

Charbonneau Country Club Board of Directors
Minutes of the Monthly Meeting
December 1, 2020 – 2:00pm

A meeting of the Charbonneau Country Club Board of Directors, an Oregon nonprofit corporation, was called by President Gene Tish via audio/video conferencing in Wilsonville, Oregon.

Board Directors Present:

Staff:

Gene Tish, President	John McLain	Jim Meierotto, General Manager
Gary Newbore, Vice President	Linda Owen	Kim Hosford
Lindy Anderson, Treasurer	Anne Shevlin	Jennifer Waggoner
Pat Tewell, Secretary	Steve Switzer	Rick Schram, Property Manager
Jim Gibbons		

Call to Order: President Tish called the December 1, 2020 meeting to order at 2:04pm and stated that this meeting is convened in accordance with the Coronavirus Resolution passed on April 7, 2020 regarding audio conferencing for board meetings. President Tish welcomed approximately 11 visitors who joined the meeting via audio and video conferencing.

Review of Agenda:

There were no changes to the Agenda.

Approval of Meeting Minutes:

November 3, 2020 Meeting Minutes: Director Owen motioned to approve the minutes as submitted. The motion was seconded and unanimously approved.

Treasurer's Report: Director Anderson gave the Treasurer's Report which updated the Board on the account balances in the operating and reserve funds.

Financial Oversight Committee: Director McLain stated that the committee continues to monitor the Capitol Budget and things are going pretty well.

Director McLain mentioned he is happy with the work Pat Tewell and Barbara Holden have been doing in researching and coming up with a book of policies that the Financial Oversight Committee should have as they move forward.

Paddle Club Subcommittee Report: Director McLain reported that the subcommittee members Rick Schram, Bill Hall, Barbara Holden, and himself continue to work on reporting to the Financial Oversight Committee and Executive Board on the business plan.

There are three things that need to be fixed before moving forward in the expansion of the Marina. They are parking improvements, trash pickup and security.

Activities Report: Staff member Kim Hosford reported that the Charbonneau Sharing for Toy and Joy/Compassion in Action has started and Dec 17th is the last day to drop off items.

The cupcake decorating class for the holidays is scheduled for December 17th, taught by Sprinkles of Joy Bakery, may need to be canceled.

Staff had a meeting and discussed the possibility of having some zoom classes for December.

The Red Cross Blood Drive will be happening on December 22 at the Club House.

Property Manager Report: Rick Schram reported that the annual leaf pickup along French Prairie Rd has been completed, and all RV spaces are currently leased with a two-year waiting list.

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Architectural Landscape Report: Director Newbore reported the City of Wilsonville came out in August and surveyed the trees along French Prairie Road. They deemed that 71% of the trees are in good shape, eight need to be removed and around half need pruning.

Tennis Club: Kathi Gray announced that Stacy Naccashian has joined the Charbonneau Country Club Tennis Board of directors.
The newsletter for December has been sent out.
The Tennis Board is working on a logo for the Tennis Club.
Pickleball is coming along with about 42 members.

Emergency Preparedness: Director McLain reported that they had a great October Shakeout event, and that things are going fairly well.

Civic Affairs: Director Switzer said that the Civic Affairs Committee met in November and received a report on the election from our Legislative Consultant.
He updated the Board on TLM Holdings request to Marion County. They did receive approval for a zone change of the property East of the Airport.

Communications: Director Switzer asked that formal announcements of policy changes be communicated to Board members ahead of announcement to the community. No formal action was taken.
Director Switzer is tightening the language around clarification of the communication policy.

Asset Management Report: Director Shevlin reported that some CCC assets are not currently open due to COVID-19. The Village Center Development Design Team continues to meet weekly.

The pickle ball subcommittee has had one meeting and is looking to add an additional two members to the committee. Director Shevlin asked for the Board's approval of the following Pickleball subcommittee members:

Anne Shevlin, chair
Kathy Fuller
Gary McKenzie
Gary Newbore
Debbie Stonebraker
Tami Wilcox
Nick Garrow

The members have been approved by the Board.

Golf Liaison Report: Director Gibbons stated that the Golf Club Board has selected a new member to represent the Niner's Organization.

A continuing discussion on the ways the community can use the golf facility and not interfere with the golf business will continue at the December meeting.
It is being discussed that the red course be open for walking on the course cart paths. A decision will be coming out in the near future.

Financial Oversight: Director McLain stated that the Oversight Committee members brought up that some sensitive confidential documents would be beneficial to the committee members.
Director McLain motioned that the CCC Board approve a policy that allows residents that have been approved to serve as members of the Oversight committee have access to selected confidential information if the member signs CCC's non-disclosure agreement. The motion was seconded and passed unanimously.

President Tish asked that the record show that Director Owen was not present and the unanimous vote was the eight members present.

Pavilion Cost Itemization: It was decided that CCC would reimburse CGCI at project completion for 100% of the cost related to stabilizing the infrastructure and 50% of the total cost for items added to the original contract by CCC. President Tish motioned that the Charbonneau Country Club hereby authorizes payment to Charbonneau Golf Club, Inc. in the amount of \$61,270.00 as reimbursement for certain unanticipated costs in the construction of the Pavilion. Payment is authorized from the Capital Improvement Fund in 2020. No budget amendment is needed, as budgeting for the Capital Improvement Fund does not begin until 2021. The beginning balance for the approved 2021 Capital Improvement Budget already assumes this reimbursement being made in 2020 in the amount of \$60,000.00 and the increase to \$61,270 is hereby approved. The motion was seconded and unanimously approved by the eight members of the Board present.

Director Newbore gave an update on the Event Center Project. The Clubhouse Development Task Force subcommittee is taking the lead on the restaurant development process and will coordinate the overall project process work tasks and monitor the work of the consultants.

Director Newbore motioned that the plan and timeline as submitted and amended to the CCC Board by the Village Center Development Task Force be approved through the issuance of the Schematic Drawings, subject to legal review of the consultant contracts. The Schematic Drawings shall be approved by the CCC Board before the project is allowed to move forward to the contractor selection phase. Further CCC Board approval shall be required before a contractor is selected. The motion was seconded and unanimously approved by the eight members of the Board present.

Director Newbore gave an update on the Columbia Bank loan. The bank has given the board an extra 45 days to review the document's final language and it is close to being finished. A special Board meeting may be needed to approve the loan documents before the end of the year.

Manager's Report: GM Meierotto reported that the permit application for the new activity center is complete with the City of Wilsonville.

President's Report: The board is waiting to see what is going to happen with the governor's order that will be forthcoming. New restrictions will be coming out that will impact the counties differently and President Tish thanked the community for their patience during this time of uncertainty.

The next regular board meeting will be held on January 5, 2021 at 2pm via audio and video conferencing.

Adjournment: No other business came before the board. The meeting adjourned at 3:42pm.

Pat Tewell, Pat Tewell, CCC Secretary

