



## HOA Board Meeting Minutes

Date and Time: May 12, 2025, at 3:30 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rosemarie 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 Vicki and the agenda was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the meeting held on March 10, 2025, were reviewed. A motion to waive the reading and approve the minutes was made by Rose. The minutes were approved unanimously.

The minutes from the annual meeting held on April 14, 2025, were recorded by CMI. A correction has been noted: The motion to waive the reading and approve the previous Annual Meeting Minutes (April 8, 2024) passed **with one dissenting vote**. Rose moved that the corrected Annual Meeting Minutes be approved. The motion carried unanimously.

4. **Open Forum:** Topics discussed during the Open Forum session included:

- Real estate loans: conventional loans and secondary market loans
- Assessments
- Project phasing
- Handyman
- Microphone for use at meetings
- Meeting agendas posted on Clubhouse bulletin board and emailed to owners who requested that written communications be emailed

5. **Officer Reports:**

- **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the March financial statements, various bank account balances, and clarifications.

- **Clubhouse Report – Gail Newberry**

The clubhouse was used 30 times in April.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie reported on the shop repair, catch basin cleaning, condos for sale, pedestrian gate installation, and announcements.

- **Grounds Report – PJ Blake**

PJ provided a summary of grounds work completed during April and provided information about expected work to be completed in May.

- **Pool Committee Report – Paula Gibeson, Chairperson**

Paul reported that the pool committee met with Micah Knight, our pool manager, on May 1st. Micah explained that the State of Oregon has updated the rules and requirements surrounding the operation of pools. Micah is preparing a “Facility Written Plan” for CEE that will address procedures and rules for the CEE pool.

- **Incident Report – Linda Osborn**

Linda reported that three security incidents were reported in April and to date in May.

- **Architectural Committee Report – Terry Robrecht, Co-Chairperson**

Terry provided a summary of the investigative work he personally completed for the community and summarized the proceedings during the last three committee meetings.

**6. Old Business:**

- The disposition on enclosed patios is largely dependent on the adoption of the Amended/Restated Bylaws.
- Feeding wildlife peanuts is not only encouraging the presence of squirrels and rodents, but it is also providing a severe health issue to those residents allergic to peanuts. Please refrain from feeding wildlife.

**7. New Business:**

- The Board plans to convene a **Special Meeting** next month for the sole purpose of voting to adopt the Amended and Restated Bylaws. To help homeowners understand the proposed changes, Gail will conduct one or more workshops prior to the Special Meeting. These sessions will provide an overview of the revisions, explain their impact, and allow for questions and discussion.

**Adjournment:** Motion to adjourn was made by Linda. The meeting was adjourned at 5:10 PM.

**Next Meeting:** The next HOA Board Meeting is scheduled for June 9th at 3:30 PM in the Clubhouse.

Respectfully submitted,

Linda Osborn  
Secretary



# MONTHLY CHRONICLE

## MAY 2025

### Introductory Remarks

Legal counsel and CMI have advised the Board that meeting minutes serve as the official record of the Association and should be limited to documenting the resolutions passed and decisions made—without capturing the full scope of discussion or commentary. In light of this, and in our commitment to transparency and keeping residents informed, the Board is introducing a new communication tool: the **Monthly Chronicle**.

This newsletter will supplement the formal Board Meeting Minutes by offering more context and highlights from Officer reports, open forum discussions, and announcements. Our goal is to provide a clearer picture of the issues being addressed and the progress being made in our community.

### Officer Reports

#### Treasurer's Report – Vicki Sharp-Zook

- The March 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.
- The March financial statements are not yet final. Schwindt & Co. is currently conducting a review of the 2024–2025 financial statement. Once this review is complete, the finalized and reviewed statement will be made available to the community.
- Operating Budget Summary (as of March 31, 2025):
  - CEE operating revenue stands at \$278,260, exceeding the annual budget of \$272,498 by \$5,762.
  - Operating expenses are \$285,579, which is \$18,120 over the annual budget of \$264,458.
- Bank balances as of May 10, 2025:

Pacific Premier Checking	\$30,723
Pacific Premier Reserve	\$115,762
US Bank CD	\$65,045
Onpoint Checking	\$1,166
Onpoint Savings	\$7
Funds on Hand	\$577

- April donation balances are as follows:

Clubhouse:	\$2,873
Copier:	\$336
Pool:	\$122
Landscaping:	\$400

- Donations received in April were as follows:

Clubhouse:	\$206
Copier:	\$9

- For residents reviewing the financials, you may notice that **Account 6735 – Roof Repair** reflects a total expense of **\$60,000**. This amount includes both carport and residential roof repairs:
  - Carport roof repairs: \$25,769
  - Residential tile roof repairs: \$34,231
- Additionally, we'd like to address a one-time accounting issue: Between January and March, reserve funds were mistakenly deposited into the **operating income account** instead of being transferred to the **reserve money market account**. This error has since been corrected and is reflected in the **March income statement**.

### **Clubhouse Report – Gail Newberry**

- The clubhouse was used 30 times in April.

### **Maintenance Report – Rosemarie Doherty**

- Condos for sale:
  - 3 bedrooms: 12410 & 12600
  - 2 bedrooms: 12325, 12355 & 12395
- Currently, there are no owners on the garage and shed waiting lists.
- Assistance with PGE Bills: PGE representative Rachel DeRosia has successfully helped several residents reduce their PGE bills. If you believe you may qualify for a discount—based on income and/or use of medical devices—resources are available.

Information and applications (in both English and Spanish) are posted on the clubhouse bulletin boards, with printed applications located just below the notices.

If you'd like to speak with Rachel directly, feel free to call or text me, and I'll be happy to share her contact information.

- The shop repair began February 19<sup>th</sup>. However, numerous problems were encountered, including broken and corroded galvanized water lines embedded in the concrete shop floor. Repairs are moving forward May 13<sup>th</sup>. If the repairs are successful, we are hoping to open the pool during the first week in June.

- RCE cleaned the community catch basins on Friday, 5/9.
- On April 18, 2025, a new pedestrian gate was installed next to the large double gate on the east end of the Main. As part of the project, the crew also realigned the double back gate, making it significantly easier to open, close, and lock.

The pedestrian gate lock is keyed to match the clubhouse, pool, and back gate locks for resident convenience. Please note: this lock is designed so that your key cannot be removed unless the padlock is locked, helping ensure it remains secure at all times.

With the addition of the new pedestrian gate, steps are being taken to ensure safe and accessible foot traffic to and from the area.

Initial improvements on the west side of the gate include:

- Weed removal
- Ground leveling
- Gravel installation

In addition, the previously mismatched sweeper panels at the bottom of the gates have been replaced with panels that better match the red slats, improving both aesthetics and functionality. These panels also help prevent small animals from crawling under the gates.

Next steps:

- Smoothing and adding gravel to the east side of the gate down to 127th
- Painting the curb yellow to discourage parking in that area
- On February 7, 2025, the City of Portland conducted a security assessment of our community. The report included several strong recommendations to improve safety. So far, we've taken initial steps by removing the office door sign and installing the new pedestrian gate.

We hope to move forward with additional suggestions from the report, including:

- Installing high-security deadbolts on several doors
- Applying glass film to the front clubhouse windows and door. This film limits visibility from the outside while still allowing us to see out
- Other enhancements aimed at improving security and peace of mind

We encourage residents to read the full report, which is posted on the clubhouse bulletin board, and consider supporting the Board in implementing these recommendations.

Please note: The assessment team will return to evaluate our progress 3 months and 9 months after the report date.

Your involvement can make a real difference in creating a safer community for all.

- John Lackey, our handyman, has continued pressure washing walkways as time permits. He plans to clean the pool deck soon for the season opening.

## Grounds Report – PJ Blake

- On-going work tasks in April included:
  - Weed control/removal
  - Trimming shrubs
  - Removing landscaping fabrics and black plastic
  - Mowing and edging
  - Fertilizing shrubs
  - Spot treatment for pests and diseases
- Sav A Tree recently applied a fungicide spray to the trunks of trees throughout the community as part of their ongoing maintenance services. They also completed their annual tree evaluation, inspecting for overall health and identifying any issues. Sav A Tree has provided this service to our community for the past ten years.

Please note that Sav A Tree is under contract with the City of Portland for the care of newly planted trees, including watering, maintenance, and documentation during the establishment period. We have been instructed **not** to water, trim, or remove the colored flags from these new trees.

- During May, cleaning planting beds and mulching along Main Street, pruning rhododendrons and removing spent blossoms, as well as mowing and edging will continue.
- The sprinkler irrigation system will also be re-energized in May.
- Work will continue on the planting bed in front of the clubhouse.

## Pool Committee Report – Paula Gibeson, Chairperson

The Pool Committee met with Micah Knight, our pool manager, on May 1 to discuss upcoming changes to pool operations. Micah reviewed new regulations enacted by the State of Oregon, which took effect April 1, 2025. These changes significantly impact both Micah's responsibilities and the daily duties carried out by CEE volunteers.

Micah is currently developing a comprehensive **Facility Written Plan** for CEE. This plan will include:

- Training requirements for staff and volunteers
- Personal protective equipment (PPE) requirements
- Water testing protocols
- An emergency response plan
- A preventative maintenance schedule
- Pool use rules and regulations

**Training:** Micah will lead the initial pool testing training session at the start of the season. Ongoing training will be provided by Terry Robrect throughout the season.

**New Supervisory Requirement:** Under the updated state regulations, there must be one or two designated on-site pool supervisors. These supervisors are responsible for ensuring that all daily

operational procedures are properly followed. In the event of an equipment failure or procedural issue, the supervisor(s) have the authority and obligation to close the pool until the issue is resolved.

**Opening Timeline:** The pool opening date is contingent on the completion of necessary shop repairs. The **tentative opening is scheduled for the first week of June.**

### **Incident Report – Linda Osborn**

Three incidents were reported:

- 4/1 – Intruder rummaging through trash cans
- 4/2 – Intruder driving black sedan with OR Plates PCF 303. Looked over walls into patios in the area of 12425.
- 5/1 – Intruder attempting to enter patio through gate. Police were called.

### **Architectural Committee Report – Terry Robrecht, Co-Chairperson**

Terry conducted an on-site investigation last year to assess moisture content in the siding, soffits, and support posts for the porches and carports. His findings identified significant deterioration due to moisture and rot in at least 10 sections of siding, 15 soffits, and 15 support posts.

#### **Committee Recommendations:**

- **Immediate Repairs:** The committee recommends that the most severely affected areas be repaired without delay. Prolonged exposure is causing the dry rot to expand and advance further into the structures.
- **Material Replacement:** The committee recommends replacing the wood support posts on porches with wrought iron to improve long-term durability and resistance to future rot and moisture damage.
- **Roof Edge Assessment:** As part of the recommendations from J2 Consultants, the first three rows of roofing tiles on all buildings should be temporarily removed to allow inspection and, if necessary, replace any damaged soffits and supporting understructure. The roofing tiles would then be reinstalled. Instead, the committee recommends a more targeted evaluation. The committee recommends obtaining a bid for detailed assessment of up to six areas, selected for their varied exposure to wind, weather, and sun. This sampling approach will provide data on the extent of damage under different conditions, supporting more informed decisions regarding broader repairs.

### **Announcements**

- **Personal Safety Seminar** – May 28th, 10:30 AM–12:00 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.
- **Amended and Restated Bylaws Workshop(s)** – Gail and CEE’s legal counsel will conduct one or more workshops prior to the Special Meeting. The purpose of the workshop(s) is to provide an

overview of the revisions, explain their impact, and allow for questions and discussion. Dates and times TBD.

- **Reminder:** Please remove your crawlspace vent covers and replace the plugs for your faucet extensions (if applicable).
- **Potluck**, Friday, May 16<sup>th</sup>, at 5:30 PM.
- **Amazon Echo Dot Smart Speaker (aka Alexa) can notify emergency services** – If you own an Echo Dot, Alexa can call for help and you will be connected to trained Urgent Response agents who can request dispatch of emergency services. A subscription is required to activate.
- **Rat Bait Traps** – The rectangular shaped rat bait traps belong to CEE. These traps are currently not being baited and will be retrieved soon. A-1 Pest Control baits the octagonal-shaped traps.