

## MEETING MINUTES

Ceres Gleann HOA Board of Directors  
July 7, 2020  
3:30 PM  
Ceres Gleann Clubhouse, Dallas, Oregon

**Approved September 1, 2020**

### PRELIMINARY BUSINESS

The meeting was called to order at 3:30pm by Mike Holland.

Present: Those present included Mike Holland, Mike Hensley, Jerry Breitbach, Jeanne Pettersen and Alan Cleaves. **A quorum of the Board was present.** Mike Holland welcomed new board member, Jerry Breitbach.

Board Vacancy: Mike Holland announced that an application was received from Alan Cleaves to serve the remainder of Steve Gram's term. **Mike Hensley moved to approve Alan Cleaves to fill the vacant board member position. Jerry Breitbach seconded the motion. The motion was approved unanimously.**

Election of Board Officers: The election of board officers was as follows:

Secretary/Treasurer: Alan Cleaves volunteered to serve as Secretary/Treasurer. **Jeanne Pettersen nominated Alan Cleaves to serve as Secretary/Treasurer. Mike Hensley seconded the nomination. The nomination was approved unanimously.**

Vice-Chair: **Jerry Breitbach nominated Mike Hensley to serve as Vice-Chair. Alan Cleaves seconded the nomination. The nomination was approved unanimously.**

Chair: **Alan Cleaves nominated Mike Holland to serve as Board Chair. Jeanne Pettersen seconded the nomination. The nomination was approved unanimously.**

Committee Liaison Assignments: Mike Holland proposed the following committee liaison assignments:

Community Facilities – Mike Hensley

Landscape – Jerry Breitbach

Finance and Communications – Jeanne Pettersen

Architectural Review – Alan Cleaves

**Mike Hensley moved to approve the liaison positions as proposed. Alan Cleaves seconded the motion. The motion was approved unanimously.**

Minutes: **Jeanne Pettersen moved to approve the March 3, 2020 draft meeting minutes as presented. Alan Cleaves seconded the motion. The motion was approved unanimously.**

Agenda Modifications: Mike Holland added an approval of volunteer applications and deferred a discussion of a proposal to codify HOA rules and regulations to the September meeting.

### COMMITTEE REPORTS

Architectural Review Committee: Barbara Connell reported that the committee has received new applications for review; nothing out of the ordinary.

Landscape Committee: Trish Ward reported that they are working through a few issues with the landscape contractor, but otherwise things were moving along well. She acknowledged Linda Holland for her contributions to the committee. The committee will be replacing some sod and barkdust, removing old boxwood, and finishing the Rhododendron entrance.

Finance Committee: Barbara Powell reported that the committee has reviewed 1<sup>st</sup> quarter financials. Everything is on target with the budget; expenditures and revenues are on schedule. She noted that they discovered a billing

error for a water meter and received a refund check. The committee will meet again this month to review 2<sup>nd</sup> quarter financials.

Community Facilities Committee: Doug Taylor reported that after many years of service, Judy Levis has stepped down from the committee. Dave Price and Doug Taylor are now serving as co-chairs. He reported that following the recent power outage, the front door system had to be reprogrammed.

Communications Committee: Barbara Kerr was unable to attend the meeting, but provided a written report in advance that was circulated as a handout.

Garden Committee: No report. Barbara Powell recommended community members look at the garden as it is looking very nice.

## OLD BUSINESS

1. Mike Holland recommended that the annual meeting be cancelled this year given the current situation with Covid-19. Following discussion, **Alan Cleaves moved to cancel the 2020 annual meeting. Mike Hensley seconded the motion. The motion was approved unanimously.**
2. Barbara Powell reviewed the budget process for 2021. She explained that as most expenses and income are now fixed, the committee feels that the 2020 budget can be rolled over to 2021. Committee chairs will be asked for any recommended changes to the budget. No increases in the annual assessment are anticipated. A draft budget should be ready for the September board meeting.

## NEW BUSINESS

1. Mike Holland explained that Mike Hensley and Gary Smith replaced the old lighting systems at the Magnolia and Rhododendron entrances with new energy-efficient LED fixtures. Mike Holland presented a resolution to reimburse Mike Hensley for the project materials which he personally paid for. **Jeanne Pettersen moved to approve the resolution as presented. Alan Cleaves seconded the motion. The motion was approved by affirmative vote of board members Holland, Pettersen, Cleaves and Breitbach. Mike Hensley abstained.**
2. Mike Hensley gave an update on the Annual Maintenance Inspection report, reviewing projects which have been completed and which are still outstanding. He anticipated that the remaining projects would be completed soon. He also reported on a discussion with the Reserve Study representative who was on site for an in-person visit to update our study. Mike thought the visit was helpful and that it would be advisable to have an in-person visit every 3 to 4 years.
3. Doug Taylor presented proposed changes to the community center usage rules, circulated as a handout. He explained that they will be circulated through community A&R. This was the first reading of the proposed changes; they will be considered for approval by the board at the September meeting. Barbara Powell raised concern about the level of restriction under rule #24 with the phrase "under no circumstances". Doug Taylor explained that this language was used because of past damage to interior floor surfaces caused by sand and small gravel that embedded in the feet of chairs that had been used outside.
4. The board considered committee appointments for Jean Rogers for Communications Committee and LeRoy Rogers for Landscape Committee. Following discussion, **Alan Cleaves moved to approve the appointments of Jean Rogers and LeRoy Rogers. Jeanne Pettersen seconded the motion. The motion was approved unanimously.**

## BOARD MEMBER COMMENTS

Mike Holland thanked the Powells for the donation of patio furniture and thanked Mike Hensley and Gary Smith for replacing the entrance lighting.

## ADJOURNMENT

There being no other business, Mike Holland adjourned the meeting at 4:35pm. The next regular meeting is scheduled for Tuesday, September 1, 2020 at 3:30pm.