



# HOA Board Meeting Minutes

Date and Time: January 13, 2025, 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 3:35 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 December 9, 2024, were reviewed. Motion to approve the minutes was made by Vicki, seconded by Rose. The minutes were approved unanimously.
- 4. **Officer Reports:**

a. **Treasurer’s Report – Vicki Sharp-Zook:**

- The November 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 January 7, 2025:

Pacific Premier Checking	\$33,257
Pacific Premier Reserve	\$135,783
US Bank CD	\$64,419
Onpoint Checking	\$1,106
Onpoint Savings	\$7
- December donation balances are as follows:

Clubhouse:	\$2,131
Copier:	\$314
Pool:	\$122
Landscaping:	\$400
- Donations received in December as follows:

Clubhouse:	\$242
Landscaping:	\$500
- Expenditures included \$100 in the form of a gift card for landscaping and \$16.26 spent on wood for foundation vent covers.

- Schwindt has been hired to complete our reserve study for 2025-2026. There will be a site visit by Schwindt this year. This is required every 3 to 5 years. CMI is assisting with completing the questionnaire, which will be reviewed by Vicki prior to being submitted to Schwindt. This is step one in the budgeting process.

**b. Clubhouse Report:**

- The clubhouse was used 26 times in December.

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

- **Second Reminder:** 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.
- **Second 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:
  - 3 bedrooms: 12410 & 12600
  - 2 bedrooms: 12395
  - 1 bedroom: 12530
- Condo 12425 has been purchased by Shelly Herbrand, (253) 500-8637
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- Announcement: If you have a medical device that requires electricity, please register your needs with PGE. During power outages, this may not restore CEE's power any sooner, but it does prioritize neighborhoods with medically vulnerable residents when determining restoration efforts. I was pleasantly surprised to learn that registering also includes a rate discount—a helpful bonus for managing future PGE rate increases. The process is simple: a phone call, a letter from PGE, and a form for your doctor to sign and return to the utility company. Not bad for a lifetime discount!
- Volunteers are needed to research generator options for the clubhouse. We hope someone has the time to explore what CEE needs to make the Great Room a safe and comfortable space during power outages. The Board has ideas about essential needs and what we could realistically power during severe weather—think running the refrigerator, lights, and electric blankets rather than the stove, furnace, or the entire building. These different priorities require specific solutions. It was also pointed out that a system using natural gas may be an option – the Clubhouse is connected to a natural gas line. If you're interested in helping, please contact a Board Member.
- New instructions for the dishwasher are posted in the clubhouse kitchen.
- J2 has submitted plans for the shop beam repair, and after reviewing multiple bids, the Board accepted the proposal from JR Johnson, LLC. This will be a permanent solution, not a temporary fix. CEE is currently waiting for J2 and JR Johnson to schedule an on-site

visit, secure permits, and set a start date. Ideally, the project will be completed by February, if not sooner.

Although the bid came in under \$10K, unexpected costs often arise during upgrades. We hope any additional expenses will be minimal. However, the shop water heater will need to be temporarily moved for the repair and then returned to its original position. It will be inspected to ensure it's fully operational for the 2025 pool season.

- All Seasons Gutter installed a new gutter, fascia, and flashing to correct a leaking gutter and missing flashing at 12550 and 12560. Repair cost: \$1,750.
- John, our handyman, noticed that the west side clubhouse lights showed signs of burned reflective shields and other damage, likely caused using bulbs with wattage that was too high. To eliminate this potential fire hazard, all the lights have been replaced with new fixtures. The total cost for parts and labor was under \$300.
- For security purposes, an additional solar panel light will be installed to illuminate the clubhouse west side yard. This will provide better visibility for dog walkers and deter anyone who shouldn't be on our property by making it clear they're visible. Hopefully, it will also improve the quality of footage captured by our yard security camera.
- Please keep an eye out for sidewalk trip hazards. There are a few areas on the west end of Main Street, south side, that could pose a problem. LaVern will be inspecting the area soon, so if you notice any additional issues, please submit a maintenance request with the specific location details.

**d. Pool Report – Paula Gibeson:**

- No activity to report.

**e. Grounds Report – PJ:**

- Our landscape maintenance crew will be focusing on pruning and shaping vegetation along the community perimeter and in our courtyards. As time allows, Arturo and his crew will address yellow slips.
- CEE also has an agreement with A-1 Landscape to provide snow and ice removal should the need arise.
- Removing moss will be an ongoing effort, commencing in the spring. Warmer temperatures are necessary to ensure successful moss eradication.
- The bed on the southeast side of the clubhouse is currently under renovation. A new receptacle has been installed for in-ground low voltage electrical lines. The next steps include laying pavers for trash cans and utility access. An anonymous donation of \$500 has been received to cover expenses and labor costs to implement the landscape planting plan developed for this area. Another donation of a micro drip irrigation system to be used in this planting bed has been received. Feel free to take the large rocks in the Home Depot orange bucket. Please return the empty bucket.
- Reminder: 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.

- Hydrangeas currently planted in the cul de sac planting bed will be removed and planted in areas with less sun.

**f. Incident Report – Linda Osborn**

The following incidents were reported in November:

9-Dec	Shelley Knezevich	12435	7:00 AM Private Amazon delivery car blasting music while making a delivery. Two intruders relieving themselves in landscape.
29-Dec	Shelley Knezevich	CEE Entry	Shelley pointed out they were trespassing and asked them to leave. They left.

**g. Old Business:**

- The CEE attorney filed a petition with the court for closing the Keidel Estate on December 9, 2024. It usually takes thirty days to complete this process. However, as of January 10<sup>th</sup>, the judge has yet to approve the petition.
- In November, the draft CEE Landscape Guidelines were posted in the Clubhouse and on the website for community review and comment. Linda indicated that revisions were incorporated based on the comments and the document is ready for Board approval. Rose moved to adopt the Landscape Guidelines. The motion was seconded by PJ. The adoption of the Guidelines passed unanimously. The document will be dated January 13, 2025. A copy will be available in the CEE library and a digital copy will be posted on the CEE website documents page. Linda pointed out that this is a dynamic document – it will be reviewed and updated as needed.

**h. New Business:**

- The next item of business was a discussion on extending the HOA fee grace period from ten days to fifteen days. This change is prompted by the requirement for HOA fees to be sent to an out-of-state drop box. Although fees are due on the first of each month, delivery or processing delays could result in unintended late fees. To prevent this, the Board proposed extending the grace period. Linda moved to extend the grace period through the 15th of each month before payments are considered late. Rose seconded the motion, and it passed unanimously. Linda will draft a policy statement and corporate resolution to reflect this decision.
- Three bids for completing the repairs in the Clubhouse Shop were received and reviewed by J2 Engineers and the Board. It was agreed that the bid from JR Johnson, LLC was not only better priced but also included removing and resetting the water heater – necessary to access the project site. Rose moved and PJ seconded the motion to accept the bid of \$8,278 from JR Johnson, LLC for completing repairs in the Clubhouse Shop. The motion carried unanimously.

- CEE Homeowners Directory: The Board plans to release an updated 2025 directory at the annual meeting in April. Although the directory is typically updated every two years, the high ownership turnover in 2024 led the Board to postpone its release until 2025. Linda is the point person for producing the directory. Unfortunately, the files from the previous directory were lost due to a computer issue. As of now, Linda has completed the page layout and created the new database.

A couple of requests:

- ❖ If you'd like an updated photo included in the directory or need to update your phone number, email address, or other contact details, please email Linda at **lsosborn@msn.com** with the subject line: **CEE Directory**.
- ❖ Headshot photos should be submitted as **JPG files**.
- ❖ All updates must be sent to Linda by **February 3rd**.

**i. Announcements:**

- Culled items from food pantry should be deposited in the outside trash or recycle bins.
- Just a reminder – folks walking pets are obligated to properly dispose of pet waste.
- Potluck: Friday, Jan 17th, at 5:30 PM. The theme is "A Night of Peace and Calm." You are invited to bring your favorite comfort food, dress in your pjs and carry a favorite stuffed animal. Threshold Singers, a national group that provides songs of love, peace and comfort, will provide healing music and share information about their mission. Please sign up in the clubhouse ASAP. Call or text Nancy at 503-927-7023 with questions.
- A Star in Our Midst! Our very own Nancy Robrecht is performing in Portland Metro Arts' Winter Musical! The play is MacGregor's Farm, based on the beloved works of Beatrix Potter. Nancy will be portraying the charming Mrs. Tiggywinkle, the hedgehog. Dates: Saturday, February 1st, and Sunday, February 2nd. Time: 3:00 PM. Location: Portland Metro Arts Theater, 9003 SE Stark Street. Tickets: \$15 for seniors. Tickets can be purchased online, or you can text or call Nancy for assistance with tickets or arranging rides.

**Adjournment:** Motion to adjourn was made by Linda, seconded by Vicki. The meeting was adjourned at 4:15 pm.

**Next Meeting:** The next HOA Board Meeting is scheduled for February 10<sup>th</sup> at 3:30 pm in the Clubhouse Administrative Office.

**Respectfully submitted,**

Linda Osborn  
Secretary