

## **Minutes**

CPRD CLUBHOUSE ADVISORY COMMITTEE  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD NEWBERG, OREGON  
**5:30 PM December 08, 2025**

- I. Call to Order at 5:32 PM.
- II. Pledge of Allegiance
- III. Attendance was:
  - a. Committee - Corey, Bob, and Roger. On Zoom: Joe and Tom.
  - b. Staff – Clay Downing (in place of Kellan). Board Liaison – Jim McMaster.
- IV. Approval of or Additions to the Agenda:
  - a. Add email from Kellan that this committee time and date be changed to accommodate the needs he has with other obligations. (see email and response below).
  - b. Add email from golf course consultant, Michael Bonn, requesting time to speak at the January 12<sup>th</sup> meeting, and present their current development of the three options for the new clubhouse, along with some updates. (see below, email).
- V. Approve Minutes from last meeting – No Minutes to review.
- VI. Public Participation – None.
- VII. Action Items/Committee Reports –
  - a. Update from Staff on Consultant Study:
    - 1. Clay reported on his conversation with Bob and Roger regarding staff confusion about the completeness of the committee's final report, noting there were blank placeholders at the end, and made certain there are no other additions to be part of the report at this time. Roger and Bob confirmed there are none, and the report is final.

A motion was proposed and duly seconded. The staff accepts our CAC report submitted to them as complete.
    - 2. Clay informed the committee that the consultant team is currently engaged in preparatory tasks, including gathering economic data, assessing food and beverage offerings, conducting site zoning analysis, and reviewing topographical information, among other considerations. Clay distributed a printed copy of an email received from Michael Bonn to attendees and will forward the electronic version to the CAC (see attached email). Furthermore, Clay noted that Mr. Bonn has proposed meeting with the committee at the January 12th CAC meeting to discuss current findings and provide further updates. The committee and staff suggested we invite the public to meet at the current clubhouse, with the option to introduce the consultant team and hear their input.

A motion was proposed and duly seconded. The January 12th CAC meeting will follow the regular format and be held at the CPRD Administration Office. Michael Bonn and his assistants are invited to present their consultant

findings to the committee at that time, with an offer to schedule a public work session at the golf course on a future date to be determined.

- b. Discuss Role of Advisory Committee
  - i. Discussion of subcommittee on future role
    - 1. Members of committee are Tony, Cory, Bob
- c. Discussion by Board Liaisons on recent Board meeting discussion on the roles of Citizen Advisory Committees
- d. Comments from Staff on CAC Meetings - Clay shared with the committee that Kellan is our Staff liaison. Roger read an email from Kellan, submitted to Tony and him, stating that he has a four-month personal commitment and a conflict with attending our CAC meetings on the second Monday of each month, and asked that we change the meeting day and time so he may attend. It was discussed that we continue with leaving January 12<sup>th</sup> in place, and change the schedule for the future day and time.

A motion was proposed and duly seconded. The CAC will meet in January as scheduled, then move regular monthly meetings to the second Thursday at 5:30 PM starting February.

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- VIII. From the CPRD Board and Staff
  - a. Comments from CPRD Board Liaisons – Jim had no new information.
  - b. Comments from CPRD Staff – See notes above.
- IX. New Business
  - a. Date for next Meeting – January 12<sup>th</sup>, at 5:30 PM.
- X. Comments from Committee Members –
  - a. Corey inquired about the clubhouse development timeline when ground-breaking starts. Clay shared what he knew about the consultant's schedule, but suggested the committee ask the consultants directly on January 12<sup>th</sup>, 2026. Clay explained the necessity of the consultants to follow the protocol set in place, starting with a feasibility study. It is from there that the Staff will follow the CPRD due diligence in pursuing their next step in this project.
  - b. Tom conveyed his professional insight regarding this project by highlighting his experience with developments of similar scale, noting that such projects typically require an extended timeline to reach completion. He indicated that the expected completion is approximately two years from now.
- XI. Adjournment at 6:40.