

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
November 5, 2024

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 5, 2024.

Board Directors

Anne Shevlin - President
Kathy Harp - Vice President
Lindy Anderson - Secretary
Linda Owen - Treasurer
Lee Harker

Board Directors

Mary Fieweger
Bubba Heard - Excused
David Mauk
Alice Galloway

Staff:

Jim Meierotto
Neil Kennedy
Rick Schram
Claudia Vidal
Donna Roisom

Call to Order: President Anne Shevlin called the meeting to order at 2:00pm.

Review of the Agenda:

No changes

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:

Director Lee Harker moved for approval of the October meeting minutes. The motion was seconded and passed.

Standing Committee Reports:

Communications:

Alice Galloway reported on the progress of the website on making it user friendly and easy to navigate. A video of Charbonneau was recorded and will be added to the website. The activities calendar will be removed from The Villager and we will be encouraging people to visit the website for the most current information. The communications committee will be launching poll this month, that allows residents to provide feedback to the board regarding decisions being made, before approval. Ted Mast is working on interviewing residents to get some interesting stories published. The communications committee is working with the City of Wilsonville on the French Prairie pathways project and will look at hosting a Fireside Chat in January-February to get resident feedback.

Treasurer's Report:

Treasurer Linda Owen reported on financials. Irrigation repairs are over budget, and we are looking at a solution to repair the irrigation system.

Financial Oversight Committee:

Treasurer Linda Owen stated they will be meeting at the end of January.

Sports Center Manager Report:

Donna Roisom reported we are in the final steps, installing fire alarms and scheduling the Fire Marshall. Once open, she will schedule a couple free clinics.

Property Management:

Rick Schram reported the landscape is complete for the marina and Edith Green Park. We are now waiting for the inspection from the City of Wilsonville. Pacific Landscape has a new leaf contractor.

Activities:

Secretary Lindy Anderson reported on current and upcoming events.

Country Club Estates:

Country Club Estates is looking for pool monitor volunteers.

Welcome Committee:

Director Mary Fieweger is planning the annual cookie exchange.

Architectural Control & Landscape:

The architectural control committee did not meet in October. Oregon grape shrubs were installed at Edith Green Park. The committee will begin working on revising the Memorandum of Understanding with the City of Wilsonville. Kathy Harp clarified the reason the fountains are on and off is due to algae build up. The committee is exploring different ways to keep them on all year round.

Asset Management:

Director Lee Harker reported house management reviewed five janitorial companies and decided to hire Nexxus as the new janitorial company, they will be starting in January. The Edith Green Park wish list will be phased in in the next 2 years. Asset Management received the parking lot proposal from BC Group and will be reviewing it in November, more to follow.

Civic Affairs:

Director David Mauk reported the Candidate Forum on October 9th had a great turnout. Regarding the airport, he reported Friends of French Prairie have sent letters to the Governor to express their oppositions and the reasons why. David Mauk will be writing his own letter to the Governor on behalf of Charbonneau residents, to question ODAV (Oregon Department of Aviation) in providing a dual purpose of providing aviation safety and aviation promotion, which are not compatible with one another.

Operations Budget:

Jim Meierotto presented the draft budget and the need of a dues increase of \$9 per month, per residence. This makes CCC HOA assessments \$119 per month, per residence. For Country Club Estates neighborhood dues, there will be an additional \$5 per month, per residence. This makes CCE combined HOA assessments \$179 per month, per residence. For Fairway Estates, there will be an additional \$1 per month, per residence. This makes their combined HOA assessments \$165 per month, per residence. Jim mentioned when the final marina insurance number comes in, he will lightly adjust that number and repairs and maintenance to balance the final budget.

Vice President Kathy Harp moved for approval of the 2025 operations budget and the needed increases to CCC and CCE monthly assessments. The motion was seconded and passed.

Capital Improvement Budget:

Jim Meierotto presented the capital improvement budget and the importance of keeping a healthy threshold. The capital budget has all the planned projects for the next five years. The main focus in 2025 will be irrigation repairs. This capital budget can be amended throughout the year if any major projects need to be done.

Vice President Kathy Harp moved for approval of the 2025 capital improvement budget. The motion was seconded and passed.

Country Club Estates Budget:

Jim Meierotto discussed the annual financial audit we received from our CPA, which shows revenue over expenses. This year, CCE was over budget by \$6,820 due to a major repair in one of the pools. Jim Meierotto recommended moving \$6,820 from the reserve account to the operations budget.

Director Lee Harker moved for approval of a \$6,820 transfer from the reserve budget to the operations account. The motion was seconded and passed.

General Manager's Report:

Jim Meierotto, Rick Schram, and Brooke Dickenson interviewed and reviewed five janitorial bids and decided to hire Nexus, a family owned business, as the new janitorial company. The cost for this contracted service was within the current budget.

President's Report:

President Anne Shevlin commented on a great fireside chat, featuring a historic presentation of Charbonneau. Next HOA President's meeting is scheduled for November 18th. Anne Shevlin reviewed the goals of the CCC Board. 1) Complete the marina installation and parking lot expansion. 2) Complete the cover of the Sports Center. 3) Collaborate with the City of Wilsonville to determine resident interest in a bike/pedestrian path. 4) Evaluate staffing needs, no new staff are needed at this time. 5) Review the financial oversight committee. 6) Upgrade the irrigation system. 7) Develop options and cost estimates to increase the number of parking spaces. 8) Optimize the new resident packet.

Public Comment:

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Unfinished Business:

The Board has no unfinished business.

New Business:

The Board has no new business.

Adjournment:

President Anne Shevlin adjourned the meeting at 3:25pm.

Lindy Anderson, CCC Secretary

