



# **Club Estates East Annual Meeting**

## **April 15, 2024**

**New monthly dues: With the passage of the new budget, monthly HOA dues beginning May 1st will be**

- **\$321 for a 1 bedroom**
- **\$357 for a 2 bedroom**
- **\$393 for a 3 bedroom.**

**Please adjust your automatic payments accordingly.**

**The meeting began at 6:45 President Gail Newberry presided and welcomed us.**

**The minutes of last year's meeting were approved as they are posted on the website.**

**Gail welcomed Susan De Francesco as a new member of CEE. We had a moment of silence for those who passed away this year. Proper notice was verified. A quorum was present. Vote counters Terry Robrecht, Gordie, Nancy and Carol Whipps and Carol Wood were unanimously elected.**

**Gail commented on the things CEE had accomplished this year.**

**The following motions were presented and voted on:**

**The rollover resolution passed. Yes 65 No 5**

**The motion to waive the annual financial review for the fiscal year 2023-2024 failed. Yes 28 No 40 We will have the review done.**

**The motion to accept the restated and amended bylaws failed. Yes 52 No 17 (75% of owners or 60 people needed to vote yes)**

**The motion to accept the smaller of the two budgets passed. Larger budget 27 Smaller budget 34**

**The motion to hire Community Management Inc. to professionally manage CEE failed. Yes 33 No 35**

**Note: Ultimately the board has the power to hire a professional management company. They will take the owners' input seriously as they further discuss this prospect and make a decision.**

### **Grounds Report by Vickey Khalifa**

**What we have done this past year:**

- **Hired Antonio Urzua as our landscaping company**

- Hired Sunrise Landscaping Company as our irrigation company. They fixed broken valves, flushed and turned off our sprinkler system in the fall.
- Removed several dead trees
- Hired Save-A-Tree to organically spray 2x a year, especially the cherry blossom trees.
- Worked with The City of Portland to have them plant over 20 trees of various varieties that they will water and fertilize for 4 years.
- Established a group of people to work together on beautifying our grounds. Barb Spencer received a grant of \$500 and interested residents donated time and funds to help with the various projects. Mary Parker found the pavers on a free site and helped pick them up.
- Cleared the circle of old hedges and bushes, trimmed trees, laid mulch, planted over 1000 seeds and created a path of paving stones.
- Cleared the flower beds in front of the clubhouse of old bushes and problematic trees, planted new bushes, ferns and seeds, and trimmed trees.
- Planted pots by the pool and between the benches with kale and geraniums.

What has happened this month:

- Mowing, edging, and blowing will now be done weekly. Common areas will be sprayed once a month for weeds.
- Bushes will be trimmed as they have time.
- Let Vicki K know if you
  - Don't want the landscapers to do any work in the flower gardens around your home.
  - Want your flower beds sprayed for weeds.
- Steve, the irrigation man, came to begin weekly testing of our sprinkler system and to replace broken sprinkler heads. He will be putting a flag on the broken heads. He will be inspecting 2-3 courtyards per week. He will also be reaiming the heads to hit the grass. Many of the sprinkler heads have been buried so deeply that he had to shovel them out. Hopefully our grass will be greener this year. The sprinkler system should be up and running by June.
- Save-A-Tree recently sprayed our older trees. They did not spray our new trees. They will come once more before summer.

## Maintenance Report by Rose Doherty

Maintenance accomplishment 2023-2024

- Facilitated the creation of a new updated website including photos for the site and realtors. (Linda Osborne did the work.)
- Restarted the Maintenance log (not done from 2017-2023)
- Reorganized the great room furniture making it a more usable space, creating game, puzzle & conversational areas
- Organized clubhouse decorations (w/lots of help), bringing everything to store inside the clubhouse This saves CEE \$30 a month & also generates income of \$30 a month
- Had the hallway & large wall in clubhouse painted
- New LED lighting (free) in & around clubhouse (money saving)
- New street lighting (free & money saving)

- New clubhouse thermostats (money saving & a yearly rebate)
- Solutions for electricity stealing & water issue for safety concerns
- Started & got all Board members on Google Docs. This has helped w/Board communication, ease in sharing & editing documents, created an electronic trail of all projects & information collecting, all on the same drive that all Board members are able to access.
- Free IT help
- Updated CEE forms (w/help from Linda)
- Weekly general community upkeep, dry wells, catch basins, annual inspections & cleaning, organizing & sometimes doing handyman duties
- Hired 2 new handymen
- Noted areas & hired Lavern Rock Works to sand down raised sidewalk edges
- Helped find contractors for exterior repair jobs (rotten exterior walls, plumbing, water leaks, etc)
- Dealt with a major water leak
- Added items to poolside bathrooms to keep them cleaner, no mold, better organized. Installed a second railing.
- Updated the Veteran display (w/help)
- New ceiling lights in the area by the fireplace
- Organized & updated audio equipment for CEE
- Dealt with rodent/ant problems. Hired a pest control company
- Hired Knight to manage our pool
- Managed chimneys, creating a spreadsheet, working with chimney company to inspect all chimneys free of charge
- Hired & supervised the contractors who fixes the rotten exterior wall caused by an A/C unit, inspected walls under all such air conditioners, created a spreadsheet to track them
- Replaced batteries as necessary in our cameras and carport lights

#### **Maintenance Report for this month:**

- The clubhouse was used 24 times.
- 12575 (Childers) is for sale.
- We got estimates for repair of the shop and clubhouse roofs. We are having trouble finding contractors to bid on these jobs. Please contact Rose D if you have recommendations.
- Pool time is nearing. The pool committee will be meeting soon. Contact Rose D if you want to be involved.
- The shed roofs were treated for moss and cleaned.
- Repair of our downed mailboxes should be completed within 3 weeks.

#### **Financial Report by Vickey Sharp-Zook**

- The Balance Sheet, Payment Detail and Profit/Loss have been posted in the clubhouse and delivered to the board members. They will be posted on the website with the minutes.

- The balance sheet is a preliminary report. A revised balance sheet will be prepared for year end after the adjusting entries have been made and taxes filed in June or July.
- Bank account balances are as follows:
  - Reserve Money Market Account: \$124,712 Interest rate 3.3%
  - Reserve CD: \$ 61,681 Interest rate 4.93% Certificate becomes due October 31, 2024
  - Annual Operating Money Market: \$ 10,870 Interest rate .15%
  - Business Checking: \$ 3,581
  - Business Savings \$ 14,320 Interest rate .10% This account contains the HOA Prepayments.
  - For a total of \$215,164
- Reserve Spending:
  - During this past fiscal year, reserve spending was \$62,052 and we had budgeted for \$39,334. The unplanned expenses were:
    - Dry Well - \$8,625
    - Catch Basin (Storm Drains/Downspouts) - \$7,999
    - Water pipe repair - \$5,437
    - Building Envelope Inspection (pt 1) - \$6,060,
    - Siding Repair - \$2,718
  - The reserve study has been completed and a copy is in the library. Below is a synopsis of what Schwindt & Company is highly recommending needs to be repaired.

**Replacement Year 24-25**

Building Envelope Inspection	9,797
Carport Roof 2024 - Replacement	30,000
Concrete Surfaces - Repairs	5,852
Dry Wells - Replacement	9,000
Exterior Siding - Repair/Replace I	5,000
Patio Sheds - Repair	700
Patio Wall - Repair	2,000
Plumbing Repairs	5,000
Plumbing Study	14,068
Retaining Wall - Maintenance	5,667
Tile Roof - Repairs 2024-25	54,000
<b>Total for 2024 - 2025</b>	<b>\$141,084</b>

- What we don't do this year, could/will be moved over into our next fiscal year. The board has not made up a maintenance schedule yet. The J2 inspection has been done and the engineers will be here on the 24th of April at 3:00 pm to discuss their findings. A maintenance plan will be decided after that meeting.
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- The 2023/2024 budget for the Annual Operating Expenses was \$16,803 and our expenditures were \$21,125. This is because I incorrectly budgeted for the roof/gutter

cleaning – missed putting in the fees for demossing our roofs. The item that was over budget was our sprinkler set up. Our irrigation system is aged and needed additional repairs up and over startup fees.

- The 2023/2024 budget for the Monthly Operating Account was \$194,695 and expenditures were \$210,478.
  - We were under budget in the categories of maintenance, clubhouse and swimming pool expenses.
  - The office budget is over by \$684, for various reasons:
    - Copies that have had to be made off-site as the officer copier will no longer make duplex copies. This copier cannot be fixed. We also spent more on paper.
    - Our website had to be upgraded.
    - Xfinity (clubhouse internet and phone services) went from \$112.00 at the beginning of April 2023 and is now \$162. An increase of approximately 44%.
  - Our biggest expenditure was in our utilities:
    - Garbage/recycling – rates increased approximately 12.5 % in 2023- 2024.
    - Water/sewer – rates increased by approximately 7.9% in 2023-2024
    - Electricity – rates increase by approximately 17% in January 2024.
    - Landscaping – March 2020 we were paying \$2,860. In May we received a new contract raising our rate to \$3060 (\$765 a week). They changed the scope of their duty. It no longer included cleaning garden beds, and few other items. We contracted with our current landscapers at \$707 a week, or \$2828 for a 4 week month or \$3535 on those few months of 5 weeks. Their rate for 2024/2025 will remain the same.
    - Rates on all of these utilities are expected to increase this summer. Also PGE is asking for another rate increase later this year.
- Linda Osborn reported on the security incidents for the year. We believe our locking mailboxes and cameras are discouraging intruders. There were no serious incidents.
- Nancy Robrecht was thanked for her work and presented with a good-by gift. Linda Osborn was welcomed as our new board member.
- These are the results of the survey that was done at the annual meeting 2023.
  - 46 people responded
  - 34 people had read the bylaws
  - 26 had visited the website
  - 13 liked our adult pool hours
  - 16 would like personal things in the minutes
  - 25 were aware of our FB page
  - 12 used Facebook
  - 36 felt safe here
  - 8 attended board meetings
  - 36 liked the move in information
  - 14 used the food exchange
  - 15 used medical equipment
  - 16 used the library
  - 15 would like a fenced dog run

- **19 would like to visit other units**
- **12 were willing to show their units**
- **8 needed flower bed help**
- **15 wanted more activities**
- **7 wanted to help out more**
- **Concerns;**
  - **Budget: 12**
  - **Reserve fund: 13**
  - **Assessments: 19**
- **15 people volunteered in various capacities**

**Note: If you have an idea, like the dog run or more men's activities, the board encourages you to pursue it.**

**The meeting was adjourned at 8:45. Thank you to everyone who helped in any way.**

### **Announcements:**

- **Potluck: Friday, April 19 6:30 Hosted by Bruce and Mary Asmus Sign up now.**
- **J2 Meeting Wed, April 24 3:00 To review their findings on the state of our buildings**
- **Note: June's potluck, hosted by Mary Parker, will be a brunch on Saturday, June 22nd.**
- **Rosa Maldonado still needs hosts for several months. Please contact her to volunteer**
- **Patsy Ruffner can no longer clean our clubhouse. We need someone to replace her. This is either a paid or volunteer position. Contact Vicki Sharp Zook if you are interested.**



## HOA BOARD MEETING MINUTES

Date and Time: April 15, 2024, 8:45-8:50 pm

Attendees: Gail Newberry, President  
Vicki Sharp-Zook, Vice President and Treasurer  
Rose Doherty, Maintenance and Clubhouse  
Vicky Khalfi, Landscape and Irrigation  
Linda Osborn, New Board Member  
Guests: None

The purpose of the meeting was to confirm each member's role on the board. Through consensus voting, the new Board Member, Linda Osborn, will serve as secretary. The remaining positions were confirmed as listed above and no changes will be made.

Respectfully submitted,

Linda Osborn, Secretary  
Club Estates East HOA

# Club Estates East Condominium, an Association of Owners

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Operating Checking	3,288.77
1102 Cash on hand	70.94
1120 Annual Operating MM	10,744.78
1130 Operating - Prepayments HOA Fees	14,320.86
1200 RESERVE ACCOUNTS	
1203 Reserve Money Market USB	125,081.42
<b>Total 1200 RESERVE ACCOUNTS</b>	<b>125,081.42</b>
<b>Total Bank Accounts</b>	<b>\$153,506.77</b>
Accounts Receivable	
1300 Accounts Receivable	-6,694.58
<b>Total Accounts Receivable</b>	<b>\$ -6,694.58</b>
Other Current Assets	
1310 Reserve CD -US Bank 2014	61,680.56
1320 Undeposited Funds	653.00
<b>Total Other Current Assets</b>	<b>\$62,333.56</b>
<b>Total Current Assets</b>	<b>\$209,145.75</b>
Fixed Assets	
1610 Computer Equipment	1,236.40
1620 Dishwasher	4,072.71
1630 Equipment	104,491.00
1640 IMPROVEMENTS	
1642 Accum. Depreciation	-119,510.00
1644 Improvements - other	54,201.45
<b>Total 1640 IMPROVEMENTS</b>	<b>-65,308.55</b>
<b>Total Fixed Assets</b>	<b>\$44,491.56</b>
<b>TOTAL ASSETS</b>	<b>\$253,637.31</b>



	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-3,564.87
<b>Total Accounts Payable</b>	<b>\$ -3,564.87</b>
Credit Cards	
2301 Powell Villa Ace Hardware	-1.03
<b>Total Credit Cards</b>	<b>\$ -1.03</b>
<b>Total Current Liabilities</b>	<b>\$ -3,565.90</b>
Long-Term Liabilities	
2501 Deferred Income	149,567.17
2502 HOA Prepayments	15,337.00
<b>Total Long-Term Liabilities</b>	<b>\$164,904.17</b>
<b>Total Liabilities</b>	<b>\$161,338.27</b>
Equity	
3007 DONATIONS TOTAL	-1,344.93
3008 Clubhouse Balance	824.27
3009 Copy Machine Balance	268.36
3010 Swimming Pool Balance	152.00
3011 Landscape	100.30
<b>Total 3007 DONATIONS TOTAL</b>	<b>0.00</b>
3020 ANNUAL OPERATING	
3021 Annual Oper. Bal. Available	-10,744.78
3023 Reserve/Maint. Plan Update	1,300.00
3024 Accounting /Tax Preparation	790.87
3025 Legal Services	1,388.02
3026 Annual Insurance Payment	140.80
3027 Gutter / Roof Cleaning	1,926.71
3028 Sprinkler Startup	2,661.51
3029 Catch Basin Cleaning	1,609.93
3031 Sewer Line Cleanout	1,811.40
3032 Swimming Pool License	91.50
3035 Fire Extinguisher	79.70
3036 Club House HVAC	312.03
3037 OR Corporate Tax	141.27
<b>Total 3020 ANNUAL OPERATING</b>	<b>1,508.96</b>
3040 OPERATING ITEMS	
3041 For Transfer To Reserve	1,950.00
<b>Total 3040 OPERATING ITEMS</b>	<b>1,950.00</b>
3100 RESERVE ITEMS	
3101 For Transfer from Operating	-1,950.00
<b>Total 3100 RESERVE ITEMS</b>	<b>-1,950.00</b>
3901 *Retained Earnings	85,325.42

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	TOTAL
Net Income	5,464.66
<b>Total Equity</b>	<b>\$92,299.04</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$253,637.31</b>

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**Note**  
Informational Purposes

**Club Estates East Condominium, an Association of Owners**  
**Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L**  
**April 2023 - March 2024**

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Income</b>				
<b>4000 INCOME</b>	0.00	0.00	0.00	
<b>4001 OPERATING INCOME</b>	0.00	0.00	0.00	
<b>4002 Operating Assessment</b>	211,613.00	211,394.00	219.00	100.10%
<b>4005 Bank Interest Revenue</b>	32.24	0.00	32.24	
<b>4006 Shed Rental</b>	2,320.00	2,360.00	-40.00	98.31%
<b>4007 Garage Rental</b>	6,450.00	6,480.00	-30.00	99.54%
<b>4010 MISCELLANEOUS INCOME</b>	0.00	0.00	0.00	
<b>4011 Unresolved Vendor Adjustments</b>	60.00	0.00	60.00	
<b>4016 Late Fee</b>	41.00	0.00	41.00	
<b>Total 4010 MISCELLANEOUS INCOME</b>	<b>\$ 101.00</b>	<b>\$ 0.00</b>	<b>\$ 101.00</b>	
<b>Total 4001 OPERATING INCOME</b>	<b>\$ 220,516.24</b>	<b>\$ 220,234.00</b>	<b>\$ 282.24</b>	<b>100.13%</b>
<b>4070 DONATION</b>	0.00	0.00	0.00	
<b>4071 Clubhouse Donations</b>	2,552.92	2,761.92	-209.00	92.43%
<b>4072 Copy Donations</b>	91.81	60.08	31.73	152.81%
<b>4074 Pool Donations</b>	175.55	35.00	140.55	501.57%
<b>4075 Landscaping</b>	160.00	0.00	160.00	
<b>Total 4070 DONATION</b>	<b>\$ 2,980.28</b>	<b>\$ 2,857.00</b>	<b>\$ 123.28</b>	<b>104.32%</b>
<b>4080 REIMBURSEMENT INCOME</b>	0.00	0.00	0.00	
<b>4083 Unit 10</b>	2,540.85	0.00	2,540.85	
<b>4085 Returned Check Charges</b>	105.00	0.00	105.00	
<b>Total 4080 REIMBURSEMENT INCOME</b>	<b>\$ 2,645.85</b>	<b>\$ 0.00</b>	<b>\$ 2,645.85</b>	
<b>4090 RESERVE INCOME</b>	0.00	0.00	0.00	
<b>4091 Reserve Assessment</b>	72,960.00	72,885.00	75.00	100.10%
<b>4093 Reserve Interest Revenue</b>	4,193.84	1,000.00	3,193.84	419.38%
<b>4094 Reserve Transfer Fee</b>	1,950.00	0.00	1,950.00	
<b>Total 4090 RESERVE INCOME</b>	<b>\$ 79,103.84</b>	<b>\$ 73,885.00</b>	<b>\$ 5,218.84</b>	<b>107.06%</b>
<b>Total 4000 INCOME</b>	<b>\$ 305,246.21</b>	<b>\$ 296,976.00</b>	<b>\$ 8,270.21</b>	<b>102.78%</b>
<b>Billable Expense Income</b>	15.00	0.00	15.00	
<b>Total Income</b>	<b>\$ 305,261.21</b>	<b>\$ 296,976.00</b>	<b>\$ 8,285.21</b>	<b>102.79%</b>
<b>Gross Profit</b>	<b>\$ 305,261.21</b>	<b>\$ 296,976.00</b>	<b>\$ 8,285.21</b>	<b>102.79%</b>
<b>Expenses</b>				
<b>5000 MISCELLANEOUS EXPENSES</b>	0.00	0.00	0.00	
<b>5025 Returned CheckFees</b>	105.00	0.00	105.00	
<b>5027 Unit 10</b>	2,100.01	0.00	2,100.01	
<b>Total 5000 MISCELLANEOUS EXPENSES</b>	<b>\$ 2,205.01</b>	<b>\$ 0.00</b>	<b>\$ 2,205.01</b>	
<b>5070 DONATION SPENDING</b>	0.00	0.00	0.00	
<b>5071 Clubhouse Carpet</b>	425.00	0.00	425.00	
<b>5073 Clubhouse Improvements</b>	206.09	0.00	206.09	
<b>5074 Clubhouse Cleaning</b>	1,000.00	1,768.00	-768.00	56.56%
<b>5075 Clubhouse Restroom</b>	50.00	0.00	50.00	
<b>5077 Decoration Storage</b>	330.00	0.00	330.00	
<b>5079 Clubhouse Repairs</b>	100.00	0.00	100.00	
<b>5080 Clubhouse Supplies</b>	178.15	0.00	178.15	
<b>5081 Landscaping Expense</b>	59.70	0.00	59.70	
<b>5082 Clubhouse Bottled Water</b>	34.96	0.00	34.96	
<b>5083 Medical Shed Stg</b>	400.00	0.00	400.00	

	Actual	Budget	over Budget	% of Budget
5085 Pool Expenses	1,170.97	0.00	1,170.97	
<b>Total 5070 DONATION SPENDING</b>	<b>\$ 3,954.87</b>	<b>\$ 1,768.00</b>	<b>\$ 2,186.87</b>	<b>223.69%</b>
<b>5100 OPERATING EXPENSE</b>	0.00	0.00	0.00	
<b>5101 MAINTENANCE</b>	0.00	16,978.00	-16,978.00	0.00%
5103 Tree Pruning	1,360.00	0.00	1,360.00	
5108 Tree Disease Control	643.00	0.00	643.00	
5110 Irrigation Repairs	1,787.25	0.00	1,787.25	
5130 Landscape Supplies / Extras	234.84	0.00	234.84	
5131 Tree Removal	1,685.00	0.00	1,685.00	
5132 Tree Replacement	49.99	0.00	49.99	
5133 Landscaping-Common Grounds	1,330.00	0.00	1,330.00	
<b>Total 5130 Landscape Supplies / Extras</b>	<b>\$ 3,299.83</b>	<b>\$ 0.00</b>	<b>\$ 3,299.83</b>	
5161 Streets/Parking	9.98	0.00	9.98	
5164 Storm Drain	10.00	0.00	10.00	
5170 Snow Removal/Supplies	83.53	0.00	83.53	
5201 General Maintenance/Repair	1,381.14	0.00	1,381.14	
5202 Roofs - Repair	45.00	0.00	45.00	
5203 Gutters/Downspouts	1,428.64	0.00	1,428.64	
5205 Exterior Walls	35.00	0.00	35.00	
5206 Foundation	40.68	0.00	40.68	
5207 Patio Gate	232.96	0.00	232.96	
5212 Plumbing	415.00	0.00	415.00	
5216 Patio Shed	1,014.68	0.00	1,014.68	
5234 Carport Maintenance	50.00	0.00	50.00	
5240 Sewer	800.00	0.00	800.00	
5246 Painting	141.40	0.00	141.40	
5251 Pest Control	392.49	0.00	392.49	
<b>Total 5101 MAINTENANCE</b>	<b>\$ 13,170.58</b>	<b>\$ 16,978.00</b>	<b>-\$ 3,807.42</b>	<b>77.57%</b>
<b>5300 CLUBHOUSE</b>	0.00	4,695.00	-4,695.00	0.00%
5307 Carpet/Floor Services	375.00	0.00	375.00	
5308 Outdoor Equipment Upkeep	15.00	0.00	15.00	
5312 Clubhouse Gas	2,184.13	0.00	2,184.13	
5315 Heating / HVAC Systems	329.50	0.00	329.50	
5316 Windows, Doors & Locks	63.67	0.00	63.67	
5317 Restrooms	43.87	0.00	43.87	
5318 Lighting and Fans	102.12	0.00	102.12	
5319 Chimney Maintenance	70.00	0.00	70.00	
<b>Total 5300 CLUBHOUSE</b>	<b>\$ 3,183.29</b>	<b>\$ 4,695.00</b>	<b>-\$ 1,511.71</b>	<b>67.80%</b>
<b>5325 SWIMMING POOL</b>	0.00	5,228.00	-5,228.00	0.00%
5327 Pool Supplies	142.66	0.00	142.66	
5328 Pool Repairs	577.44	0.00	577.44	
5330 Pool Telephone	16.46	0.00	16.46	
5335 Pool Facility, Cleaning Basic	20.00	0.00	20.00	
5338 Pool Facility, Supplies	76.63	0.00	76.63	
5339 Pool Solar Cover	229.96	0.00	229.96	
5342 Pool Gas	2,012.12	0.00	2,012.12	
5345 Pool Chemicals	1,299.81	0.00	1,299.81	
<b>Total 5325 SWIMMING POOL</b>	<b>\$ 4,375.08</b>	<b>\$ 5,228.00</b>	<b>-\$ 852.92</b>	<b>83.69%</b>
5401 Landscape Contract	33,357.00	29,774.00	3,583.00	112.03%
5403 Garbage / Recycling	29,334.84	26,310.00	3,024.84	111.50%
5404 Water	30,427.92	21,217.00	9,210.92	143.41%
5405 Sewer and Storm Water	57,347.26	52,469.00	4,878.26	109.30%
5406 Area Lighting	1,774.87	1,644.00	130.87	107.96%

	Actual	Budget	over Budget	% of Budget
5407 Electricity	3,114.42	3,553.00	-438.58	87.66%
5408 Property Insurance	30,393.96	29,512.00	881.96	102.99%
5510 OFFICE	0.00	3,315.00	-3,315.00	0.00%
5511 Computer Expenses	1,249.98	0.00	1,249.98	
5512 Telephone and Internet	1,817.78	0.00	1,817.78	
5514 Office Supplies	691.45	0.00	691.45	
5515 Bank Charges	7.57	0.00	7.57	
5516 Web Site	232.20	0.00	232.20	
<b>Total 5510 OFFICE</b>	<b>\$ 3,998.98</b>	<b>\$ 3,315.00</b>	<b>\$ 683.98</b>	<b>120.63%</b>
5610 ANNUAL OPERATING EXP	0.00	0.00	0.00	
5622 PROFESSIONAL SERVICES	0.00	0.00	0.00	
5623 Reserve Study	2,100.00	2,100.00	0.00	100.00%
5624 Accounting /Tax Preparation	1,400.00	1,383.69	16.31	101.18%
5625 Legal Services	1,867.40	1,989.00	-121.60	93.89%
<b>Total 5622 PROFESSIONAL SERVICES</b>	<b>\$ 5,367.40</b>	<b>\$ 5,472.69</b>	<b>-\$ 105.29</b>	<b>98.08%</b>
5626 Annual Insurance Payment	199.68	199.68	0.00	100.00%
5627 Gutter / Roof Cleaning	6,458.96	3,744.00	2,714.96	172.51%
5628 Sprinkler Setup	3,580.00	2,329.60	1,250.40	153.67%
5629 Catch Basin Cleaning	2,307.98	2,044.12	263.86	112.91%
5630 Club House HVAC	620.00	416.00	204.00	149.04%
5631 Sewer Line Cleanout	1,866.80	1,866.80	0.00	100.00%
5632 Fire/Safety Systems	90.00	95.68	-5.68	94.06%
5633 OR Corporate Tax	166.48	166.48	0.00	100.00%
5634 Pool License	468.00	468.00	0.00	100.00%
<b>Total 5610 ANNUAL OPERATING EXP</b>	<b>\$ 21,125.30</b>	<b>\$ 16,803.05</b>	<b>\$ 4,322.25</b>	<b>125.72%</b>
<b>Total 5100 OPERATING EXPENSE</b>	<b>\$ 231,603.50</b>	<b>\$ 211,498.05</b>	<b>\$ 20,105.45</b>	<b>109.51%</b>
7100 RESERVE EXPENSE ITEMS	0.00	0.00	0.00	
7106 Siding Inspection & Repair	2,718.04	0.00	2,718.04	
7107 Structural Repairs-ie front porch railings	40.84	0.00	40.84	
7110 Tree Replacement	0.00	1,993.00	-1,993.00	0.00%
7112 Patio Wall	6,410.00	4,835.00	1,575.00	132.57%
7114 Patio Sheds - Repairs	623.46	250.00	373.46	249.38%
7117 Carport Roof - Replacement	23,802.00	25,000.00	-1,198.00	95.21%
7118 Building Envelope Inspection	6,059.71	0.00	6,059.71	
7120 Painting	337.50	0.00	337.50	
7135 Water Piping Repair/replacement	5,436.94	0.00	5,436.94	
7156 Dry Wells	8,625.00	0.00	8,625.00	
7160 Street/Parking Repairs	0.00	4,000.00	-4,000.00	0.00%
7162 Retaining Wall	0.00	3,256.00	-3,256.00	0.00%
7166 Storm Drains & Down Spouts	7,998.68	0.00	7,998.68	
<b>Total 7100 RESERVE EXPENSE ITEMS</b>	<b>\$ 62,052.17</b>	<b>\$ 39,334.00</b>	<b>\$ 22,718.17</b>	<b>157.76%</b>
8061 Bank Service Charges	44.00	0.00	44.00	
<b>Total Expenses</b>	<b>\$ 299,859.55</b>	<b>\$ 252,600.05</b>	<b>\$ 47,259.50</b>	<b>118.71%</b>
<b>Net Operating Income</b>	<b>\$ 5,401.66</b>	<b>\$ 44,375.95</b>	<b>-\$ 38,974.29</b>	<b>12.17%</b>
<b>Other Income</b>				
Late Fee Income	63.00	0.00	63.00	
<b>Total Other Income</b>	<b>\$ 63.00</b>	<b>\$ 0.00</b>	<b>\$ 63.00</b>	
<b>Other Expenses</b>				
Reconciliation Discrepancies	0.00	0.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 63.00</b>	<b>\$ 0.00</b>	<b>\$ 63.00</b>	
<b>Net Income</b>	<b>\$ 5,464.66</b>	<b>\$ 44,375.95</b>	<b>-\$ 38,911.29</b>	<b>12.31%</b>

<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
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Saturday, Apr 13, 2024 02:32:19 PM GMT-7 - Accrual Basis

# Club Estates East Condominium, an Association of Owners

## Profit and Loss by Class

April 2023 - March 2024

	DONATION	OPERATING	RESERVE	TOTAL
<b>Income</b>				
4000 INCOME				\$0.00
4001 OPERATING INCOME				\$0.00
4002 Operating Assessment		211,613.00		\$211,613.00
4005 Bank Interest Revenue		32.24		\$32.24
4006 Shed Rental		2,320.00		\$2,320.00
4007 Garage Rental		6,450.00		\$6,450.00
4010 MISCELLANEOUS INCOME				\$0.00
4011 Unresolved Vendor Adjustments		60.00		\$60.00
4016 Late Fee		41.00		\$41.00
<b>Total 4010 MISCELLANEOUS INCOME</b>		<b>101.00</b>		<b>\$101.00</b>
<b>Total 4001 OPERATING INCOME</b>		<b>220,516.24</b>		<b>\$220,516.24</b>
4070 DONATION				\$0.00
4071 Clubhouse Donations	2,552.92			\$2,552.92
4072 Copy Donations	91.81			\$91.81
4074 Pool Donations	175.55			\$175.55
4075 Landscaping	160.00			\$160.00
<b>Total 4070 DONATION</b>	<b>2,980.28</b>			<b>\$2,980.28</b>
4080 REIMBURSEMENT INCOME				\$0.00
4083 Unit 10		2,540.85		\$2,540.85
4085 Returned Check Charges		105.00		\$105.00
<b>Total 4080 REIMBURSEMENT INCOME</b>		<b>2,645.85</b>		<b>\$2,645.85</b>
4090 RESERVE INCOME				\$0.00
4091 Reserve Assessment			72,960.00	\$72,960.00
4093 Reserve Interest Revenue			4,193.84	\$4,193.84
4094 Reserve Transfer Fee			1,950.00	\$1,950.00
<b>Total 4090 RESERVE INCOME</b>			<b>79,103.84</b>	<b>\$79,103.84</b>
<b>Total 4000 INCOME</b>	<b>2,980.28</b>	<b>223,162.09</b>	<b>79,103.84</b>	<b>\$305,246.21</b>
Billable Expense Income		15.00		\$15.00
<b>Total Income</b>	<b>\$2,980.28</b>	<b>\$223,177.09</b>	<b>\$79,103.84</b>	<b>\$305,261.21</b>
<b>GROSS PROFIT</b>	<b>\$2,980.28</b>	<b>\$223,177.09</b>	<b>\$79,103.84</b>	<b>\$305,261.21</b>
<b>Expenses</b>				
5000 MISCELLANEOUS EXPENSES				\$0.00
5025 Returned CheckFees		105.00		\$105.00
5027 Unit 10		2,100.01		\$2,100.01
<b>Total 5000 MISCELLANEOUS EXPENSES</b>		<b>2,205.01</b>		<b>\$2,205.01</b>
5070 DONATION SPENDING				\$0.00
5071 Clubhouse Carpet	375.00	50.00		\$425.00

	DONATION	OPERATING	RESERVE	TOTAL
5073 Clubhouse Improvements	206.09			\$206.09
5074 Clubhouse Cleaning	1,000.00			\$1,000.00
5075 Clubhouse Restroom	30.00	20.00		\$50.00
5077 Decoration Storage	330.00			\$330.00
5079 Clubhouse Repairs	70.00	30.00		\$100.00
5080 Clubhouse Supplies	158.17	19.98		\$178.15
5081 Landscaping Expense	59.70			\$59.70
5082 Clubhouse Bottled Water	34.96			\$34.96
5083 Medical Shed Stg	400.00			\$400.00
5085 Pool Expenses	1,170.97			\$1,170.97
<b>Total 5070 DONATION SPENDING</b>	<b>3,834.89</b>	<b>119.98</b>		<b>\$3,954.87</b>
5100 OPERATING EXPENSE				\$0.00
5101 MAINTENANCE				\$0.00
5103 Tree Pruning		1,360.00		\$1,360.00
5108 Tree Disease Control		643.00		\$643.00
5110 Irrigation Repairs		1,787.25		\$1,787.25
5130 Landscape Supplies / Extras		234.84		\$234.84
5131 Tree Removal		1,685.00		\$1,685.00
5132 Tree Replacement		49.99		\$49.99
5133 Landscaping-Common Grounds		1,330.00		\$1,330.00
<b>Total 5130 Landscape Supplies / Extras</b>		<b>3,299.83</b>		<b>\$3,299.83</b>
5161 Streets/Parking		9.98		\$9.98
5164 Storm Drain		10.00		\$10.00
5170 Snow Removal/Supplies		83.53		\$83.53
5201 General Maintenance/Repair		1,381.14		\$1,381.14
5202 Roofs - Repair		45.00		\$45.00
5203 Gutters/Downspouts		1,428.64		\$1,428.64
5205 Exterior Walls		35.00		\$35.00
5206 Foundation		40.68		\$40.68
5207 Patio Gate		232.96		\$232.96
5212 Plumbing		415.00		\$415.00
5216 Patio Shed		1,014.68		\$1,014.68
5234 Carport Maintenance		50.00		\$50.00
5240 Sewer		800.00		\$800.00
5246 Painting		141.40		\$141.40
5251 Pest Control		392.49		\$392.49
<b>Total 5101 MAINTENANCE</b>		<b>13,170.58</b>		<b>\$13,170.58</b>
5300 CLUBHOUSE				\$0.00
5307 Carpet/Floor Services		375.00		\$375.00
5308 Outdoor Equipment Upkeep		15.00		\$15.00
5312 Clubhouse Gas		2,184.13		\$2,184.13
5315 Heating / HVAC Systems		329.50		\$329.50
5316 Windows, Doors & Locks		63.67		\$63.67
5317 Restrooms		43.87		\$43.87
5318 Lighting and Fans		102.12		\$102.12
5319 Chimney Maintenance		70.00		\$70.00
<b>Total 5300 CLUBHOUSE</b>		<b>3,183.29</b>		<b>\$3,183.29</b>



	DONATION	OPERATING	RESERVE	TOTAL
5325 SWIMMING POOL				\$0.00
5327 Pool Supplies		142.66		\$142.66
5328 Pool Repairs		577.44		\$577.44
5330 Pool Telephone		16.46		\$16.46
5335 Pool Facility, Cleaning Basic		20.00		\$20.00
5338 Pool Facility, Supplies		76.63		\$76.63
5339 Pool Solar Cover		229.96		\$229.96
5342 Pool Gas		2,012.12		\$2,012.12
5345 Pool Chemicals		1,299.81		\$1,299.81
<b>Total 5325 SWIMMING POOL</b>		<b>4,375.08</b>		<b>\$4,375.08</b>
5401 Landscape Contract		33,357.00		\$33,357.00
5403 Garbage / Recycling		29,334.84		\$29,334.84
5404 Water		30,427.92		\$30,427.92
5405 Sewer and Storm Water		57,347.26		\$57,347.26
5406 Area Lighting		1,774.87		\$1,774.87
5407 Electricity		3,114.42		\$3,114.42
5408 Property Insurance		30,393.96		\$30,393.96
5510 OFFICE		0.00		\$0.00
5511 Computer Expenses		1,249.98		\$1,249.98
5512 Telephone and Internet		1,817.78		\$1,817.78
5514 Office Supplies		691.45	0.00	\$691.45
5515 Bank Charges		7.57		\$7.57
5516 Web Site		232.20		\$232.20
<b>Total 5510 OFFICE</b>		<b>3,998.98</b>	<b>0.00</b>	<b>\$3,998.98</b>
5610 ANNUAL OPERATING EXP				\$0.00
5622 PROFESSIONAL SERVICES				\$0.00
5623 Reserve Study		2,100.00		\$2,100.00
5624 Accounting /Tax Preparation		1,400.00		\$1,400.00
5625 Legal Services		1,867.40		\$1,867.40
<b>Total 5622 PROFESSIONAL SERVICES</b>		<b>5,367.40</b>		<b>\$5,367.40</b>
5626 Annual Insurance Payment		199.68		\$199.68
5627 Gutter / Roof Cleaning		6,458.96		\$6,458.96
5628 Sprinkler Setup		3,580.00		\$3,580.00
5629 Catch Basin Cleaning		2,307.98		\$2,307.98
5630 Club House HVAC		620.00		\$620.00
5631 Sewer Line Cleanout		1,866.80		\$1,866.80
5632 Fire/Safety Systems		90.00		\$90.00
5633 OR Corporate Tax		166.48		\$166.48
5634 Pool License		468.00		\$468.00
<b>Total 5610 ANNUAL OPERATING EXP</b>		<b>21,125.30</b>		<b>\$21,125.30</b>
<b>Total 5100 OPERATING EXPENSE</b>		<b>231,603.50</b>	<b>0.00</b>	<b>\$231,603.50</b>
7100 RESERVE EXPENSE ITEMS				\$0.00
7106 Siding Inspection & Repair			2,718.04	\$2,718.04
7107 Structural Repairs-ie front porch railings			40.84	\$40.84
7112 Patio Wall			6,410.00	\$6,410.00
7114 Patio Sheds - Repairs			623.46	\$623.46
7117 Carport Roof - Replacement			23,802.00	\$23,802.00
7118 Building Envelope Inspection			6,059.71	\$6,059.71

	DONATION	OPERATING	RESERVE	TOTAL
7120 Painting			337.50	\$337.50
7135 Water Piping Repair/replacement			5,436.94	\$5,436.94
7156 Dry Wells			8,625.00	\$8,625.00
7166 Storm Drains & Down Spouts			7,998.68	\$7,998.68
<b>Total 7100 RESERVE EXPENSE ITEMS</b>			<b>62,052.17</b>	<b>\$62,052.17</b>
8061 Bank Service Charges		44.00	0.00	\$44.00
<b>Total Expenses</b>	<b>\$3,834.89</b>	<b>\$233,972.49</b>	<b>\$62,052.17</b>	<b>\$299,859.55</b>
NET OPERATING INCOME	<b>\$ -854.61</b>	<b>\$ -10,795.40</b>	<b>\$17,051.67</b>	<b>\$5,401.66</b>
Other Income				
Late Fee Income		63.00		\$63.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$63.00</b>	<b>\$0.00</b>	<b>\$63.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$63.00</b>	<b>\$0.00</b>	<b>\$63.00</b>
NET INCOME	<b>\$ -854.61</b>	<b>\$ -10,732.40</b>	<b>\$17,051.67</b>	<b>\$5,464.66</b>

**Note**

InformationalPurposes

# Club Estates East Condominium, an Association of Owners

## Payment Detail

March 2024

	TOTAL
Amazon	201.14
Antonio Urzua	2,794.00
Arrow Sanitary Service	2,572.51
Comcast	162.47
Crystal Clear Window Cleaning & Gutter Services	4,258.96
Home Depot	22.94
Intuit	90.00
J2 Building Consultants, Inc,	6,059.71
MINUTEMAN PRESS	219.57
NW Natural	243.53
Office Depot	64.23
Patsy Ruffner	200.00
Portland General Electric	546.86
Portland Water Bureau	-3,535.40
Rose Doherty	19.98
Russell King	337.50
State Farm	2,923.33
United States Postal Service	15.47
Warren Allen LLP	125.00
Not Specified	34.01
<b>TOTAL</b>	<b>\$17,355.81</b>

**Note**

Informational Purposes





	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	TOTAL
7106 Siding Inspection & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7109 Roof Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7112 Patio Wall	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.63	\$2,000.00
7114 Patio Sheds - Repairs	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.37	\$700.00
7116 Roof Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
7117 Carport Roof - Replacement	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	\$30,000.00
7118 Building Envelope Inspection	816.42	816.42	816.42	816.42	816.42	816.42	816.42	816.42	816.42	816.42	816.42	816.38	\$9,797.00
7135 Water Piping Repair/replacement	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.63	\$5,000.00
7136 Plumbing Study	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$12,000.00
7151 Irrigation Repairs	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,000.00
7156 Dry Wells	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	\$9,000.00
7161 Sidewalks	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.37	\$1,000.00
7162 Retaining Wall	472.25	472.25	472.25	472.25	472.25	472.25	472.25	472.25	472.25	472.25	472.25	472.25	\$5,667.00
<b>Total 7100 RESERVE EXPENSE ITEMS</b>	<b>6,263.67</b>	<b>8,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.67</b>	<b>6,263.63</b>	<b>\$77,164.00</b>
<b>Total Expenses</b>	<b>\$26,586.36</b>	<b>\$28,530.86</b>	<b>\$32,120.86</b>	<b>\$35,042.86</b>	<b>\$33,188.86</b>	<b>\$28,866.36</b>	<b>\$26,834.36</b>	<b>\$26,781.36</b>	<b>\$25,210.36</b>	<b>\$25,638.36</b>	<b>\$26,495.23</b>	<b>\$29,082.19</b>	<b>\$344,378.02</b>
NET OPERATING INCOME	\$6,683.55	\$4,739.05	\$1,149.05	\$ -1,772.95	\$81.05	\$4,403.55	\$6,435.55	\$6,488.55	\$8,059.55	\$7,631.55	\$6,774.68	\$4,187.80	\$54,860.98
NET INCOME	\$6,683.55	\$4,739.05	\$1,149.05	\$ -1,772.95	\$81.05	\$4,403.55	\$6,435.55	\$6,488.55	\$8,059.55	\$7,631.55	\$6,774.68	\$4,187.80	\$54,860.98