



HOA Board Meeting Minutes

Date and Time: March 10, 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 3:30 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 February 10, 2025, were reviewed. A motion to approve the minutes was made by Rose and seconded by Vicki. The minutes were approved unanimously.
4. **Open Forum:** Topics discussed during the Open Forum session included:
 - Storing movie projection equipment in the Clubhouse storage room
 - Donating movie DVDs to the Clubhouse library
 - Appreciation expressed concerning the condition of the grounds and the great job PJ is doing
 - Ordering supplies for the Clubhouse; posting a supply requisition sheet in the kitchen
 - Possible suspicious activity around the Keidel unit
 - Chuck Wells indicated he can help residents having trouble with door locks and handles.
 - Interest was expressed for organizing a training session on operating the dishwasher
 - Concern about artificial or synthetic mulch

5. Officer Reports:

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

- The January 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 March 9, 2025:

Pacific Premier Checking	\$5,777
Pacific Premier Reserve	\$90,672
US Bank CD	\$64,829
Onpoint Checking	\$8,047
Onpoint Savings	\$7
Funds on Hand	\$577

- February donation balances are as follows:

Clubhouse:	\$2,518
Copier:	\$324
Pool:	\$122
Landscaping:	\$400

- Donations received in February were as follows:

Clubhouse:	\$136
Copier:	\$4

- Expenditures included \$362.50 for clubhouse cleaning that was completed August-October 2024.
- The cost of cleaning the clubhouse has significantly decreased by reducing the frequency to once per month.
- The monthly subscription to Intuit QuickBooks has been discontinued – resulting in a \$99/month saving. In its place a free accounting software system is being used to track donations and donation spending.

b. Clubhouse Report:

- The clubhouse was used 21 times in February.

c. Maintenance Report – Rose Doherty:

- Condos for sale:
 - 3 bedrooms: 12410 & 12600
 - 2 bedrooms: 12395 & 12325
- Garage and Shed Waiting List: Three owners are currently on the wait list for a garage.
- **Reminder:** Trash and recycling bins should be placed at the curb on Monday afternoon and removed by Tuesday. Position bins with handles facing away from the street. Group similar bins together—typically, trash bins on one side of the driveway and recycling bins on the other. If this arrangement is impractical, ensure a clear separation between the two groups.
- Work began on the shop repairs on February 19th. During the excavation of the concrete slab, a significant number of water pipes, conduits, and drain lines were found embedded beneath the concrete floor and cinder block supports. Additionally, corrosion and rust were discovered on the galvanized pipes. Work was halted to develop new designs and coordinate contractor availability. The construction will now be a three-stage process:
 - 1) Additional concrete removal.
 - 2) Removal, replacement, and repositioning of pipes and lines to ensure they are not beneath the new support posts.
 - 3) Installing the new support posts and re-pouring the concrete.

At this point, the new drawings are complete, and CEE is awaiting a revised start date from the contractors, hopefully within the next 2–3 weeks.

- We are awaiting the final report from Rose City Laboratories on the asbestos and lead testing conducted on February 7th. The lab indicated that no asbestos nor lead were found in the shop, allowing construction to proceed.
- LaVern's Rock Works bid for sidewalk repairs (south side at the west end of Main Street and for patio wall repairs) was accepted. The patio repair at 12480 was completed March 8th and the sidewalk repairs were completed March 10th.
- The Board has accepted a bid from Pacific Wire & Fence to install a pedestrian gate next to the vehicular gate along the east edge of the property. Work is scheduled to begin in the before April 1st. The pedestrian gate lock will be keyed to match the pool gates and clubhouse door. Additionally, the crew will realign the vehicular gate and adjust the pool gates to improve ease of use for opening, closing, and locking.
- Pressure washing our sidewalks and walkways will commence when the weather permits and will be completed by John, our handyman. Please note that he will be accessing water from condo hose bibbs throughout the community. As summer approaches, John will pressure wash around the pool and clubhouse.
- A recent post on the CEE Facebook page mentioned crumbling driveways. The Board is well aware of the issue. In 2023, bids to repair three driveways exceeded \$113,000, and costs have likely increased since then. Unfortunately, this expense must be deferred for now. Additionally, we recognize that it is time to seal coat all asphalt areas.
- An element was replaced in the Clubhouse water heater.
- Raccoons succeeded in getting under a condo through a vent access opening and caused considerable damage. Paramount Pest was retained to trap and remove the animals. The traps were set March 6th and will remain in place a bit longer, but it appears the raccoons may have already moved on. If you become aware of undesirable "critters" in your crawlspace, please let the Board know.
- A section of sidewalk between 12325 and 12335 is being displaced by a tree root. While it is not a trip hazard yet, possible root pruning and/or concrete repairs will be considered if the condition deteriorates.
- On 2/7/25, the City of Portland conducted a security assessment, and the report was received on 3/7/25. It contains several valuable recommendations that will take time to review and implement.

Key suggestions include removing the office sign from the door, installing additional high-security deadbolts on several doors, and applying security film to the front clubhouse windows and door to enhance privacy (allowing visibility out but not in).

The assessment also recommends installing a pedestrian gate near the back gate, adding more signage, and utilizing the CEE area on the east side of the back gate along 127th Ave. These changes aim to prevent vehicles from blocking back gate access and potentially create a dog run or another community space, allowing CEE to reclaim that area.

Resident involvement is crucial—reading the report and assisting CEE in implementing these improvements would be greatly appreciated. The assessment team will return for follow-ups at 3 months and 9 months. The full report is posted in the clubhouse.

- **Reminder:** It is time to remove the crawlspace vent covers and replace the plugs in the exterior faucet extensions (if applicable).
- **Reminder:** Please submit a yellow slip if you observe blocked gutters or downspouts.

d. Pool Report – Paula Gibeson:

- Paula is coordinating with Micah to schedule a kick-off meeting for the 2025 pool season. The date is still pending but will likely be in the last week of April or early May.
- A new rope has been ordered and is expected to arrive this week. Additionally, buoys for the rope and two new hooks are on order.
- Last year, Micah clarified that chlorine testing must be conducted every four hours at 9:00 AM, 1:00 PM, and 5:00 PM. Since the pool remains open later than 5:00 PM, closing tasks must be completed at a later time, requiring four visits to the pool daily. Given this, Paula is recommending that two people per week be responsible for testing and closing duties. She will discuss this further at the meeting.
- Paula will be initiating a new pool texting group called "Pool 25."
- The pool's opening date is typically Memorial Day, but it will depend on the weather. Updates on the opening will be posted on the CEE Facebook page and the event sign in front of the clubhouse.

6. Grounds Report – PJ:

Community Grounds Update

The purpose of this update is to keep our community informed about grounds-related decisions and improvements. We are fortunate to live on 10 acres, and as part of our ongoing vision, we aim to enhance our green spaces. These efforts are based on feedback from our grounds community meeting, concerns raised to the Board, and our governing bylaws.

Priorities for This Year

Tree and Shrub Management – Remove dead limbs, trees, and invasive plants, as well as prune all vegetation at least 12 inches away from wood siding. This includes the removal of older, dying trees.

Clubhouse Landscaping – Clean up and replant clubhouse beds with seasonal plants that complement the clubhouse. Related to this is the clubhouse model prepared by Sherry Kerr. We would like to adopt her idea of adding a contrasting colored paint on the lower half of the clubhouse. Paint swatch samples are posted next to the office door. Let us know if you have a preference on color.

Cul-de-Sac Bed – Remove weeds, prune existing plants, replace non-ADA-compliant pavers (which are a liability), and introduce sun-tolerant, year-round plants.

Rejuvenation Pruning – Reduce and maintain the size of overgrown roses and shrubbery to promote health and blooming.

For-Sale Unit Garden Beds – Prioritize cleaning up garden beds around units for sale to create a positive first impression for buyers, agents, and lenders. Note: Adjoining beds and grounds cannot be claimed by neighbors during sale transactions.

Main Street Boulevard Cleanup – Prioritize cleanup efforts for beds facing Main Street, including weeding, shaping up plantings, and removing old landscape fabric.

Mulching – Apply mulch to appropriate areas for improved plant health and aesthetics.

Lawn Improvements – Explore ways to enhance lawn quality while identifying areas where grass is unnecessary or could be replaced. More details to come.

Large Trees Along North and South Property Lines – These trees present maintenance challenges, and the cost of extensive pruning is prohibitive. The Board is exploring potential solutions.

Clear Identification of ‘Do Not Garden’ Areas – Install small signs to help landscapers and residents easily recognize these zones. The Board will provide uniform signs on stakes to delineate the zones. This will help avoid confusion and frustration. Note: This does not apply to lawn edging, ambiguous lines between units, or overgrown shrubbery touching buildings.

Shared Responsibility & Gardening Privileges

Our community enjoys a unique level of freedom to garden around individual condos while remembering that all grounds are shared common property. Cooperation and respect for these shared spaces are key to maintaining this privilege.

Landscaping Contractor Information

Landscaping Company: A-1 Landscape Company is performing tasks as outlined in their contract. Their detailed list of contract responsibilities was published in the November 2024 CEE Board Meeting Minutes. Please refer to this before raising concerns.

Cost & Time Allocation: Our contract costs \$75 per manhour, which is standard for the industry. This allows for approximately 9 hours per week of landscaping work—far less than needed to address all concerns. Expanding services would require a significant increase in HOA dues.

Common Landscaping Questions

Will my area be taken care of soon?

Yes! Please be patient as some areas are overgrown and require extra attention. The Board, landscapers, and community volunteers are actively working toward solutions to improve our green spaces.

What if the landscaping crew does something I don't like?

Please remember that this is a shared community, and our Board members volunteer their time to manage these efforts. Landscaping crews may change periodically, and commercial property maintenance does not offer the same level of autonomy as a private home.

Our grounds will be maintained with the community's best interest in mind, following bylaws, the landscape contract, and majority vote. The Board will also respect designated "Do Not Garden" areas as much as possible, with exceptions for essential services like tree spraying, weed treatment, and lawn care.

Miscellaneous Information Regarding Grounds

- If more yard debris bins are needed for your courtyard, please contact your courtyard captain.
- Additional "No Parking" signs will be posted along 127th Avenue where it abuts our property to dissuade people from parking in front of our emergency driveway.
- A discussion took place regarding artificial/synthetic mulch and the size of bark mulch. While both artificial/synthetic mulch and coarse bark mulch (1–3 inches or more) can be visually appealing and effective for weed suppression, concerns were raised about their practicality. These materials tend to blow out of garden beds due to prevailing winds, and synthetic mulch is not environmentally friendly. A motion was made by PJ and seconded by Gail to ban the use of artificial/synthetic mulch and coarse bark mulch and to incorporate this restriction into the Rules and Regulations. The motion passed unanimously. Those units with the banned product already installed are not required to remove it.

7. Incident Report – Linda Osborn

No incidents were reported in February.

a. Old Business:

- CEE Homeowners Directory: The Board plans to release an updated 2025 directory at the annual meeting in April. The layout has progressed to a sufficient point for obtaining printing estimates.
- 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. **(New)** There are three proposed revisions to the 2024 bylaws. These revisions are explained in the voter packet being mailed to each owner. The proposed Amended/Restated Bylaws will be posted on the Clubhouse bulletin board and on the CEE website for your review.
- The annual meeting will be held on April 14th at 6:00 PM. Check-in begins at 5:45 PM. CMI is mailing a second packet to homeowners. It will contain ballot measures, background

information, the 2025-26 budget, absentee ballots, and instructions. You may vote and return your ballot before or during the meeting. Ballots will be counted at the meeting.

b. New Business:

- The Board has reviewed the budget prepared by CMI, which, as always, includes both an operations budget and a reserves budget. A new line item in this year's budget is a contingency account, which is required by law. This account sets aside a percentage of the operations budget for unexpected expenses. As you are aware, the costs of utilities, labor, and materials have risen this year. In response, the Board has decided that the adopted 2025-26 budget will focus solely on covering increased operational costs, postponing additional funding for the reserve account at this time. As a result, the homeowner's fee will only be increased to cover operational expenses. The increases are identified as \$55 for one bedroom, \$64 for two bedrooms, and \$68 for three bedrooms.
- The Board is exploring options for survey staking CEE property lines. It is becoming increasingly important to maintain the integrity of our bounding edges from encroachments and potential damage caused by new construction on adjacent properties.
- The Board is interested in forming an Architectural Committee to review future architectural alterations, recommend actions based on the HOA's architectural standards, enforce architectural guidelines, and propose changes to architectural guidelines to the Board. Anyone interested in being a member of the committee should contact Gail.
- The Board addressed a major concern regarding the Reserve Account. Since the HOA's inception over 60 years ago, the Reserve Account has not kept pace with the necessary repairs and capital improvements required to maintain our community. Recent Reserve Studies have revealed an increasing funding deficit, placing the HOA in a precarious position when it comes to maintaining the property. Mortgage lenders are increasingly requesting reassurances that the HOA has sufficient funds to cover routine expenses such as gutter repairs, street repairs, carport repairs, siding, dry rot, and corrosion. While some repairs can be deferred indefinitely, others—such as safety-related repairs (e.g., shop repairs) and those necessary to prevent further damage—cannot be postponed. To address these urgent concerns, the Board has begun exploring options, including the possibility of securing a loan. The Board will continue to keep the community updated on efforts to strengthen the Reserve Account.

8. Announcements:

- Potluck: Friday, March 21st, at 5:30 PM. The theme will be a belated St. Patrick's Day celebration. Wear your "green" and try out some Irish recipes! Kyle Lewis, pianist and singer, will provide entertainment. Please sign up on the Clubhouse bulletin board by Thursday morning, March 20th.
- CEE March Field Trip:
 1. Japanese American Historical Museum, NW 4th and NW Flanders
 2. Wed, March 26 and Fri, March 28 (March 26th is full.)
 3. 9:30 AM bus pick up/12:00 PM return, \$6.00 admission.

Ride Connection free transportation (donations accepted) with brief stops for photos at the Japanese American Historical Plaza (downtown waterfront cherry trees). Sign-up sheet is posted in the Clubhouse.

- Personal Safety Seminar – March 20th, 1:00–2:30 PM in the Clubhouse. Conducted by the City of Portland, this training will teach residents proactive safety strategies, creative protection methods, escape options, and more. A sign-up sheet is available in the Clubhouse.
- PGE Senior Discount Seminar, April 23rd at 4:00 in the Clubhouse. This is a perfect time to sign up with PGE for applying for low-income discounts and/or if you have an electric-based medical device such as oxygen, CPAP, dialysis, etc. If you use these devices, you are entitled to an automatic 15% discount.
- **Reminder:** Please contact Vickey Khalifa if you have medical equipment/devices to donate. Please do not just drop off donations at her door.

Adjournment: Motion to adjourn was made by Vicki, seconded by Rose. The meeting was adjourned at 5:35 PM.

Next Meeting: The next HOA Board Meeting (*the annual meeting*) is scheduled for April 14th at 6:00 PM in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary