

**Ceres Gleann Homeowners Board/TAC meeting
Tuesday, September 3, 2013, 3:30 p.m., Community Center**

Approved 10/1/2013

Minutes

1. Welcome and Introductions

Mike Stewart, Board member and ATC chairman, welcomed everyone and called the meeting to order at 3:35 p.m.

2. Ascertain if a Quorum is Present

Board members Ron Hannegan, Jim Fowler & Mike Stewart and TAC members Ron Dodge, Randy Rohman & Ray Olmstead were present. Mike Holland was absent. A quorum of the Board and TAC were both present.

Approximately 30 homeowners were present.

3. Proof of Notice of Meeting

The meeting was noticed in the September edition of the HOA Newsletter . The meeting agenda was e-mailed to homeowners and the meeting agenda, including all "non-confidential" attachments, was placed in the Pre-Meeting Agenda Binder located in the Community Center for homeowners to review to determine whether they wanted to attend the meeting.

4. Approval of the Minutes of August 6, 2013 TAC Meeting - (attachment 1)

Mike Stewart stated that the Meeting Minutes of July 2, 2013 TAC Meeting stand approved as read, since no Board or TAC member present had any comments.

5. Comments/Concerns/Questions/Topics from Homeowners

Ruth Bluhm asked if the audience would be allowed to speak to items on the agenda as the meeting progresses. Mike Stewart answered, "yes".

Bob Wilson asked that residents only put green waste in the refuse cans located at the garden and to not make the cans too heavy.

Mike Stewart announced that the TAC/Board was trying something new at this meeting. The items on the agenda's "priority" categories would be handled first and then the items under the "Regular" categories would be handled as meeting time permitted.

6. Committee, Resource and Service Group Reports

Priority

- a. Landscape - (attachment 4a, 4b, 4c, 4d)

Mike Stewart & Larry Samuelson presented the above noted attachments and a lengthy discussion followed.

Mike Stewart asked for approval of the framework & timeline documented in attachment 4a for the HOA Landscape Maintenance Contract. Mike stated that

the HOA has a November deadline for a "signed" landscape maintenance agreement. The timeline was accepted by the Board & TAC.

Linda Holland went over the suggested changes (wording with darker background) to the existing HOA Landscape Maintenance Contract "Scope of Services" attachment 4b, which includes adding new services and removing or reducing others. Discussion involved line item contract bids and requesting bids for both the "original Scope of Services" and the "updated Scope of Services". Mike Stewart asked if the "Scope of Services" (attachment 4b) is approved for the limited purpose of getting bids. There were no objections.

Linda Holland asked for clarification of what was being approved. She wanted to know if requesting a bid by line item, adding a condition that members of the Landscape Committee to talk to the bidding contractor, or bidding two "Scopes of Service". The Board & TAC agreed to go with requesting bids on the "original Scope of Services" and the "updated Scope of Services".

Ruth Bluhm asked about the meaning of the homeowner assessment staying the same and the money paid to the contractor going down if a resident decides to not have contracted services. Mike Stewart stated that homeowners will still pay their assessments no matter what. The Board voted unanimously that the language stays in the "Scope of Services" as written.

Sue Olmstead presented the TAC Secretary with a hard copy of a letter (attachment 14) from her regarding the "Landscaping Contract Scope of Services" and "Consent Resolution Number 2013-01". Sue had e-mailed a digital copy of the letter earlier to the Board, TAC, Landscape Committee Chair and Landscape Maintenance Contract Chair.

Larry Samuelson, Landscape Committee Chair, asked for approval of a letter containing the subject matter presented in attachment 4c to all homeowners about back yard vegetation and trees and the problems some of it is causing. The TAC & Board approved the letter.

Alan Cleaves asked why we aren't using the website and "Announcement and Reminders" as a vehicle to send informational materials to residents. Discussion ensued.

Dick Winn suggested two TAC meetings (one to hear resident views and another for Board & TAC with no audience discussion to make decisions. Nothing was decided.

A Consent Resolution (attachment 4d) change of golf course lot regulations was presented. The Board adopted the resolution as presented.

b. TAC Budget for 2014AC Budget for 2014.

Mike Stewart asked, if there are no objections from the TAC and Board, to have the Finance Committee roll the 2013 TAC budget into the 2014 HOA budget plan. There were no objections.

Regular

- a. Finance - (attachment 6) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.

7. Unfinished Business

Priority

- a. Reserve Study - (attachment 10 - previously distributed)

The 2013 draft HOA Reserve Study was presented to the TAC and Board. Since time was limited, Ray Olmstead (Reserve Study Liaison) suggested that the Board and TAC follow the recommendation of the Reserve Study Committee that we keep the 2014 Reserve Assessment at the same level as 2013. Ray explained while that is the recommendation there are enough changes coming up that the Reserve Assessment will most likely need to go up next year. The TAC and Board approved keeping the Reserve Assessments the same for 2014.

- b. Annual Insurance Review - (attachment 5 - previously distributed)

Because of the limited meeting time left, Ray Olmstead asked the TAC and Board to review the draft of a letter (attachment 5) to be sent to our local insurance agent to hopefully clarify what our current insurance policies do and do not cover. There is some concern of whether or not our general liability policy covers HOA volunteers during the performance of their duties. Ray asked the TAC and Board members to send him questions so that he can send a letter to the local agent. The agent's reply letter then can be placed in the HOA corporate Records, so that there is no confusion as what our policies do and do not cover.

Ray reported that he got Community Center building replacement pricing of \$125 per sq. ft. from Ron Hannegan and Don James. Even with adding the costs of recent upgrades (acoustic panels, additional cabinetry, etc.) , our replacement insurance coverage limit of \$335K should be sufficient.

Ray said that without the assistance from homeowner Norm Stephens (professional insurance adjuster) with the annual HOA insurance review would have been much more difficult. Thanks Norm!

- c. Update on Committee Member Vacancies - (attachment 2 - previously distributed & attachment 13)

Ray Olmstead presented attachment 2 that states that one or more people are needed for the Reserve Study Committee to have to required skills to continue reviewing/updating the HOA Reserve Study annually. Excel skills and knowledge of the Oregon Statutes regarding reserve studies/maintenance plans/reserve funds are necessary. Ray stated that if these skills cannot be found within the HOA, the HOA will need to contract with a professional to fill out the skills.

The Board and TAC reviewed attachment 13 and Ned Trautman was approved to be a member of the ARC.

Regular

- a. Update the Volunteer Application Form with Tracking Info - (attachment 3 - previously distributed) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.
- b. Review/update current TAC "Statement of Purpose" document for return to Communications Committee - (attachment 8 - previously distributed) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.
- c. Use of Executive Sessions within the HOA - (attachment 11 - previously distributed) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.
- d. Update on HOA Management Structure Discussion with Declarants - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.
- e. Discussion re: scheduling an HOA Leadership Planning Workshop - (attachments 7a,b,c,d,e - previously distributed) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.
- f. Dog Signage Issue - (attachment 12) - Meeting adjourned before presentation. Deferred to Oct. 1, 2013 TAC Meeting.

8. New Business

Priority

- a. 2013 Age Verification Survey - (attachment 9)

Ray Olmstead presented the above noted attachment and announced that an Age Verification Survey was due to be sent out to all residents no later than November 1, 2013.

Mike Stewart asked Mike Gamble if he would handle the age verification survey as he did in 2011. Mike Gamble agreed to perform the work necessary to conduct the 2013 age verification survey. Thanks Mike G.!

Regular

- a. Discuss CAI Membership

The TAC agreed to delay renewing our CAI membership until Mike Holland returns. Mike H. had expressed interest in the membership.

9. Next Meeting Dates

- a. Regular TAC Meeting, Tuesday, October 1, 2013, 3:30 p.m., Community Center

10. Adjournment

The meeting was adjourned by Mike Stewart at 5:05 p.m.

Ray Olmstead
TAC Secretary

Attachments:

- August 6, 2013 Board/TAC Meeting Minutes - (attachment 1)
- 7/28/13 E-mail description of Reserve Study Committee needed skills - (attachment 2)
- Suggested Timeline for Approving a Ceres Gleann Landscape contract for Calendar Year 2014 - (attachment 4a)
- Ceres Gleann HOA Landscape Maintenance Contract Proposed Scope of Services 2014 - (attachment 4b)
- Ceres Gleann Landscape Committee "Back Yard Plant Maintenance" letter - (attachment 4c)
- Consent Resolution Number 2013-01 "Policy on Backyard Rules for Golf course Lots" - (attachment 4d)
- Proposed draft letter to Scellars Etzel & Rising, Inc. - (attachment 5)
- Affidavit of Age Verification for 55 and Older community - (attachment 9)
- Draft 2013 HOA Reserve Study packet - (attachment 10)
- ARC request for Ned Trautman appointment to ARC Committee - (attachment 13)
- Memo to HOA Board, TAC, Landscape Committee Chair & Maintenance Contract Chair regarding current agenda item 6 "landscape committee report" - (attachment 14)
- September 3, 2013 Board/TAC Meeting Agenda - (attachment 15)

Note: Above mentioned agenda Items and any associated attachments that were not discussed prior to the above meeting being adjourned will be carried over to the next regularly scheduled TAC or Board/TAC meeting.