

**Minutes for the Charbonneau Country Club Annual Meeting
Wednesday, May 16, 2018 - 6:30 p.m.**

Board Directors Present:

Tony Holt, President	Jim Greene
Kathy Harp, Vice-president	Bob Harland
Kathy Fuller, Secretary	Kamran Mesbah
Lindy Anderson, Treasurer	Pat Tewell
Bobbie Fisher	

Also in Attendance:

- Approximately 200 members of the Charbonneau Country Club (CCC)
- Property Manager Rick Schram; Office Staff Susie Stevens, Kim Hosford, and Karen Pratt

President Tony Holt called the meeting to order at 6:30p.m. He thanked members for coming and introduced CCC directors and staff. Tony said board directors also serve as committee chairs for CCC Standing Committees, adding that each chair will give a brief report on their respective committees.

Financial Report: Treasurer Lindy Anderson gave a summary of CCC's financial status. She noted members received the audit of the 2017 financial statements along with the meeting agenda. Lindy presented the process and findings of the independent audit that was completed for 2017. She also reviewed the past year's operating revenue and expenses; talked about the need for sufficient reserves; and gave an update on the assessment and fee increases for 2018. Lindy noted the board maintains reserves not only for replacing assets or for major repairs, but also has a capital improvement fund for new assets. Lindy requested the membership vote on a resolution required by the Internal Revenue Service. Lindy read the resolution aloud and it was displayed on the presentation screen. (see attached) Lindy called for a raise-of-hand vote for approval of the resolution. The resolution passed with a show-of-hands with no member voting in opposition. Lindy noted the association is on solid financial ground and the 2018 budget required a \$2 per month increase in homeowner assessments.

Architectural Control and Sign Control Report: Architectural Control and Sign Control Committee Chair Kathy Harp reviewed the duties and responsibilities of the Committee. Kathy noted CCC annexed new lots on the former driving range in 2017 with a vote of the membership. This area is being developed by Pahlisch Homes, Inc. and these newly-annexed homes have formed an association called the Charbonneau Range Owners Association. Kathy said there was an architectural control meeting in February 2018 with representatives from every homeowner association and condominium in Charbonneau. She provided highlights of standards and rule changes approved at the February meeting. They included changes to roofing standards; garage windows; fences adjacent to the golf course; permeable pavers; and a new sign policy for banners on Miley Road. Kathy said the new rules and standards will be published in the upcoming 2018 Residents Directory and on CCC's website. Kathy reviewed the temporary sign location restrictions for French Prairie Road.

House and Special Events Committee Report: House and Special Events Committee Chair Kathy Fuller reviewed the 2017 special events sponsored and organized by CCC. They included, wine tastings, travel groups, fund raisers, concerts, live theater, educational classes, and social events. Kathy presented photos taken at a variety of these events and gave a preview of events to come in 2018. In the House Committee report, Kathy thanked the volunteers who keep the heavily-used clubhouse library up-to-date and organized. She also thanked the Sunshine Service volunteers who assist residents who require temporary use of medical equipment. Kathy welcomed Karen Pratt as CCC's new receptionist/administrative assistant.

Safety and Security Report: Safety and Security Committee Chair Bobbie Fisher talked about the nightly security patrol service and reminded homeowners about vacation watch services and occasional security alerts from various sources. Bobbie reviewed situations in which residents should call 911 or Clackamas County Sheriff Department. She said Charbonneau remains one of the safest places to live in the region, adding that the most common crime is theft from cars. She reminded residents to not leave valuables in vehicles and to park in garages or, if in driveways, to lock car doors at all times.

Disaster Preparedness Committee Report: Disaster Preparedness Chair Kamran Mesbah said this Committee is focused on helping the HOAs develop plans for their neighborhoods in the event of an emergency. He said the Committee is leading a team of volunteers in creating emergency preparedness packets that will be distributed to each homeowner through their HOA. The Committee has revised the HOA designated radio channel assignments and will be holding several radio operation clinics for Disaster Preparedness Captains during May and June. Kamran noted the Committee has events planned for the

remainder of the year including, a medicine disposal day, a gathering of medically-trained residents, a forum on the Cascadia Subduction Zone, and an emergency products fair. The Committee is determining the impacts of designating the clubhouse as a Red Cross shelter. Kamran reported the Committee is researching a stand-alone emergency water supply, cellular communication improvements, the acquisition of a generator, and a HAM radio communications network.

Landscape Committee Report: Landscape Committee Chair Jim Greene reviewed the areas of responsibility of the Committee. These include French Prairie and Miley Roads, the native garden, Edith Green Park, the Tot Lot, and the Riverwalk area. Jim talked about the various contractors who perform work for CCC. Some specialize in maintenance, while others provide hanging baskets or annual flowers. Jim said landscaping and related costs are a large part of the CCC budget. He reviewed the different expense items that are part of landscaping costs. These include irrigation water and repairs to the system, general maintenance, plant and shrub replacement, tree work, as well as added enhancements. Jim said there are also unexpected costs such as storm clean up and irrigation line breaks. Jim noted the 2017 expenses were under budget.

Asset Management Committee Report: Asset Management Chair Bob Harland reviewed the variety of common areas available to CCC residents. These include, the RV Storage Yard, Edith Green Park, Tot Lot park, Tennis Club, Marina, Clubhouse, and Fitness Center. He said these areas encompass the major assets that CCC is required to maintain and he noted these common areas are heavily used by the membership. Bob said the RV Storage Yard currently has a two-year waiting list and 19 of 35 slips have already been leased at the Marina. Bob talked about a new gate installed at the Marina plus improved fencing for greater security. He noted the play structure at the Tot Lot will soon be replaced and Tennis facility lights were upgraded to LEDs to reduce energy costs.

Communications Committee Report: Communications Committee Chair Pat Tewell reviewed various ways CCC disseminates information to residents. These include a facebook page, email messages, a website, and *The Charbonneau Villager*. Pat reviewed how to "like" CCC on facebook. Pat reminded residents to provide their email address to the CCC office in order to receive important information via email.

Civic Affairs Committee Report: Civic Affairs Committee Chair Tony Holt talked about the May primary election results and a recent forum held at the Clubhouse with all candidates running for House District 39. He said it is important Charbonneau has a good relationship with local government officials. Tony talked about land use issues in the region including property at exit 282-B off I-5 south. Tony reported the property owners sought action at the state legislature to have the land re-designated from exclusive farm use to rural industrial land. Those efforts were unsuccessful. Tony noted there are efforts at the Aurora Airport to extend the runway at the south end. He said the Committee continues to monitor the situation. Tony thanked the members of the Civic Affairs Committee for their continued involvement in local and regional issues.

The Standing Committee reports were followed by general questions and comments from members. These included challenges with accessing the Marina, a request for pickle ball courts, a suggestion to replace turf with plants to reduce irrigation costs, and a request for an elevator in the clubhouse.

Election Results: President Holt presented the CCC board election results. He announced Levi Smith and Larry Walker were elected to the board and Lindy Anderson was re-elected to the board.

Restaurant Building Purchase: President Holt said the board has been researching clubhouse expansion options for several years. He noted that several articles in *The Charbonneau Villager* were published about these efforts. Plans to add a second story to the current building and build a new building adjacent to the Garden Terrace were moving forward when the owners of the vacant restaurant building decided to sell. Tony said CCC learned the Charbonneau Golf Club was not interested so CCC made an offer on the building. Once negotiations began, CCC had multiple inspections performed, including mechanical, structural, building envelope, environmental, and pest infestation. Tony said it was clear from the inspections that the building needs major repairs but was structurally sound. Tony said the board voted to purchase the building for \$620,000 and closing occurred May 9th. He said the additional space will provide new and expanded amenities and services for the entire Charbonneau community, adding next steps include gathering community input, formulating a design plan, hiring a contractor, and securing financing.

President Holt asked if there were any questions or comments. There being none and no other business to come before the membership, the meeting adjourned at 7:45pm.


Kathy Fuller, Secretary

WHEREAS, Charbonneau Country Club is an Oregon corporation duly organized and existing under the laws of the State of Oregon;
and

WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of Charbonneau Country Club:

RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2018, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

Approved unanimously by the membership via a show-of-hands at Charbonneau Country Club Annual Meeting on May 16, 2018.