CHARBONNEAU COUNTRY CLUB

BOARD OF DIRECTORS MEETING
October 8, 2019 – 2 p.m.

AGENDA

1. Call to Order

2. Review of Agenda

3. Approval of Draft Minutes

4. Recognition of Visitors

5. Standing Committee Reports

6. Insurance Policies Overview – Jim Meierotto and Eric Torkelson

7. Recording Meeting Minutes – Jim Meierotto

8. Draft Budget and Dues Setting for 2020 – Jim Meierotto and Kathy Harp

9. Monthly Board Meeting Schedule – Jim Meierotto

10. Review Usage Report and Reserve Study – John McLain

11. Community Input at Board Meetings – Kathy Harp

12. Manager's Report – Jim Meierotto

13. President's Report – Kathy Harp

14. Old Business

15. New Business

16. Executive Session - For Personnel Discussions

17. Adjourn

Next Meetings

* Board Meeting 2 pm, Tuesday, November 5
* Board Meeting 2 pm, Tuesday, December 3

MEETING SUMMARY

ITEM 3
APPROVAL OF MINUTES
Approval of the September 10 and September 30 meeting minutes. If you have any corrections to the minutes, please notify Jim prior to the board meeting, so a new set of draft minutes can be ready if approved.

Board Action: Review and approve draft minutes.

ITEM 4
RECOGNITION OF VISITORS

ITEM 5
STANDING COMMITTEE REPORTS
Attached to this packet are the following reports:

- September Financial Statements and Treasurers Report
- Activities Report
- Property Management Report
- Tennis Club
- Emergency Preparedness Report
- Civic Affairs Report
- Asset Management Report

Board Action: No action requested at this time.

ITEM 6
INSURANCE POLICIES OVERVIEW
Eric and I will discuss our insurance policies and premiums for next year.

The Board will also need to make a decision on the Vacant Property Insurance for the annex. The Board could consider removing this policy which costs around $9,000 annually. If something happened and the building was lost, we would get nothing for the building, but if someone got hurt on the premise we would have still have liability coverage.

Board Action: Potential motion to keep or remove the Vacant Property Insurance Policy.

ITEM 7
RECORDING MEETING MINUTES
At the last Board meeting a community member in the audience recorded the Board meeting on her phone without notifying the public, the Board or staff that she was recording the meeting.

This is potentially illegal and while the Board strives for transparency and openness, recording a meeting and then sharing it is certainly a violation of the privacy of anyone who speaks at the meeting who is not a director and has not given express permission for that sharing. Having recordings that can be used against participants later, certainly chills the participation of everyone there, directors and other participants alike. There is always a grey area of openness to participation and transparency, balanced against the need for privacy and accurate association records.

Approved minutes are our official record of the meetings as stated in the Planned Community Act. We will continue to record the meeting for the purpose of our administrative assistant to efficiently create accurate meeting minutes. That is the only purpose of these recordings and they will be erased after the Minutes are approved as recommended by our attorney and industry best practices.

The Board may adopt a resolution that prohibits the recording of meetings by members, both audio and visual, to protect the privacy of members, to protect the open, safe space that is essential for a lively discussion and full participation without fear of privacy issues or retaliation, and to avoid creating an unofficial record of the association. It is hard to enforce a no recording rule, but for anyone wishing to still sneak a private recording, please refer to Oregon Statute Chapter 165 for the legality of such actions. It will be recommended at future Board meetings for people to turn off their cell phones.

Board Action: No action requested at this time.

ITEM 8
DRAFT BUDGET AND DUES SETTING FOR 2020

Attached is the draft budget for 2020. As you will see, I still need to enter the salary adjustments and insurance premium amounts. The CPI index is 2.6%. The Board will need to discuss if there will be a dues increase for the construction loan/new building costs.

Once all the draft budget expenses are filled in and we have an approved 2020 dues amount, I will input the revenue line items and balance the budget for a final submission at the November Board meeting. Approving the budget is critical to getting invoices out in January.

The pool license fees for the county went from $267 a year per pool to $465 a year per pool. This increase and the landscape increase is looking like a dues increase will be necessary for Country Club Estates.

Board Action: Possible motion to set the 2020 dues amount.

ITEM 9
MONTHLY BOARD MEETING SCHEDULE

After the Board approval to move the Board meetings to the first Tuesday of the month, staff realized that our bookkeeping and financial reports can't be produced in time for the meeting. The reason for the move was to facilitate more timely Villager articles from the Board. The value of timely communication is very valuable the Board, therefore, future financial reports in the Board packet will be delayed one month, but the Board will still get by email, a timely financial report at the beginning of each month. If in the rare situation something needs to be addressed, we can hold a special Board meeting.

Board Action: No action requested at this time.

ITEM 10

REVIEW USAGE REPORT AND RESERVE STUDY
John McLain will be guiding a verbal discussion of these two items.

Board Action: No action requested at this time.

ITEM 11
COMMUNITY FEEDBACK AT BOARD MEETINGS
Open discussion on how the Board might handle public comment at our Board meetings. Below is a summary that Levi Smith found from the City of Wilsonville on how they handle community feedback:

"CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS
This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes."

Board Action: Possible action to establish resident feedback system.

ITEM 12
MANAGERS REPORT
Annex update: Please find attached the draft demolition timeline schedule for the Annex. Dates will move, but this give a general timeline. Utilities are being planned to be cut and contact has been make with NW Natural and the City. The process for what permits we need and costs are being investigated by BC Group. Our first Task Force meeting is on October 25.

In conjunction with demolition, we had Washington County SWAT do some destructive training and most doors and some walls are demolished. SWAT is going to return on October 9 for some non-destructive training setting up tactical listening devices in walls. The FBI is going to do non-destructive training on October 10. Asbestos abatement is planned for the week of October 14. And finally TVFR will be doing destructive training October 21, 28 and November 4.

Quick update on the survey comment forms and outreach report. We hired a contractor to enter and create a report on the comment forms from both outreach events. We should have those in the next week. Estimated cost is $1,200-$1700. Ms. Coston's report should be provided in a couple weeks and we may need to use additional services from our contractor to consolidate the two reports into a quality and presentable report.

Board Action: No action requested at this time.

ITEM 13
PRESIDENT'S REPORT
Golf club patio terrace update.

Board Action: No action requested at this time.