

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
May 3, 2022- 2:00 PM

The regular monthly meeting of the Board of Directors of the Charbonneau Country Club, an Oregon non-profit Corporation, was called by President Gary Newbore through an audio/video Zoom conference in Wilsonville, Oregon, on May 3, 2022.

Board Directors Present:

Gary Newbore, President	Steve Switzer
Kathy Harp, Vice President	Anne Shevlin
Pat Tewell, Secretary	John McLain
Linda Owen, Treasurer	Judy Brennan
Jim Gibbons	

Staff:

Jim Meierotto, General Manager
Jen Chavez
Jennifer Waggoner, Excused
Rick Schram

Call to Order

President Newbore called to order the May 3, 2022, special meeting of the Charbonneau country club board of directors over a video conference format on the hour of 2:00 pm.

Review of the Agenda

There were no changes to the agenda.

Approval of Meeting Minutes

April 5, 2022, Monthly Board Meeting Minutes- Vice President Kathy Harp made a motion to approve the minutes after including a couple of additions to the Edith green park report. A motion to approve the amended minutes was made and seconded. The minutes were approved by unanimous vote.

Standing Committee Reports

Treasurer's Report

Treasurer Linda Owen presented an update of the Treasurer's Report. The report stated that all Charbonneau Country Club assets and accounts are in good order.

Financial Oversight

Director John McLain reported that the committee will postpone their meeting to next quarter for a mid-year review.

Activities

Secretary Pat Tewell provided an overview of the printed activities report attached to the board packet.

Hospitality Committee

Director Judy Brennan reported that board approval will be needed to elect the next chairperson for the hospitality committee after she leaves the board.

Property Management

Rick Schram delivered a report overview of the property management report attached to the board packet. The RV yard repaving project has begun. Vice President Kathy Harp added updates on the upcoming planning for the landscaping of the event center building.

Edith Green Park Subcommittee

Vice President Harp provided an update on the Edith Green Park project timeline and Berry Dunn has provided park designs. The committee has reviewed the designs with a consensus to adopt one of the designs. The next step will be to present the design to the board for approval.

Communications

Director Steve Switzer provided a report on the communications processes for contacting board members.

Civic Affairs

Director Steve Switzer reported updates on current civic affairs.

Tennis Club

Tennis Manager Kathi Gray provided updates on the resurfacing of the tennis courts. The contractor will not be able to resurface until late June or July. In addition, the tennis club has replaced their ball machine after ten years.

Asset Management

Director Anne Shevlin provided a verbal report for the asset management committee. The full report is attached to the board packet. In addition to providing a report, director Anne Shevlin made a motion to add Charbonneau resident Bob Nichols to the Asset management committee. The motion was seconded. Without any further discussion, the motion was unanimously approved.

Golf Club Liaison

Director Jim Gibbons provided a report update from the golf course. He also invited golf players to submit a player's survey to the golf course to help the golf course identify areas that may need improvement.

EPPS

Director John McLain provided an overview verbal report on the EPPS committee. A full written report is attached to the board packet. Director John McLain made a motion that the board approves the EPPS committee request for an increase of approximately 2,000 to the 2022 budget for a one-time purchase of three high-performance radios and attachments to reinforce the Charbonneau emergency radio communications network. The motion was seconded. After some discussion, the motion was approved by unanimous vote.

Tennis Center Improvements for Tennis and Pickleball

President Gary Newbore reported that the tennis club board approved covering both outdoor tennis courts. Anne Shevlin then made a motion that the CCC board approve to cover the two outdoor tennis courts subject to cost for both tennis and pickleball so that both sports have at least four indoor courts and further authorize staff to solicit bids to construct the building. This resolution may be amended and or the building constructed in phases depending on the information received regarding prices. The motion was seconded. After some discussion, the motion was approved by unanimous vote.

Edith Green Park Improvement Plan

Vice President Kathy Harp provided a report with updates on the Edith Green Park Improvement Plan. She also presented a map drawing of the latest version of the park plan. After sharing the map drawing, she asked residents to send their thoughts and comments on the latest plan to the Charbonneau Country Club office email at office@charbonneaucountryclub.com for her to review. The comment submission deadline is May 17, 2022 at 4:00 pm.

CCC Kitchen Use Extension

President Gary Newbore made a motion that the resolution passed on February 1, 2022, allowing the Charbonneau golf club's temporary use of the CCC kitchen to be amended to allow such use until June 1, 2022. The motion was seconded and approved unanimously.

Managers' Report

General Manager Jim Meierotto announced the addition of the newest staff member Janet Winkler. Janet will be working as a part-time employee staffing the front reception desk at the activity center. He also reported updates on daily operations and on the audiovisual systems.

Presidents Report

President Gary Newbore provided a verbal report. He thanked board director Judy Brennan for being on the board as this meeting would be her last as a board member. Newbore announced the addition of the newest business in the Charbonneau village center. The business is a charcuterie catering and retail shop called Gather + Give.

Unfinished Business

Jim Gibbons discussed on the 2040 committee. He reminded the board that in the past, they have tried to gather members for this committee but due to covid, there have not been many opportunities to gather new members. This committee would help envision what the Charbonneau community could look like in the next 20 years. He encouraged Charbonneau members to reach out to the CCC office email if they were interested in helping the committee. Furthermore, General Manager, Jim Meierotto announced that the annual meeting planning is in process and will be on May 18 at 6:30 in the dinning room at the event center.

New Business

With no new business to discuss the board commenced a public comment session.

Public Comment

Residents provided their input through a live chat session with questions and comments for the Board. The Board answered questions and engaged with the residents and their comments for ten minutes.

Adjournment

President Gary Newbore Adjourned the meeting at 3:28 pm.

 Cindy Anderson, CCC Secretary