



# HOA Board Meeting Minutes

Date and Time: November 11, 2024, at 3:30 PM  
Location: Clubhouse Administrative Office  
Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rose Doherty, PJ Blake

- 1. **Call to Order:** The meeting was called to order at 3:40 pm by Gail Newberry.
- 2. **Approval of Agenda:** The agenda was reviewed. Motion to approve the agenda was made by Vicki, seconded by Rose. The agenda was approved unanimously.
- 3. **Approval of Previous Minutes:** The minutes from the previous meeting held on October 10, 2024, were reviewed. Motion to approve the minutes was made by Rose, seconded by Vicki. The minutes were approved unanimously.
- 4. **Officer Reports:**
  - a. **Treasurer’s Report – Vicki Sharp-Zook:**

The October financial statements are being completed by CMI. When the report becomes available, it will be posted on the bulletin board in the clubhouse. It will also be available to the owners on the Vantaca Portal.

Bank balances as of November 11, 2024:

Pacific Premier Checking	\$48,208
Pacific Premier Reserve	\$154,257
US Bank CD	\$63,998
Onpoint Checking	\$721
Onpoint Savings	\$2

September donation balances are as follows:

Clubhouse:	\$1,782
Copier:	\$310
Pool:	\$122

Donations received in October totaled \$353.00 as follows:

Clubhouse:	\$250
Copier:	\$3
Pool:	\$100

Expenditures included: \$240 for cleaning supplies, clubhouse calendar, and a payment to GoDaddy for the CEE Website. The payment for the website has been reimbursed by CMI and placed back into the donations account in November. An expenditure of \$51 included items for the pool showers prior to the pool opening.

The US Bank CD matured on 10/31/24 and has been rolled over. The current interest rate for 5 months is 3.92%. Interest rates were lower for longer term CDs.

**b. Clubhouse Report:**

The clubhouse was used 24 times in October.

**c. Maintenance Report – Rose Doherty:**

- John Lackey has been hired as the new CEE handyman and he will also be available for hire to assist residents with handyman tasks. He has a broad range of skills, including landscaping. If you would like his contact information, please reach out to Rose.

Russ will occasionally be onsite to complete previously discussed work or assist with specific resident requests. However, he is currently occupied with other personal commitments. Please check with Russ if your task is urgent or if it can be handled by John.

- John and PJ have closed the crawl space vents and winterized courtyard faucets. Please remember that residents are responsible for winterizing faucets, extensions/plugs in their patio areas and this should be done before the freezing temperatures arrive.
- A person has been hired to clean the clubhouse and will start in November after the Thanksgiving potluck.
- Condos for sale: 12600 (3 bedroom) (Domine)
- Condos sold last month: 12615 (Owens) and 12520 (Moen). Cassy Owens moved into 12520.
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- Please remember to retrieve your trash and recycling bins by noon on Wednesday. This helps our landscape maintenance crew avoid navigating around the bins when operating their equipment.
- Please ensure that access points to attics and crawl spaces—both inside your condos and in common areas—are kept clear and accessible. Occasionally, CEE requires entry for repairs or inspections, so these areas must remain unobstructed. We've encountered crawl space panels that were screwed in place, items stored in access wells, and renovations that limit entry.

Attic access points may be located in various areas such as pantries, walk-in closets, and hallways. Many owners have added pull-down ladders, which can be very helpful. Please verify that these areas are accessible so any issues can be promptly addressed.

- Interstate Roofing began installing bridge gaps to the tile over the front porches in Courtyards 4 through 7. (All other condos already have these in place.) Additionally, the old rubber pipe jacks are being 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 Underground cleaned the downspouts and gutters at the clubhouse.
- Northwest Roofs has been contracted to clean the gutters at buildings and carports and spray moss from November 20th-23rd.
- The Board is reviewing bids for filling in three-four decommissioned septic tanks along with remedies for some other downspout and drain issues.
- Reminder: The lilac-colored Resident Unit Update forms are available in the clubhouse lobby. Please keep the Board apprised of past and current renovations such as HVAC equipment, window replacements, electrical panel replacements, chimney inspections, etc.
- Reminder: Please do not attend community events if you are feeling “under the weather.” If you do become ill after an event, please let a Board member know, so the community can be alerted.

**d. Pool Report – Paula Gibeson:**

- Winterization of the pool is complete. Micah from Knights Pool Service will return on November 25<sup>th</sup> for offseason pool equipment monitoring.
- The pool rope needs replacement as two buoys are waterlogged. Micah provided information on the requirements and regulations for the rope, including the need for four buoys based on the pool size. If the rope is not replaced, it could result in a citation. Paula is researching options for acquiring a new rope.
- A power cord for a submersible pump is at the pool.

**e. Grounds Report – PJ:**

- The onboarding of A-1 Lawn and Grounds Maintenance, the new landscape maintenance crew is proceeding exceptionally well. Arturo is the lead foreman and is very knowledgeable. During the first two weeks their crew of four focused on wrangling the overgrown lawns and edging. Subsequently, weekly mowing has continued along with clearing leaves from lawns, under shrubs, and from sidewalks, the street, and blacktop areas. Since this crew works for ALL the residents, please let PJ know if something is bothersome via yellow slip or text. Lawn mowing, edging, and leaf removal will continue over the next few weeks. As lawn growth slows due to cooler temperatures and less light, the crew will begin focusing on pruning the perimeter, addressing yellow-slips, and shaping shrubs that are too close to windows and walls. Care will be taken to preserve the bloom cycle and to encourage a more natural look. The A-1 Annual Maintenance Schedule is appended to these minutes.
- The City of Portland Tree program technicians inspected the trees planted during the spring (2024). They stated that the trees are doing well and look better than many they

have already inspected. They request that we leave any broken limbs and limbs exhibiting dieback, as they wish to monitor this when they inspect the trees next spring.

- Invasive and volunteer trees are growing throughout our community. Some of these trees are creating problems and will be removed over the winter months. Species of concern include oak, walnut, mimosa, and the tree of heaven. PJ will have more information at the next board meeting. Meanwhile, you may see teal-colored flags on some of these trees.
- Utilities have been marked in the planting beds adjacent to the clubhouse to facilitate the addition of drip irrigation, soil amendments, new plantings, and hardscape.
- Following the landscape workshop this summer, the Board has been preparing a CEE Landscape Guidelines pamphlet. This pamphlet highlights the importance of landscaping, outlines HOA responsibilities, and provides general landscape guidelines. Draft copies are now available for review and feedback. A copy will be available in the library, and it will also be posted on the CEE website.

**f. Incident Report – Linda Osborn**

The following incidents were reported in October:

5-Oct	Linda Osborn	12340	Confronted intruder rifling through lending library at 12350 at 11:50 PM. Convinced him to leave the community. He was also spotted on the clubhouse cameras.
12-Oct	Rose Doherty	Multiple Addresses	Missing decorative garden flag, shovel, and bag of mulch.
14-Oct	Shelley Knezevich	CEE Entrance	8:45 AM. Confronted a homeless person sorting his belongings on sidewalk. Asked him to leave.

**5. Old Business:**

- a. J2 Engineers has begun work on the pre-design phase of the engineering study for CEE. Work includes a field investigation, a summary of preliminary findings, and preparing a pre-design report. J2 is also focusing on completing the engineering design, drawings, and bid documents for the replacement of pilaster supports along the north wall in the shop. This is a serious insufficient structural bearing condition that must be corrected immediately. J2 predicts that the repairs in the shop will be completed in about 90 days. Meanwhile, the HOA has been advised to limit access to the shop.
- b. New court captain volunteers include: Nancy Robrect – Courtyard 3 and PJ Blake – Courtyard 4.
- c. Gail Newberry has been subpoenaed to testify on the status of the Keidel condo at a court hearing. Gail has requested that our HOA attorney file a motion to quash as HUD currently owns the property.

**6. New Business:**

- a. The office copier, originally acquired as a used machine in 2006 with over 114,000 copies, has been struggling over the past couple of years. Due to the lack of available parts and servicing, the Board has entered a 60-month lease with Pacific Office Automation for a used Konika printer with collating, duplexing, and scanning capabilities. The lease, at \$89 per

month, includes on-site and remote servicing, toner, and an allowance of 1,000 black-and-white and 100 color copies. Any copies beyond this allowance will incur additional per-page charges. The Konika printer will also replace the auxiliary desktop printer because computers can now connect directly to the Konika.

A motion to approve the 60-month lease with Pacific Office Automation for the Konika printer was made by Rose and seconded by PJ. The motion carried unanimously.

- b. The HOA is currently updating the governing documents to include policies on competitive bidding, transfer fees, and capitalization. Drafts have been prepared and are currently being reviewed. They will also be reviewed by the HOA's attorney.
- c. The HOA has received a request to modify the rule concerning on-site estate sales. Currently the rule allows for one estate sale of up to two days per resident. The standard in the industry is typically three days, usually a Friday through Sunday sale. A motion was made by Vicki and seconded by PJ to allow one estate sale of up to three days per resident. The motion carried unanimously.
- d. The Board is aware that CEE is currently ineligible for new mortgage loans through Fannie Mae due to deferred maintenance issues. Once the deferred maintenance in the shop is addressed, and a clear action plan detailing steps to resolve maintenance problems and funding sources is established, the Board will pursue an appeal to restore eligibility status.
- e. Welcome new members: Joy Robinson – 12615

**7. Announcements:**

- Thanksgiving Potluck: November 23rd, 5:00 pm
- CEE Field Trip to *Beyond Monet* and *Beyond Van Gogh*. Reach out to Mary Parker for details. Ride Connection will provide transportation.
- Sign up in Clubhouse for a trip viewing Portland Christmas lights in early December. Irvington, Laurelhurst, and Peacock Lane are the destinations. Tentative dates are December 7<sup>th</sup> and December 14<sup>th</sup>. Drivers from the community will be providing transportation.
- There will be an estate sale at 12395 (Mary Allen's). Schedule: November 22-24. CEE residents and friends are invited to a pre-sale on November 21<sup>st</sup>.
- Rose Platcha is missing a clear glass 7", 1.5 qt Pyrex Dish. It has significant sentimental value to her. Please check and see if it accidentally went home with you after the October potluck.
- There are NO scheduled delays for trash services during the week of Thanksgiving and trash/recycles will be picked up on Tuesday.
- Pre-addressed envelopes for sending HOA fees by check to CMI will be stacked in the lobby.
- Decorate the clubhouse for holidays. Join the fun December 8<sup>th</sup> at 2:00 pm.

- 8. Adjournment:** Motion to adjourn was made by Linda, seconded by Vicki. The meeting was adjourned at 4:40 pm.

**Next Meeting:** The next HOA Board Meeting is scheduled for December 9th at 3:30 pm in the Clubhouse Administrative Office.

**Respectfully submitted,**

Linda Osborn  
Secretary

**A-1 LAWN & GROUNDS MAINTENANCE**  
 1123 S.E. 144TH AVENUE  
 PORTLAND, OREGON 97233  
 (503) 254-9458

ANNUAL MAINTENANCE SCHEDULE – CLUB ESTATES EAST

FUNCTION	FREQUENCY												TOTAL
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
MOWING		X	X	X	X	X	X	X	X	X	X		40
EDGING		X	X	X	X	X	X	X	X	X	X		40
WEED WHIPPING		X	X	X	X	X	X	X	X	X	X		20
FERTILIZE TURF						X		X		X			3
POST-EMERG. TURF					X				X				2
WALKWAY CLEANUP	X	X	X	X	X	X	X	X	X	X	X	X	52
HAND-WEED BEDS		X	X	X	X	X	X	X	X	X	X		40
POST-EMERG. BEDS			X	X	X	X	X	X	X	X			12
FERTILIZE TREES			X										1
FERTILIZE SHRUBS			X			X				X			3
FERT, GRD. COVER			X			X				X			3
LEAF REMOVAL										X	X	X	3
IRRIGATION				ON						OFF			2
PRUNE	AS REQUIRED BY A-1 LGM												

REMOVE DEBRIS FROM YARD WASTE BINS WEEKLY  
 RESPOND TO LANDSCAPE MAINTENANCE REQUESTS

*MM* *gn*