visitors in attendance: Deborah Brawley, Judy & Mike Brennan, Patrick Donaldson, Tony Holt, Tom Kells, Greg Leo, Joann Linville, Bob Nichols, Wayne Richards, and Dick Spence.

Approval of Meeting Minutes:

- President Harp asked if there were any changes to the February 4, 2020 Regular Meeting Minutes. There being no corrections to the minutes, they were approved.

Standing Committee Reports

- **Treasurer's Report, Lindy Anderson:** Lindy read the Treasurers Report which updated the Board on the account balances in our operating and reserve funds.
- **Architectural Control Committee, Gary Newbore:**
 - There are two people currently serving on this committee and there is one open position. Gary motioned to approve Kathy Harp and reaffirm Paul Schwindt as committee members on the Architectural Control Committee. The motion was seconded and passed unanimously.
 - A resident attended the meeting to appeal the denial from the Architectural Control Executive Committee to park a work van at their house. Parking a work vehicle in a driveway or on the street is against the CCC bylaws, Article 10 section 6. The resident asked that the bylaws be updated concerning this issue. Gene stated that it would take a 75% vote in favor from the community for the CC&R's to be changed. The CCC office has received phone call complaints from the resident's neighbors regarding this vehicle. After board discussion, Gene moved to deny the resident's appeal to allow the business vehicle to be parked in the driveway. The motion was seconded and passed unanimously.
- **Activities Center Update, Anne Shevlin:** Anne introduced the latest architectural drawing of the new activities center building to the Board. The task force will continue to work on solidifying the building plans with the architect.
- **CVCC Walkway Cover, Lindy Anderson:** Lindy asked the board to share their opinions about removing or maintaining the walkway cover which extends from the Pro Shop to the Bitar Building and is owned by CVCC. The CCC board holds three votes out of the ten CVCC votes. After board discussion, Lindy motioned that the CCC Board recommend to the CVCC Board that it is in favor of removing the walkway cover. The motion was

seconded and passed unanimously. Lack of lighting by the empty lot where the Annex was discussed. Jim and Rick will purchase some solar lights and place them around the area.

Manager's Report, Jim Meierotto: A checking account has been opened with Key Bank and will be fully utilized on April 1. Reserve checks were paid from operating to reserve accounts which meets the 2020 funding requirements.

President's Report, Kathy Harp:

- Kathy found in researching paid holidays that many businesses and government organizations include Martin Luther King Day and President's Day in their benefits package. After board discussion, Gary Newbore motioned that Martin Luther King Day and President's Day be added to the CCC employee benefits package starting in 2021. The motion was seconded and passed unanimously.
- The Board discussed the Coronavirus pandemic and Kathy asked staff to have the janitor clean high-touch surfaces thoroughly every morning.
- Gene said that Kathy Harp and Joe Brouillette, presidents of CCC and the Golf Club respectively, signed a non-binding Term Sheet. The Due Diligence Committee is continuing to work through the process.
- Gene and John agreed to serve on the CC&R's Review Committee. An advertisement seeking 3 resident volunteers to also serve on this committee will be included in the April Villager.

The Board moved into Executive Session to discuss legal matters related to the golf club negotiations at 3:55pm.

The Board resumed Regular Session at 5:00 pm

Adjournment: No other business came before the board. The meeting adjourned at 5:01 pm

Approved at the April 7, 2020 Board meeting and will be signed after the shelter in place order is rescinded.

_____, Pat Tewell, CCC Secretary

_____, Kathy Harp, CCC President