



## HOA Board Meeting Minutes

Date and Time: February 10, 2025, at 3:30 PM

Location: Clubhouse Administrative Office

Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rose Doherty, PJ Blake  
Mak Hutson, CMI Community Manager

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. A motion to approve the agenda was made by Rose and seconded by PJ. The agenda was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the previous meeting held on January 13, 2025, were reviewed. A motion to approve the minutes was made by Vicki and seconded by Rose. The minutes were approved unanimously.

#### 4. Officer Reports:

##### a. Treasurer's Report – Vicki Sharp-Zook:

- The December 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 February 10, 2025:

Pacific Premier Checking	\$44,354
Pacific Premier Reserve	\$95,161
US Bank CD	\$64,634
Onpoint Checking	\$1,134
Onpoint Savings	\$7
Funds on Hand	\$577
- January donation balances are as follows:

Clubhouse:	\$2,382
Copier:	\$320
Pool:	\$122
Landscaping:	\$400
- Donations received in January were as follows:

Clubhouse:	\$251
Copier:	\$3

- Expenditures included \$6.49 for clubhouse supplies. There was also an adjustment of \$6.13 to correct miscounting funds on hand.
- Jason from Schwindt will be here Friday (2/14) to complete a property walk-through. This task is completed every three to five years for the reserve study. *(The walk-through has been rescheduled to Wednesday, 2/19, due to the inclement weather.)*

**b. Clubhouse Report:**

- The clubhouse was used 21 times in January.

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

- Condos for sale:  
3 bedrooms: 12410 & 12600  
2 bedrooms: 12395; 12325 will be on the market soon
- Condo 12530 has been purchased by Dorothy Rollins, (503) 724-0643
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- **Reminder:** 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.
- A solar security light has been installed on the west side of the clubhouse. It illuminates the courtyard.
- Asbestos and lead testing was conducted by Rose City Laboratories on February 7<sup>th</sup>. Testing samples were obtained from various locations in our community. A report summarizing the findings is expected February 14<sup>th</sup> and will alert the HOA of any potential abatement issues for upcoming projects, including the shop repair.
- Permits have been secured for the shop repair and the contractor is scheduled to begin work on February 19<sup>th</sup>. This project will take approximately 2 days.
- LaVern's Rock Works has submitted a bid for sidewalk repairs (south side at the west end of Main Street and for patio wall repairs). The bid was less than \$1,200.
- Pressure washing our sidewalks and walkways will commence when the weather permits and will be completed by our handyman. Please note that he will be accessing water from condo hose bibbs throughout the community.

**d. Pool Report – Paula Gibeson:**

- Paula had no activity to report.
- Based on recommendations from J2 and the contractor, Micah, our pool vendor will be retained to remove and reinstall some pool piping to accommodate the shop repair construction. A motion was made by Vicki and seconded by Gail to retain Micah to move

pool piping as needed to accommodate construction activities in the shop. The motion passed unanimously.

**e. Grounds Report – PJ:**

- Our landscape maintenance crew is focusing on pruning and shaping vegetation and clean-up along the community perimeter and in our courtyards. This work has begun on the north side and Arturo and his crew are addressing yellow slips as they work through each area. Attention is being given to pruning shrubbery rubbing against the siding.
- Some trees will be sprayed soon; residents will be notified in advance of this service.
- Pruning dead branches, trimming overgrown limbs and vegetation, removing weeds, and cutting back perennials is complete in the beds immediately west of the Clubhouse and at the cul-de-sac circle. Pruning is ongoing for other trees that have dead, hazardous, and overhanging branches.
- **Reminder:** Per the CEE Landscape Guidelines and CEE governing documents, the landscape maintenance crew has been directed to address all landscape maintenance issues on the common grounds. The only exception is if an owner has specifically indicated they would be responsible for planting, pruning, and weeding in the planting beds directly adjacent to their units.
- **Reminder:** Please submit a yellow slip for any specific requests in your area. Requests are addressed in the order received, except for emergencies. Only one request per issue is necessary.

**f. Incident Report – Linda Osborn**

The following incidents were reported in November:

18-Jan	Linda Osborn	Main Street	Police chase after a speeding stolen vehicle on Main Street.
--------	--------------	-------------	--------------------------------------------------------------

**g. Old Business:**

- CEE Homeowners Directory: The Board plans to release an updated 2025 directory at the annual meeting in April. Linda is working on the database for this document. Please ensure she receives any updated contact information or headshot photos asap.
- Adoption of the Amended/Restated Bylaws will be revisited at the annual meeting. These bylaws bring our 1982/1989 bylaws in compliance with the current (2025) Oregon Condominium Act – a statute that governs the management of condominiums in Oregon. These proposed amended/restated bylaws outline the rights and responsibilities of condominium owners. The proposed Amended/Restated Bylaws will be posted on the Clubhouse bulletin board and on the CEE website for your review.

**h. New Business:**

- The next item of business was the review and adoption of a Capitalization Policy. This policy establishes guidelines for determining which assets qualify for capitalization and the dollar

threshold for capitalization in the HOA's financial statements. A motion to adopt the Capitalization Policy was made by Vicki and seconded by Rose. The motion passed unanimously. An accompanying resolution has been recorded.

- The Board is exploring the addition of a pedestrian access gate next to the large double gates at the east end of Main Street. This gate would provide owners with a convenient entry and exit point to quieter surrounding neighborhoods while also improving access for maintaining CEE property east of the fence. As we solicit bids for the pedestrian gate, we will also seek recommendations for repairing the existing double gates, particularly for improving their security and ease of use.
- Mak Hutson, our community manager from CMI, provided an update on the upcoming annual meeting, which will be held on April 14th at 6:00 PM. CMI will mail two packets to homeowners:
  1. **February Packet** – Includes the meeting notice and candidacy nomination forms for two board positions.
  2. **March Packet** – Contains ballot measures, background information, the 2025-26 budget, absentee ballots, instructions, and proxy forms.You may vote and return your ballot before or during the meeting. However, even if you vote early, your attendance is crucial to ensure a quorum. Ballots will be counted at the meeting.
- The City of Portland's Safe Blocks program is a community-focused initiative aimed at preventing crime and violence. It offers safety workshops, CPTED (Crime Prevention Through Environmental Design) security assessments, and neighborhood improvement projects. On February 7th, program representatives conducted a walk-through to evaluate security concerns. They will issue a report with recommendations to enhance community safety in early March. Additionally, we have arranged for a free two-hour personal safety training workshop for residents. It will be held at the clubhouse on Thursday, March 20<sup>th</sup>, at 1:00 PM.

**i. Announcements:**

- **Reminder:** Only donate food with unexpired dates to the food pantry.
- **Reminder:** CEE's website at [clubestateee.org](http://clubestateee.org) is always being updated. A recent update added a page identifying "*Condos Currently for Sale.*"
- Potluck: Friday, February 21st, at 5:30 PM. The theme is **soups**, accompanied by salads, rolls, and desserts.
- Jackie Miller passed away last week. She lived at 12620.

**Adjournment:** Motion to adjourn was made by Vicki, seconded by Rose. The meeting was adjourned at 4:20 pm.

**Next Meeting:** The next HOA Board Meeting is scheduled for March 10th at 3:30 pm in the Clubhouse Administrative Office.

**Respectfully submitted,**

Linda Osborn  
Secretary