

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION
CCHOA BOARD MEETING MINUTES
November 21, 2019
8:40 a.m.-11:50 a.m.**

Present: Jim Gurke, Bart Harmeling, Lew White, Larry Peabody and Pamela Ahl.

Minutes: The October 9, 2019 minutes were Board approved.

Board Candidate: President Jim Gurke welcomed and introduced Board Secretary candidate Lori Wentland. Her participation today was to further assist in her consideration to replace Pam Ahl, who has stated her intent to resign her Board position as of the end of this year.

Finance Committee: Lew White

- Lew presented the Income/Expense, the Account Balances and the Financial Transaction Expense Report through October 31, 2019.
- The 2020 Draft Budget was the primary agenda item. In the October 9 meeting Lew and Bookkeeper Kerry Albright assigned 2020 expense budget responsibilities to Board members. Lew distributed the 2020 Draft Budget with a comparison to 2019 actual Income and Expense. The preliminary budget was discussed with revised budget items to be due to Kerry by December 9. A second input review will be discussed at the Board meeting on December 19.
- The final budget inputs will be due to Kerry on December 20 and the final budget will be scheduled for approval at the Board meeting on January 16.
- With Board approval, Lew has contacted attorney Jeff Fehr for filing of a lien on Lot 29 due to the unpaid 2019 HOA assessments.

Facilities Committee: Bart Harmeling/Pamela Ahl

- Pam reported that all mowing and landscape work has been completed for the year. The main irrigation lines and irrigation network throughout Clos CheValle have been winterized.
- Bart gave his report on Special Project considerations for the 2020 Budget.
- A bid was received for one-way exit deer gates for \$1,200. Bart will speak with Shane Collins, contact person for Rocky Pond Vineyards, in regards to the shared expense in the purchase and installation of the gates next spring.
- There was discussion regarding the crack sealing project that was done by Moe Asphalt in 2018. The tar used to seal cracks in the roadways and trails has eroded. Moe Asphalt will be contacted regarding this problem and possible remedy.
- Bart will contact Clean Sweep for an estimate on what they will charge for the spring cleanup of sand and gravel on the Clos CheValle roadways in April.

Architectural Design Committee: Larry Peabody

- Larry gave his report on the past month's activity involving the ADC. Board members were issued a copy of the monthly report.
- The updated and revised Application for Architectural Design Committee has been posted to our website by Jim Kott. The CCHOA Website is now up to date.
- Larry will draft a letter to be sent to each vacant lot owner as a reminder that if they are planning to build, they need to thoroughly read the CCHOA Website documents and checklist before starting their project. Whenever a lot is sold and a transfer fee is received by Lew, Lew will inform Larry so that a reminder can be sent to each new lot owner.

President's Report: Jim Gurke

- Jim reviewed Pam Ahl's plans to resign as Board Secretary at the end of the year in order to focus on assisting Bart on the Facilities Committee and supervising the landscape crew.
- Jim asked Pam to meet with Lori Wentland before the next Board meeting to go over the primary Secretarial duties including preparation of the Board minutes, website Board calendar, internal Board calendar, address list and communication with Jim Kott in keeping the website updated.
- Board succession planning will continue to be one of the topics of discussion early in 2020.

- Old Business: None

- New Business: None

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

Next scheduled meeting: Thursday, December 19, 2019, 8:30 a.m., Jim Gurke's home.

The minutes were prepared by Pamela Ahl, CCHOA Secretary