

**Ceres Gleann Homeowners Board/TAC meeting  
Tuesday, August 6, 2013, 3:30 p.m., Community Center**

**Approved September 3, 2013**

**Minutes**

**1. Welcome and Introductions**

Mike Stewart, TAC Chair & Board Member, opened the meeting at 3:35 p.m. and presided over the meeting.

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

Mike Stewart, Mike Holland, Ron Dodge, Ray Olmstead, Randy Rohman, Ron Hannegan, and James Fowler were present. This represents a quorum of both the TAC and Board.

**3. Proof of Notice of Meeting**

The meeting agenda was posted on the bulletin board outside the Community Center 3 days prior to the meeting and also in the August 2013 HOA Newsletter Calendar.

**4. Approval of the Minutes of July 2, 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 Corsi and Barbara Gelderman asked if the meeting agenda can be e-mailed to the residents. The general feeling was that "the agenda as written doesn't have enough information included for homeowners to know if they want to attend a meeting".

Barbara Gelderman read the following statement from a note she delivered to the TAC secretary during the meeting: "I would like to thank Ray Olmstead for the way he writes up the minutes of the mtg what was discussed & you don't have to wonder as in previous minutes that leave you wondering. So Ray - a big thank you for your time & effort!"- (attachment 13)

Sue Olmstead asked if it would be acceptable if one copy of the agenda & associated attachments could be placed in the Community Center for the homeowners to read prior to the scheduled meeting date/time and have just the agendas e-mailed to the homeowners. Sue will attach any digitized committee meeting agendas received by her by Saturday in the Sunday HOA "Announcements and Reminders" e-mail.

It was decided by the Board and TAC that this new practice would apply to all Standing Committees (TAC, ARC, CFC, Communications, Finance, & Landscape). Jim Fowler and Ron Hannegan would like to be added to the "Announcement and Reminders" e-mail distribution list.

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

**a. ARC**

Ron Hannegan presented the ARC report and stated that the next scheduled ARC meeting is on August 28, 2013 in the Community Center.

b. CFC

Randy Rohman presented the CFC report. Judy Levis is going to get estimates for painting the Community Center, because the paint on the south side is peeling already. The paint on the south side has only lasted 5 years. The Reserve Study estimated the paint to last 10 years. The 2014 Reserve Study will need to address this shortened lifetime for Community Center paint.

Judy also wanted to remind the Board about the tilting gazebo. Ron Hannegan and Jim Fowler confirmed that when the framing crew was assembled to work on the new house in Ceres Gleann, they were going to repair the tilting Gazebo.

c. Communications

Barbara Kerr presented the Communications Committee report. Since the TAC & Board had already approved posting of the two most current months of Standing Committee meeting minutes on the HOA website, the committee suggested that the Standing Committees start formatting their meeting minutes in a more uniform format. It was recommended that Communications send a letter to the Standing Committee Chairs. Mike Holland suggested that motions and/or resolutions need to be bold faced. Sue Olmstead and Barbara Kerr will follow up with wording the letter to be sent out.

d. Finance

La Vonne started the Finance Committee presentation by announcing that there was a working session of the Finance Committee Co-Chairs and two members of the 2013 draft HOA Reserve Study packet. The purpose of the meeting was for the Reserve Study Committee to share their thoughts on various Common Area improvements maintenance items that affected the 2013 Reserve Study and items that will most likely affect the 2014 Reserve Study.

Jean Sherbeck made an announcement that HOA committees need to be getting their 2014 committee budgets to the Finance Committee before the Finance Committee needs to make recommendations to the TAC & Board for setting the 2014 HOA Assessments.

e. Garden - None.

f. Landscape

Larry Samuelson presented the Landscape Committee report. Larry wanted to present a proposal for contracting out the cleaning of entrance fences, but he also presented a proposal to contract the installation of quick disconnects in the entrance common areas so that a water supply is available for the contracted fence cleaners. La Vonne Wilson indicated that the proposal should be presented to the Finance Committee first before presenting it to the TAC. Larry will do more research as to where the quick disconnects can be installed. Larry was asked if the HOA had a maintenance access agreement for the contracted cleaners to go onto non-HOA property for cleaning the fences. It was thought that more investigation needs to happen. Ron Hannegan stated that there was no documentation that he knew of regarding the developer placed conduit, which provided pathway for HOA Common Area irrigation and low voltage wiring, placed in the city easement. These conduits were placed where both the Magnolia Ave. and

Rhododendron Ave. streets intersect with Fir villa Rd. The exact placement locations of these special purpose substructure conduits are not known.

Dick Winn wanted to know why the monies from our Reserve Fund does not contain enough dollars to pay for the entire cost of cleaning the Common Area fences. Ray Olmstead explained that some of the fences were built in 2002 and some in 2005, but the HOA Board didn't approve to start funding a Reserve Fund until 2009. Also, initially it was only projected that the masonry fences would only need cleaning on a 10 year cycle. The Landscape Committee has proposed that the masonry and steel fences both be cleaned on a 4 year cycle. The HOA Common Area fence maintenance schedule cycle the HOA Board approves will need to be taken into consideration in the 2014 HOA Reserve Study. These kinds of situations occurring are the reason Oregon statutes mandate an HOA perform an annual Reserve Study review/update.

At the last Landscape meeting it was decided that the backyard landscape rules governing HOA perimeter lots adjacent to the golf course need to be determined and documented. Linda Holland was appointed chair of the special work group to re-write golf course lots landscaping restrictions. Larry presented Linda's group's suggested rules (attachment 12) to the TAC & Board prior to the Landscape Committee to approving it. If approved by the Landscape Committee, the Landscape Committee should write up their rules/suggestions in resolution format and present it to the TAC & Board for approval.

g. Lot - None

h. Reserve Study - (attachment 10) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

i. Other - None

## **7. Unfinished Business**

a. Update on Committee Member Vacancies - (attachment 2) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

b. Update the Volunteer Application Form with Tracking Info - (attachment 3) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

c. Update on HOA Management Structure Discussion with Declarants - (attachment 9)

Mike Holland presented the idea of a governance change from Declarants to Homeowners control. Mike documented his approach in "Attachment 9" document titled "Initial Steps for Governance Transition". The Declarants have generally agreed to the overall idea. Mike indicated it is essential that HOA Leadership needs to communicate clearly to the Ceres Gleann residents what will happen and that

homeowner wishes/possibly votes will be evaluated. A hearty discussion of the subject by those in attendance ensued.

**Jim Fowler made a motion and it was seconded to send a letter to all HOA homeowners regarding an early governance change proposal. It was voted in unanimously by a quorum of the Board.** Mike Stewart and Mike Holland will work together to author the letter.

d. Results of "homeowner controlled" Corporate Records Review - (attachment 4)

Ray Olmstead presented the results of the "homeowner-controlled" Corporate Records review. A temporary Records Review Working Group (Mike Gamble, Jack Ray, Ray Olmstead, Mike Holland) had a discussion prior to Ray actually reviewing the existing "homeowner-controlled" Corporate Records Files and the consensus was the group felt that the HOA Board needs to establish and formally document which HOA Records should be included in our Official "homeowner- controlled" Corporate Records Files and what Retention Practices will be followed. If HOA volunteers feel they do not possess the necessary talents to perform creating these important HOA practices, it is recommended that professionals with extensive homeowner association experience be consulted during the creation process of these important HOA practices.

A short discussion regarding the "homeowner-controlled" Corporate Records Files ensued.

e. Update on Annual Insurance Review - (attachment 5) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

f. Status of Temporary Fence/Hot Tub Amendment to ARC Manual - (attachment 6)

Copies of the ARC meeting minutes, TAC meeting minutes and language approving the "hot tub" and "temporary fence" amendment (Attachment 6) to Architectural Review Manual were provided to the Board members present. There followed a discussion regarding what the proper format was for this amendment.

**Ron Hannegan made a motion for the "hot tub" and "temporary fence" amendment language documented in Attachment 6 to be adopted. It was seconded and voted in unanimously by a quorum of the Board.**

g. Discussion re: scheduling an HOA Leadership Planning Workshop - (attachments 7a,b,c,d,e) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

h. Other - None

**8. New Business**

a. Use of Executive Sessions within the HOA - (attachment 11) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

b. Review/update current TAC "Statement of Purpose" document for return to Communications Committee - (attachment 8) - Meeting adjourned before presentation. Deferred to Sept. 3, 2013 Board/TAC Mtg Agenda.

c. Other - None

**9. Next Meeting Dates**

a. Regular TAC Meeting, Tuesday, September 3, 2013, 3:30 p.m., Community Center

b. Regular ARC Meeting, Wednesday, August 23, 2013, 4:00 p.m., Community Center

**10. Adjournment**

The meeting was adjourned by Mike Stewart at 5:25 p.m.

Ray Olmstead  
TAC Secretary

Attachments:

August 6, 2013 TAC Meeting Agenda - (attachment 14)

July 2, 2013 TAC Meeting Agenda - (attachment 1)

Results of July 18-29, 2013 Corporate Records Files Review - (attachment 4)

Background information for Board regarding ARC Manual "hot tub" and "temporary fence" Amendments - (attachment 6)

Proposed "Initial Steps for Governance Transition" document - (attachment 9)

Draft #2 "Proposed Backyard Landscape Rule for Golf Course Lots" - (attachment 12)

Homeowner Comment by Barbara Gelderman - (attachment 13)

**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.