

**Ceres Gleann Homeowners Board/TAC meeting  
Tuesday, October 1, 2013, 3:30 p.m., Community Center**

**Approved 11/05/2013**

**Minutes**

**1. Welcome and Introductions**

At 3:30 p.m. Mike Stewart opened the meeting and welcomed everyone. Mike presided over the meeting with an audience of approx. 32 homeowners.

**2. Ascertain if a Quorum is Present**

Ron Dodge, Mike Stewart, Ray Olmstead were present at the start of the meeting. Mike Holland and Randy Rohman were absent. A quorum of the TAC was present. At the beginning of the meeting there was not a quorum of the Board present, so Mike Stewart asked the TAC to go over some old items, which didn't require Board action. Board members Jim Fowler and Ron Hannegan arrived. A quorum of the Board was present from 3:35 p.m. on.

**3. Proof of Notice of Meeting**

The meeting was noticed in the monthly HOA newsletter. The agenda for the meeting was sent out attached to the Sept. 29<sup>th</sup> "Announcements & Reminders" e-mail and the agenda w/available attachments was placed in the "Purple Binder" in the Community Center on Sept. 23<sup>rd</sup>.

**4. Approval of the Minutes of September 3, 2013 TAC Meeting - (attachment 1)**

Mike Stewart asked those TAC and board members present if they had any comments regarding the Sept 3<sup>rd</sup> meeting minutes. Since there were no comments raised, Mike Stewart declared the attached Sept 3rd meeting minutes approved by consensus.

**5. Comments/Concerns/Questions/Topics from Homeowners**

There were no Comments from the homeowners.

**6. Committee, Resource and Service Group Reports**

**Priority**

**a. Landscape - Update Landscape Maintenance Contract Process - (attachment 2)**

Larry Samuelson presented an overview of the process the Landscape Committee followed to determine what company and which "scope of services" would be recommended for our HOA to contract with during the years 2014 and 2015 with an optional one year extension for 2016. A discussion followed.

Mike Stewart asked for a consensus from the audience and a majority was in support of the Proposal #2 "Scope of Services".

**Ron Dodge made a motion to accept bid proposal #2 a price of \$92,088 per year from Russell's Landscape Service, Inc. and it was seconded. The Board and TAC both voted unanimously to approve the motion. The approval by both bodies is pending approval of the contract by both parties.**

The Board instructed the Landscape Committee to create a contractual document for both parties to sign. The Board asked Ray Olmstead to send Ruth Bluhm a digital copy of the 2011 landscape maintenance contract language for

her to update with the necessary changes to support the 2014 contract proposal #2 Scope of Services bid from Russell's Landscape Service, Inc..

The Board asked that the those attending the meeting keep the decision regarding the 2014 HOA Landscaping Maintenance Contract to themselves until our current maintenance contractor can be told we would not be renewing his contract.

b. Other

**Regular**

a. Finance - (attachment 6)

The July 31, 2013 financial documents attached were accepted by the TAC and Board.

LaVonne Wilson stated that the Finance Committee needed the 2014 Landscape Maintenance Contract information before finalizing the 2014 Budget.

b. Other

**7. Unfinished Business**

**Priority**

a. Re-Consideration of Consent Resolution 2013-01 Backyard Landscape Rules for Golf Course Lots - (attachment 4)

The language used in Consent Resolution 2013-01 adopted on Sept 3, 2013 was reconsidered and the following changes were suggested:

Eliminate the words "which will be binding on both parties" in the final sentence of paragraph 5 of Exhibit A.

Eliminate the words "This resolution shall take precedence over all previous resolutions, including portions, thereof, that are determined to be in conflict with this resolution" in paragraph 5 of the resolution.

**Ray Olmstead made a motion to make the suggested changes and it was seconded. The re-considered resolution was approved by a unanimous vote.**

The Board asked Ray Olmstead to make the necessary changes to Consent 2013-01 and to have the members of the Board sign the re-considered resolution 2013-01.

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

Mike Stewart asked Ray Olmstead to send an e-mail to the TAC and Board members asking for their comments, deletions, additions, etc. to the attached draft letter document by a certain date. After receiving the feedback from the TAC and Board members, Ray was instructed to mail the letter to our local insurance agent.

c. Update on Age Verification Survey - Mike Gamble

Mike Stewart asked Ray Olmstead to send an e-mail to Mike Gamble inquiring about the status of the 2013 Age Verification Survey.

## Regular

- a. Update the Volunteer Application Form with Tracking Info - (attachment 3 - previously distributed)

The attached form additional tracking information was reviewed and approved by the TAC members.

- b. Review/update current TAC "Statement of Purpose" document for return to Communications Committee - (attachment 8 - previously distributed)

The attached document was reviewed and approved "as is" by the TAC Members.

- c. Use of Executive Sessions within the HOA - (attachment 11 - previously distributed)

Ray Olmstead presented the document that Randy Rohman had originated. Randy wanted to remind people that State Statutes limit the use of executive sessions. It was decided that the document would be included in the next edition of the HOA Newsletter. Mike Stewart asked Ray Olmstead to send the document to Dwight Dean, newsletter editor.

Larry Samuelson, Landscape Committee Chair, asked if an executive session could be used for discussion of a fellow committee member's actions or language. "Yes" was the consensus.

- d. Update on HOA Management Structure Discussion with Declarants

There was no update as TAC member, Mike Holland, was not present.

- e. Discussion re: scheduling an HOA Leadership Planning Workshop - (attachments 7a,b,c,d,e - previously distributed)

Ray Olmstead presented the subject of the need to have a Planning Workshop.

Sue Olmstead asked if the HOA could set a tentative date in January. Mike suggested the 3<sup>rd</sup> Tuesday of January.

Ruth Corsi indicated that she felt it was premature and should only be considered after the "HOA Management Structure Discussion with Declarants" subject mentioned above in 7.d. was finalized.

Ray Olmstead stated that both he and Mike Holland felt that it wasn't premature and that they should be worked on concurrently. Ruth Corsi indicated that she didn't agree.

The TAC and Board members present did not make any comments or confirm the scheduling of a future date.

Since Ray Olmstead was the person, that originally breached the subject in 2008 to the TAC, and the current TAC and Board members were not supportive of the subject matter, Ray Olmstead indicated he was taking the subject of the agenda and would not pursue it further.

- f. Dog Signage Issue - (attachment 12 - previously distributed)

The subject of the memo from Sue Olmstead was discussed and it was felt that there was no support for placing the signs in our community. It was the consensus of the audience that at this time it would be preferred if Ceres Gleann Homeowners should have a polite discussion with the residents or visitors not abiding with the rules at this time.

- g. CAI Membership - (status "On Hold")
- h. Other

## **8. New Business**

### **Priority**

- a. Other

### **Regular**

- a. Other

## **9. Next Meeting Dates**

- a. Regular TAC Meeting, Tuesday, November 5, 2013, 3:30 p.m., Community Center
- b.

## **10. Adjournment**

The meeting was adjourned by Mike Stewart at 4:55 p.m.

Ray Olmstead  
TAC Secretary

### **Attachments:**

- Sept. 3, 2013 Draft Minutes of the Board/TAC Meeting - (attachment 1)
- Landscape Committee Landscape Maintenance Contract Process Report - (attachment 2):
  - Landscape Maintenance Contract Bid Proposal Process document
  - Ceres Gleann 2014 Landscape Bids spreadsheet document
  - Bid Package from Russell's Landscape Service, Inc. document
  - Ceres Gleann Landscape Maintenance Contractor Scope of Services for Calendar Year 2013 Proposal #1
  - Proposed Landscape Scope of Services for Ceres Gleann January 2014 Proposal #2
- Proposed Revision to Ceres Gleann HOA Volunteer Application Form - (attachment 3)
- Memo from Homeowner asking for re-consideration of Consent Resolution 2013-01 - (attachment 4)
- Ceres Gleann HOA Financial Reports - (attachment 6):
  - General Fund Budget vs. Actual July 31, 2013
  - Special Activities Budget vs. Actual July 31, 2013
- Proposed HOA Management Review Step 1 Plan - (attachment 7a)
- Draft proposed Basic Contracted HOA Management "scope of services" - (attachment 7b)
- Draft proposed Expanded Contracted HOA Management "scope of services" - (attachment 7c)
- Response Proposal from a Professional Community Management Company to Basic "scope of services" - (attachment 7d)
- Response Proposal from a Professional Community Management Company to Expanded "scope of services" - (attachment 7e)
- July 8, 2013 letter to TAC from the HOA Communications Committee - (attachment 8)
- ORS Chapter 94 (PCA) excerpt of 94.640 regarding "executive sessions" - (attachment 11)
- Memo to HOA Board regarding "Signage for dog feces clean up" - (attachment 12)