



HOA Board Meeting Minutes

Date and Time: September 9, 2024 at 3:30 PM

Location: Clubhouse Administrative Office

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

Call to Order: The meeting was called to order at 3:30 pm by Gail Newberry.

Approval of Agenda: The agenda was reviewed. Motion to approve the agenda was made by Vicki, seconded by Rose. The agenda was approved unanimously.

Approval of Previous Minutes: The minutes from the previous meeting held on xx were reviewed. Motion to approve the minutes was made by Rose, seconded by Vicki. The minutes were approved unanimously.

Officer Reports:

a. Treasurer’s Report (Vicki Sharp-Zook):

- The August financial reports are being completed by CMI and will be done by the 25th of each month for the prior period, i.e., financial reports for August will be complete by September 15th. They will be presented to the community at the October meeting and posted on the CMI portal. (<https://portal.communitymgt.com>)
- August donation balances are as follows:
 - Clubhouse: \$1,778
 - Copier 290
 - Pool 132
 - Landscape 0
- US Bank CD Balance: \$63,474
- In August we transferred our operating account and reserve account funds to our new bank – Pacific Premier Bank. CEE will maintain the cash donations on site. The CD at US Bank matures on 10/31/2024. We will start looking at CD rates in October to determine the next best steps.
- For owners who have a credit balance as of 7/31/24, CMI is still working on updating their system. Your patience is appreciated.

- Schwindt has begun the financial review of our statements. The report for this review will be completed in early 2025. Note: There is a time limit of 300 days after our fiscal year end for this review to be completed.

b. Clubhouse Report (Vicki Sharp-Zook):

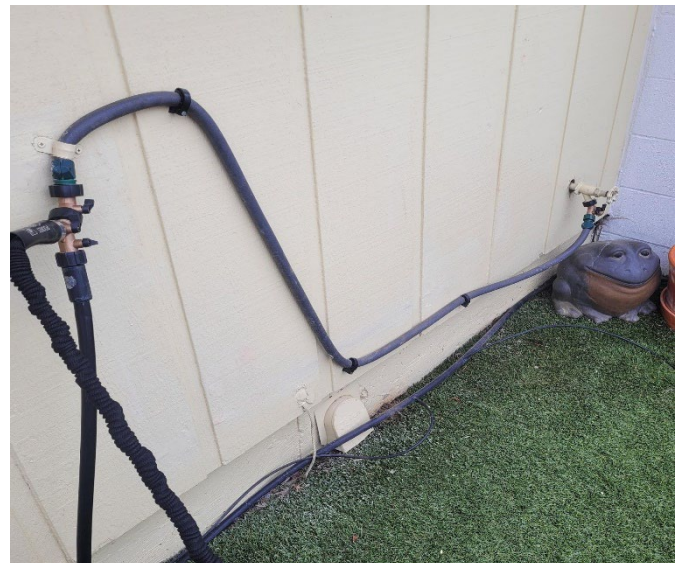
- The Clubhouse was used 15 times in August.
- The carpets in the clubhouse and office were cleaned in August. The cost this year was ±\$700, a considerable savings from the \$1,200 spent last year.

c. Maintenance Report (Rose Doherty):

- Reminders:
 - Urban wildlife, including coyotes and raccoons, are present in and around our community. This is particularly important for residents with pets. To ensure the safety of your cats, please keep them indoors. Dog walkers should always keep their dogs on a leash. If you encounter a coyote, it is recommended to make loud noises to scare it away.
 - Homeowner end of summer tasks: (1) Replace the covers to your crawl space vents. (2) Drain exterior faucets and remove plugs from any faucet extensions before freezing weather.
- Court Captains. Thank you to PJ Blake for assuming the role of Court Captain for Courtyard 4. A volunteer is still needed to serve as Court Captain for Courtyard 3. It is not a requirement to live in Courtyard 3. Court Captains disseminate information such as water shut off notices, emergency information, and courtyard specific information via text messaging or telephone.
- CEE extends a huge thank you to Dan Gifford and his family for assembling the new poolside toy holder.
- Terry Robrect conducted a thorough inspection of the exterior of all CEE buildings, assessing issues such as dry rot, moisture levels in walls and support structures, caulking, and more. He has compiled a comprehensive list of findings, which will be used by the Board for budgeting and prioritizing repairs, as well as shared with contractors and J2 Engineers. Terry dedicated significant time to this project, and CEE would like to extend a heartfelt thank you for his efforts.
- River City Environmental has completed the dry well clean-out near the shop and resolved the downspout issue at 12310. They have also been contracted to address the downspout problem at 12635, with work to be completed later this fall. However, the Board is dissatisfied with River City Environmental due to poor communication and

scheduling delays. As a result, the Board will be seeking bids from other vendors who provide this type of service.

- The work on the retaining wall between 12405 and 12415 has been completed and looks great. The stop signs have also been reset in concrete.
- Roofing projects scheduled:
 - The front porches in Courtyards 4 and 7 have missing bridge gaps at the tile roof interface. These gaps will be repaired along with replacing old rubber pipe jacks with new lead pipe jacks. Owners will be notified when this work is scheduled.
 - Carport re-roofing at 12620, 12610, 12540, and 12530 will begin next week. Owners have been notified that vehicles must be removed from the parking area when this work commences.
- CEE is obtaining bids to fix several areas where there is evidence of dry rot and mold at units with T1-11 siding. The board is also soliciting bids to provide a temporary fix for the support beam in the shop.
- Volunteer Opportunity: CEE will be distributing de-icer again this winter and is seeking volunteers to help bag it in October. Since last year's bags had an insufficient amount, the plan this year is to double the quantity in each bag. A volunteer sign-up sheet will be posted on the bulletin board.
- It is important that CEE maintain records concerning any major updates to the residential units. This includes such updates as HVAC (heating, ventilation, air conditioning) equipment, ductwork, window replacements, electrical panel replacements, piping/plumbing, insulation. At your convenience, please supply information and any pertinent details on the form attached to these minutes. This should include work you may have completed or known work that was completed by a previous owner. This information is excellent to share with prospective new owners.
- Exterior Faucet Extenders: If you would like to replace your faucet extender or request a new one, please contact CEE handyman Russ King at (503) 490-8086. The cost for each extender ranges from \$40 to \$50, which will be at the owner's expense. It's important to be present during the installation so Russ can place the extender where it's most convenient for you and demonstrate how to use and winterize it. There are two extenders currently installed at the patio and front



porch of 12555—feel free to stop by and take a look.

- Condos for sale: 12615 (1 bedroom) and 12600 (3 bedroom) are currently for sale. One condo at 12520 (2 bedroom) will be listed on September 12th.
- Garage and Shed Waiting List: Two owners are currently on the wait list for a garage.

d. Pool Report (Paula Gibeson):

The pool committee met September 5th and discussed:

- The contract with Knight Pools was not fully executed. Micah will coordinate with Rick Knight and return the executed contract to Vicki.
- Available testing times were discussed. If the pool remains open into October, we need testers to sign up for the 1 p.m. slot daily during the week of September 29th. Additionally, we need a tester for the 5 p.m. slot daily during the week of October 6th.
- When the pool closes, Micah will remove the ladder and both rails, cover the pool, and bring in the tables and umbrellas. All of these items will be stored in the men's bathroom during the winter months.
- The pool cover will be removed from the frame, covered with tarps, and placed in a safe place for winter. It is too large to store in the men's bathroom.
- Since the weather is not yet showing daily rain or temperatures below 70 degrees, a specific pool closing date is pending. Micah requires one week's notice before closing. He also mentioned that once the pool is closed, daily testing can cease.
- Additional help is needed to clean the bathrooms at the end of the pool season. Anyone willing to assist should notify Rose Doherty.
- Micah clarified that water testing is not necessary during the winter, but regular checks should be made to ensure there are no issues, such as frozen or broken pipes. He also explained the importance of the four-hour testing intervals. If future tests show non-compliance, CEE may face issues with pool inspectors.
- Most of the signs can remain up through the winter. However, one sign needs to be replaced or repaired. The sign-in clipboard should be moved indoors during the winter.
- Replastering the pool needs to be prioritized in the budget.
- Micah will replace filters as appropriate.
- One clarification for the 5:00 PM testing tasks: The setting on the pump should not be adjusted from 3 to 2 until the pool is closed for the night.

During August, the pool was closed for one day to repair a leak at the pool pump.

Vickey will be supplying a duplicate key for access to the poolside bathrooms to Micah.

e. Grounds Report (Vickey Khalifa):

- Please remember that the landscape maintenance crew are trained to do maintenance – mowing, edging, leaf blowing, trimming, and weed control. The crew completes this work bi-weekly in the summer for ALL common areas. There are no exceptions. On the other weeks, the maintenance crew trims shrubs and hedges and responds to yellow slip requests.
- On September 6th, dead limbs and tree vegetation that obstructed gutters or hung over roofs were trimmed.
- To preclude confusion about what is and isn't yard waste, please label your non-yard waste bins or planting materials and set them away from the traditional yard waste pick-up location at the end of each parking area.
- On September 7th, the landscape maintenance crew's weed whacker broke and the crew was unable to trim around the trees and under the benches. They will complete this trimming next Saturday.
- The arborist from Save-A-Tree will be coming on 9/17 to assess the distressed Hawthorn tree in front of 12670.
- Irrigation
 - Increasing the irrigation time from 15 minutes to 30 minutes six days per week has resulted in much greener grass.
 - The irrigation will be shut off and winterized mid-October.
 - Two irrigation pipes were replaced/repared and a third segment will be replaced/repared due to breakage.

f. Food Pantry and Medical Shed (Vickey Khalifa)

- Please confirm that your donations to the pantry do not have expired “best by” dates.
- Please text Vickey before coming to donate or borrow medical supplies.

g. Incident Report (Linda Osborn):

The following incidents were reported in August:

| | | | |
|--------|---------------|-------|---|
| 24-Aug | Elaine Reiter | 12290 | Observed intruder on west side of condo in both the carport and outside her gate. Same intruder was seen on HOA security camera. Around 11:00-11:30 PM. |
|--------|---------------|-------|---|

| | | | |
|--------|----------------|-------|--|
| 25-Aug | Elaine Reiter | 12290 | Observed intruder on west side of condo outside of the gate. HOA security camera detected same person on west side of clubhouse. Around 11:00-11:30 PM. |
| 26-Aug | Louise Kausche | 12310 | Rocks hurled at condo and patio by neighboring children. Louise spoke with the children's mom and hopefully the activity will cease. No damage. |
| 26-Aug | Bill Bauman | 12390 | Reported a prowler in back by patio and in carport. Description matches same intruder observed by Elaine and HOA security cameras. |
| 31-Aug | Dan Gifford | 12540 | Discovered that the catalytic converter had been stolen from his vehicle. As he is not driving, this could have happened anytime between April 2022 and now. |

h. Old Business:

- Keidel property update: There will be a sheriff's sale on the courthouse steps on October 1st. HUD will bid an estimate of \$275,635.58. If no higher bid is received, title will then be transferred to HUD and be placed in their portfolio for sale. Meanwhile, HUD continues to pay CEE the homeowner's monthly.
- Mak from CMI indicated that the onboarding process is on track. All owners should have account numbers, access to the portal, monthly billing statements, and instructions for making payments. Mak indicated there were a few outstanding accounting items that will be addressed this month. CMI will be drafting a letter to new owners for Board review. He will also be coordinating with the Board to develop a maintenance management calendar.

Mak explained the ramifications of House Bill 2534; a requirement by the State of Oregon to eliminate discriminatory language from our governing documents. CEE will consult with our attorney to comply with this regulation.

Mak reiterated that monthly payments are due on the 1st of each month and will be noted as delinquent on the 10th.

- J2 Investigative Report recap: The Investigative Report presents the findings from a targeted study using random sampling locations to assess both surface conditions and underlying issues. This information is crucial for developing a comprehensive plan of action moving forward. The next steps highlight two critical, life-threatening issues that require immediate attention: (1) Shoring the clubhouse shop roof beams and

(2) Removing, replacing, and reconnecting duct work at Building 16. Additionally, ten other tasks have been identified that should be addressed soon.

- Vicki moved and Gail seconded the motion to approve a contract with Interstate Roofing contract to install bridge gaps and replace pipe jacks. The motion carried unanimously.
- Rose moved and Gail seconded a motion to proceed with a temporary fix to the shop's structural members. The temporary fix will serve as a "band aid" until engineering and design are completed for a final repair. The motion carried unanimously.
- Vickey moved and Vicki seconded a motion to proceed with re-painting the curbs and road stripes. The motion passed unanimously.

i. New Business:

- J2 Proposals: J2 has submitted two proposals: (1) for providing design services, bidding assistance, and construction administration for the identified action items and (2) a performance specification for window installation and other fenestrations. The Board is currently reviewing these proposals.
- A discussion concerning an updated fee schedule for transferring property to a new owner resulted in confusion. It was decided to table this discussion as more information is needed. However, CMI did point out that a \$30 NSF fee is now applicable.
- Road maintenance: Ongoing maintenance for blacktop crack repair is ongoing. Handyman Russ is working on this task.
- Sidewalk maintenance: Solutions for ongoing sidewalk maintenance to remove vegetation from cracks is being explored.
- Homeless camp west of fence adjacent to the clubhouse courtyard: The Board is aware of the camp, litter, and using our trees to hold tarp shelters. Gail is going to contact Officer Brown to get assistance in removing encroachments on CEE property.
- Linda indicated that the minutes posted on the website will no longer include the financial reports. Those reports can be accessed through the CMI portal.

j. Announcements:

- TALENT SHOW potluck: September 20th at 5:30. Sign up is on Clubhouse Bulletin Board.
- Tri-Met Ride Connections 30-minute presentation on FAQs and Enrollment is scheduled Wednesday, September 25th at 11:00 am.
- Visit the new Portland International Airport. Two trips are planned and Ride Connections is providing the transportation. Sign up is on Clubhouse Bulletin Board.

One trip occurred on 9/11; the other trip is scheduled for 9/18. Mary Parker organized these trips and indicated that there is an opportunity to partner with Ride Connections on many future trips, such as going to the zoo, Portland Art Museum, Oregon Historical Society, Pacific University in Forest Grove, Oregon City, movies, casinos, shops, etc. Drop your suggestions in the white box in the library.

- Dumpster Day at Montavilla Church, 9204 SE Hawthorne Blvd. No charge to drop off furniture, mattresses, appliances, paints, etc. The event is scheduled for September 21st from 9-2 PM in the north parking lot. *(This announcement arrived after the meeting.)*

k. Adjournment: The meeting was adjourned at 5:00 pm.

Next Meeting: The next HOA Board Meeting is scheduled for October 14th at 3:30 pm in the Clubhouse Administrative Office.

Respectfully submitted,

Linda Osborn
Secretary



Residential Unit Update Log

It is important that CEE maintain records concerning any major updates to the residential units. This includes such updates as HVAC (heating, ventilation, air conditioning) equipment, ductwork, window replacements, electrical panel replacements, re-piping/plumbing, water shut off valve, insulation. Please supply information and any pertinent details below and include work you may have completed or known work that was completed by a previous owner. This information is excellent to share with prospective new owners. Deposit completed form in drop box by the Clubhouse Office. Thank you.

Date _____

House Number _____

Name _____

| Description | Year Installed <i>(if known)</i> | Notes <i>(What was done, who did the work, permits, etc.)</i> |
|---|-------------------------------------|--|
| HVAC Equipment | | |
| Window Replacement/ Sliding Door Replacement | | |
| Electrical Panel Replacement | | |
| Ductwork | | |
| Re-piping/plumbing | | |
| Insulation-Crawl Space | | |
| Insulation-Attic | | |
| Water Shutoff Location | | |
| | | |
| | | |