

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION  
CCHOA BOARD MINUTES  
Wednesday, July 14, 2017  
8:30-11:15 a.m.**

**Present: Lew White, Jim Gurke, Jim Batdorf, Tom Buell, Pamela Ahl**

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

**Minutes: The June 14, 2017 Minutes were Board approved.**

**Treasurer's Report: Tom Buell**

- Tom presented the Income/Expense Report and the Financial Transaction Report for the month of June 2017.
- The past due assessments and accumulated interest on Lots 2,12,15 and 16 have been paid in full. Bismark Mortgage will be billed \$98. to cover lien release charges incurred by CCHOA on Lots 15 and 16.
- Tom will request that Lakeside Orchards submit their monthly hourly wage report along with the line item billing invoice so that the Board can track the seasonal hourly billing trends.
- Tom will do the research regarding a Service Contract for winter maintenance and to insure we are covered for any liability issues.
- Tom spoke with Homeowner Steve Kennedy, CPA regarding the Audit. Steve confirmed that a yearly audit performed by a CPA would cost around \$5000. Steve stated that while an internal audit is required by an independent CPA, the audit can be waived if 67% of Homeowners vote in person or by proxy each year. Without the 67% in favor vote, the CCHOA would have to have a CPA audit or be out of compliance with RCW regulations. In addition to the Homeowners agreeing to the waiver, Tom Buell and Kerry Albright would present the financial statements each year to an Internal Audit Committee comprised of several owners (yet to be identified). Steve Kennedy will be asked if he could serve as chair of the internal audit committee or serve on the committee. A vote to waive the annual audit will be taken at the Annual owners meeting September 2.

**Facilities Committee Report: Jim Batdorf**

- Jim will meet with Scott from Moe Asphalt sometime this Fall and do a walk through of the trail system and discuss what repairs will need to be made throughout the entire trail network. Scott will then present a bid for Board review. This work will be performed in 2018.

- Jim noticed that some of the walking trails are being used by vineyard workers on tractors. The tractors are tearing up sections of the trail system. The Board recommended that Lakeview Orchards contact David Dufenhorst, vineyard owner, will be contacted to discuss sharing the expense of trail repair and deer fence repairs.
- The road repairs Moe was contracted to do are finished however a final bill for pavement patching was sent to CCHOA. The \$200. bill will be passed onto the owner of Lot 3 for payment due to the fact that their contractors did the damage.
- Jim learned from Ed Kamphus that Julio, the person responsible for maintaining the landscaping and common areas, will be leaving soon. The Board will look to contract this service with a local landscape company. The Board will also be looking for a new property maintenance team. Lakeview Orchards will be phasing out their service by 2018. Winter plowing services for the season of 2017-18 will be covered by Mark Shram and Ed Kamphus but beyond that service is not certain.
- Garbage and dog droppings are becoming a nuisance in the park. Placement of a garbage can in the park was considered but no decision was made at this time. This issue will be addressed at the Owners meeting.

#### **Architectural Design Committee Report: Jim Gurke**

- Jim G gave his report on Prior Reviews and discussed each New Review that has been submitted in the past 30 days. Board members were issued an updated copy of the monthly report.
- An addition to the ADLC Guidelines will be made. It requires Owners to provide a copy of the appropriate building permits to the ADC prior to commencing excavation and/or construction improvements.
- Lot 8-has submitted their current permits.
- Lot 18-has not yet submitted the exterior color palette or final materials list.
- Lot 20-the ADC continues to wait for a septic plan including the drainfield location that may encroach onto the adjacent Open Tract. The ADC also awaits the final irrigation pipe relocation plan approval by the Water District.
- Lot 52-Trees will not be allowed on the turnaround easement. Only low growing plants approved by the ADC in order to preserve uplake views for Lot 8.
- Lots 2 and 12-are out of landscape compliance. Jim will work with the owner regarding her situation of non-compliance.
- RV and boat parking or storage on driveways and lots, used as housing, is not allowed. RV and boat parking on a very short term, transient basis, is permitted. Only visitors to owner's home may use RV for short term housing not contractors.

### **Presidents Report: Lew White**

Lew outlined the Informational Topics that will be presented at the Annual Owners meeting to be held on Saturday, September 2 at 12:00 p.m.

#### **The informational topics will include:**

- Committee Reports
- Bear Mountain Ranch Road Winter Plowing
- Property Management Changes
- Garbage in the Park

#### **Items to be taken to a Vote:**

- The Reserve Study discussion. If 35% or more of the Owners want to engage in a formal Reserve Study, it would be budgeted for completion.
- Waiving the Annual Audit in favor of an internal audit committee. 67% Owner approval is needed to waive an annual CPA audit.
- Election of Directors. A ballot will be sent to all Owners, approximately 30 days before the September 2 Owners meeting. The Board's directors have put their names forward for re-election however Owners will have the opportunity to add their names to the ballot if they notify the board by August 1.

### **August Agenda Items**

- Owner's Meeting Outline
- Discuss answers to the questions submitted by the Owners

**The meeting was adjourned at 11:15 a.m. by Lew White**

**Next scheduled Board meeting: 8:30 a.m., Wednesday, August 9, Lew White's home**

**Board minutes prepared by Pamela Ahl, CCHOA Secretary**