

**Ceres Gleann Homeowners Board/TAC meeting
Tuesday March 4, 2014, 3:30 p.m., Community Center**

APPROVED April 1, 2014

Minutes

1. Welcome and Introductions

At 3:34 p.m. Mike Stewart welcomed everyone to our Combination Ceres Gleann HOA Board/TAC Meeting.

2. Ascertain if a Quorum is Present

Mike Stewart, Jim Fowler, Ron Dodge, Mike Holland and Ray Olmstead were present. Ron Hannegan and Randy Rohman were absent. A quorum of both the Board and TAC are present. There are approximately 12 homeowners in attendance.

3. Proof of Notice of Meeting

The meeting was noticed in the March HOA Newsletter, in the HOA's Weekly Announcements & Reminders E-mails. The meeting agenda and all attached informational documentation were placed in the purple binder in the Community Center 3 days prior to the scheduled meeting.

4. Approval of the Minutes of February 4, 2014 TAC Meeting - (attachment 1)

Mike Stewart asked for any comments/corrections from the Board/TAC members. With no comments being raised, Mike Stewart stated that the draft February 4, 2014 meeting minutes stand approved as presented.

5. Comments/Concerns/Questions/Topics from Homeowners

- a. Homeowner Bret Marks e-mail questions – (attachment 4 – distributed via e-mail to TAC & Board Members)

Mike Holland summarized the contents of Bret's letter to the TAC for the audience as follows:

- a) Inquiring about the details of HOA Declarant Loan;
- b) Update on transition of governance of the HOA;
- c) Are assessments paid up to date on the empty lots;
- d) Who's doing the landscape maintenance on the new house;
- e) Is a lien necessary to guarantee deferred assessments; and,
- f) Inquiring as to details of Ceres Gleann 6-9 Development located to the north of our community.

Mike indicated that the HOA Declarant Loan debt is not accumulating interest. The Finance Committee feels there is sufficient dollars in our current HOA general operating fund/budget to start repaying on the debt as a budgeted expense.

Mike stated that Oregon law provides specifically for the Declarants to have a choice of either paying the HOA Reserve Assessment or deferring it. There is also specific language as to when any Declarant's deferred HOA Reserve Assessments must be paid. Mr. Fowler is paid up on all his lots. Mr. Hannegan has deferred payment of the Reserve Assessments on his lots. Oregon Planned Community Statutes (ORS Chapter 94) say that these deferred assessments are a legal debt.

Mike reported that there was limited response to his letter to the community regarding early transition of the HOA administration that he sent out last fall. There was not an overwhelming support for it or against it. Mike mentioned that the TAC had decided several months ago to revisit the planned governance discussion (ie. possibility of early HOA administration transition) at a TAC meeting after the "snowbirds" return this year.

Bret wanted to know what was happening with the Ceres Gleann Phases 6-9 Development Project. He noticed that there was a survey crew working on the property a few weeks ago. He spoke with the survey crew. The crew indicated that they were doing surveying, but were also doing an environmental report. Mr. Fowler said he felt the work was for his property to the West of Fir Villa Road.

The landscaping of the newly constructed house is to be maintained by our contracted HOA Landscape Maintenance Contractor. This is a requirement in the HOA's 2010 CC&Rs.

The TAC will send a letter of response to Bret and the TAC response letter will also be made available in the HOA Newsletter.

There was discussion during Mike's presentation. No further action was taken.

6. Committee, Resource and Service Group Reports

Priority

- a. Garden Committee – the Garden Committee will be distributing (via e-mail & newsletter) a memo and application form to all residents. LaVonne Wilson reminded everyone to complete and return the forms to the Garden Committee.

Regular

- a. Finance Committee - The Finance Committee distributed to the TAC & Board Members via e-mail the Finance Committee Reports for January 31, 2014. With no comments being raised, Mike Stewart stated that the January 31, 2014 Finance Reports stand approved as presented.

7. Unfinished Business

Priority

- a. Update on Discussion of HOA Corporate Records Policies and Procedures – Mike Holland – (attachment 2 – distributed via-email to TAC, Board, and residents)

Mike Holland presented his report on our HOA Corporate Record Keeping. Mike's attachment material addressed the following issues:

- a) What are the most important records that the HOA needs to maintain;
- b) How long do these records need to be maintained;

- c) What is the current status of those records and our record keeping protocols; and,
- d) How do we ensure that our essential records are properly kept?

Mike indicated that it was suggested that the TAC Vice-Chair starting in 2015 be responsible for reporting on the status of our HOA's Corporate Record Keeping at the annual meeting.

Mike recommended, that if the Board & TAC agree to the contents of the presented material, he will present an HOA Record Resolution at our Tuesday April 1, 2014 Combination Board/TAC meeting for approval.

Homeowner requests for access to or copies of any Finance Committee Reports/Records should go through the Finance Committee Chair.

While we are still getting a handle on our HOA Corporate Record Keeping, we are keeping paper copies of minutes, resolutions, insurance policies, etc. as backup. Backups of our records website will be kept on the website providers cloud and will also be kept on locally recorded by our HOA webmaster on thumb drives, which will be stored in our contracted accountant's bank safety deposit box. We also have CDs of our Board/TAC Meeting Minutes as another backup. We need to decide where we want to store those Records CDs. The Oregon Statutes indicated that HOA is responsible for keeping financial documents for 5 years.

The attachment also lays out the HOA record keeping protocols to follow.

Ron Dodge made a motion for the presentation of an HOA Corporate Record Keeping Resolution at the next Board/TAC meeting. The motion was seconded and passed unanimously.

- b. Update on Discussion of Committee Created Resolutions – Mike Holland & Ray Olmstead - (attachment 3 –distributed via e-mail to TAC, Board, and residents)

Mike Holland presented the attachment material contents as addressing: 1) when a HOA Board decisions needs to be documented using the Resolution process and what Board actions can utilize the motion/vote process; and, 2) a sample Ceres Gleann HOA Sample Resolution Format that utilizes "plain English" rather than legalese. It was felt that the HOA committee members would feel more comfortable using the "plain English" version.

These guidelines and sample format are the result of feedback from HOA Committee Chairs and Secretaries that attended the two informal resolution creation workshops that were held in February. The HOA will schedule more informal workshop for the HOA Committee Chairs and Secretaries in the coming months. There will be a copy of the presentation material kept in the Community Center and on the Website so it is available to homeowners.

Mike suggested that we try using these resolution guidelines and the sample resolution format for a period of time. If we feel that it is a complete list and the

HOA is comfortable with using them, we can then go forward with documenting our resolution process in a more formal manner.

- c. Declarant Loan Repayment Plan – (Finance Committee working on)

Mike Holland reported that the Finance Committee is suggesting the HOA utilize operating budget monies to repay the HOA Declarant Loan debt over a five year period. Mike agreed that a letter will go out to homeowners at budget time explaining how the loan would be repaid.

Regular

8. New Business

Priority

- a. Other

Regular

- a. Homeowner Comments

Bret Marks stated that he was very pleased with the new HOA Landscape Maintenance Contractor, Russell's Landscape Service. Bret and Jim Schmaltz indicated that the Gardens & Gazebo Landscaping has never looked better.

Bret Marks wanted to mention that there appears to be an extension cord buried underground from an outside receptacle on the Stewart house to the gazebo area. Mike Stewart mentioned that it used to power the gazebo landscaping watering system timer, but that the timer had been replaced with a battery powered one. The cord is no longer used and Mike Stewart agreed to remove it.

Bret Marks relayed information regarding the recent (Sharon Johnson home) sewer drainage issue and shared some possible contributing factors. The house's sewer lateral pipe connecting to the sewer main line needed to be replaced. The repair work caused the street be closed for a day or two.

9. Next Meeting Dates

- a. Regular TAC Meeting, Tuesday, April 1, 2014, 3:30 p.m., Community Center

10. Adjournment

The meeting was adjourned by Mike Stewart at 4:40 p.m.

Ray Olmstead
TAC secretary

Attachments:

February 4, 2014 Board/TAC Meeting Draft Minutes – (Attachment 1)
HOA Records Report – Attachment 2)
Essential Documents to be maintained by the Ceres Gleann HOA – (Attachment 2)

Issues that require a Formal Resolution Draft – (Attachment 3)

Ceres Gleann Homeowner Association Board of Directors Sample Resolution – (attachment 3)

Bret Mark's E-mail to TAC – (attachment 4)

Ceres Gleann HOA Finance Committee Reports – (Attachment 5):

 Ceres Gleann HOA General Fund Budget vs. Actual January 31, 2014

 Ceres Gleann HOA Special Activities Budget vs. Actual January 31, 2014

 Ceres Gleann HOA A/R Summary as of January 31, 2014