



HOA Board Meeting Minutes

Date and Time: December 12, 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 3:30 pm by Vicki Sharp-Zook as Gail had to leave the meeting for a few minutes.
- 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 November 11, 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 were completed by CMI. They are on the bulletin board in the Clubhouse and CMI's portal. The board received a copy via email.

- Bank balances as of December 7, 2024:

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| Pacific Premier Checking | \$21,560 |
| Pacific Premier Reserve | \$154,505 |
| US Bank CD | \$64,205 |
| Onpoint Checking | \$912 |
| Onpoint Savings | \$2 |

- October donation balances are as follows:

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| Clubhouse: | \$1,901 |
| Copier: | \$310 |
| Pool: | \$122 |

- Donations received in October totaled \$353.00 as follows:

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

- Donations received in November totaled \$191 for the clubhouse. Expenditures included \$71: thank you gift for Vickey K, reimbursement to Vickey K for a key, and clubhouse supplies.
- Schwindt has been hired to take care of our taxes. In preparation for the 2024 tax season, they compared CEE financials to CMI financials. The July 31, 2024, financial statements CMI generated did not match CEE records. Schwindt provided a list of adjustments to CMI, and the adjustments were posted effective 10/31/2024. The Schwindt adjustment report is available upon request.

b. Clubhouse Report:

- The clubhouse was used 21 times in November.

c. Maintenance Report – Rose Doherty:

- De-icer is available in the clubhouse foyer. It is pet-friendly, and each bag contains approximately 10 lbs. Instructions are included with each bag. Please be sure to add your name to the sign-out list when taking a bag for yourself or your neighbors. For best results, apply the de-icer before snow and ice arrive.
- 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.
- Condos for sale: 12600 (3 bedroom) (Domine). 12395 (2 bedroom) (Allen) will be for sale soon.
- Condos sold: 12425 (Sharp)
- Emma Sharp, Rose Plachta, and Linda Sempert have moved to assisted living places.
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- **2nd Reminder:** 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 and rocks 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, and this is very helpful. Please verify that these areas are accessible so any issues can be promptly addressed.
- **Reminder:** Please separate recycle and trash bins when placing them at the curb and ensure that the lids close securely. These are requirements set by Arrow Sanitary. CEE incurs extra charges if we fail to follow their guidelines. If your bin is overflowing, transfer the excess waste to a neighboring bin if space is available.
- **Last reminder:** Residents are responsible for winterizing the hoses and faucet extensions in their patio areas.
- Interstate Roofing completed installing bridge gaps and replacing the pipe jacks.

- Northside Roofing has completed cleaning all gutters and downspouts, treating moss on the tile roofs and sheds, and installing filters in every downspout. Their work is guaranteed for one year. If you notice water overflowing from gutters during normal rain, please notify Rose. Keep in mind that gutters may overflow during heavy rain. The owner of Northside Roofing observed that the tile roofs are in good condition overall, considering their age.

d. Pool Report – Paula Gibeson:

- Micah completed the off-season monitoring of the CEE pool equipment on November 30th and determined everything was in order. He will be completing monthly inspections throughout the off-season.
- Micah has pre-programmed the thermostat in the shop to keep the temperature appropriate for the pool equipment.

e. Grounds Report – PJ:

- Our grounds crew has done well, spending the past month clearing leaves and mowing. This process took longer than in some previous fall seasons. With most of the leaves now cleared, the crew can focus on other scheduled duties outlined in last month’s meeting minutes.
- During the weeks of Christmas and New Years, the grounds crew will be at CEE on Tuesday.
- As time allows, Arturo and his crew will address yellow slips and our perimeter areas.
- Removing invasive species will be an ongoing effort. You may see John (our handyman) or PJ around the property tagging and removing these plants.
- The bed on the southeast side of the clubhouse is currently under renovation. Weeds, old concrete, and broken sprinkler lines have been removed. The next steps include installing in-ground containment for low-voltage electrical lines and laying pavers for trash cans and utility access. Pavers will also be laid to facilitate access to the flagpole.
- The Clubhouse Library contains folders from the NW Bird Alliance Backyard Habitat program. These reference materials are available for you to check out and return. Feel free to copy what you need or take photos with your phone. If you have further questions or want more information, please contact PJ.
- The last board meeting minutes referenced the draft Landscape Guidelines pamphlet. A copy is available in the Clubhouse Library and on the CEE website. Please submit any concerns, revisions, or questions so they can be addressed before the next board meeting. Finalizing the pamphlet will be discussed at the upcoming meeting.

f. Incident Report – Linda Osborn

The following incidents were reported in November:

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| 26-Nov | Teri Pastore | 12680 | Security camera noted a trespasser wandering around the back of condo and may have entered back patio. |
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g. Old Business:

- J2 has completed the pre-design report for the structural repairs on exterior building walls and the shop pilaster repair. They have also completed drawings and specifications for the shop pilaster repair. Their next step is to solicit bids from contractors.
- Reminder: Please text or email Linda to report trespassers, disappearing items, trash can raids, etc. If you encounter trash anywhere on CEE property, please dispose of it.
- The Transfer Fee Policy was reviewed. Vicki moved to approve the policy; Rose seconded the motion. Adoption of the policy was unanimously approved.
- The Competitive Bid Policy was reviewed. Rose moved to approve the policy; Vicki seconded the motion. Adoption of the policy was unanimously approved. *Both of these policies will be uploaded to the website.*
- The CEE attorney is completing the documentation for closing the Keidel Estate.

h. New Business:

- The current contract with J2 covers all work outlined in the pre-design report. Since the HOA requires expedited documentation (drawings and specifications), permitting, and bidding for the workshop repairs, J2 has requested a contract amendment for these additional services, not to exceed \$6,000. Rose moved to approve the contract amendment, and Vicki seconded the motion. The amendment was unanimously approved.
- The Board is working on developing an Emergency Preparedness Plan for CEE—a guide outlining what to do and how to proceed before, during, and after an emergency. Linda will be leading this effort and welcomes input from residents. Please email your suggestions, experiences, or ideas related to preparedness plans.
- The Board plans to post future Board Meeting agendas on the Clubhouse bulletin board and the website by the Friday before each upcoming meeting. This will give residents an opportunity to review discussion points in advance.
- The Board will verify the location of water turn-off keys.

i. Announcements:

- Portland Art Museum Field Trip: January 2nd. Ride Connection transportation. 9:30 boarding at the clubhouse; 11:45 museum departure. Limit 11 riders. Please sign up in the clubhouse.
- Volunteer Opportunity: Rose has acquired a large quantity of baking soda to be used to treat moss on the sidewalk and courtyard walks. If you are interested in helping spread the soda, please contact Rose. The HOA is also going to enlist John's help with this task. PJ will also check with the grounds crew for pricing or any other suggestions they may have for eliminating the moss.
- The HOA Rules include clear guidelines about property maintenance, clutter, and the proper use of shared spaces. Maintaining a clean and organized environment benefits everyone by preserving our community's appearance and property values. While the HOA

primarily focuses on exterior upkeep, we understand that home maintenance can sometimes feel overwhelming. If you ever need assistance with decluttering, organization, or home maintenance, the HOA may be able to connect you with local social services or helpful resources. Please reach out if you have questions or need support.

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 January 14th at 3:30 pm in the Clubhouse Administrative Office.

Respectfully submitted,

Linda Osborn
Secretary