

## **CLOS CHEVALLE HOMEOWNERS ASSOCIATION**

### **(DRAFT) 2023 Annual Meeting Minutes**

September 9, 2023, 10:00 a.m.

Zoom Video Conference

**Call to Order:** President Jim Gurke welcomed the attendees and called the meeting to order at 10:06 a.m. Prior to the meeting, the meeting notice, agenda, ballot, proxy, 2022 draft minutes, and the committee reports were emailed to Owners.

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

**Confirmation of Notice of Meeting and Quorum:** Consent was received from all Owners for electronic notices to be sent. It was confirmed that a Notice of Meeting was emailed to all Owners on August 17, 2023, as required by the RCW, and that a quorum was established. In total, 13 ballots were received in advance, 5 proxies were received in advance, and 13 attendees lot votes were counted. A total of 31 lots were represented for quorum.

**Approval of Minutes:** The Draft Annual Meeting Minutes of September 10, 2022 were unanimously approved. Additionally, the Draft Minutes from the Special HOA Meeting of July 6, 2023 were unanimously approved.

**Board and Committee Introductions:** Jim Gurke introduced the current Board members and thanked them for serving. He recognized each of the Committee Members, including new Finance Committee member Randi Burchett, Facilities Committee members Pam Ahl and Doug Gibson, Architectural Design Committee members Jenn Norman and Joe Ahl, Audit Committee member Sue Chappell, and Webmaster Jim Kott. Jim also thanked outgoing Committee Members Jim Batdorf and Kerry Albright for their years of service.

**Election of Board Members:** The current Board members were nominated and willing to continue serving for the 2023-2024 term. Jim asked if there were any other nominations, but none were offered, nor did any others come in by proxy. A vote to re-elect the five nominees unanimously passed, with the Board members retaining their current positions: Jim Gurke, President; Lew White, Treasurer and Finance Committee Chair; Lori Wentland, Secretary; Larry Peabody, Vice President and Architectural Design Committee Chair; Bart Harmeling, Vice President and Facilities Committee Chair.

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

- The Finance Committee Report and July 31, 2023 YTD financial statement were emailed to Owners on August 17.
- Lew gave a summary of the YTD 2023 financials, reporting sound cash reserves, with the expenses managed within budget so far this year.
- Clos CheValle resident Randi Burchett has joined the Finance Committee.
- Kerry Albright's accounting firm will continue as a vendor providing accounting and bookkeeping services.

- After a review of the financials and controls by the Audit Committee, it was once again recommended to continue with in-house audits. The motion to approve Resolution 1 to waive the annual audit was put to a vote and unanimously approved.
- Lew concluded his report with a review of the HOA's reserves and the Board's intent to continue managing its future reserves without an external reserves study, citing the exemption qualification that such a study would exceed 5% of the HOA's annual budget.

#### **Facilities Committee Report: Bart Harmeling**

- The Facilities Committee Report was sent to Owners via email on August 17.
- Bart acknowledged Pam Ahl, Doug Gibson, and Jim Batdorf for their work on the Facilities Committee. He thanked Steve VanAssche for leveling gravel left over from winter road sanding, and also thanked Kevin Bennett for his help replacing light photo sensors at the gate.
- Bart reviewed recent work, addressed issues, and gave an overview of upcoming projects.
- Notice to residents of chemical spraying will be done in the form of signage, along with advance email notification when possible.
- Doug Gibson is now the contact for mailbox keys and gate fobs.

#### **Architectural Design Committee: Larry Peabody**

- The ADC Report was distributed to Owners via email on August 17.
- Larry recognized the work of Jenn Norman and Joe Ahl on the ADC.
- Larry reminded Owners to contact the ADC before planning any work, and to make sure their project associates have a copy of the ALDG guidelines. Concerns such as work hours, dust and debris control, and overly bright lighting have been common complaints.
- Of the 67 lots, 44 homes have been completed to date.

#### **President's Report: Jim Gurke**

- The President's Report was sent to Owners via email on August 17.
- Jim began with a discussion on the proposed tasting room and a review of the Voting Results Report emailed on September 1, 2023. Voting concluded on August 31. The measure passed, with 80.6% approval (67% approval was needed), with 54 of the 67 lots voting in favor of it. The passed measure approves the Draft Third Amendment to the Protective Covenants, allowing for a commercial wine tasting room on Tract K, subject to the execution of an agreement outlining the terms, conditions and limitations of the tasting room. Jim reviewed a list of draft terms for the agreement.
- The Board will review the Draft 2023 Annual Minutes, email it to Owners within sixty (60) days of the meeting, and post them to the HOA website.
- Jim thanked the attendees for their participation, and asked all Owners to consider service on the Board or a committee.
- Prior to concluding, Jim addressed the questions asked by attendees.

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**Old Business:** None

**New Business:** None

**Adjournment:** The meeting was adjourned by Jim Gurke at 12:10 p.m.

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