

# MEETING MINUTES

Ceres Gleann HOA Board of Directors

May 7, 2024

3:30 PM

Ceres Gleann Clubhouse, Dallas, Oregon

**Approved July 2, 2024**

## PRELIMINARY BUSINESS

The meeting was called to order at 3:30pm by Judy Gram.

Present: Those present included Mike Holland, Judy Gram, Mike Hensley, Jerry Breitbach, and Alan Cleaves (by telephone). **A quorum of the Board was present.**

Minutes: **Mike Hensley moved to approve the draft minutes of the March 5, 2024 meeting. Jerry Breitbach seconded the motion. The motion was approved unanimously.**

## COMMITTEE REPORTS

Architectural Review Committee: The board considered a volunteer application from Cindy Scott. **Mike Holland moved to appoint Cindy Scott to the Architectural Review Committee. Mike Hensley seconded the motion. The motion was approved unanimously.**

Communications Committee: Barbara Kerr reported that Rhonda Armes has resigned as an editor. The committee is seeking a volunteer to serve as an editor. Everything else is running smoothly.

Community Facilities Committee: Mike Hensley highlighted repair projects being addressed by the committee.

Finance Committee: Nick Garcia reported that as Emily Cleaves and Janet Potter have stepped down, he's getting up to speed on finances and the committee is regrouping.

Garden Committee: Barbara Trimble reported that beginning June 4<sup>th</sup>, able-bodied community members are asked to help move garden carts to the curb, and to return the empty carts the next day.

Landscape Committee: Jerry Breitbach reported that the large cedar tree in the pocket park needs to be removed; it will be replaced with colorful shrubs.

## ORDER OF BUSINESS

1. Mike Holland presented a resolution authorizing Schwindt and Company to complete the 2024 reserve study update. **Alan Cleaves moved to approve the resolution as presented. Mike Hensley seconded the motion. The motion was approved unanimously.** Mike Holland further explained that at the board's request, he was asked to look at reserve study issues and make recommendations on reserve study policies. He presented a handout highlighting some preliminary considerations and asked for feedback from the board before moving forward. He explained that the HOA uses a threshold funding model to determine the level of contribution to the reserve fund and adequacy of the account balance. Schwindt and Company supports this funding model, but requires a building envelope inspection every 5 years. Following discussion, it was agreed that Mike Holland will share the annual inspection report with Schwindt and Company to see if it would be sufficient to satisfy their envelope inspection requirement, and if not, to determine what would be needed. Mike Holland also presented a hypothetical scenario in which the clubhouse furnace and roof would be replaced ahead of schedule in 2024 with available cash, getting ahead of the inflationary spiral. Following discussion, the majority of the board agreed that the spending scenario as presented made sense to pursue for further consideration. Alan Cleaves did not agree, citing support for the roof repair, but preferring to replace the AC/furnace when it stops functioning, rather than on an arbitrary timeline. Mike Hensley will pursue updated costs for AC/furnace and roof replacement. Mike Holland will move ahead and continue work on reserve fund policy issues.

2. Mike Hensley gave an update on the inspection report. He explained that the cedar fence behind the garden area is a repeat item. The fence is shared property with a homeowner on Fir Villa. He has secured an agreement to work with the property owner to repair and replace the entire length of cedar fence and has received 3 bids on materials. **Mike Holland moved to approve the plan and expenditure to repair and replace the fence as presented. Jerry Breitbach seconded the motion. The motion was approved unanimously.** As this expenditure requires a written resolution, Mike Holland will draft a resolution for board signature.
3. Rhonda Armes explained that the ARC manual has been submitted to the board for approval. The purpose of redoing the manual was to combine information into one place and clarify the rules. She presented two additional forms, circulated as handouts, an ARC complaint form and a violation notice. The board thanked the committee for their work and were appreciative of committee efforts to keep the community involved in the process. **Mike Holland moved to approve the ARC manual as presented. Mike Hensley seconded the motion. The motion was approved with Alan Cleaves voting no.**
4. Judy Gram shared information on the upcoming annual meeting and sign-up sheet for the picnic.

#### ANNOUNCEMENTS AND NOTICES

Judy Gram thanked outgoing board members Mike Hensley and Mike Holland for their service to the community.

#### ADJOURNMENT

There being no other business, Judy Gram adjourned the meeting at 5:09 pm. The next regular meeting is scheduled for Tuesday, July 2, 2024, at 3:30pm.