



## HOA Board Meeting Minutes

Date: June 10, 2024

Time: 3:30 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rose Doherty, Vickey Khalifa

1. **Call to Order:** The meeting was called to order at 3:30 pm by Gail Newberry.
2. **Roll Call:** Secretary noted board members present and confirmed there was a quorum.
3. **Approval of Agenda:** The agenda was reviewed. Motion to approve the agenda made by Vicki Sharp-Zook, seconded by Rose Doherty. The agenda was approved unanimously.
4. **Approval of Previous Minutes:** The minutes from the previous meeting held on May 13, 2024 were reviewed. Motion to approve the minutes made by Vicki Sharp-Zook, seconded by Rose Doherty. The minutes were approved unanimously.

### 5. Officer Reports:

#### a. President's Report:

Gail Newberry indicated that she would like to discuss the current status of ongoing negotiations with CMI and J2 in Old Business.

#### b. Treasurer's Report:

May financial reports have been posted in the clubhouse and delivered to board members. They will be posted on the website: [www.clubestatee.org](http://www.clubestatee.org).

#### • Bank account balances:

Reserve Accounts:	\$193,198
Operating Accounts:	\$ 44,557
Total in bank accounts:	\$219,631

- May donation balances are as follows:

Clubhouse:	\$ 1,088
Copier:	\$ 285
Pool:	\$ 152
Landscaping	\$ 0

We are over budget by \$100 in the following expenses:

- General Maintenance
- Security – batteries had to be purchased for the LED garage lights. Also, a garage light was replaced due to damage caused by snow and ice.

Donation spending – The \$40.00 for the medical shed has not been expensed since February. Three months of this expense appears on the financial statements for May.

Mailbox expense – We received the insurance payment for this expense in March.

On the balance sheet, under account #3020, there is a balance of \$1,508.96. This should be \$0.00. This error occurred during the previous year. I have reached out to the tax accountant to see if there is time to correct this before the taxes are filed.

#### **c. Clubhouse Report:**

The clubhouse was used 24 times in May.

Deb Masterson volunteered to be the Clubhouse Manager and will report to Gail. The Clubhouse Manager will oversee clubhouse operations, including booking activities, scheduling maintenance, etc. Gail is composing a job description for this position.

Volunteer opportunity: A group of people is needed for setting up the clubhouse for potlucks and meetings. Rose D. is available to train people on how to set up audio and visual equipment.

#### **d. Maintenance Report:**

The shop clean-out was a huge success. Special thanks to PJ Blake for spearheading the work and assembling the clean-up crew volunteers. Thank you to the multiple volunteers, including Gordy W. and his grandson Carson, Kim T., Jan H., Katherine D., Eliane E., and PJ's friends Mary Ann and John. Usable items were donated to Habitat for Humanity.

Thank you, Mary P., Terry R., and Gordy W, for power washing and sweeping the pool area prior to opening the pool for the season.

Annual maintenance activities are scheduled for this summer, including sewer line flush, catch basin cleanout, clubhouse carpet cleaning, and HVAC tune up.

Complete Exterminators (CE) has been hired to address our rodent and pest infestation. In April, CE set bait boxes around the community's perimeter and also in some crawl spaces. In addition CE is spraying insects such as termites, ants, and wasps/hornets around our buildings. As a result, there seems to be a significant reduction in rodent activity in our community. However, it is the season for ant and other insect activity. Please submit a yellow slip if you are experiencing issues with ants. Please notify Rose D. immediately if you are having issues with rodents or stinging insects. Russ, our handyman, completed replacing/repairing all the screen mesh that covers the crawl space vents. Hopefully this will also help reduce rodent access under our condos.

ProDrain completed the sewer flush on May 22<sup>nd</sup>. No issues were reported to CEE.

River City Environmental completed catch basin cleanouts on May 29<sup>th</sup> and June 5<sup>th</sup>. Issues were discovered with the catch basin behind the clubhouse shop and a dry well in the condo area next to the garages. CEE has solicited estimates to address the issues.

The elements in the pool bathroom water heater were replaced.

Upcoming maintenance activities:

- Construct a retaining wall between 12405 and 12415. LaVern Rocks Works has submitted a bid.
- A water valve in front of 12615 is leaking intermittently. This valve will be monitored and scheduled for replacement should the condition worsen.
- A DIY moss removal project is being undertaken in the parking areas. Baking soda will be spread on mossy areas just before or just after a rainfall. Baking soda is environmentally safe.
- When Rose D. is away for vacations, etc., please contact another board member with urgent concerns. Otherwise, submit a yellow slip.

**e. Grounds Report:**

A reminder: Submit a yellow slip if you wish to have the landscapers remove shrubs in the planting beds around your unit.

The landscapers will be raising the blades on their mowers to allow the grass to grow a bit longer during the summer months. This will prevent widespread burning.

The landscapers will continue applying pet-safe/child-safe herbicides in the common areas two times per month. They will not be spraying at units where requests have been submitted for “Do not go into flowerbeds.” This list is maintained by Vickey.

Irrigation has been activated for the season. Expect to see sprinklers on at different intervals around the community three to four times per week beginning around 3:00 AM.

Should you observe a sprinkler running after 6:30 AM, please alert Vickey K.

Each courtyard has an irrigation valve located in the front planting bed of the condo facing Main Street. The valve is enclosed in a valve box with a rectangular green plastic cover. Please try to maintain access to these valves by clearing surrounding foliage.

Exciting News regarding garden donations:

- Last month Teri Pastore shared that she contacted Home Depot with a request for corporate donation spending in our community. She reported that Home Depot plans to donate raised planting beds, seeds, plants, soil, and mulch.
- This month Vickey K. approached Lowe’s Home Improvement store with a similar request. They informed her that their donation funds were expended for this year, but that our community should submit a letter for consideration for following fiscal year donations. Mary P., Vickey K., Barb S., and Linda O. prepared a letter and Vickey K. hand delivered it to Lowe’s. While Lowe’s was unable to make a donation this year, they offered CEE three benches at below their cost or \$61 per bench instead of \$128 each. The benches will be installed in the courtyards along Main Street to provide respite areas for people walking in the community. A special thank you to Vickey K. and Jose for picking up the benches, adding Trex deck planking to the bench legs to prevent the benches from sinking into the ground, and supplying a locking mechanism to deter possible theft of the benches. Another big thank you to the anonymous donor who paid for the benches.



**f. Miscellaneous Report**

- Food Pantry: Please do not place perishable foods in the pantry. These items attract ants.
- Medical Supply Shed: There has been almost daily activity at the shed with folks seeking walkers, commodes, crutches, Depends/pads, etc. Please let Vickey K. know if you need access to the shed or if you have something to donate.

**g. Incident Report**

No incidents were reported during the month of May.

**h. Pool Report**

The pool opened May 26<sup>th</sup>. It was used by 7 people during the remaining 6 days of May.

Some reminders concerning the pool:

- Adult swim is from 12:00 PM to 2:00 PM and 7:00 PM to 9:00 PM. We ask that children refrain from entering the pool area during those times. Residents using the pool during those times would like to swim, relax, and engage with other adults.
- Remember to sign in before entering the pool.
- Please shower before entering the pool area. Please ensure the showers are turned completely off when finished.
- The foot washing station is operational. You may have just showered, but leaves and dirt will cling to wet feet. Our pool may stay a bit cleaner by using this station. Again, please ensure the faucet is turned completely off when finished using.
- If you shower after swimming, remember to turn off the shower before you leave.
- Please flush toilets/urinals after each use.
- Please do not bring new toys/flotation devices into the pool area unless you intend to leave them in the CEE pool area. If you observe someone bringing in used toys/flotation devices, please remind them to consult the posted rules. This is so important in order to prevent the reoccurrence of the algae issues.
- Sometimes the gate doesn't always get locked properly. The heavy chain must be wrapped around the gate chain links and secured with the padlock. If you need assistance, please ask some on the pool committee or Vicki S-Z.

Thank you to everyone that assisted with the opening of the pool, Paula G. for handling the testing schedule, and to Terry R. for making sure the pool is kept in good running order.

Barb Spencer volunteered to serve as the pool manager. Because Barb is a non-owner, a motion was made by Linda O. and seconded by Vicki S-Z. to approve Barb as the pool

manager. The motion passed unanimously. Barb will be reporting to Vicki. Vicki will be working on the job description for this role.

#### **6. Old Business:**

- The CEE Board is in the process of negotiating a contract with CMI. The Board has requested rewording of some of the clauses in the contract to align with the community's expectations. When a contract is in place, detailed information will be provided to each owner on new procedures.
- The CEE Board is also in the process of negotiating a contract with J2 to conduct further, more in-depth targeted studies and provide a report of their findings/recommendations. The scope of work has been a moving target during the past month and J2 is in the process of updating their bid.
- Pressure washing walkways. Because there is no funding available for this task, this item is being tabled. Meanwhile, the Board will explore if insurance permits hiring college-aged students to do this work.
- Reminder: Any altering of common or limited common property such as changes to back patios, structures, walkways, wall projects, etc. must be submitted on a yellow slip for Board approval.
- Planting of any trees in the common or limited common property is only permitted upon Board approval. Trees planted too close to foundations, drywells, or utilities will adversely affect their integrity and likely result in a large unwanted repair bill.
- Back gate lock: A chain and locking system are in place to prevent intruders. It is imperative that these be locked in a certain way. If you are unclear about the procedure, please consult a Board member.

#### **7. New Business:**

- A new vacuum cleaner is needed for the Clubhouse. A discussion followed regarding using robotic, canister, or upright cleaners. It was determined to see if a robotic cleaner (on loan) would work. Experiments will be conducted during the next few weeks.
- Late fees for delinquent accounts: The monthly late fee of \$3 for delinquent accounts has never been adjusted since CEE's inception. Currently the HOA fees are due on the first day of each month. A late fee will be assessed if a payment is received after the 10<sup>th</sup> of the month. After discussion, a motion was made by Linda O. and seconded by Rose D. to increase the late fee to \$25. The motion carried unanimously.
- Chuck Wells submitted a request for board approval to allow a new foundation penetration at his unit. Chuck explained that the purpose for adding a vent is to eliminate issues with the dryer fan malfunctioning. The work will be completed by a

licensed, bonded contractor. A motion to approve Chuck's request was made by Linda O. and seconded by Vicki S-Z. The motion carried unanimously.

- PJ Blake submitted a formal request to make improvements between units 12580 and 12570. She originally had received verbal approval from a previous Board member. The work includes constructing a retaining wall, installing a French drain, and importing gravel fill. A motion was made by Linda O. and seconded by Rose D. to approve the work completed/being completed at the referenced location. The motion carried unanimously on the condition that PJ submit a drawing describing the improvements.

**8. Announcements:**

- Father's Day Potluck will be a brunch on Saturday morning, June 22<sup>nd</sup>, at 10:00 AM. Mary Parker is the hostess. The food should be breakfast oriented. Set up for the Potluck will be on Friday, 6/21. Time TBD.
- AARP Driving Class on 7/23 and 7/25 from 1:00-4:15 pm. Nancy Robrect will put a sign-up sheet on the bulletin board or people can call her directly to sign up (503) 927-7023. Non-member cost: \$25. Member cost: \$20. Oregon law mandates that your insurance company give you a discount after you take this class.
- Beginning June 11<sup>th</sup>, the Portland Clean Energy Community Benefits Fund is teaming up with Portland 311 services to provide air conditioners. They are prioritizing senior citizens who live alone. Dial 311 if you would like to apply for receiving an air conditioner.

- 9. Adjournment:** Motion to adjourn was made by Linda O. and seconded by Rose D. The meeting was adjourned at 5:20 pm.

**Next Meeting:** The next HOA Board Meeting is scheduled for July 8th at 3:30 pm in the Clubhouse Administrative Office.

**Respectfully submitted,**

Linda Osborn  
Secretary

# Club Estates East Condominium, an Association of Owners

## Balance Sheet As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Operating Checking	7,917.96
1102 Cash on hand	70.94
1120 Annual Operating MM	11,019.58
1130 Operating - Prepayments HOA Fees	26,547.90
1200 RESERVE ACCOUNTS	
1203 Reserve Money Market USB	131,224.28
<b>Total 1200 RESERVE ACCOUNTS</b>	<b>131,224.28</b>
<b>Total Bank Accounts</b>	<b>\$176,780.66</b>
Accounts Receivable	
1300 Accounts Receivable	-970.58
<b>Total Accounts Receivable</b>	<b>\$ -970.58</b>
Other Current Assets	
1310 Reserve CD -US Bank 2014	62,693.40
1320 Undeposited Funds	653.00
<b>Total Other Current Assets</b>	<b>\$63,346.40</b>
<b>Total Current Assets</b>	<b>\$239,156.48</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>\$283,648.04</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	-10.74
<b>Total Accounts Payable</b>	<b>\$ -10.74</b>
Credit Cards	
2301 Powell Villa Ace Hardware	-1.03
2303 Carefree Pool and Spa Supply	0.00
2305 Home Depot	56.57
2306 Sherwin Williams	0.00



	TOTAL
<b>Total Credit Cards</b>	<b>\$55.54</b>
Other Current Liabilities	
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$44.80</b>
Long-Term Liabilities	
2501 Deferred Income	149,567.17
2502 HOA Prepayments	28,985.00
<b>Total Long-Term Liabilities</b>	<b>\$178,552.17</b>
<b>Total Liabilities</b>	<b>\$178,596.97</b>
Equity	
3000 Opening Balance Equity	0.00
3007 DONATIONS TOTAL	-1,385.24
3008 Clubhouse Balance	968.28
3009 Copy Machine Balance	284.86
3010 Swimming Pool Balance	132.10
3011 Landscape	0.00
<b>Total 3007 DONATIONS TOTAL</b>	<b>0.00</b>
3020 ANNUAL OPERATING	
3021 Annual Oper. Bal. Available	-11,019.58
3022 Carpet Cleaning	0.00
3023 Reserve/Maint. Plan Update	641.67
3024 Accounting /Tax Preparation	2,222.18
3025 Legal Services	-323.18
3026 Annual Insurance Payment	174.11
3027 Gutter / Roof Cleaning	2,722.04
3028 Sprinkler Startup	56.00
3029 Catch Basin Cleaning	2,878.67
3030 Insurance Deductible	0.00
3031 Sewer Line Cleanout	2,539.57
3032 Swimming Pool License	286.67
3033 Secretary of State - License	0.00
3034 Pool BackFlow	0.00
3035 Fire Extinguisher	97.67
3036 Club House HVAC	1,064.67
3037 OR Corporate Tax	168.47
<b>Total 3020 ANNUAL OPERATING</b>	<b>1,508.96</b>
3040 OPERATING ITEMS	
3041 For Transfer To Reserve	1,950.00
3045 Intercustomer Clearing	0.00
<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	90,790.08

	TOTAL
Net Income	12,752.03
<b>Total Equity</b>	<b>\$105,051.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$283,648.04</b>

# Club Estates East Condominium, an Association of Owners

## Budget vs. Actuals: Budget\_FY225\_P&L - FY25 P&L

April - May, 2024

	May 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
4000 INCOME			0.00		0.00	0.00	0.00	
4001 OPERATING INCOME			0.00		0.00	0.00	0.00	
4002 Operating Assessment	22,075.00	22,038.17	36.83	100.17%	39,768.00	44,076.34	-4,308.34	90.23%
4005 Bank Interest Revenue	2.88	3.33	-0.45	86.49%	5.55	6.66	-1.11	83.33%
4006 Shed Rental	280.00	160.00	120.00	175.00%	440.00	320.00	120.00	137.50%
4007 Garage Rental	540.00	510.00	30.00	105.88%	1,080.00	1,020.00	60.00	105.88%
Total 4001 OPERATING INCOME	\$ 22,897.88	\$ 22,711.50	\$ 186.38	100.82%	\$ 41,293.55	\$ 45,423.00	-\$ 4,129.45	90.91%
4070 DONATION			0.00		0.00	0.00	0.00	
4071 Clubhouse Donations	133.00	241.67	-108.67	55.03%	278.00	483.34	-205.34	57.52%
4072 Copy Donations		8.33	-8.33	0.00%	16.50	16.66	-0.16	99.04%
4074 Pool Donations		16.58	-16.58	0.00%	0.00	33.16	-33.16	0.00%
Total 4070 DONATION	\$ 133.00	\$ 266.58	-\$ 133.58	49.89%	\$ 294.50	\$ 533.16	-\$ 238.66	55.24%
4080 REIMBURSEMENT INCOME			0.00		0.00	0.00	0.00	
4082 Operating Expenses Refunds			0.00		830.73	0.00	830.73	
4083 Unit 10		83.00	-83.00	0.00%	0.00	166.00	-166.00	0.00%
4085 Returned Check Charges		6.67	-6.67	0.00%	15.00	13.34	1.66	112.44%
Total 4080 REIMBURSEMENT INCOME	\$ 0.00	\$ 89.67	-\$ 89.67	0.00%	\$ 845.73	\$ 179.34	\$ 666.39	471.58%
4090 RESERVE INCOME			0.00		0.00	0.00	0.00	
4091 Reserve Assessment	6,809.00	6,809.00	0.00	100.00%	12,889.00	13,618.00	-729.00	94.65%
4093 Reserve Interest Revenue	643.05	218.83	424.22	293.86%	1,760.78	437.66	1,323.12	402.32%
4094 Reserve Transfer Fee		400.00	-400.00	0.00%	0.00	800.00	-800.00	0.00%
Total 4090 RESERVE INCOME	\$ 7,452.05	\$ 7,427.83	\$ 24.22	100.33%	\$ 14,649.78	\$ 14,855.66	-\$ 205.88	98.61%
Total 4000 INCOME	\$ 30,482.93	\$ 30,495.58	-\$ 12.65	99.96%	\$ 57,083.56	\$ 60,991.16	-\$ 3,907.60	93.59%
Total Income	\$ 30,482.93	\$ 30,495.58	-\$ 12.65	99.96%	\$ 57,083.56	\$ 60,991.16	-\$ 3,907.60	93.59%
Gross Profit	\$ 30,482.93	\$ 30,495.58	-\$ 12.65	99.96%	\$ 57,083.56	\$ 60,991.16	-\$ 3,907.60	93.59%
Expenses								

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>5000 MISCELLANEOUS EXPENSES</b>			0.00		0.00	0.00	0.00	
<b>5025 Returned CheckFees</b>		6.67	-6.67	0.00%	0.00	13.34	-13.34	0.00%
<b>5027 Unit 10</b>	59.57	83.00	-23.43	71.77%	123.07	166.00	-42.93	74.14%
<b>Total 5000 MISCELLANEOUS EXPENSES</b>	<b>\$ 59.57</b>	<b>\$ 89.67</b>	<b>-\$ 30.10</b>	<b>66.43%</b>	<b>\$ 123.07</b>	<b>\$ 179.34</b>	<b>-\$ 56.27</b>	<b>68.62%</b>
<b>5070 DONATION SPENDING</b>			0.00		0.00	0.00	0.00	
<b>5074 Clubhouse Cleaning</b>		100.00	-100.00	0.00%	0.00	200.00	-200.00	0.00%
<b>5077 Decoration Storage</b>		0.00	0.00		0.00	0.00	0.00	
<b>5081 Landscaping Expense</b>			0.00		100.30	0.00	100.30	
<b>5082 Clubhouse Bottled Water</b>	13.99		13.99		13.99	0.00	13.99	
<b>5083 Medical Shed Stg</b>	120.00	40.00	80.00	300.00%	120.00	80.00	40.00	150.00%
<b>5085 Pool Expenses</b>	19.90		19.90		19.90	0.00	19.90	
<b>Total 5070 DONATION SPENDING</b>	<b>\$ 153.89</b>	<b>\$ 140.00</b>	<b>\$ 13.89</b>	<b>109.92%</b>	<b>\$ 254.19</b>	<b>\$ 280.00</b>	<b>-\$ 25.81</b>	<b>90.78%</b>
<b>5100 OPERATING EXPENSE</b>			0.00		0.00	0.00	0.00	
<b>5101 MAINTENANCE</b>			0.00		0.00	0.00	0.00	
<b>5103 Tree Pruning</b>		50.00	-50.00	0.00%	0.00	100.00	-100.00	0.00%
<b>5108 Tree Disease Control</b>	325.00	325.00	0.00	100.00%	650.00	650.00	0.00	100.00%
<b>5110 Irrigation Repairs</b>		0.00	0.00		0.00	0.00	0.00	
<b>5130 Landscape Supplies / Extras</b>			0.00		0.00	0.00	0.00	
<b>5131 Tree Removal</b>		82.50	-82.50	0.00%	0.00	165.00	-165.00	0.00%
<b>5133 Landscaping-Common Grounds</b>			0.00		208.35	0.00	208.35	
<b>Total 5130 Landscape Supplies / Extras</b>	<b>\$ 0.00</b>	<b>\$ 82.50</b>	<b>-\$ 82.50</b>	<b>0.00%</b>	<b>\$ 208.35</b>	<b>\$ 165.00</b>	<b>\$ 43.35</b>	<b>126.27%</b>
<b>5161 Streets/Parking</b>		0.00	0.00		0.00	0.00	0.00	
<b>5162 Sidewalks</b>		0.00	0.00		0.00	0.00	0.00	
<b>5164 Storm Drain</b>		0.00	0.00		0.00	0.00	0.00	
<b>5167 Signs</b>	11.98	12.50	-0.52	95.84%	66.93	25.00	41.93	267.72%
<b>5168 Mail Boxes</b>	180.00		180.00		180.00	0.00	180.00	
<b>5170 Snow Removal/Supplies</b>		0.00	0.00		139.08	100.00	39.08	139.08%
<b>5201 General Maintenance/Repair</b>	278.42	164.65	113.77	169.10%	363.77	250.00	113.77	145.51%
<b>5202 Roofs - Repair</b>		0.00	0.00		0.00	0.00	0.00	
<b>5203 Gutters/Downspouts</b>		0.00	0.00		0.00	0.00	0.00	
<b>5204 Rain Drains</b>		0.00	0.00		0.00	0.00	0.00	
<b>5207 Patio Gate</b>	14.47	20.83	-6.36	69.47%	14.47	41.66	-27.19	34.73%

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
5212 Plumbing		0.00	0.00		5.00	0.00	5.00	
5215 Tools	28.97		28.97		28.97	0.00	28.97	
5216 Patio Shed		0.00	0.00		0.00	0.00	0.00	
5234 Carport Maintenance		0.00	0.00		0.00	0.00	0.00	
5240 Sewer		73.33	-73.33	0.00%	0.00	146.66	-146.66	0.00%
5246 Painting		0.00	0.00		0.00	0.00	0.00	
5251 Pest Control		390.00	-390.00	0.00%	995.00	1,385.00	-390.00	71.84%
<b>Total 5101 MAINTENANCE</b>	<b>\$ 838.84</b>	<b>\$ 1,118.81</b>	<b>-\$ 279.97</b>	<b>74.98%</b>	<b>\$ 2,651.57</b>	<b>\$ 2,863.32</b>	<b>-\$ 211.75</b>	<b>92.60%</b>
<b>5300 CLUBHOUSE</b>			0.00		0.00	0.00	0.00	
5304 Fire/Safety Systems	95.00		95.00		215.00	0.00	215.00	
5310 Clubhouse general cleaning		0.00	0.00		0.00	0.00	0.00	
5312 Clubhouse Gas	182.07	260.00	-77.93	70.03%	451.32	535.00	-83.68	84.36%
5315 Heating / HVAC Systems		0.00	0.00		0.00	0.00	0.00	
5317 Restrooms			0.00		115.22	0.00	115.22	
5318 Electrical, Lighting and Fans			0.00		34.26	0.00	34.26	
<b>Total 5300 CLUBHOUSE</b>	<b>\$ 277.07</b>	<b>\$ 260.00</b>	<b>\$ 17.07</b>	<b>106.57%</b>	<b>\$ 815.80</b>	<b>\$ 535.00</b>	<b>\$ 280.80</b>	<b>152.49%</b>
<b>5325 SWIMMING POOL</b>			0.00		0.00	0.00	0.00	
5326 Pool Contract		360.00	-360.00	0.00%	0.00	415.00	-415.00	0.00%
5327 Pool Supplies	14.68	63.00	-48.32	23.30%	14.68	63.00	-48.32	23.30%
5328 Pool Repairs	173.00	40.00	133.00	432.50%	173.00	40.00	133.00	432.50%
5329 Pool Furniture		20.00	-20.00	0.00%	0.00	20.00	-20.00	0.00%
5330 Pool Telephone	10.78	6.25	4.53	172.48%	10.78	6.25	4.53	172.48%
5332 Pool Changing Rooms		8.75	-8.75	0.00%	0.00	8.75	-8.75	0.00%
5338 Pool Facility, Supplies		7.50	-7.50	0.00%	0.00	7.50	-7.50	0.00%
5342 Pool Gas	-18.76	17.00	-35.76	-110.35%	18.73	34.00	-15.27	55.09%
5345 Pool Chemicals		286.00	-286.00	0.00%	0.00	286.00	-286.00	0.00%
5346 Backflow Testing		0.00	0.00		49.99	52.00	-2.01	96.13%
<b>Total 5325 SWIMMING POOL</b>	<b>\$ 179.70</b>	<b>\$ 808.50</b>	<b>-\$ 628.80</b>	<b>22.23%</b>	<b>\$ 267.18</b>	<b>\$ 932.50</b>	<b>-\$ 665.32</b>	<b>28.65%</b>
5401 Landscape Contract	2,828.00	2,828.00	0.00	100.00%	5,656.00	5,656.00	0.00	100.00%
5403 Garbage / Recycling	2,528.95	2,573.00	-44.05	98.29%	5,101.46	5,146.00	-44.54	99.13%
5404 Water	1,462.65	2,724.00	-1,261.35	53.69%	2,773.93	5,448.00	-2,674.07	50.92%
5405 Sewer and Storm Water	4,541.76	4,607.00	-65.24	98.58%	8,676.18	9,214.00	-537.82	94.16%

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
5406 Area Lighting	144.15	149.14	-4.99	96.65%	293.26	298.28	-5.02	98.32%
5407 Electricity	177.07	305.00	-127.93	58.06%	367.63	610.00	-242.37	60.27%
5408 Property Insurance	1,957.73	2,900.33	-942.60	67.50%	4,858.06	5,800.66	-942.60	83.75%
5510 OFFICE			0.00		0.00	0.00	0.00	
5511 Computer Expenses	90.00	90.00	0.00	100.00%	180.00	180.00	0.00	100.00%
5512 Telephone and Internet	162.29	162.47	-0.18	99.89%	324.76	324.94	-0.18	99.94%
5513 Property Manager		1,550.00	-1,550.00	0.00%	0.00	3,100.00	-3,100.00	0.00%
5514 Office Supplies	42.56	25.92	16.64	164.20%	143.51	51.84	91.67	276.83%
5516 Web Site		0.00	0.00		0.00	0.00	0.00	
Total 5510 OFFICE	\$ 294.85	\$ 1,828.39	-\$ 1,533.54	16.13%	\$ 648.27	\$ 3,656.78	-\$ 3,008.51	17.73%
5520 MISC. OPERATING EXPENSES			0.00		0.00	0.00	0.00	
5525 Security	134.05		134.05		134.05	0.00	134.05	
Total 5520 MISC. OPERATING EXPENSES	\$ 134.05	\$ 0.00	\$ 134.05		\$ 134.05	\$ 0.00	\$ 134.05	
5610 ANNUAL OPERATING EXP			0.00		0.00	0.00	0.00	
5622 PROFESSIONAL SERVICES			0.00		0.00	0.00	0.00	
5623 Reserve Study		0.00	0.00		0.00	0.00	0.00	
5624 Accounting /Tax Preparation		0.00	0.00		0.00	0.00	0.00	
5625 Legal Services	617.50	59.30	558.20	1041.32%	3,465.00	2,906.80	558.20	119.20%
Total 5622 PROFESSIONAL SERVICES	\$ 617.50	\$ 59.30	\$ 558.20	1041.32%	\$ 3,465.00	\$ 2,906.80	\$ 558.20	119.20%
5626 Annual Insurance Payment		0.00	0.00		0.00	0.00	0.00	
5627 Gutter / Roof Cleaning		0.00	0.00		0.00	0.00	0.00	
5628 Sprinkler Setup		0.00	0.00		450.00	670.00	-220.00	67.16%
5629 Catch Basin Cleaning		0.00	0.00		0.00	0.00	0.00	
5630 Club House HVAC		0.00	0.00		0.00	0.00	0.00	
5631 Sewer Line Cleanout		0.00	0.00		0.00	0.00	0.00	
5632 Fire/Safety Systems		0.00	0.00		0.00	0.00	0.00	
5633 OR Corporate Tax		0.00	0.00		0.00	0.00	0.00	
5634 Pool License		0.00	0.00		0.00	0.00	0.00	
Total 5610 ANNUAL OPERATING EXP	\$ 617.50	\$ 59.30	\$ 558.20	1041.32%	\$ 3,915.00	\$ 3,576.80	\$ 338.20	109.46%
Total 5100 OPERATING EXPENSE	\$ 15,982.32	\$ 20,161.47	-\$ 4,179.15	79.27%	\$ 36,158.39	\$ 43,737.34	-\$ 7,578.95	82.67%
7100 RESERVE EXPENSE ITEMS			0.00		0.00	0.00	0.00	
7106 Siding Inspection & Repair		0.00	0.00		0.00	0.00	0.00	

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
7109 Roof Repairs	250.00	0.00	250.00		250.00	0.00	250.00	
7112 Patio Wall	1,650.00	166.67	1,483.33	989.98%	1,650.00	333.34	1,316.66	494.99%
7114 Patio Sheds - Repairs		58.33	-58.33	0.00%	10.21	116.66	-106.45	8.75%
7116 Roof Replacement		0.00	0.00		0.00	0.00	0.00	
7117 Carport Roof - Replacement		2,500.00	-2,500.00	0.00%	0.00	5,000.00	-5,000.00	0.00%
7118 Building Envelope Inspection	1,660.33	816.42	843.91	203.37%	5,375.33	1,632.84	3,742.49	329.20%
7135 Water Piping Repair/replacement		416.67	-416.67	0.00%	0.00	833.34	-833.34	0.00%
7136 Plumbing Study		1,000.00	-1,000.00	0.00%	0.00	2,000.00	-2,000.00	0.00%
7151 Irrigation Repairs		2,000.00	-2,000.00	0.00%	0.00	2,000.00	-2,000.00	0.00%
7156 Dry Wells		750.00	-750.00	0.00%	0.00	1,500.00	-1,500.00	0.00%
7161 Sidewalks		83.33	-83.33	0.00%	0.00	166.66	-166.66	0.00%
7162 Retaining Wall		472.25	-472.25	0.00%	0.00	944.50	-944.50	0.00%
7165 Gutter Replacement/Repair	91.66		91.66		294.59	0.00	294.59	
7166 Storm Drains & Down Spouts			0.00		218.75	0.00	218.75	
<b>Total 7100 RESERVE EXPENSE ITEMS</b>	<b>\$ 3,651.99</b>	<b>\$ 8,263.67</b>	<b>-\$ 4,611.68</b>	<b>44.19%</b>	<b>\$ 7,798.88</b>	<b>\$ 14,527.34</b>	<b>-\$ 6,728.46</b>	<b>53.68%</b>
<b>Total Expenses</b>	<b>\$ 19,847.77</b>	<b>\$ 28,654.81</b>	<b>-\$ 8,807.04</b>	<b>69.27%</b>	<b>\$ 44,334.53</b>	<b>\$ 58,724.02</b>	<b>-\$ 14,389.49</b>	<b>75.50%</b>
<b>Net Operating Income</b>	<b>\$ 10,635.16</b>	<b>\$ 1,840.77</b>	<b>\$ 8,794.39</b>	<b>577.76%</b>	<b>\$ 12,749.03</b>	<b>\$ 2,267.14</b>	<b>\$ 10,481.89</b>	<b>562.34%</b>
<b>Other Income</b>								
Late Fee Income			0.00		3.00	0.00	3.00	
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 3.00</b>	<b>\$ 0.00</b>	<b>\$ 3.00</b>	
<b>Other Expenses</b>								
Reconciliation Discrepancies			0.00		0.00	0.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 3.00</b>	<b>\$ 0.00</b>	<b>\$ 3.00</b>	
<b>Net Income</b>	<b>\$ 10,635.16</b>	<b>\$ 1,840.77</b>	<b>\$ 8,794.39</b>	<b>577.76%</b>	<b>\$ 12,752.03</b>	<b>\$ 2,267.14</b>	<b>\$ 10,484.89</b>	<b>562.47%</b>

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# Club Estates East Condominium, an Association of Owners

## Profit and Loss by Class

May 2024

	DONATION	OPERATING	RESERVE	TOTAL
Income				
4000 INCOME				\$0.00
4001 OPERATING INCOME				\$0.00
4002 Operating Assessment		22,075.00		\$22,075.00
4005 Bank Interest Revenue		2.88		\$2.88
4006 Shed Rental		280.00		\$280.00
4007 Garage Rental		540.00		\$540.00
<b>Total 4001 OPERATING INCOME</b>		<b>22,897.88</b>		<b>\$22,897.88</b>
4070 DONATION				\$0.00
4071 Clubhouse Donations	133.00			\$133.00
<b>Total 4070 DONATION</b>	<b>133.00</b>			<b>\$133.00</b>
4090 RESERVE INCOME				\$0.00
4091 Reserve Assessment			6,809.00	\$6,809.00
4093 Reserve Interest Revenue			643.05	\$643.05
<b>Total 4090 RESERVE INCOME</b>			<b>7,452.05</b>	<b>\$7,452.05</b>
<b>Total 4000 INCOME</b>	<b>133.00</b>	<b>22,897.88</b>	<b>7,452.05</b>	<b>\$30,482.93</b>
<b>Total Income</b>	<b>\$133.00</b>	<b>\$22,897.88</b>	<b>\$7,452.05</b>	<b>\$30,482.93</b>
GROSS PROFIT	<b>\$133.00</b>	<b>\$22,897.88</b>	<b>\$7,452.05</b>	<b>\$30,482.93</b>
Expenses				
5000 MISCELLANEOUS EXPENSES				\$0.00
5027 Unit 10		59.57		\$59.57
<b>Total 5000 MISCELLANEOUS EXPENSES</b>		<b>59.57</b>		<b>\$59.57</b>
5070 DONATION SPENDING				\$0.00
5082 Clubhouse Bottled Water	13.99			\$13.99
5083 Medical Shed Stg	120.00			\$120.00
5085 Pool Expenses	19.90			\$19.90
<b>Total 5070 DONATION SPENDING</b>	<b>153.89</b>			<b>\$153.89</b>
5100 OPERATING EXPENSE				\$0.00
5101 MAINTENANCE				\$0.00
5108 Tree Disease Control		325.00		\$325.00
5167 Signs		11.98		\$11.98
5168 Mail Boxes		180.00		\$180.00
5201 General Maintenance/Repair		278.42		\$278.42
5207 Patio Gate		14.47		\$14.47
5215 Tools		28.97		\$28.97
<b>Total 5101 MAINTENANCE</b>		<b>838.84</b>		<b>\$838.84</b>



	DONATION	OPERATING	RESERVE	TOTAL
5300 CLUBHOUSE				\$0.00
5304 Fire/Safety Systems		95.00		\$95.00
5312 Clubhouse Gas		182.07		\$182.07
<b>Total 5300 CLUBHOUSE</b>		<b>277.07</b>		<b>\$277.07</b>
5325 SWIMMING POOL				\$0.00
5327 Pool Supplies		14.68		\$14.68
5328 Pool Repairs		173.00		\$173.00
5330 Pool Telephone		10.78		\$10.78
5342 Pool Gas		-18.76		\$ -18.76
<b>Total 5325 SWIMMING POOL</b>		<b>179.70</b>		<b>\$179.70</b>
5401 Landscape Contract		2,828.00		\$2,828.00
5403 Garbage / Recycling		2,528.95		\$2,528.95
5404 Water		1,462.65		\$1,462.65
5405 Sewer and Storm Water		4,541.76		\$4,541.76
5406 Area Lighting		144.15		\$144.15
5407 Electricity		177.07		\$177.07
5408 Property Insurance		1,957.73		\$1,957.73
5510 OFFICE				\$0.00
5511 Computer Expenses		90.00		\$90.00
5512 Telephone and Internet		162.29		\$162.29
5514 Office Supplies		42.56		\$42.56
<b>Total 5510 OFFICE</b>		<b>294.85</b>		<b>\$294.85</b>
5520 MISC. OPERATING EXPENSES				\$0.00
5525 Security		134.05		\$134.05
<b>Total 5520 MISC. OPERATING EXPENSES</b>		<b>134.05</b>		<b>\$134.05</b>
5610 ANNUAL OPERATING EXP				\$0.00
5622 PROFESSIONAL SERVICES				\$0.00
5625 Legal Services		617.50		\$617.50
<b>Total 5622 PROFESSIONAL SERVICES</b>		<b>617.50</b>		<b>\$617.50</b>
<b>Total 5610 ANNUAL OPERATING EXP</b>		<b>617.50</b>		<b>\$617.50</b>
<b>Total 5100 OPERATING EXPENSE</b>		<b>15,982.32</b>		<b>\$15,982.32</b>
7100 RESERVE EXPENSE ITEMS				\$0.00
7109 Roof Repairs			250.00	\$250.00
7112 Patio Wall			1,650.00	\$1,650.00
7118 Building Envelope Inspection			1,660.33	\$1,660.33
7165 Gutter Replacement/Repair			91.66	\$91.66
<b>Total 7100 RESERVE EXPENSE ITEMS</b>			<b>3,651.99</b>	<b>\$3,651.99</b>
<b>Total Expenses</b>	<b>\$153.89</b>	<b>\$16,041.89</b>	<b>\$3,651.99</b>	<b>\$19,847.77</b>
NET OPERATING INCOME	<b>\$ -20.89</b>	<b>\$6,855.99</b>	<b>\$3,800.06</b>	<b>\$10,635.16</b>
NET INCOME	<b>\$ -20.89</b>	<b>\$6,855.99</b>	<b>\$3,800.06</b>	<b>\$10,635.16</b>

**Note**  
InformationalPurposes

# Club Estates East Condominium, an Association of Owners

## Payment Detail

May 2024

	TOTAL
ABC Fire Extinguisher, Inc.	95.00
All Ways Maintenance Services, Inc.	180.00
Amazon	43.65
Antonio Urzua	2,828.00
Arrow Sanitary Service	2,528.95
Bliss Roofing, Inc	250.00
City of Portland	6,004.41
Comcast	162.29
Gail Newberry	19.90
Handyman Halsey	105.00
Home Depot	56.57
Intuit	90.00
J2 Building Consultants, Inc,	1,660.33
LaVern's Rock Works	1,650.00
NW Natural	163.31
Office Depot	34.59
Portland General Electric	357.79
Rose Doherty	378.99
SavATree	325.00
Stan the Hot Water Man	173.00
State Farm	1,980.73
Tracfone	10.78
Vicki M Sharp-Zook	11.98
Warren Allen LLP	617.50
<b>TOTAL</b>	<b>\$19,727.77</b>

### Note

Informational Purposes