

CLOS CHEVALLE HOMEOWNERS ASSOCIATION

Board Meeting Minutes

Thursday, October 21, 2021

8:36 a.m. – 11:30 a.m. via Zoom video conference

Call to Order: The meeting was called to order by Jim Gurke at 8:36 a.m.

Present: Jim Gurke, Lew White, and Bart Harmeling. Kerry Albright joined for the Finance Committee report. Lori Wentland and Larry Peabody were absent. Jim confirmed that a quorum was established.

Approval of Minutes: The draft minutes of August 19, 2021 were Board approved. The draft minutes of the September 11, 2021 Annual Meeting were Board approved, and a copy of the Annual Meeting draft minutes were emailed to Owners on October 12 as required by the RCW.

Finance Committee: Lew White

- Lew and Kerry have begun the budget planning and rollout process for the upcoming year. Lew reported that the financials are in good shape and tracking on budget, with the exception of the unexpected cost of replacement of the bank of mailboxes.
- Lew recognized Bart Harmeling and Pam Ahl of the Facilities Committee for their help in keeping expenses on budget.
- The timeline for budget planning includes a budget worksheet to be returned to Lew and Kerry by November 12, ultimately leading to a budget ratification meeting on January 11 following board approval, and assessment invoices to be sent on January 15. Board members discussed items for consideration in the upcoming budget cycle.
- Kerry will be adding a new option for Owners to pay assessments electronically.
- A conversation was started on retaining Kerry Albright's accounting services on behalf of the HOA.
- Following the mailbox break-in, it was determined insurance would only cover the one damaged cluster mailbox, but wouldn't cover replacement of the obsolete mailbox banks. Given also the deductible impact, the Board decided to not process an insurance claim in order to protect the HOA's insurance rates.
- The Board decided to use a board member's personal credit card for payment on the new mailboxes to mitigate financial risk, and to expedite the process which required pre-payment.

Facilities Committee: Bart Harmeling

- Bart reviewed the neighborhood's completed and upcoming projects: The Alta Vista gate was repaired. Bart will check the fence line for needed repairs. A drainage maintenance project was completed. Irrigation shut-off took place as anticipated on October 18. The port-a-potty at the park will be removed for the season.

- While still anticipating the need for road and trail resurfacing, it was agreed to hold off for the upcoming year due to the impact of ongoing and upcoming construction projects and their resulting traffic and vehicle weights.
- A gift card will be presented to Derek Ahl to thank him for his two years of service watering vacant lots.
- Jim thanked Bart for his time and groundwork to replace the bank of mailboxes.

Architectural Design Committee: Larry Peabody

- Larry sent his monthly report of activities involving the ADC to the Board members, including a status update of active projects, and notice of new and prospective applications.

President's Report: Jim Gurke

- Jim began his report with a review of the 2021 Annual Meeting. He stated that fifty percent of the lots were represented, either by proxy or at the meeting. Zoom is working well as a platform for the meeting. He sent Owners the draft minutes of the meeting, to be considered for approval at the 2022 Annual Meeting. A link to a recording of the meeting was also provided.
- Jim reiterated the need for volunteers to step up for Board and Committee positions. The consideration of an HOA administration company was discussed, as well as a suggestion to reach out to possible candidates for HOA service.
- BMR Road maintenance negotiations are ongoing, with no material updates at this time.

New Business: None

Old Business: None

Next Scheduled Meeting: Thursday, November 18, 2021, 8:30 a.m. via Zoom.

Adjournment: The meeting was adjourned by Jim Gurke at 11:30 a.m.

The minutes were prepared by Lori Wentland, CCHOA Secretary, utilizing the recorded Zoom meeting feature.