

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
July 1st, 2025

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 Kathy Harp in Wilsonville, Oregon, on July 1st, 2025.

Board Directors Present:

Kathy Harp - President	Mary Fieweger
David Mauk - Vice President	Bubba Heard
Lindy Anderson – Secretary	John McLain
Linda Owen - Treasurer	Alice Galloway
Joe Brouillette	

Staff Present:

Jim Meierotto
Neil Kennedy
Rick Schram
Donna Roisom

Call to Order: President Kathy Harp 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:

President Kathy Harp asked if there were any corrections to the May 6th meeting minutes. President Harp stated that (as per Roberts Rules), there being no corrections the minutes are approved.

President Kathy Harp asked if there were any corrections to the June 3rd meeting minutes. President Harp stated that (as per Roberts Rules), there being no corrections the minutes are approved.

Standing Committee Reports:

President Kathy Harp stated that in the future, staff reports will be included with the corresponding Board Director Reports.

Treasurer's Report:

Treasurer Linda Owen stated financials are in good shape and all accounts are in the green zone.

Financial Oversight Committee:

John McLain reported that the committee is working on the dashboard to provide easy to read for the community. HOA dues are in the green zone, assets are in the yellow zone, capital loan payment, and the reserve study are both in the green zone. The committee is trying to work on a two page dashboard, rather than the current 22 page report. The committee is still looking to add more people to the team.

Sports Center Manager Report:

Donna Roisom reported they are looking into getting new fans and heaters for courts 1 & 2. Courts 1 & 2 will also be getting resurfaced soon. There will be a free Pickleball and Tennis Clinic on July 19th.

Property Management:

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Rick Schram reported the memorial benches and plaques for Edith Green Park have been purchased. To address the hole issue being dug up by dogs, signage has been put up. Rick Schram and Jim Meierotto are looking at the Reserve Study to prioritize what repairs need to be done.

Emergency Preparedness and Safety Report:

Safety Coordinator Neil Kennedy reported on suspicious activity and solicitors in the community. Director Bubba Heard reported that the committee reviewed the risk assessment and made a few changes that they will soon present to the CCC board for approval. Neil Kennedy and Pat Hickman were able to install a new repeater in the Activity Center that will allow radio access to reach further out into Canby and Oregon City. Director Bubba Heard moved for approval to add Michael Skogg to the Emergency Preparedness Committee. The motion was seconded and passed.

Activities:

Secretary Lindy Anderson reported on current and upcoming events.

Country Club Estates:

Lindy Anderson reported that the new landscaping for the two entrances in Country Club Estates has been completed. David Mauk reported on the recent unexpected reserve study expense for the repair of the heater in Pool #1.

Welcome Committee:

Director Mary Fieweger announced the next meet and greet will be held on July 24th. These may get rescheduled in the near future.

Architectural Control & Landscape:

President Kathy Harp talked about the rules and regulations for changes to any property along golf course border.

Asset Management:

Director Joe Brouillette reported that the committee is looking into the best way to communicate issues with dog owners that use Edith Green Park and possibly post rules and policies onsite. The committee is working on defining the scope of work for the clubhouse remodel, which may include the sports center restrooms. They will also be looking into finding a solution to the parking lot expansion.

Golf Club Liaison:

Director Bubba Heard reported that the golf course has received 60 brand new carts. The golf course restrooms have all been remodeled throughout the golf course with new toilets, sinks, light fixtures, and a fresh coat of paint. There is now a golf course Marshal from 3-8pm. The golf course would like to attend a meeting with CVCC to discuss the parking lot issue.

Civic Affairs:

Director David Mauk attended the committee hearing for the transportation bill and confirmed I-205 and Abernethy Bridge will not be tolled. He met with Courtney Neron and reported The City of Wilsonville will receive \$1 million for the Boone bridge replacement but will most likely not start for another 10 years.

Communications:

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Director Alice Galloway reported that the committee just wrapped up another quick poll. She reported that of 400 respondents, 71% are interested in receiving emergency text alerts, 17% prefer urgent eblasts. When asked about opting into emergency text alerts, 91% said yes, but only 41% are not willing to pay \$1 for the service. Nancy Browning has been concentrating on a sponsorship proposal for the website, emergency texting, and quick polls. Alice Galloway, Brooke Bowdle, and Michelle Watts have been working on the website. The next Fireside Chat topic will focus on landscape and irrigation, scheduled for October 1st.

Emergency Preparedness Charter:

Director Bubba Heard moved for approval to make changes to the EPPS Committee as submitted to the board. The motion was seconded and passed.

Employee Safety Program:

Jim Meierotto reported that Liberty Mutual Insurance recently conducted an audit and had a series of recommendations. Neil Kennedy and Jim Meierotto created several internal programs to meet their requirements. One of the requirements required an employee safety program. This is a standard safety program that would be common in most business environments. It was recommended by Jim Meierotto that the board make a motion to approve this important safety program.

Director Bubba Heard moved for approval of the new employee safety program as submitted to the board. The motion was seconded and passed.

Goals for 2025-2026:

The following Board Goals for 2025-2026 were approved:

- Collaborate with the City of Wilsonville to determine resident interest in a bike/pedestrian path on French Prairie Road and work with the city to develop a path , if approved.
- Evaluate staffing needs in preparation for the 2026 budget
- Develop a financial dashboard with staff
- Develop a long range plan to update the entire CCC irrigation system and work with local HOAs as they update their systems
- Develop options and cost estimates to increase the number of parking spaces in the Village Center lots

General Manager's Report:

General Manager Jim Meierotto announced Michelle DeRosa joined Buchalter, and we will continue our relationship with Michelle.

President's Report:

President Harp reminded the Board of the upcoming Board Retreat scheduled for July 10 at the Edgewater Clubhouse. Later in the meeting, at the request of a resident, she outlined the agenda for the Board Retreat.

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:

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Director David Mauk moved to approve the presentation of a Commendation Award to Claudia Vidal for compiling, completing, and producing the 2025 Charbonneau Directory. The motion was seconded and passed.

Adjournment:

President Kathy Harp adjourned the meeting at 3:55pm.

Lindy Anderson, CCC Secretary