

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
October 3, 2023

The regular monthly meeting of the Board of Directors of the Charbonneau Country Club, an Oregon non-profit Corporation, was called to order by President Anne Shevlin in Wilsonville, Oregon, on October 3, 2023

Board Directors Present:

Anne Shevlin, President	Lee Harker
Kathy Harp, Vice President	Laura Schott
- Excused	
Lindy Anderson, Secretary	Glenn Lancaster
Linda Owen, Treasurer	Mary Fieweger
Jim Gibbons	

Staff:

Jim Meierotto, General Manager
Jennifer Waggoner

Rick Schram
Neil Kennedy
Brooke Dickenson

Call to Order:

President Anne Shevlin called the meeting on said date to order at 2:00pm.

Review of the Agenda:

No changes were made to the agenda.

Public Comment:

An open public session commenced, and residents provided their input, questions, and comments to the Board. The Board answered questions and engaged with the residents throughout the public comment session.

Approval of Meeting Minutes:

A motion was made to approve the June 2023 minutes. The motion was seconded and approved unanimously.

A motion was made to approve the September 2023 minutes. The motion was seconded and approved unanimously.

Insurance Company Update:

President Anne Shevlin introduced Erik Torkelson from LaPorte Insurance Company.

Eric Torkelson from LaPorte Insurance gave the board a quick overview of what's happened this year and the market. Like everything else, insurance rates have gone up. Charbonneau made a decision last year to be able to put our policy on a three-year rate law, so basically all our property casualty rates were set. It could have fluctuated a bit because of inflation, the cost to rebuild those things have fluctuated and gone up a little bit, but the rates stayed the same. Typically, they are seeing somewhere between a 15 and 18% increase and CCC is pretty flat.

Standing Committee Reports:

Treasurer's Report:

Treasurer Linda Owen gave an update on the August financial statement. She stated that everything is in good shape, RV, Marina, Sports Center, and CCE (Country Club Estates) is in the green, and the Country Club and Activity Center are a little over on the extra cost related to the new building. This is being addressed in the 2024 budget.

Sports Center Manager Report:

General Manager Jim Meierotto gave the board an update on the Sports Center. He stated that he, Donna, Gary Mackenzie, and Rick attended the city of Wilsonville last week and the Sports Center building has been approved. Now it goes into a 2 week appeal process and as long as that goes by easily, hopefully in the next week or two, an e-mail will go out with the construction start date. Everything right now says it would start sometime in October and it should take a few months.

Financial Oversight Committee:

No report at this time.

Activities:

Secretary Lindy Anderson updated the board on upcoming activities.

Welcome Committee:

Board Director Mary Fieweger stated that she is going to be holding a welcome new residents meeting on the third Friday of every month. The meeting will be held in the Hazelglade Room at 10:50am. She will have coffee and pastries and will have a speaker.

Property Management:

Property Manager Rick Scharm updated the Board on the Marina project stating that he is still working on the process of getting everything approved for the new dock system. He has found out that the Army Corps of Engineers is going through a high turnover of staff, and we are still waiting to get approval from them.

He doesn't have a date yet on when the new gate system will be installed at the RV Lot.

Rick gave a quick update on Edith Green Park. The Bocce Ball area should be finished up soon.

On Landscaping, the annuals are being installed at the entrances to Charbonneau. Pacific Landscape has pointed out that the oak trees on French Prairie Road have started turning colors a couple of weeks early and major leaf removal starts on the 4th week of October, so there may be a couple of weeks where things could look a little rough out there. The City did remove one tree on French Prairie Rd. The city is also in the process of getting their proposals for fall pruning.

Asset Management:

Director Lee Harker stated that the committee focused on the reserve study review in detail. They made a variety of recommendations, mostly having to do with updating items. One of the items discussed was the issue that starting in 2025 and subsequent years, there are a number of items with the clubhouse that need to be done and the committee feels it would make the most sense to put that all into one year. So 2025 is the year slated for inside renovations and redo of the Clubhouse.

Emergency Preparedness and Safety Committee (EPPS):

Director Glenn Lancaster stated that the state of the union of the EPPS committee is good but bittersweet. He asked the board to please recognize Sandy Batte, as this is her last board meeting as one of the committee chairs.

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Director Glenn Lancaster asked for approval to add Pat Hickman as a new member of the EPPS committee. A motion was made to approve Pat Hickman as a member of EPPS, the motion was seconded and approved unanimously.

Director Glenn Lancaster stated that the committee is declaring a vital shakeout drill. A big success would be if over 696 Charbonneau Community homes, basically 53%, would participate.

In November, AED and CPR training will be conducted by Tualatin Valley Fire and Rescue.

Final edits are being done on the emergency operations plan (EOP as it's been referred to) with four presentations to the board, hopefully in November, and Director Glenn Lancaster just got the beginning outline to initiate an EPPS five year plan.

Civic Affairs:

President Anne Shevlin reported on Civic Affairs. The first one has to do with the land use proposal that only residents that live within 2640 feet of a residence on Airport Rd, received notice of a published hearing on the proposal. Mr. Weiberg, that lives at the property, has a proposal to amend the use of zoning for his property and he wants to put a business there. So, we had a lot of work done on the part of Greg Leo, our lobbyist. He did a lot of work engaged with the community on the other side of Miley Rd. French Prairie Estates who are also very concerned about that property where this person lives, and don't want the person to have this land use or request approved. So, a letter was submitted to the county, declaring that we absolutely think that is a terrible idea and should not be approved. This letter is posted on the website. The hearing is on October 5th and Greg Leo will be attending the hearing and rereading our letter.

The second one is the Aurora Airport resurfacing their master plan. They are going to be starting their master planning process up again and the committee is keeping an eye on that, along with the City of Wilsonville and Greg Leo. They will let us know how things are going and if they are going to make any efforts to expand the runway.

Lastly, the tolling task force, here in Charbonneau, is meeting again tomorrow. ODOT continues to push forward rather aggressively on their tolling. President Anne Shevlin and Director Jim Gibbons attended a meeting at the Wilsonville Library that was poorly run. It was just ODOT folks going over their latest plans for tolling. ODOT does have some different options that they haven't presented before. There is option one, which would pretty much toll us all the time, whenever we got on the freeway in Charbonneau and traveled up I-5, all the way to the Washington Quarter or over up I-205. Option two has two parts, option 2A and option 2B. Option 2A would not toll Charbonneau Residents until they are over the bridge. So in other words, we could get over the bridge without having to pay a toll, but if residents got on I-5 at Wilsonville Rd. there would be a gantry where you would be tolled. Option 2B would be to push the tolling gantry up toward Ellingson Rd. We don't know if ODOT will go on with these, they are just putting them out there for feedback.

Communications:

Director Laura Schott gave an update on communications. Director Laura Schott thanked everybody who participated in the survey that was put on Community Information Day. It was really important feedback, the committee is trying to decipher exactly how to move forward with the website changes. This will help the committee move forward with the next steps.

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
October 3, 2023

The committee is in the process of reviewing interactions with the Villager and how the committee can contribute recurring and non-recurring articles. Putting a plan together for those so that we can possibly have a yearly schedule where the committee can be more prepared when events come up and have a little bit more organization and structure to it and move forward from that. How can we get people information more quickly and keep the website updated?

Golf Club Liaison:

Director Jim Gibbons reported that the year continues to be very financially solid for the golf course. The roof over the café was restructured recently for a couple different reasons, and it wasn't done quite properly, so the golf course is having to replace that roof, rather than just patch it and have it go bad in another year or two.

Country Club Estates:

Secretary Lindy Anderson stated that everything is great.

General Managers' Report:

General Manager Jim Meierotto stated that this is an important time of year because the board is approving operating reserve and capital budgets. Starting with the reserve budget, we are seeking approval at this meeting, and this will help Jim plug in the numbers to the total budget. This has been looked at by the asset committee, John McLain and Jim from a financial oversight, and all the comments have been incorporated, and edits have been made. What really matters is the suggested contribution, which for Charbonneau Country Club is \$187,000 for next year. Last year was \$170,000, and these planned inflationary things the contractor put together was so that we don't have sharp increases one year, and no increase in the course of the 30 year budget. So when everything in the reserve study is approved, it gives Rick Schram and Jim Meierotto the ability to go in next year, and start doing all the things listed in that year.

A motion was made to approve the Charbonneau Country Club revised reserve study, the motion was seconded, and approved unanimously.

A motion was made to approve the Charbonneau Club Estates revised reserve study, the motion was seconded, and approved unanimously.

The next step of the budget process once we get the reserve, will be to start plugging that into the spreadsheet, that is the bible of our finances, every expense and every bit of revenue, goes into this four page confidential document for the board and staff.

Before next month, the budget will be fine tuned and prepared so that we can get a passed budget at the November board meeting. That's when we start sending out invoices, because the community starts calling us usually sometime towards the end of the month if they don't start seeing the invoices, because a lot of residents like to pay annually and send those payments in December.

General Manager Jim Meierotto and Director Jim Gibbons gave a loan update for the golf course siding project. It was discovered that the roof over the market café, it's a flat roof, needs to be replaced. The cost of this and all the work was unforeseen. The Golf Club has approved the work, and is requesting that the roof repair be added to the loan. A motion was made that we approve the final cost for the flat roof repair up to \$100,000 and add it to the loan from Charbonneau Country Club to Charbonneau Golf. The motion was seconded and passed unanimously.

Presidents Report:

President Anne Shevlin announced a Spooktacular event on October 30th, John McLain, and President Anne Shevlin have been working on a fireside chat in regard to the creepy budget planning process. So, it will be a spine chilling spooky fireside chat in the Activity Center. There will be lots of information coming out, but it'll be about this budget process. John will be the presenting wizard, talking about the budget process and how things work, and Jim Meierotto will be the head ghoul there. Anyone that attends is invited to dress in Halloween casually or be hauntingly normal.

Executive Session:

President Anne Shevlin stated that the board is moving into executive session.

President Anne Shevlin called the board meeting back to order at 4:55pm.

Motion:

Director Lee Harker made a motion to ratify the determinations made during the executive session today regarding salaries and compensation for all current full time employees, and the total budget for employee salaries will be included in the final 2024 budget sheet submitted in November. The motion was seconded, there was no discussion, and the motion passed unanimously.

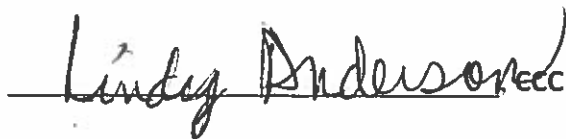
Unfinished Business:

New Business:

Director Jim Gibbons announced that an e-mail went out to 12 – 14 residents to form the 2040 project which will be envisioning what Charbonneau will be like in the next 20 years.

Adjournment:

President Anne Shevlin adjourned the meeting at 5:10pm

 Linda Anderson, CCC Secretary

