



HOA Board Meeting Minutes

Date and Time: October 14, 2024, at 3:30 PM
Location: Clubhouse Administrative Office
Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rose Doherty

- 1. **Call to Order:** The meeting was called to order at 3:30 pm by Gail Newberry.
- 2. **Approval of Agenda:** The agenda was reviewed. Motion to approve the agenda was made by Rose, seconded by Vicki. The agenda was approved unanimously.
- 3. **Approval of Previous Minutes:** The minutes from the previous meeting held on September 9, 2024, were reviewed. Motion to approve the minutes was made by Rose, seconded by Gail. The minutes were approved unanimously.
- 4. **Board Composition Changes:** Vickey Khalifa resigned from the Board in September. Between September and the annual meeting in April, it is incumbent upon the current Board to approve an appointment of a new board member. PJ Blake has agreed to fill the vacant position on the Board. A motion to approve the appointment of PJ Blake as an interim board member was made by Rose and seconded by Linda. The motion carried unanimously.
- 5. **Committee Chair Changes:** Paula Gibeson has agreed to chair the Pool Committee. Paula has been responsible for pool testing this past year and has done an outstanding job.
- 6. **Officer Reports:**
 - a. **Treasurer’s Report – Vicki Sharp-Zook:**

The August and September financial reports have been completed by CMI and have been posted on the bulletin board in the Clubhouse hallway.

Bank Balances as of October 12, 2024:

Pacific Premier Checking	\$36,899
Pacific Premier Reserve	\$162,852
US Bank CD	\$63,731
Onpoint Checking	\$562
Onpoint Savings	\$2

September donation balances are as follows:

Clubhouse:	\$1,770
Copier:	\$307
Pool:	\$172
Landscaping	\$0

Our total operational expenses for September were \$22,565; our budget was \$22,038. We are over budget by \$527. Our total reserve expenses for September were \$3,829 and the budget was \$6,430.34. We are under budget by \$2,601.

The financial review by Schwindt & Company has been completed and copies of the written report are being mailed. A copy will also be available in the clubhouse once they arrive. The Board has a few policy-related items to address, including formalizing policies on capitalization, competitive bidding, and the transfer fee.

There is one item that requires the participation of all owners: adherence to the reserve study. Currently, our budget allocates \$81,708 for reserve contributions, while the reserve study recommends \$115,000. If this shortfall continues, the Association may lack sufficient funds for future expenditures. Schwindt & Company recommends adjusting the reserve assessments in the budget to match the reserve study's recommendation.

After discussion, it was determined that requesting another increase in HOA fees prior to the next annual meeting was not feasible. The shortfall in the reserve budget will be addressed during the next annual meeting.

b. Clubhouse Report:

The clubhouse was used 24 times in September.

Sherry Kerr constructed a model of the clubhouse with recommendations on door colors, accent trims, and landscaping. Check it out in the great room and suggest any other recommendations. Thank you, Sherry, for all your creative hard work.

c. Maintenance Report – Rose Doherty:

- Court Captain: 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.
- Job Opportunity – Event Clean-up at the Clubhouse: The HOA is looking for someone to help clean up after potlucks and other large events in the clubhouse. This is a great way to earn extra money! This position typically requires about 8 hours of work per month, with a pay rate of \$25/hour. If you're interested or know someone who might be, please reach out to a Board member for more details.
- Condos for sale: 12600 (3 bedroom) (Domine)
- Condos sold last month: 12615 (Owens) and 12520 (Moen)
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- Reminder: It is time to (1) Replace the covers to your crawl space vents. (2) Drain exterior faucets and remove plugs from any faucet extensions before freezing weather.
- The CEE notice signboard at the Clubhouse was relocated to the corner of the planting bed to eliminate a tripping hazard.

- There was a bed bug scare in our community. A&A Pest Control completed a bed bug inspection at the unit on October 10th. Thankfully, there was no evidence of an infestation.
- River City Environmental completed work on the broken underground drainage system that connected to the downspout at 12635.
- CEE has signed a contract with Interstate Roofing and work will begin on October 25th. Courtyards 4 and 7 will have Bridge gaps added to the tiles over their front porches (all other condos already have these in place). Additionally, the old rubber pipe jacks will be replaced with new lead pipe jacks. These improvements are intended to help prevent future leaks. If you have any questions, please text Rose at 971-322-4486.
- Superior Roofing completed (albeit after numerous delays) the carport re-roofing project at 12620, 12610, 12540, and 12530 on October 4th. CEE is waiting for final inspection and project photos. In 2025, the final four carports will be re-roofed.
- CEE has received bids for addressing various areas containing dry rot on the T1-11 siding and molding. J2 is reviewing the bids and it is anticipated the repairs will begin in the next couple of months.
- J2 is currently working on the design for repairing the support beam in the shop.
- CEE will be distributing de-icer again this winter. Volunteers are needed to package the de-icer on November 4th and November 7th in the shop. A volunteer sign-up sheet is posted on the Clubhouse bulletin board.
- Please see the September Board meeting minutes regarding faucet extensions. Russ King (CEE handyman) is still accepting requests for completing this work. These extensions will be at the owner's expense and typically will be billed at \$40-\$50 for labor and supplies per faucet extension. Call or text Russ at 503-490-8086. Remember, you will need to be home and available during the installation.
- CEE has contracted with Superior Underground to check and clear all of the downspouts surrounding the clubhouse. Start date to be determined.
- Superior Underground has also submitted a bid to remove three decommissioned septic tanks that seem to be collapsing. It is anticipated this work will be completed in 2025. CEE is also soliciting other bids for this work.
- CEE has contracted with Northside Roofing to clean building and carport gutters and spray for moss on building and shed roofs. This work is scheduled for November 20-23. NW Roofs guarantee their work for one year. They are also willing to come out early to address any overflowing gutters. Please text Rose at 971-322-4486 if you notice gutters overflowing. Provide detailed information concerning the location and problem.

d. Pool Report – Paula Gibeson:

In September, 73 guests used the pool. The pool closed for the season on September 30th. Paula and the Board wish to thank all the volunteers and water testers. Their time working together to accomplish the testing requirements is much appreciated. Another thanks goes to Rose D. and her friend Monica for end-of-season bathroom cleaning.

Knight Pool Service is on contract to continue pool services for the 2025 season.

e. Grounds Report:

The Grounds Report is included under new business.

f. Incident Report – Linda Osborn

The following incidents were reported in September:

8-Sep	Rose Doherty	all	Intruder walking through community and hopped back fence.
10-Sep	Sharon Wooten	all	Intruder walking through community.

7. Old Business:

- Thank you to all who have submitted the Residential Unit Update form that identified updates such as HVAC equipment, window replacements, electrical panel replacements, chimney inspections, etc., to your unit. This information was entered into a spreadsheet and will be readily available for future buyers and for addressing maintenance issues. Additional forms are available at the Clubhouse for your use in keeping the log updated.
- Keidel property: This property is currently owned by HUD (Housing and Urban Development). They have not shared their plans for a future sale.
- The Board resolved to retain Community Management, Inc. for one year. (This formality was overlooked in May.)
- The Board resolved to appoint PJ Blake to the Board of Directors.

8. New Business:

- While the Board and community were generally satisfied with the landscape maintenance company's work over the past two years, it was brought to our attention that they were not licensed, bonded, or insured, and did not carry worker's compensation to perform this type of work on commercial properties. As a result, the Board asked them to cease work at CEE until proper licensing and insurance were obtained. Since acquiring the necessary licenses can take considerable time, we had no choice but to seek bids from other companies.

The Board is pleased to announce that a new contract with A-1 Lawn and Grounds Maintenance, Inc. was signed earlier today. A-1 will begin services on Wednesday, October 16th, which will include mowing, edging, weed whipping, fertilizing, weed control, pruning, debris hauling, and hardscape cleanup. A-1 will also handle irrigation services. The contract is for one year, with costs are similar to the previous contract at \$2,800 per month.

The same protocols for submitting landscape maintenance requests remain in place. Please use the yellow slips to submit requests for landscape maintenance or if you wish to hire A-1 for individual projects.

A-1 has also been provided with a list of owners who do not wish to have routine maintenance in the planting beds immediately adjacent to their condos. These owners will be responsible for maintaining their own beds, including pruning and weed control.

As we transition to a new provider, there will be a learning curve, so we appreciate everyone's patience during this period.

- Welcome new members:
 - a. Kent Vogel – 12650
 - b. Sandra Pearson – 12630
 - c. Juliann Summers – 12575

9. Announcements:

- Potluck: October 18th, 5:30 pm
- CEE Field Trips to Oregon Museum via Ride Connections, one on October 23rd and the second on October 30th. A field trip suggestion box has been placed in the library. Mary Parker will monitor the incoming suggestions and coordinate future field trips.
- Curbside battery recycling is now available. Waste Management (our vendor) is now recycling batteries. Batteries should be placed in a clear plastic bag and deposited in your glass recycling bin.
- Baffled by the many changes with Medicare during this enrollment period? Rose has arranged for an independent insurance broker, Megan Foster, to provide an update on Medicare and Medicare Advantage Plans. On October 29th from 2:00 – 2:30 pm, she will present an overview and comparison of the various plans and from 2:30 – 3:00 pm she will be available to answer your questions. A sign-up sheet and additional information are available on the Clubhouse foyer table.
- Reminder: The Medical Shed has lots of supplies. Please contact Vickey Khalifa for information or access to the equipment/supplies.
- Midland Library is scheduled to reopen October 25th and a grand opening is scheduled for the weekend of October 26-27.
- Free COVID-19 tests are available at <https://special.usps.com/testkits>. With COVID circulating again, please stay home from community events if you're feeling unwell. If you test positive for COVID after attending an event, please notify CEE so we can issue a notice. As a reminder, the 2023 Thanksgiving potluck became a COVID spreader event, and we want to prevent that from happening again.

10. Adjournment: Motion to adjourn was made by Linda, seconded by Rose. The meeting was adjourned at 4:50 pm.

Next Meeting: The next HOA Board Meeting is scheduled for November 11th at 3:30 pm in the Clubhouse Administrative Office.

Respectfully submitted,

Linda Osborn
Secretary