

CLOS CHEVALLE ANNUAL OWNERS MEETING MINUTES
September 2, 2017
12:00-2:00 p.m.

Call to Order: President Lew White called the meeting to order at 12:10 p.m.

Presidents Report: Lew White

First call to action was to confirm that a **Notice of Meeting** was sent to all homeowners as required by the RCW.

- A total of 19 proxies and 18 Lots were represented (30 owners present) which gave us a 54% attendance exceeding the 34% quorum required by RCW 64.38.040.
- The 2016 Annual Owners Meeting Minutes were Owner approved.
- After introducing the current Board members, Lew recognized the contributions of non-board members; ADC Committee members Larry Peabody and Shannon Kollmeyer, Kerry Albright, who supports the Treasurer and Jim Kott our “WebMaster”. Their contributions are greatly appreciated.
- The current Board members and nominees for the 2017/18 election were introduced; Lew White, President, Jim Batdorf, Chair Facilities Committee, Tom Buell, Treasurer, Jim Gurke, VP & Chair Architectural Design Committee and Pamela Ahl, Secretary. Lew called for other nominations from the floor and since no nominations were offered, the call for nominations was closed. A verbal vote was requested for those in favor of the list of candidates. The HOA vote was 100% for the 5 candidates with no opposition. The Board was elected for a 1 year term effective immediately.
- Lew asked for and received, from the Board, a motion to elect the following Board members in their respective officer positions as follows:
 - Lew White, President
 - Tom Buell, Treasurer
 - Pam Ahl, Secretary
 - Jim Batdorf, Vice President and Chair, Facilities Committee
 - Jim Gurke, Vice President and Chair, Architectural Design Committee

The motion was approved.

Treasurer’s Report: Tom Buell

Tom distributed a Year-to-Date CCHOA Financial Report (1/1/17 to 7/31/17) on the financial condition of the HOA. The ending checking account balance is \$15,545.00. Held in reserves, for unforeseen expenses, is \$10,203.00 in a NCNB Business Money Market and \$40,000 in a Washington Federal 18 month Certificate of Deposit. There are no outstanding Accounts Payable.

- All Assessments have been paid and are current.
- Tom presented 2 Resolutions for vote. Resolution #1 is the RCW 64.38.045 required audit by an independent CPA for fiscal year 2016. Resolution #2 is the required audit for 2017. Tom explained that rather than possibly incurring an approximate expense of \$5000. for an independent CPA to review our financials,

Treasurers Report: Page 2

the Board proposes to establish an Audit Committee of the Board comprised of at least 2 non-Board members and a member of the Board to review our financial statements annually. The Audit can be waived if 67% of the Homeowners vote to do so in person or by proxy each year at the annual owners meeting, at which a quorum is present. The votes taken on both resolutions were 100% in favor of waiving the audit.

Facilities Committee Report: Jim Batdorf

Jim B gave a summary describing his role managing the Facilities Committee. He is the primary contact with Lakeview Orchards, the property management company that provides winter plowing and landscape services to Clos CheValle and is the contact person for issuing gate openers and mail box keys to property owners.

- Lakeview Orchards will be phasing out all services by December 31, 2018. The Board is making plans for these changes and will keep the Property Owners updated as these changes occur.
- Jim gave an update of the road repairs that were made in 2017.
- An outline was presented regarding trail repairs to be completed in 2018.
- The Board is looking for volunteers to assist Jim in his duties on the Facilities Committee.
- In his closing statement, Jim asked that all property owners please be responsible in keeping the Park and the other Common Areas in our community clean. He asked that users of the park pick up dog droppings and pack out their garbage.

Architectural Design Committee Report: Jim Gurke

Jim G introduced himself and the two other committee members that form the ADC committee of three; Resident Larry Peabody and Clos CheValle Developer, Shannon Kollmeyer. Jim then gave an overview of his responsibilities as Chairman of the ADC and described what role the committee takes when Lot owners plan to build.

- Property Owners are first required to submit House plans to the Committee for review and approval of the Architecture and Landscape Plan before starting construction.
- To review the steps to be taken as Lot Owners plan new residential construction, please visit our website: www.closchevallehoa.com and click on the following Documents.
 - Application for Architectural Design Committee
 - Utility and Building Permit Information
 - Clos CheValle Architectural and Landscape Guidelines
 - Plant Palette
 - General Rules for all Clos CheValle contractors
 - Protective Covenants
- The Committee also handles non-compliance and enforcement issues during construction and neighborhood issues as well.
- To date, there are 29 completed homes, 36 vacant lots, 2 under construction and 4 that will start building sometime this Fall.

Bear Mountain Ranch Road: Jim Gurke

Jim Gurke gave an update on issues related to the maintenance of BMR Road. Jim clarified that the easements granted for the BMR Road location required that the expense for maintaining the road is the responsibility of Bear Mountain Ranch entities, Bandera HOA, and the orchards and golf course accessed by BMR Road. Therefore, Clos CheValle including the CCHOA, Lot Owners and Vineyard Owners are not responsible for the maintenance expense.

Jim clarified though, that the Clos CheValle HOA continues to provide snow plowing services for the section of BMR Road between Route 97A and Mirabella Drive at its expense to ensure timely and safe road conditions during the winter. The CCHOA will continue this practice until circumstances change and an alternative suitable proposal is presented and accepted by the CCHOA and its members.

Reserve Study Discussion: Lew White

Lew White discussed the RCW requirement for a Reserve Study. In reviewing the RCW, Lew found that there is no liability; to the Board or CCHOA for not ordering or managing a formal Reserve Study however if 35% or more of the Owners voted to engage in a formal Reserve Study, it would be budgeted for completion. Lew explained that the Board had discussed the cost and rewards of such a study and decided to forgo for now, a formal study and the expense of an external contractor, in favor of the Board managing reserve levels.

Lew asked if there was any other Old Business or New Business to be discussed. There was none so the meeting was adjourned at 1:40 p.m. by Lew White.

Board minutes prepared by Pamela Ahl, CCHOA Secretary