

CHARBONNEAU COUNTRY CLUB BOARD OF DIRECTORS MEETING

April 7, 2026 – 2 p.m.

**At the Activity Center in the Lewis Room
32050 SW Charbonneau Drive**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86056030161?pwd=W6gS6xfg5rvijzRl1t38NW7xRaK4T4.1>

Copies of the Agenda Will Be Provided at the Meeting

AGENDA

1. Call to Order
2. Review of Agenda
3. Resident Comments – 10 Minutes
4. Approval of Draft Minutes
5. Questions or Comments on Committee Reports in Board Packet
6. CCC Board of Directors Nominating Committee Recommendations – Dave Mauk
7. Sports Center Council Update – Joe Brouillette
8. Managers Report – Jim Meierotto
9. Presidents Report – Kathy Harp
10. Resident Comments – 10 Minutes
11. Unfinished Business
12. New Business
13. Executive Session – Contract Matters
14. Adjourn

Upcoming Meetings

- **May 5** - Board Meeting at 2PM
- **May 20** – Annual Meeting 6:30PM

MEETING SUMMARY

ITEM 4

APPROVAL OF MINUTES

Please review the March 3 board meeting minutes and March 31 special board meeting. If you have any corrections to the minutes, please notify Jim prior to the board meeting, so a new set of draft minutes can be ready if approved.

ITEM 5

QUESTIONS OR COMMENTS ON COMMITTEE REPORTS

Attached to this packet are Committee reports.

Board Action: Possible board action to approve John Andrews, David Head & Ginny Jorgensen to CCE Neighborhood Committee.

ITEM 6

CCC BOARD OF DIRECTORS NOMINATING COMMITTEE RECOMMENDATIONS

The nominating committee has completed their assignment of publicizing the nomination of candidates & conducting interviews. Four candidates submitted indications of interest & were interviewed. One removed his name from consideration. The three following candidates are qualified to serve on the board: Mary Fieweger, Kathi Gray and Ted Mast.

Board Action: Possible board approval Mary Fieweger, Kathi Gray and Ted Mast to be added to the upcoming annual meeting ballot for becoming a CCC Board Director.

ITEM 7

SPORTS CENTER COUNCIL UPDATE

On behalf of the Selection Committee, Joe is delighted to present our final slate of members for the Charbonneau Sports Governance Council (see attached). In addition, Joe has attached a document with a recommendation from the Sport Center Council to appoint Stacy Naccachian to the Sport Center Council.

Board Action: Possible board action to approve Kim Gerhardt, Jim Teague, Dee Dutiot, Ginney Jorgeson, Jim Gibbons, Pedro Vila and Stacy Naccachian, to the Sports Center Council.

ITEM 10

MANAGERS REPORT

- Annual Meeting Update
- Request for zoom for committee presentations during the Annual Meeting

- Update on Financial Management
General Maintenance property management position update

Board Action: No action requested at this time.

ITEM 11

PRESIDENTS REPORT

Kathy will provide a verbal report.

Board Action: No action requested at this time.

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
March 3rd, 2026

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 March 3rd, 2026.

Board Directors Present:

Kathy Harp - President
David Mauk - Vice President
Lindy Anderson – Secretary
Linda Owen - Treasurer
Joe Brouillette

Mary Fieweger - Excused
Bubba Heard
John McLain
Alice Galloway

Staff Present:

Jim Meierotto
Claudia Vidal
Neil Kennedy
Rick Schram

Call to Order: President Kathy Harp called the meeting to order at 2:00pm and read the following introductory letter.

At our February Board Meeting, we noted that a number of non-resident tennis members were present as guests.

It is important to explain that these meetings are for CCC residents. Many HOAs only allow residents at their meetings, however, we have always welcomed guests into the audience to observe our meetings.

We have designated two times for resident input, and this is a time for residents only to address the Board.

If there are non-resident Tennis members in our audience again today, I would like to assure you that by the end of this week the Sports Center Governance Council will be in place, and they plan to meet within the next week. All members of our Sports Center are welcome to participate in those meetings.

I would also like to clarify that our Tennis Pro has been asked to remain in that position. It is up to her to decide if she wishes to continue coaching Tennis - I understand several players had a concern about this.

Finally, I would like to insure everyone here that in matters of personnel decisions there is a definite process that is followed. The Executive Committee of this Board is tasked with “acting as the personnel committee for the CCC Board of Directors, making recommendations on staff and contractor performance reviews, hiring, dismissal, promotions, position descriptions, salary structures, personnel policy recommendations, and staffing needs.”

Along with the Exec Committee, we have an HR firm who is always consulted and finally our legal counsel prepares any necessary documents and guides us through the process going forward.

Personnel matters may not be discussed in an Open meeting so our Board will dismiss to an Executive Session. Executive Sessions allow us to convene privately to handle sensitive and confidential issues, foster robust discourse, and strengthen trust and communication. In my research regarding Executive Sessions, I found a recommendation to have executive sessions at the end of every regularly scheduled board meeting. Something for us to consider at our Exec Session this afternoon.

Now I will move on with our agenda....are there any additions or corrections to our agenda?

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 February 3rd meeting minutes. President Harp stated that (as per Roberts Rules), there being no corrections the minutes are approved.

Standing Committee Reports:

Committees submit meeting minutes and/or reports for the Board Packet. The most recent versions of these reports are available on our website. Current account balances and upcoming activities are presented on the screen during the meeting.

Director John McLain moved for approval to add Patricia Adams, Merrie Sue, Judy Johnson, and Chris Ratto to the Edith Green Park committee. The motion was seconded and passed.

Sports Center Governance Council:

Director Joe Brouillette gave a brief update on the candidate interviews for the sports center governance council. The nominations were given to the CCC Board and they will vote on them at the April CCC meeting. Director Bubba Heard moved for approval to allow non-residents on the sports center council. The motion was seconded and passed.

Director John McLain moved for approval for the CCC Board, to do a one-time delegation of authority to the nominating committee to appoint six members of the sports center council. The motion was seconded and passed.

General Manager's Report:

General Manager Jim Meierotto will start providing a digital copy of committee reports and other information included in the board packet. This will be located under the minutes on our website. Jim and Rick Schram have been working on a few reserve and capital improvement projects, including the 18ft fans and gas heaters in the Sports Center. We received one of three bids at \$12,000 to update the electrical work; we will be using the contingency in the capital improvement budget. Another project we will be working on is the siding on the west side of the tennis building. Jim congratulated Brooke Bowdle and the communications committee on the updated website.

President's Report:

President Kathy Harp reminded the Board that the responsibility of each of the committees is listed in the board governance guidelines, and each committee should be providing the Board with a summary each time they have a meeting. She also provided the Board with a copy of the confidentiality, code of conduct, and conflict of interest forms they signed.

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.

Charbonneau Country Club Board of Directors
Monthly Meeting Minutes
March 3rd, 2026

Unfinished Business:

The Board has no unfinished business.

New Business:

The Board has no new business.

Executive Session:

President Kathy Harp stated that the board is moving into executive session at 2:49pm.

President Kathy Harp called the board meeting back to order at 4:33pm.

Adjournment:

President Kathy Harp adjourned the meeting at 4:33pm.

_____, CCC Secretary

Charbonneau Country Club Board of Directors
Special Meeting Minutes
March 31, 2026

A special 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 March 31, 2026.

Board Directors Present:

Kathy Harp – President

David Mauk - Vice President

Lindy Anderson – Secretary

Linda Owen - Treasurer

Joe Brouillette

Mary Fieweger

John McLain

Alice Galloway

Staff Present:

Jim Meierotto

Claudia Vidal

Call to Order: President Kathy Harp called the meeting to order at 11:06 am.

Review of the Agenda:

No changes

Executive Session:

President Kathy Harp stated that the board is moving into executive session at 11:06 am.

President Kathy Harp called the board meeting back to order at 12:45 pm.

Adjournment:

With no further business, President Kathy Harp adjourned the meeting at 12:45 pm.

_____, CCC Secretary

April 2026 TREASURER'S REPORT

Through February 28, 2026

	January	February
Checking Accounts	\$308,746.19	\$174,794.62
Petty Cash	\$250.00	\$250.00
CCC Reserve Fund	\$981,003.30	\$959,356.65
Capital Improvement Fund	\$437,485.82	\$576,522.73
CCE Reserve Fund	\$306,184.80	\$333,845.02
Accts receivable *	\$1,301,744.50	\$1,161,361.50

RV	
Marina	
Sports Center	
CCE	
Club House and Activity Center	

Good
Caution
Bad

* Revenue is collected early in the year and allocated over 12 months

Charbonneau Activities and Events Committee Report April/May

April, 2026

Thank you to everyone who helped with our Annual Easter Egg Hunt, it was one of the biggest attended over the last several year and tons of fun!

We concluded our last 4th Friday of the season last Friday and the new “Happy Hour” style was a welcomed success, with a lot of positive feedback and requests to continue with this in the future. We had several new attendees and enjoyed seeing new faces, connecting with board members and the community.

Our next event is:

Friday, April 24th- Dancing with the Charbonneau Stars- The Clubhouse Dining Room/ Doors open at 5:30PM Tickets are \$35

*This will be a fantastic night of dancing, fun, lots of entertainment, and laughter!

May, 2026

Wednesday, May 20thCharbonneau Country Club Annual Meeting- The Clubhouse Dining Room/6:30PM

Coming Soon:

The NEW Cosmetically improved, Beautiful Pavilion... The place to be for the Summer@Charbonneau!!! New tables and chairs, New conversation seating, new heaters, New outdoor bistro seating. Open house Happy Hour date to be announced sometime in May!

CCC Communications Committee Meeting

April 1, 2026

BOARD REPORT

Annual Meeting Presentation:

- A photo was taken of Communications Committee members for 2025-2026 for the Annual Meeting presentation.
- The Committee will focus on its accomplishments for the Annual Presentation, such as: (Fireside Chats, QuikPolls, Community Day/New Owner Orientations, Emergency Text Messaging launch, Villager cover stories and inside features, website improvements, activities columns, and the goals of the Committee's Strategic Plan.
- Annual Meeting is May 20th at 6:30 pm.
- The Committee is requesting Zoom coverage for Committee Presentations during the Annual Meeting.

Fireside Chat:

- Ted briefed the Committee on the success of the Fireside Chat with the new Director of the OSU Extension (off Miley Road). Several Charbonneau residents are now volunteering at the location. Zoom access was popular. However, it was noted that you need two people to manage the chat and the Zoom connection.
- Next Fireside Chat ideas were discussed, including the Wilsonville Pathways Project after the demonstration on French Prairie Road. Although the Fireside Chats are normally conducted over the winter months, the Committee decided that if there is a good idea to have a Fireside Chat, then any time during the year would work.
- The Committee would like the Presenter's slides shared via ZOOM for those who are participating online. Also, Presenter slides should be easy to read, bulleted, and not too copy-dense.
- We would like to continue with ZOOM for Fireside Chats in the future.

QuikPolls:

- Hobby Room (Makers Space) survey report was given to Roger Brown and the Asset Management Committee for consideration.
- Next QuikPoll (June) possibly Civic Affairs Committee.

Villager:

- May front page ideas: golf course groundskeepers and goose dogs; Sunshine team and what services they provide to Charbonneau residents; Pathways Project especially if the demonstration can be moved up by one week to allow for the Villager article deadline. Ted will talk to the City about this.
- Village Center tenant updates from committee members. Ted will write the next one about Lumiere. Alice needs to wait on the Bakery to give the go ahead (possibly June). Ted will explore an article about a small aloe cream business in the office building next to the Activity Center.

Activities:

- Update on obtaining information for Activities Column and short articles about individual activities (Ginny)

Website:

- Second tier page ideas from Alice and Nancy to Brooke. Brooke reported that Edge One should have our changes completed by the end of April.
- The Committee would like to research the possibility of having short videos on our own YouTube page as well as other social media alternatives.

Committee:

- We currently have six members: Alice, Nancy, Ted, Michelle, John, and Ginny.

Next meeting will be Tuesday, April 28th at 10:30 in the Board Room.

DATE: April 1, 2026

SUBJECT: March 2026 Property Management Report

LANDSCAPE

- Five tree removal requests were approved.
- Barkdust applied to beds at entrances to Charbonneau and along beds on French Prairie rd.
- Irrigation pumps are on and irrigation system is being checked and turning on during the next two weeks.

RV LOT

- All spaces are leased for 2026.

MARINA

- Boat Slips-Leasing spaces for the 2026 season. 25 slips have been leased and opened up to non-Charbonneau residents March 16th.
- Kayak storage-Renewing leases and accepting new leases for 2026. These are only available to Charbonneau residents. 6 are available for lease. All others are leased.

ARBOR LAKE ARCHITECTURAL REQUEST REVIEWS

- 2 Architectural Request was reviewed and approved.

LANDSCAPE PROJECTS JANUARY

- Landscape upgrade behind Pavillion – remove soil, plants due to horsetail. Landscape completed with new electrical outlet installed for power to run the pump.
- Barkdust applied March 30-April 2nd. This is done every 3 years.

Rick Schram

March 2026 CCC BOARD REPORT

EMERGENCY PREPAREDNESS /PUBLIC SAFETY

Emergency Planning

- The EPPS committee is actively working on the marketing and logistics of the resident emergency text program. It is live and available to use if a need arises. We have approx. 700 residents enrolled, including SpringRidge management.
- Work continues on Fire Safety education. It will be a primary topic of the EPPS Captains' meeting on April 14.
- A City of Wilsonville Opportunity Grant request was submitted to fund the Charbonneau Walker Watch initiative. The request was for funds to purchase reflective safety vests with the CCC logo and "Walker Watch". It will be an extension of Neighborhood Watch, in partnership with the Wilsonville Police Dept.
- Building a curriculum for the delivery of bleeding control training.

Public Safety

- Community Safety Coordinator conducted overnight patrol operations on March 26-27. No incidents.
- Delivered community safety presentations to the residents of SpringRidge.
- Assisted SpringRidge with a review of their evacuation procedures. Recommendations made.
- Nicer weather...many residents are failing to close their garage doors at night.
- No significant incidents for the month.

Executive Committee Meeting Notes

Date-Friday, February 27, 2026

Time- 10:00 AM

Present-Kathy Harp, Linda Owen, Dave Mauk, Jim Meierotto and Lindy Anderson

Topics discussed-

Board Agenda for CCC Board Meeting on March 3, 2026 2:00 PM

Lindy will get packets ready for Tennis/Pickleball Governance Committee
Code of Conduct and Confidentiality forms plus Rules Books

Future plans for managing Charbonneau Sports Center

Board Report for April 7, 2026

CCC Nominating Committee

The following qualified director applicants were interviewed & approved as nominees for ratification to the Board as candidates for election: Mary Fieweger, Kathi Gray, Ted Mast.

Here are their brief bios for publication in *The Villager*.

Mary Fieweger - Mary and her husband Joe moved to Charbonneau 13 years ago. Mary is a current Country Club board member and chair of the new resident hospitality committee. Her friendly hospitality is legendary, regardless whether for newcomers or those already part of the community. Her previous activities include president of The Niners and founder of the Pink Ball golf tournament. You can expect her delicious 'Cookie Fairy' treats at most Charbonneau functions. Mary has proved time and again to have an important role on the board and in the community.

Kathi Gray - Kathi has lived in Charbonneau since 2012, and is a resident of Edgewater. She was a board member, president and manager of what was the Charbonneau Tennis Club before becoming the current Sports Center. Her list of leadership positions in community and business is extensive. This includes HOA president of a resort complex in Colorado, ownership in multiple real estate ventures, and previously, two Portland area tennis clubs. The committee found Kathi's expertise in finance, project management, and finding solutions by working through challenges as a team, to be well suited for a board position.

Ted Mast - Ted and his wife Gail lived in Wilsonville for 24 years before moving to Charbonneau in 2018. He is currently a board member of the Louvonne HOA. For many years Ted has served as a valuable member of the Country Club communications committee, where he is an editor and a regular contributor of articles for *The Villager*. Additionally, Ted has been part of the communications team organizing and moderating Fireside Chats that are popular with Charbonneau residents. Ted's career in sales management, with his experience in setting and measuring goals, working as a team, and operations, is a clear asset for a position on the Charbonneau board.

CCE Neighborhood Committee

The 2026 Annual Meeting was held on March 26, chaired by committee chair Doug Parker. The following residents were elected to positions on the committee: current member John Andrews as committee chair for architectural standards, & David Head as a new committee member & chair of facilities. Reports were provided by the respective committees & staff members Rick Schram & Neil Kennedy. Departing committee members April Marcel, John Hector, Nancy Browning, Barb McCarthy & Nancy Cameron were thanked for their service.

Civic Affairs

Meetings were attended with city council, our state senator & house representative, Metro, outgoing & incoming city managers, city council president, other officials of the city, the mayor of Aurora, Friends of French Prairie, & Aurora State Airport representatives. New developments are that \$1 million in state funds have been allocated for the Boone Bridge replacement project, and the noise abatement guidelines for Charbonneau was sent to flight operators & pilots at the Aurora Airport.

Executive Committee Meeting

4/3/2026

10:am

All members were present

1. Reviewed, discussed and proposed changes to Sports Center professional services agreement. This agreement shall be specific to tennis only. Jim will prepare a proposed agreement containing the changes discussed which will be reviewed by the entire CCC Board for finalization.
 2. Discussed creating an agreement specific to Pickleball if the SC Council decides a PB professional is needed.
 3. Jim presented an update on the legal collection matter. He indicated modifications to CCC collection policy will be developed to include collection strategy. Two other collection issues regarding residents were discussed and a plan formed.
 4. Discussed hiring a general maintenance technician to handle routine and preventive maintenance tasks for all CCC grounds and facilities. A job description was reviewed and will be posted with a goal of hiring by mid-May. No decision regarding whether it will be part-time or full-time.
 5. Discussed changing the front desk position to full-time. There appears to be a need for this since activities have increased greatly and residents prefer someone there full-time.
 6. Edith Green Park Committee was discussed. What are the guidelines for this committee? Should be referred to Asset Management. Discuss after next Board meeting.
 7. It was decided exec board should meet twice a month.
 8. Board candidates were announced: Mary Fieweiger, Ted Mast and Kathy Gray.
 9. Stacy N will be proposed to be appointed on the Sport Center Council and as court reserve specialist.
- Meeting adjourned.

Charbonneau Golf Course

April Board Report

- Finishing Fiscal Year 2025-2026 as of the end of March
- Rounds played this year: 70,000 +
- Current Golf Memberships are 590+ (65% Public, 35% Residents)
- Gross Profit was 21% above Budget projections
- Rental Cart Fees were up 18% over last year.
- Driving Range Revenue was up 112%
- Merchandise Sales were over budget by 35% (Golf Balls, Clothes, Clubs, ETC.)
- Labor Cost were up only 5% above Budget (a great job by Andrew and his crew)
- Market Café will break even this year. Melissa has taken control.

- Lastly, the Charbonneau Golf Club would like to thank Bill Shevlin for his years of service being on the Golf Club Board. He has been President and Vice President as well as being an integral part of the Greens Committee. Thank you Bill for your service and commitment!
- Don Lloyd will be replacing Bill Shevlin on the Golf Club Board.

Charbonneau Sports Club

Governance Council Slate

March 4, 2026

Confidential

Kim Gerhardt | Resident | Pickleball Player

- Registered Psychotherapist, numerous professional committee assignments. Former President of the Oregon Counseling Association.
- Skills in Mediation, communications with a natural talent for making people feel heard and respected
- References: Carol Hill, Bernice Marquez, Anna Edison, Beatriz Lowry

Jim Teague | Resident | Pickleball Player

- Very active Pickleball Player and Sports Center Member since inception
- Very involved in evaluation and prioritization of “Pickleball Forum” results
- Has lived in Charbonneau for five years, EPPS Committee Co-Chair
- Plays Pickleball 3-5 times per week, and manages a group of 8-10 who play weekly
- References: Bea Lowry, Wendell Garner, Perry Esterson, Patrick Donaldson

Dee Dutiot | Resident | Pickleball Player

- Retired Bank Executive & Sports Center Member for 5 years
- Spent 5 years serving the Clackamas Woman’s Shelter & on the HR committee at her church
- Very involved in evaluation and prioritization of “Pickleball Forum” results
- Resident of Charbonneau for 5 years
- References: Debbie Mauk, Gregg Shewbert, Ellen Newborg & Randy Hitz

Ginney Jorgeson | Resident | Tennis Player

- Retired Business Owner and College Professor
- Serves as President of the Oregon Dental Assistants Association and on the Oregon Board of Dentistry
- On the CCC BOD Communications Committee...writer for Villager publication
- References: Joann Carvalho, Mary Ann Dickey

Jim Gibbons | Resident | Tennis Player

- Retired Executive Director of the Oregon Golf Association
- Charbonneau Resident for 26 years
- Served on Numerous CCC Boards, Committees, Teams
- Broadly known and respected in the community

Pedro Vila | Non-Resident | Tennis Player

- Member of Charbonneau Sports Center for 4 Years
- Skilled in Collaborative Decision Making and Representation with Equity
- Professional background in Financial Management in the Automotive Industry
- No references in Charbonneau Non-Resident

April 7, 2026

To: CCC BOD

From: CGC Governance Council....Advisory Notice

Subject: CGC Gov Council, Court Reserve Specialist.... Stacy Naccachian

Council seeks to add an additional volunteer resource to specialize in all applications of “Court Reserve”, the online system for court reservations and court utilization.

Stacy Naccacian --- Resident Tennis Member

- Multi year member of the Sports Center
- Served as Secretary to previous Council for 4 Years
- Reviewed and accepted by the current council and selection committee
- Certified Court Reserve Administrator
- Volunteer only
- Receives complementary membership while serving (this is customary for this role)
- Needs to be acknowledged and on Volunteer list for Insurance purposed
- Available to serve Immediately

Respectfully Submitted

Joe Brouillette

Acting Council Chair