

## CLOS CHEVALLE HOMEOWNERS ASSOCIATION

### Draft – 2020 Annual Meeting Minutes

September 12, 2020, 10:00 a.m.

Zoom Video Conference

**Call to Order:** President Jim Gurke welcomed the attendees of the Annual Meeting and called the meeting to order at 10:06 a.m. Due to COVID, rather than gather in person, Kerry Albright offered to host the meeting online via Zoom. Prior to the meeting, the agenda, ballot, proxy, 2019 draft minutes, and the committee reports were emailed to owners.

**Present Board Members:** Jim Gurke, Lew White, Bart Harmeling, and Lori Wentland. Larry Peabody was absent.

**Confirmation of Notice of Meeting and Quorum:** All Owners had previously submitted their consent for authorizing electronic notices be sent. Secretary Lori Wentland confirmed that a Notice of Meeting was sent via email on August 28, 2020 to all owners as required by the RCW, and that a quorum was established. 48 lots were represented in total, for a 71.6% representation: 6 lots sent a ballot and attended the meeting, 7 lots sent a proxy and attended the meeting, 9 lots sent a ballot only, 9 lots sent a proxy only, and 17 lots attended the meeting only.

**Approval of Minutes:** The Draft Minutes of the August 31, 2019 Annual Meeting were unanimously approved.

**Board and Committee Introductions:** Jim introduced and thanked the Board members for their service, and recognized the contributions of committee members. Those included are Kerry Albright, Finance Committee member; Pam Ahl and Jim Batdorf, of the Facilities Committee; Kevin Bennett and Shannon Kollmeyer, of the Architectural Design Committee; Steve Kennedy, Sue Chappell, and Randi Burchett, of the Audit Committee; and Jim Kott, Webmaster. Jim recognized Pam Ahl for her prior term as Board Secretary.

**Election of Board Members:** Jim listed the Board nominees for the 2020-2021 term, and called for any other nominations. No additional nominations were offered. A motion was made and seconded for a vote. The motion to elect the five nominees passed unanimously. The Board went into executive session to elect its officers as follows: Jim Gurke, President; Larry Peabody, Vice President and ADC Chair; Lew White, Treasurer and Finance Committee Chair; Bart Harmeling, Vice President and Facilities Committee Chair; and Lori Wentland, Secretary.

#### **Finance Committee Report: Lew White**

- The Finance Committee report was distributed to Owners via email on August 28.
- Lew indicated that expectations for the year ending 2020 is for increased levels of cash assets due to lower expenses for the year. Assuming expenses stay

within budget for the remainder of 2020, we anticipate higher Net Operating Income than budgeted.

- Budgeting for 2021 will begin in November, with the budget to be approved by early January 2021.
- The Audit Committee completed their review and reported the financial operations and controls adequately protect the HOA's financial assets. The Audit Committee recommends waiving the annual audit as the current process is sufficient. A motion to approve Resolution 1 to waive the annual audit was put to a vote and was unanimously approved.

**Facilities Committee Report: Bart Harmeling**

- The Facilities Committee report was included in the August 28 email to Owners.
- Bart recognized Pam Ahl and Jim Batdorf for their work with the committee.
- Bart addressed recent irrigation line breaks and water pressure issues.
- Maintenance plans, anticipated projects, irrigation repairs, snow removal, and future road preservation are upcoming focus points for the Facilities Committee.

**Architectural Design Committee Report: Larry Peabody**

- The ADC report was submitted via email to Owners on August 28.
- As a member of the committee, Jim summarized the activities involving the ADC on behalf of Larry. He complimented Larry's efforts with the ADC.
- The ADC requests that Owners read and conform to the ALDG. New lot owners should contact the ADC before any design work begins.
- There are 38 occupied homes, 26 vacant lots, and 3 homes under construction.

**President's Report: Jim Gurke**

- The President's Report was included in the email sent to Owners on August 28.
- For the first time, all Clos CheValle lots are in private ownership following the developer's sale of their last lots this summer.
- Jim discussed the feasibility of a possible shared waterfront access with Grandview Estates.
- Jim encouraged Owners to consider volunteering to serve our neighborhood on a committee or on the Board.
- Overall, our infrastructure is sound, the financials are in good shape, the HOA is strong, and the neighborhood is supportive.

**Old Business: None**

**New Business:** Feedback from Owners was favorable on the use of the Zoom platform for the meeting, which was reflected in higher participation this year.

**Adjournment:** The meeting was adjourned by Jim Gurke at 11:50 a.m.

The Annual Meeting minutes were prepared by Lori Wentland, CCHOA Secretary.

- The Draft 2020 Minutes will be distributed to all Owners within 60 days, to be considered for approval at the 2021 CCHOA Annual Meeting.