

# **Ceres Gleann Homeowners Association Annual Meeting**

**Tuesday May 20, 2014, 6:30 p.m.**

**Community Center**

**APPROVED May 19, 2015**

**Minutes**

## **1. Welcome and Introductions**

At 6:34 p.m. Mike Stewart welcomed everyone to our Combination Ceres Gleann HOA Annual Homeowner Meeting.

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

Mike Stewart, Jim Fowler, Ron Hannegan, Ron Dodge, Mike Holland, Randy Rohman and Ray Olmstead were present. In attendance were: 1) 100% of the Declarants; 2) 100% of the Board Members; 3) 100% of the TAC Members; and, 4) 49% of the Homeowners. There were approximately 75 persons in the audience and 49 property owners signed-in. In the Ceres Gleann Bylaws the required quorum for an annual meeting is at least twenty percent (20%) of the votes of each class of membership must be present. Clearly quorums of all classes of membership were present, so the Ceres Gleann HOA Annual Meeting could proceed.

The meeting was noticed in the May HOA Newsletter, in the HOA's Weekly Announcements & Reminders E-mails, and at the May 6, 2014 TAC Meeting. The meeting agenda and all attached informational documentation were e-mailed to all Ceres Gleann Lot Owners of Record having e-mail and hand-delivered to Ceres Gleann Lot Owners living locally.

## **3. Approval of the Minutes of May 28, 2013, Annual 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 May 28, 2013 annual meeting minutes stand approved as presented.

## **4. Review Financials for 2013 (attachment 2\*)**

The Financial Reports for 2013 were presented by LaVonne Wilson, Finance Committee Chair. LaVonne introduced the members of the Finance Committee and gave a brief explanation of the process the committee follows in the performance of their duties.

## **5. Committee Reports**

### **a. ARC**

Ron Hannegan, ARC Chair, gave the report for the Architectural Review Committee. Ron introduced the ARC members and asked those present to stand for recognition. Ron gave a brief explanation of the mission and responsibilities of the ARC. Ron also explained how to contact the ARC.

### **b. CFC**

Judy Levis, CFC Chair, gave the report for the Community Facilities Committee. Judy introduced the CFC members and asked them to stand for recognition. Judy gave a brief overview of the projects that the committee has been involved in during the past year and the projects that are currently active. Judy "thanked" the homeowners for all

their volunteer help. Judy reminded the homeowners, that use the Community Center, of three rules: 1) Please take home the trash you create; 2) Turn off the Community Center inside lights; and, 3) lock the doors to the Community Center.

c. Communications

Sue Olmstead, Communications Vice-Chair, and Denise Seith, HOA Co-Webmaster, gave the report for the Communications Committee. Sue introduced the Communications Committee members and gave a brief description of their responsibilities. Sue explained how a dedicated “A&R” E-mail Account would simplify its use by the entire community.

Denise gave a brief description of the new “Residents Only” website, which is about 25% completed. Denise explained that a notice will go out to the community when the new “Residents Only” website is ready to use.

d. Finance

LaVonne Wilson, Finance Committee Chair, gave the report for the Finance Committee earlier in the agenda.

e. Garden

Bob Wilson, Garden Committee chair, gave the report for the Garden Committee. Bob introduced the Garden Committee members and volunteer helpers. Bob announced that there is a trailer load of compost in the garden that is available to any homeowner that wants it.

f. Landscape

Larry Samuelson, Landscape Committee chair, gave the report for the Landscape Committee. Larry introduced the Landscape Committee members and gave a brief report of what they are involved in. One major item is to improve communications between the homeowners and the HOA Landscape Contractor. Another major item is making sure the services contracted for are getting done correctly. A new item is to work more closely with new home builders to ensure the new landscape scheme follows the Ceres Gleann Landscape Design Manual.

Ruth Blumn talked about how the growth of side yard trees and shrubs is causing the Landscape Contractor to not be able to provide some of the contracted services to back yards of some homes. Ruth asked for the homeowners help in resolving this issue.

g. Lot

Jerry Levis, Lot Committee Chair, gave the report for the Lot Committee. Jerry introduced the Lot Committee members and mentioned that they really appreciate the “thanks” they receive from the community. Ted Miller and Gary Smith are providing ongoing maintenance of the committees’ equipment and also have re-painted the garden storage shed this year.

h. TAC

Mike Holland, TAC Vice-Chair, gave the report for the Transitional Advisory Committee. Mike explained the governance role of the TAC in the HOA, but that the Board has the final authority in all matters. Mike gave a brief description of the major task taken on by the TAC this last year: 1) HOA Records Keeping and Retention; 2) Formalized the resolution process and documentation of business decisions made; 3)

Formalized the descriptions of the Business Operation Committees and their interaction; 4) the TAC is in the process of formalizing a Collections process; and, 5) Initiating a discussion with homeowners regarding early transition of administrative control of the HOA to the homeowners and requesting feedback from the homeowners on whether or not they support the idea. Mike suggested that an professional speaker from outside the HOA be brought in to talk about the idea of early transition, its benefits and its downside. Mike expressed there is no rush to do early transition and that it is best to understand this subject thoroughly before needing to move ahead.

i. Bereavement Service Group

Lois Comella spoke about the Bereavement Service Group's role and introduced the members present. Lois mentioned the "Memory" Book that holds stories, etc. about the homeowners that we've lost from our Ceres Gleann Community over the years.

J. Welcome Committee

Barb Silvey and Linda Holland talked about what the Welcome Committee is involved in. They talked about the New Homeowner Binder that they present to each new household to Ceres Gleann. They explained how the information they gather is dispersed to the rest of the Communications Committee members. They gave a "special thanks" to Don Fishel for the custom-made pens he makes to be handed out to the new homeowners.

## 6. Unfinished Business

### TAC & Board of Directors

a. Financial Statement Review Resolution (attachment 3\*)

The "Financial Statement Review" Resolution was approved by the TAC at the May 6, 2014 TAC Meeting. Since that meeting, it was learned that the Financial Statement Review requirement in the Oregon Revised Statutes (94.670) is only a requirement for Homeowner Associations that have completed transition. A discussion followed.

**A motion to reconsider the Financial Statement Review Resolution as presented was made by Mike Holland and seconded. The TAC members present voted unanimously approved the motion. The Board members present voted unanimously approved the motion. The Financial Statement Resolution was opened for reconsideration.**

**A motion to rescind the Financial Statement Review Resolution as presented was made by Mike Holland and seconded. The TAC members present voted unanimously approved the motion. The Board members present voted unanimously approved the motion. The Financial Statement Resolution was rescinded.**

b. Announcement and Reminder E-Mail Account Resolution (attachment 4\*)

Denise Seith and/or Sue Olmstead presented the Announcements and Reminder E-Mail Account Resolution at the May 6, 2014 TAC Meeting. The TAC members present at the May 6, 2014 TAC Meeting unanimously approved the Announcements and Reminder E-Mail Account resolution motion. A discussion followed.

**A motion to approve the "Announcements and Reminder E-Mail Account" Resolution was made by Ron Hannegan and seconded. The Board members present voted unanimously to approve the Announcements and Reminder E-Mail**

**Account Resolution as presented. The Announcements and Reminder E-Mail Account Resolution was adopted.**

## **7. New Business**

### TAC & Board of Directors

- a. Landscape Design Agreement Resolution (attachment 5\*)

Ron Hannegan explained how this agreement came about and the reasons for doing it. The Landscape Committee and the ARC have met to discuss the inclusion of a Landscape Design Agreement in the packet of HOA requirements given to the building contractor of a new home in Ceres Gleann by the HOA. The presented Landscape Design Agreement exhibit document and Landscape Design Agreement Resolution have been presented to the Board and TAC for their consideration. A discussion followed.

**A motion was made by Ron Dodge to approve the Landscape Design Agreement Resolution including Exhibit documents and was seconded. The TAC members present voted unanimously to approve the motion. The Board members present voted unanimously to approve the motion. The Landscape Design Agreement Resolution and attached Landscape Design Agreement was adopted.**

## **8. Good of the Order**

Ron Hannegan “thanked” all the volunteers for the professional level work they’ve done for the betterment of the Ceres Gleann HOA.

Jim Fowler “thanked” all the volunteers and expressed how pleased he was with the great community you’ve created.

Sue Olmstead wanted to express her “thanks” for all the volunteer work that Pat Klipfel does for our community.

LaVonne Wilson wanted to give “thanks” to Jim fowler and Ron Hannegan for following up on their dream of building a great community like this in Dallas.

Mike and Gaye Stewart expressed how much they love living here.

- 9. Adjournment – Announcement: Immediately following this meeting there will be an ice cream social hosted by the Declarants as a “thank you” to all the volunteers for the work they do in behalf of the Ceres Gleann HOA community.**

The meeting was adjourned by Mike Stewart at 7:53 p.m.

### **Legends:**

\* Attachment materials distributed as available via e-mail to Board & TAC members and all homeowners with e-mail. A hardcopy was hand-delivered to all homeowners living locally. For any

attachments arriving too late for other disbursement methods, hardcopies were handed out to households attending the meeting.

Attachments:

Ceres Gleann Homeowners Association Annual Homeowner Meeting, Tuesday, May 28, 2013 Minutes  
(attachment 1)

Ceres Gleann HOA Finance Committee Reports for 2013 (attachment 2):

Ceres Gleann HOA Comparative Accrual Profit Loss 2012, 2013

Ceres Gleann HOA Balance Sheet 2012, 2013

Ceres Gleann HOA General Fund Budget vs. Actual December 31, 2013

Ceres Gleann HOA Special Activities Budget vs. Actual December 31, 2013

Ceres Gleann Homeowners Association Board of Directors Financial Statement Review Resolution  
(attachment 3)

Ceres Gleann Homeowners Association Board of Directors "Announcements and Reminders E-Mail  
Account Resolution (attachment 4)

Ceres Gleann Homeowners Association Board of Directors Landscape Design Agreement Resolution  
Packet, including the Landscape Design Agreement Exhibits (attachment 5)