

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION
CCHOA BOARD MINUTES**

**August 8, 2018
8:30 a.m-11:10 a.m.**

Present: Lew White, Jim Gurke, Jim Batdorf, Tom Buell, Pamela Ahl and Steve Kennedy, Audit Committee Chairman.

Call to Order: Lew White called the meeting to order at 8:35 a.m.

Minutes: The July 11, 2018 minutes were Board approved.

Audit Committee: Steve Kennedy

- On August 6, the newly formed Audit Committee (Steve Kennedy, Sue Chappell and Randi Burchett) met with Tom Buell and Lew White.
- At the Annual Owners Meeting on September 1, Steve will introduce the new committee members and present the Audit Committee's report.

The following is a summary of the August 6 Audit Committee meeting as presented by Steve.

- The Audit Committee recommendation is to wave the yearly audit. Steve believes the Audit Committee review and current separation of duties is sufficient to warrant waiving an expensive formal audit.
- The Audit Committee recommended increasing the real estate transfer fee from \$50 to \$100.
- Steve will contact Bill of the Bear Mountain Water District (509-741-0562) (bill.bmwd@gmail.com) and find out how the district determines the approximately \$15,000 per year irrigation fee we are charged.
- Steve has advised the Board that an initial consultation with an attorney would be prudent, before deciding on whether or not to budget for a Reserve Study in 2019. Jim G suggested speaking with Attorney Jeff Fehr. Both Tom and Lew feel that we are in compliance but to confirm their opinions, an attorney should advise the Board.
- Tax form 1128 has been filed and no is tax due.

The Board subsequently approved the audit Committee's recommendation to increase the real estate transfer fee from \$50 to \$100, to put to owner's a vote to waive a formal audit for 2018 in favor of review by the audit Committee and to seek an attorney's counsel as to whether to budget for a Reserve Study in 2019.

Finance Committee: Tom Buell

- Tom presented the Income/Expense report, the Account Balances and the Financial Transaction Expense Report. Tom reported that we are on target with our cash flow.
- A Certificate of Liability Insurance form was received listing Clos CheValle as the certificate holder for coverage with Hernandez Landscape Company who provides our landscape and mowing services.
- Tom will discuss with our insurance company what our liability dollar amount should be in regards to the 2018/19 snowplow season once the road ownership from Hwy. 97A to Mirabella is dissected and determined.
- Tom will breakout the snowplow expense from previous years to determine the average for budgeting purposes.

Facilities Committee: Jim Batdorf

- Jim B spoke with Gabino Hernandez about installing efficient timers next spring that will run several irrigation stations in the park so that the individual timers can be phased out. Gabino will be asked to present a bid for the install labor and timers.
- Jim presented a draft agreement that will be signed by David Dufenhorst, Rocky Pond Vineyard owner and Lew White, CCHOA President. With a few minor changes, the agreement was Board approved.
- A first draft was prepared by Jim B regarding Snow Removal Guidelines for the upcoming 2018/19 winter season. Hernandez Landscape Company has agreed to plow the roads throughout Clos CheValle and the highway from 97A to Mirabella. A meeting will be held in early October to go over plowing expectations, the guidelines, the hourly rate and sanding device with the Facilities Committee and Gabino Hernandez.
- 5 iron grass fertilizer will be applied to the Common Area park in mid August.

Architectural Design Committee: Jim Gurke

- Jim gave his report on the past month's activity involving the ADC. Board members were issued an updated copy of the monthly report.
- Lot 52-The Buboltz have selected Harkey Construction as their contractor and plan to break ground this fall.
- Lot 35-Owners acknowledged the ADC letter requiring changes to their house plans from the (identical Lot 39 plan) before approval. Awaiting revisions.
- Lot 29-The ADC is waiting on building permits.
- There have been no further updates on the BMR Road Maintenance Issue. Clos CheValle position remains unchanged. Tom will be contacting our insurance company regarding the snowplow liability coverage for BMR road.
- Larry Peabody has accepted our nomination to become ADC chair and HOA Board member in advance of the September 2018 Owners Meeting.
- Shannon Kollmeyer has agreed to stay on the ADC for the new term.
- To date, 29 homes are now complete. 5 homes are in various phases of completion and 5 new home applications are pending or have been approved.

Presidents Report: Lew White

- Lew presented the September Owner's Meeting draft agenda for discussion. With a few minor changes the CCHOA Meeting Agenda was approved.
- Lew is preparing to mail the CCHOA Annual Meeting notice, Ballots and the 2017 Annual Minutes to all owners.
- Lew recently sent an email informing owners that he had received notice that "insect infected apples needed to be removed from the lots and common areas of Clos CheValle so as not to infect commercial orchards in the area". A crew was hired to remove the apples. Next spring the apple starts will be removed permanently.

The meeting was adjourned at 11:10 p.m.

Next scheduled meeting: Wednesday, September 12, 8:30 a.m., Lew White's home.

Board minutes prepared by Pamela Ahl, CCHOA Board Secretary