

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION  
CCHOA BOARD MINUTES  
Wednesday, August 9, 2017  
8:30-11:10 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 July 14, 2017 Minutes were Board approved.**

**Treasurer's Report: Tom Buell**

- Tom presented the Income/Expense and Financial Transaction Report for the month of July 2017.
- All 2016/2017 assessments have been paid in full.
- Tom will look into whether we need to apply for a “real estate tax variance” for the common areas.
- The Board agreed that there will be no rebates issued to lot owners or the landscape contractor for partial, yearly lot maintenance.
- “Tree trimming” maintenance will remain a line item expense should we incur a major tree trimming project by an outside contractor.
- Under the “vacant lot maintenance” expense, the board agreed that the hours spent mowing and the time moving irrigation sprinklers should be broken down into 2 separate categories. Jim B will speak with Ed Kamphus or Doug Willcox regarding this breakdown.
- Lot 12 has an accepted offer pending inspection. Realtor Kara Schell has been notified that the landscape is in non-compliance.
- Lot 16 has a scheduled closing for mid-August.
- The \$50,000 CD came up for renewal in July. At renewal, the CD was broken down into 2 increments. \$10,000 was deposited at NCNB into a liquid Money Market account to be used for unforeseen Operating Expenses and \$40,000 was deposited at Washington Federal in an 18 month, interest bearing Certificate of Deposit account with a maturity date of 1/23/19.

**Facilities Committee Report: Jim Batdorf**

- Jim met with David Dufenhorst, Clos Chevalle vineyard owner, regarding deer fence repairs and the damage caused by his vineyard workers crossing sections of the trail system on tractors. David has agreed to split this expense with the CCHOA. A written agreement will be prepared and signed by both parties.
- Jim will speak with Ed Kamphus and ask about the number of vacant lots that are currently being mowed and get a breakdown of the “vacant lot maintenance” expense. This expense will go into 2 line item categories; 1) hours spent mowing and 2) hours devoted to irrigation work.

## **Facilities report: page 2**

- Jim will meet with Scott from Moe Asphalt sometime this Fall to do a walk through of the trail system and discuss what repairs will need to be made throughout the entire trail network. Scott will present a bid for Board review. The work will be performed in 2018.
- Jim received blueprints of the Clos Chevalle Landscape & Irrigation valve box locations. He will print additional copies.
- Winter plowing services will be covered by Mark Shram and Ed Kamphus through the month December 2018. At that time, Lakeview Orchards will be phasing out this service.
- The damaged “middle gate” will be repaired and vinyl deer fencing will be attached to the gate to prevent further damage from deer getting stuck in the gate.
- Jim has been in contact with an arborist, regarding damage caused by Sumac roots on the trail system. The solution presented was a Deep Root Barrier system. Panels are buried between the asphalt and the sumac which prevents damage by guiding the roots down and away from hardscape.
- Jim will be seeking bids for the landscape maintenance services starting in the spring of 2018. Mark Shram has expressed interest in taking on this responsibility in addition to the mowing.
- Prior to our Owner’s Picnic on September 2, Jim will be in touch with Ed to confirm that the grass will be mowed, sprinkler timers reset if needed to avoid soggy grass and a portable toilet provided.

## **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.
- Lot 20-the ADC continues to wait for a septic plan including the drainfield location that could encroach onto the adjacent Open Tract. The Water District has approved the final irrigation pipe relocation plan. Ed Kamphus will supervise each phase of the irrigation installation and approve the materials that will be used from start to finish. It has been agreed by the lot owner (Wentland) that Ed will bill them and be paid by the Wentland’s for the hours he oversees this project.
- Lot 62-the ADC approved a Sunday (8/13) work request to install dry wall.
- Lot 18-Plans to break ground sometime in September once the building permit is issued.
- Lot 47-Phase 1 (side/rear) landscape plans have been received and are under ADC review. A propane tank on the property will be buried. Future landscape plans include a pool.

**President's Report: Lew White**

- In preparation for the Annual Owner's Meeting on September 2, Lew presented an outline for the Board to follow during the meeting:
  - Lew will present the meeting agenda to Owner's
  - Proxy Vote Count
  - Board election
  - Committee Reports
    - Tom to present the Financials and the Annual Audit discussion and vote.
    - Jim B will discuss Property Management changes and owner involvement in a Landscape Committee.
    - Jim G will present the ADC Committee Report and then will address the BMR Road issues.
    - Lew will lead the Reserve Study discussion, no vote
  - Question and Answer sessions after each committee report.
  
- Lew will extend an invitation to David Dufenhorst and his wife to join us at the Annual Picnic.
- Pam will bring a sign up sheet, pens and name tags to the Owners meeting

**The meeting was adjourned at 11:05 by Lew White.**

**Next scheduled Board meeting: 8:30 a.m., Thursday, September 21, Lew White's home.**

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