

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION
ANNUAL MEETING MINUTES - DRAFT**

**August 31, 2019
12:00 p.m. - 2:00 p.m.
Chelan Fire Station**

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

Call to Order: President Jim Gurke welcomed everyone for joining us and reminded owners that there is a picnic after the meeting. Jim called the meeting to order at 12:10 p.m.

Confirmation of Notice of Meeting and Quorum:

Secretary Pamela Ahl confirmed that a Notice of Meeting was sent by USPS on August 9, 2019 to all homeowners as required by the RCW and that a quorum for the Meeting has been established.

- A total of 23 proxies were received and a total of 18 lots were represented in person for a 61% representation, exceeding the 34% quorum required by RCW 64.38.040.

Minutes: The Draft Minutes of the September 1, 2018 Annual Owners Meeting were unanimously approved.

Board Introductions:

Jim introduced and recognized all current Board members, all of whom were in attendance, and he recognized the contributions of non-Board members, including Architectural Design Committee members Shannon Kollmeyer and Kevin Bennett, Webmaster Jim Kott, Bookkeeper and Finance Committee member Kerry Albright, Facilities Committee member Jim Batdorf and the 3 member Audit Committee of Steve Kennedy (Chair), Randi Burchett and Sue Chappell. Their contributions are greatly appreciated. Jim reminded attendees that important Board, Committee and documentation information can be found on the CCHOA website at closchevallehoa.com

Finance Committee Report: Lew White, Treasurer

Lew distributed a Year-to-Date CCHOA Financial Report (1/1/19 to 7/31/19) on the financial condition of the HOA. The ending checking account balance is \$3105.00. Held in reserves for operational expenses is \$37,144.13 in a NCNB Business Money Market account and \$25,900.00 in a Washington Federal CD for non-operational expenses.

- Lew indicated that income is on budget however as of August 31, one owner does remain delinquent on their HOA assessment including penalties.
- New revenue includes an agreement signed between CCHOA and Grandview Village HOA in June 2018 for the shared Park and Trails Maintenance expense. Grandview is responsible for 23% of the Parks and Trails maintenance and repairs based on the prorata number of lots in Grandview (20) and Clos CheValle (67).
- The expenses that are over budget for 2019 are snow removal due to more frequent snowfall, and fence/gate repairs due to vehicle damage to the main gate, photo cell replacements for the Clos CheValle and Mirabella gates, and photo cell closure interrupters on the middle gate.
- Lew reported that the Audit Committee recently reviewed HOA financials and process and reported that they sufficiently protect HOA assets. The Committee believes that its review of the HOA financials and the structure for separation of duties is sufficient to warrant waiving an expensive formal audit. The Audit Committee recommended waiving the yearly audit. A motion to approve Resolution #1, to waive the yearly audit was put forth for a vote to the Owners. Resolution #1 was approved unanimously.

Facilities Committee Report: Bart Harmeling

Bart gave a summary of the 2019 Facilities calendar, the projects year-to-date and the anticipated projects for 2020.

- **Snowfall:** Bart discussed the snowfall criteria of 2" inches and start time by 7 a.m. for overnight snowfall. Hernandez Landscape is our current plowing contractor. The HOA is over budget YTD on snow plowing due to the higher than average snowfall, both in frequency and amount of snow.
- **Boundary Fence:** The fence repair is a shared duty between Clos CheValle and Rocky Pond Winery, the vineyard owners who manage the vineyard tracts throughout Clos CheValle. Bart inspected the entire fence line last fall and performed some repairs with more extensive problems reported to Rocky Pond contact person, Shane Collins.
- **Gates:** The Main gate was damaged by a vehicle in December. Repairs were made to straighten the damaged gate and replace the control boards and motor. The middle gate had a photo beam installed in April. In May, the installers were called back to repair the pulley wheel which slipped off the new motor. In July, we had the Upper

gate and main gate inspected to check photo beams and hydraulic rams. In August, new photo beams were installed on both the main and upper gates and one of the hydraulic rams needed additional oil. Jim Batdorf has changed gate batteries throughout the year.

- **Road Sweeping:** Road cleanup was completed in April to remove winter sand and stones from the Clos CheValle roadways.
- **Apple Starts:** In late May, a local orchardist contacted Bart and requested that we remove the unsprayed fruit from apple starts inside Clos CheValle. The fruit was increasing the number of moths in their commercial orchard. In response, we hired workers from Hernandez Landscaping to cut down the trees and remove apples. Bart supervised the CCV common tracts, Pam supervised the vacant lots and Jim contacted all home owners and requested they remove apple starts on their property.
- **Park, Trail and Gate entrance maintenance** was managed by Hernandez Landscaping and supervised by Pam Ahl.
- **Projects completed in 2019:**
 - *An upgrade to the stone shed located near the main park. The building was rodent proofed, new shelving added and a lock to provide secure storage for irrigation supplies and facilities materials. The second project was an upgrade of the irrigation system timers and valves in the main park.
- **Anticipated Projects for Consideration in 2020:**
 - *Completion of upgrades to irrigation system timers on the Trails and upper Park areas.
 - *An annual inspection of the entrance gates.
 - *Repair of Bene Vista drainage ditch.
 - *Scheduled inspection of repair for ditches, check dams and culverts.

Architectural Design Committee Report: Larry Peabody

Larry introduced himself and thanked the two other committee members that have formed the 2019 ADC Committee; resident Kevin Bennett and Clos CheValle developer, Shannon Kollmeyer.

- To date, 36 homes are now complete and 4 under various phases of construction, with several more projects anticipated to begin during the remainder of 2019. Our occupied lots surpassed our vacant lots for the first time.
- Larry announced the completion of the **Architectural and Landscaping Design Guidelines** update which will be posted to our CCHOA website in September. The conversion of Appendix C (Application for ADC) to a forms-based PDF will make it easier for owners to fill out information online for the Committee's consideration, approval and monitoring, before and during new construction.
- The new Guidelines will bring clarity and reduce ambiguity to the following:
 - *clarified exterior propane fueled fire standards.
 - *definitions utilized within the guidelines.
 - *clarified building size and height guidelines.
 - *lighting types, reducing glare and the effects on view corridors.
- The new Guidelines will recognize current industry standards in regards to:
 - *LRV (a paint industry measuring tool) which gauges how light reflective exterior paints are graded to help homeowners with paint decisions that fall within the ADC guidelines.
- The Contractor Rules and Representative Plant List were updated as well.
- Larry reminded those who are planning home construction to please read and conform to the ALDG, make sure your contractors conform to the rules and don't assume that any change is ok, and that Owners must call or communicate with the Committee to obtain approval from any changes to an approved project plan.

President's Report: Jim Gurke

In his opening statement, Jim spoke about the evolving and growing development within Clos CheValle in the past year and the need for Owners to foster increased self-adherence and enforcement of the HOA Covenants and Guidelines.

- Jim highlighted the need for a Board succession plan, including the recruitment of Board and Committee member volunteers among the Owners for upcoming years and Board terms.
- Jim updated Owners on the South Shore waterfront easement owned by CC developer, Shannon Kollmeyer. An email sent to Jim by Grandview HOA Board President Mark Babcock indicated that GV is interested in investigating the feasibility of development of waterfront buoys, parking lot improvements and dock extension. Although design, permitting, construction and administration may still be factors preventing GV and CC from wanting to pursue development, this remains an ongoing development feasibility study. Jim took a straw poll at the meeting and 4 owners expressed preliminary interest in a buoy.

In conclusion, Jim gave a positive outlook for a bright future for Clos CheValle through our strong leadership on our Board and its Committees, and our high level of fiscal responsibility in managing expenses.

Election of Board Members for the 2019/2020 Term:

Jim introduced the Board member nominations received for the 2019/2020 term and called for any other nominations from the floor. No additional nominations were offered so the call for nominations was closed. A motion was received and seconded for a vote for those in favor of the list of 5 nominees. The motion to elect the 5 nominees to the Board for the 2019/2020 term passed unanimously. The new Board then elected its officers as follows: Jim Gurke, President; Larry Peabody, Vice President and ADC Chair; Lew White, Treasurer and Finance Committee Chair; Bart Harmeling, Facilities Chair and Pamela Ahl, Secretary.

Old Business: None

New Business: None

The meeting was adjourned at 2:03 p.m. by Jim Gurke.

The Annual Meeting minutes were prepared by Pamela Ahl, CCHOA Secretary.

- The Draft 2019 minutes will be distributed to all Owners within 60 days, to be considered for approval at the 2020 CCHOA Annual Owners Meeting.