

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
November 7, 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 November 7, 2023

Board Directors Present:

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

Board Directors Absent:

Laura Schott - Excused

Staff:

Jim Meierotto, General Manager
Jennifer Waggoner
Rick Schram
Donna Roisom

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 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 September 5, 2023 minutes. The motion was seconded and passed.

Standing Committee Reports:

Treasurer's Report:

Treasurer Linda Owen gave an update on the September financial statement. Treasurer Linda Owen stated that all accounts are in good shape except for the Clubhouse and Activity Center, and that is due to the janitorial cost.

Sports Center Manager Report:

Sports Center Manager Donna Roisom gave the Board an update on the covering of the outside courts. She stated that they are still waiting for the permit to get started.

Financial Oversight Committee:

Nothing to report at this time.

Activities:

Secretary Lindy Anderson updated the board on upcoming activities. The November activities and events included the Veterans Breakfast, A Charlie Brown Holiday Special, and Red Cross Blood Drive. December events include A Big Horn Brass Holiday Concert and the Decorated Golf Cart Parade. Looking ahead to January is a Sock Hop on January 13th and Friday at Five on January 25th.

Secretary Lindy Anderson explained what Friday at Five is to the Board. She stated that Fridays at Five started a few years ago. It only happens during the months of January, February, and March. For \$10 per ticket, you get a light dinner and time with Board Members, to ask questions.

Welcome Committee:

Director Mary Fieweger reported that she is having a great time meeting new residents and answering questions. A new resident coffee is being planned for the third Friday of each month at 10:00am in the Activity Center Hazelglade room. The first meeting is December 15 at 10:00am.

Property Management:

Property Manager Rick Schram reported that the new security gate system has started to be installed at the RV Lot. A couple of spots became open in the RV lot last month, Rick started calling the people on the waiting list that went all the way back to 2019.

The Marina is empty and we're moving forward with the dock replacement. Rick is hoping that everything will be done by April. The contractor has the first of February on his schedule to start construction of the dock system.

Asset Management:

Director Lee Haker updated the board on our current assets. She stated that one thing the committee is looking at, and will periodically assessing, is the equipment in the fitness center. Not just its longevity, but also the peak times to see if people are having to wait for a machine. We just want to be sure we meet residents' needs.

The House Management Committee, which used to formally exist has been resurrected. The committee is to keep an eye on what we have in our two large buildings, and to make sure that things are being restocked.

Emergency Preparedness and Safety Committee (EPPS):

Director Glenn Lancaster reported on the safety of the community. Clackamas County Ransom has been doing speeding enforcement operations on French Prairie Rd., there has been several reports of speeders. He stated that it was unknown if anybody had been ticketed.

EPPS held its quarterly meeting with the HOA presidents. Safety Coordinator Neil Kennedy brought up raising awareness on package theft. Some of these folks are proficient and professional about it, and follow delivery trucks. They look for packages that have the battery symbol on the outside, that clues them to it possibly being expensive electronic devices.

The EPPS committee had a recent committee meeting, and the committee is asking that Judy Winter be added to the EPPS committee.

A motion was made to accept Judy Winter to the Emergency Preparedness Committee. The motion was seconded and discussed by the board. The motion passed unanimously.

The EPPS committee has finalized the Emergency Operations plan and will submit it to the board at the December meeting.

Civic Affairs:

President Anne Shevlin stated that there is lots going on with Civic Affairs. Two Clackamas County Commissioners, Ben West and Paul Savas will be coming to talk to Charbonneau residents about tolling and to hear from residents on any objections. The Commissioners will be giving a presentation about what they're doing to stop tolling, but for the most part they want to hear from the residents.

ODOT will be holding a meeting at City Hall in Wilsonville to talk about the Boone Bridge replacement project. About eight years ago ODOT met with Charbonneau residents about retrofitting the bridge, now they are talking about replacing the bridge because they feel that it is not stable enough to just retrofit it.

On December 13th there will be another meeting about tolling here, in Charbonneau. There is a subcommittee that has been established by the governor of legislators in response to the governor putting a pause on tolling. The group wants to hear from Charbonneau about where the gantry would or would not be placed, if tolling is to go through.

Communications:

Nothing to report at this time.

Golf Club Liaison:

Director Jim Gibbons reported that golf is doing well. It is expected that by the end of November, income revenue would exceed \$2,000,000. It's a wonderful thing because it helps keep everything in perspective.

The Board of Directors has put together a three-year plan for improvements and maintenance of the golf course to keep it playable and desirable for the public.

Country Club Estates:

Secretary Lindy Anderson stated that Country Club Estates is doing great.

Board Action:

President Anne Shevlin stated that a resident reached out to her, and they would like to get more involved with the airport. Jeff Baymore is a resident of Charbonneau and he's lived here for a few years. He has been to one or two airport committee meetings and would like to represent Charbonneau at what is known as PAM Positive Aurora Airport meetings.

A motion was made to accept Jeff Baymore as a representative on the committee. The motion was seconded, discussed, and passed.

Draft CCC and CCE Budget 2024:

General Manager Jim Meierotto provided a verbal report and discussion about the 2024 draft of the operations budget and capital budget. He stated that currently a \$9 dues increase is needed for CCC. \$2 of the increase is proposed to come from the capital budget contributions and the remaining \$7 from a dues increase. This will mean 2024 dues will go from \$103 to \$110 per month per residence. He stated that staff is seeking approval of the Board for both the operating and capital budgets.

On the CCC operations, there is a total of about \$300,000 that is being increased on the operations budget. A large portion of that \$300,000 is being raised through increasing the amenity charges. Primarily a large increase to the non-resident rates, for things like the Marina and the Sports Center, and to resident rates for other amenities. Dues are also going up for other things like the gym, and RV Storage.

Some of the other things talked about is the extra cost for janitorial, we are seeing more usage of the Clubhouse and Activity Center and with that comes the maintenance and ability to take care of them. So janitorial costs are adding a lot to the budget. Also, the additional utilities, insurance, and all the operations it is going to take to build the Sports Center. There is another new building with a new cost. And then just the cost of doing business. We are adding things, we are updating things, we are adding security cameras and with security cameras we've got to add the software programs to run these, and those come at a monthly or annual subscription. In the next five years, from the capital side of things, we have planned to add more cameras, and small improvements at Edith Green Park. An important piece is adding earmarked money to the parking lot issue that we're having here at the Village Center parking lot. Other items include signage for the buildings, and improvements to the lounge in the Clubhouse.

To balance the budget, there needs to be an increase of \$9 per month per residence. Of those \$9, \$2 would be coming from the capital fund, so we would only need to increase dues \$7 per month per residence and that would make the 2024 dues \$110.

A motion was made to approve the 2024 CCC operation & capital budgets and increase resident monthly assessments \$7 and move \$2 of the contributions to the capital fund to the operating fund. The motion was seconded, there was no further discussion and the motion passed.

Country Club Estates (CCE) is their own neighborhood with four pools, their own common area, and their own needs. We do assess those dues to Country Club Estates. Their monthly dues per residence are currently at \$52 per month, which are the lowest dues in Charbonneau. Expenses are primarily pool repairs and maintenance, the common areas around those pools, landscaping, and those activities. The proposed budget would mean a \$3 increase per month per residence for a total of \$55.

A motion was made to approve the 2024 CCE operations budget and increase CCE resident monthly assessments \$3. The motion was seconded, there was no further discussion and the motion passed.

Edith Green Design Review:

Vice President Kathy Harp provided a verbal update on the status of Edith Green Park improvements. She stated that some of the information will be a repeat of the fireside chat that was held, and she would be going over some of the highlights. Last Spring, the Edith Green Park plan was submitted to the city to begin the permitting process. The committee continued meeting and listening to residents and discussing options. Most concerns have centered around the off-leash dog area. The plan is to put a fence around the off-leash area. The park belongs to all our Charbonneau residents, and they will be showing up for a variety of activities. The fence will be a combination of wood and powder coated mesh about 42 inches high, and the committee is hoping to get this out to bid soon. The basketball area is already completed, as well as the Bocce Ball courts. Pouring of concrete is being held up until permitting from the city is approved. This may still come through this year, so the committee is proceeding with getting bids for the fencing. The committee is also asking the golf course maintenance people to look at Edith Green Park. It's going to need some aerating, some sanding, and ongoing maintenance and they may be contracted on a permanent basis to oversee the lawn area of the park.

Charbonneau 2040 Strategic Planning Committee:

Director Jim Gibbons provided a verbal update on the status of the newly formed committee. The committee has a facilitator in place who is guiding them in documenting their path. A survey is being prepared to send out to the residents to find out some of the things that might be important to look towards 20 years from now. The committee has five or six meetings left and would like to invite observers to come in and see what they might like to throw in about the 2040 plan, and just to envision our community and make sure we're on track, keeping up with things like artificial intelligence, and simple things like tree maintenance, whatever might come about. The committee has a good handle on how to grasp some of these ideas and is headed in the right direction.

General Managers' Report:

General Manager Jim Meierotto provided a verbal update to the Board. He stated that they are hoping to wrap up the siding project by the 10th. The caveat is paint, anywhere you see the gray boards with the battens going vertically up and down, is going to get a dark color, kind of close to the roof color of the Activity Center. As they get the temperature and dryness, they will start painting, they say they paint 12 months a year, so they are going to grab any window they can to paint. This will be the last part of the siding project.

Some other good news, is microphones. The Activity Center is built to take wireless microphones. OHM has finally gotten the microphones, so we will be able to hopefully start using those microphones.

Activities Coordinator Brooke Dickenson was able to get a Facebook page up. So just another final promotion for residents and the board to start spreading the word. The Facebook page will allow us to get activities and real time information on what's happening in Charbonneau.

Presidents Report:

President Anne Shevlin gave a verbal update to the Board. Two months ago, she spoke at the board meeting about a submission to the Clackamas County Land use Board about a home occupancy request on the corner of Miley and Airport Rd. A resident was to have their property looked at, for a business that they have in place now, but they wanted to expand the use of the property for expanding the use of their business, and the long and short of it is that the application was declined.

Public Comment:

An open 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.

Unfinished Business:

The board has no unfinished business.

New Business:

The board has no new business.

Adjournment:

President Anne Shevlin adjourned the meeting at 3:57pm.



CCC Secretary