



Club Estates East Board Meeting

May 8, 2023

The meeting was called to order at 3:30 PM by President Gail Newberry. Also present were board members Vickey Khalifa (pictured at left), Dan May standing in for Rose Doherty, Nancy Robrecht and Vicki Sharp-Zook. There were 9 guests. A motion was made, seconded and passed to accept the minutes of the previous meeting as summarized.

Important Note #1: We welcome Vickey Khalifa and Rose Doherty to our board and look forward to working with them. Vickey K will be overseeing our grounds. Rose will be our vice president and oversee buildings and maintenance. We remind you that Board members have lives too. Please do not inundate them with questions and concerns. If you have a need, fill out a yellow slip and put it in the black box inside the front door of the clubhouse. Do not put yellow slips on board members' doors. The yellow slips provide a paper trail of all requests and work that is done. Vickey Khalifa's business hours are 9am to 5pm. Please do not call her outside of those hours for HOA business. Rose Doherty requests that the email address cee-maintenance@rose.pdx and the phone number 971-500-2710 be used for all CEE business. Please put these in your yellow directory.

Important Note #2: The landscapers will be spraying our lawns for weeds on Wed, May 17th, weather permitting. If you want them to spray your garden beds for weed control, please sign up by Sat, May 13th. The sign up sheet is in the clubhouse next to the scheduling calendar.

Clubhouse/Housing Report by Dan May (for Rose Doherty who is out of town)

- The clubhouse was used 19 times by 257 guests.
- There are 2 people on the waiting list for a unit and 2 on the list for either a garage or a shed.
- Shirley Dedlow's unit, (12530) is in closing.
- The Keidel unit (12355) is on the market.
- It is time to remove the vent covers to air out under your units.
- Our tattered club house flag will soon be replaced.

Grounds Report by Vickey Khalifa:

- "Jan's tree", the much loved cherry blossom tree next to the clubhouse has been replaced with an ornamental plum tree. Please stop by to say hello to this new member of our community.
- Matt Krueger, an Environmental Specialist with the city of Portland, surveyed our community and recommended planting 14-18 new trees.

- The trees will be provided by Portland's Tree Planting and Preservation Fund. In addition to planting, the city will water, weed and maintain these trees for 4 years.
- The trees will be a variety of deciduous species, chosen from the City's Approved List and will be appropriate for the location within our community. Some evergreens will be planted along our back fence.
- Trees are selected to be low maintenance and drought tolerant.
- The white flags indicate where these trees will be planted. A white flag near an existing cherry tree means that both trees will grow for the immediate future. The new trees will be able to get established by the time our beloved cherry blossom trees have finished their lives here with us.
- The trees will be planted in the next couple of months.
- FYI: The city website reports that west of the Willamette River, the tree canopy cover is 56%. However, east of the Willamette River, where 80% of Portland's residents live, the canopy cover is only 21%. This means that the services and benefits of the urban forest are not accessible to many of Portland's residents.
- We are excited about the beauty, shade, fresh air and other benefits these trees will bring to our community.
- SavATree Certified Arborists has begun caring for our established, younger, trees, instead of Bartlett Tree Services. SavATree will spray these trees with a safe, healthy, organic pest and disease control product. They will tell Vickey when they are coming and she will pass that information on to us. We will no longer spray the cherry blossom trees.
- Antonio Urzua Landscape Maintenance trimmed dangerous and dead limbs and removed 4 dead/dying trees in back'
- Our present landscaping company is on probation. We will continue to monitor their performance.
- The sprinkler system has been inspected, evaluated and pronounced ready to go when the weather gets hot.
- **Yard debris:**
 - **Each driveway is responsible to buy and maintain their own yard debris cans. The 4 cans by the back gate belong to the residents along the back driveway. Please do not remove or use them. Yard debris can also be left in paper bags.**
 - Rose bush trimmings must be placed in yard debris cans or bags, not left on the ground.
 - When weeding your gardens, please shake the dirt off the roots before throwing them on the lawn. Better yet, put them in your lawn debris. The lawn mowers are not equipped to mow over large clumps of dirt/mud.
- The landscapers have fertilized the main courts. They will spray for weeds twice a year. You will receive notice before the spraying takes place.
- Mary Asmus is happy to loan her dandelion removal tool to use on your own court..
- Vickey K is evaluating the bare spots in our lawn. She is considering thatching, overseeding, etc.

Financial Report by Vicki Sharp Zook:

- April financial reports have been posted in the clubhouse and delivered to board members. They will be posted on the website: clubestatee.org
- The balance sheet is a preliminary report. A revised report will be done in July after taxes have been prepared and year end adjusting entries have been made.
- Bank account balances:
 - Reserve account: \$124,016
 - Operating accounts: \$ 48,553
 - Total in bank accounts: \$172,569
- The Accounts Receivable ledger amount is now \$21,899. This includes past due amounts and amounts paid toward future monthly fees.
- Donations to Clubhouse/Copier/Pool (Rose Doherty has been gradually selling the locking mailbox inserts we removed from our old mailboxes. This revenue is being counted as donations to pool amenities.:
 - Donations: \$ 173
 - Expenses: \$ 137
 - Donations Balance: \$2,660
- We are over budget by \$100 in the expenses as follows
 - Landscaping: Paid February and March in April
 - Sewer/Storm Water – undetermined
 - Office Expenses: Computer program subscriptions yearly fee were paid
- Our total expenses are above budget for April
- Our net income is below budget for April.

Security Incidents reported by Linda Osborne: One security incident was observed on our cameras but Linda was not called. If you observe or experience trespassers, theft, or questionable activity, please call Linda Osborne so that we can have an accurate record of incidents..

Audit by Diane Jacobsen: The audits for February and March show no discrepancies.

Old Business:

- The board agreed to rent a shed to the HOA for use as the Medical Supply Exchange managed by Vickey Khalifa. The \$40/month cost will come from clubhouse donations. Originally, this shed was empty and the agreement was that if a homeowner wanted to rent it, alternate arrangements would be made for the medical equipment. The medical equipment exchange is serving our community regularly, but we don't want to lose the rental income from the shed. This agreement maintains both the income and the medical equipment exchange.
- The bylaw committee continues to finalize the changes we hope to make in our bylaws. When the proposed changes are ready, the Board will hold several informational discussion