



HOA Board Meeting Minutes

Date and Time: June 9, 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 3:35 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 May 12, 2025, were reviewed. A motion to waive the reading and approve the minutes was made by Rose. The minutes were approved unanimously.
- 4. Open Forum:** Topics discussed during the Open Forum session included:
 - Clarification of difference between Board Meeting Minutes and Monthly Chronicle
 - Landscape Maintenance Requests Memo
 - Dryer Vent Cleaning
 - Using water shut off at unit rather than for the complex
 - Contracted landscape maintenance schedule
 - Alternatives for Clubhouse HVAC system
 - Reserve budget
 - Increased utility (water and electricity) rates
- 5. Officer Reports:**
 - **President's Report – Gail Newberry**
Gail reported that she is fielding questions from real estate agents for the current condos that are for sale, reiterated the importance of approving the new bylaws particularly as they relate to patio enclosures and owner-occupied condos.
 - **Treasurer's Report – Vicki Sharp-Zook**
Vicki reported on the April financial statements, various bank account balances, and clarifications.
 - **Clubhouse Report – Rosemarie Doherty**
The clubhouse was used 29 times in April.
 - **Maintenance Report – Rosemarie Doherty**
Rosemarie reported on the shop repair, pedestrian gate and east end ingress/egress enhancements, personal safety training, and routine maintenance for mailboxes.

- **Grounds Report – PJ Blake**

PJ provided a summary of the landscaping work completed in May and outlined the projects scheduled for June. She also reported that the irrigation system has been restarted and will resume the same watering schedule as last year.

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

Paula reported that until there is a firm date for the pool opening, scheduling testers and the associated training has been on-hold. She announced that the necessary PPE items and the first aid kit as required by the State of Oregon have been procured.

- **Incident Report – Linda Osborn**

Linda announced that there were no new incidents reported in May.

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

The architectural committee has prioritized work to be completed during the next 24 months and bids are being solicited to complete the work.

6. Old Business:

- Two corrections were noted for the 2025 CEE Directory.

7. New Business:

- Rules and Regulations update concerning derelict vehicle parking: “No recreational vehicles, campers, trailers, boats, boat trailers, and/or vehicles in disrepair may be parked or stored on CEE property without the prior written approval of the Board of Directors. Vehicles in violation will be posted with a 72-hour notice before towing.”
- Annual Meeting Schedule Change: Beginning next year, the annual meeting will be held on the second Monday in March. This change aligns with the start of CEE’s fiscal year.
- Landscape Enhancement Request: A budget of \$1,200–\$1,500 has been requested for plants and mulch to improve the landscaping around the Clubhouse and along Main Street. The Board will review this proposal.

Adjournment: Motion to adjourn was made by Linda. The meeting was adjourned at 5:40 PM.

Next Meeting: The next HOA Board Meeting is scheduled for July 14th at 3:30 PM in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

JUNE 2025

Officer Reports

Treasurer's Report – Vicki Sharp-Zook

- The April financial statements were prepared by CMI. They are posted on the Clubhouse bulletin board and available on the CMI Vantaca portal. The Board received a copy by email.
- Starting this month, Vicki will report financial information based on the month for which the statements were issued.
- The April financials reflect the 2025–2026 budget. Homeowner fees appear slightly lower in April because the \$2,447 operating account contingency was initiated, but the updated assessment amounts were not yet being collected.
- Expenses exceeded the monthly budget by \$3,368.39, largely due to water bills. The water department had intended to begin invoicing in March but did not send the March invoice as expected. As a result, both March and April water bills were paid in April.
- I have contacted CMI to ask why two of our income accounts—clubhouse donations and late charges—are showing negative balances instead of positive amounts. I have requested corrections.
- Bank balances as of April 30, 2025:

| | |
|--------------------------|---------------------------------|
| Pacific Premier Checking | \$25,607 |
| Pacific Premier Reserve | \$106,506 |
| US Bank CD | \$65,045 (CD matures 10/9/2025) |
| Onpoint Checking | \$1,259 |
| 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 |

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 29 times in May.

Maintenance Report – Rosemarie Doherty

- **Condos for sale:**

- 3 bedrooms: 12410 & 12600

- 2 bedrooms: 12325, 12330, 12355, & 12395

- Currently, there is one owner on the garage and shed waiting lists.

- **Pool and Shop Project Update**

- **Timeline and Current Status**

- Shop repairs began Feb 19 but were restarted on May 13 after multiple setbacks, which prevented a Memorial-Day opening.
 - All plumbing has passed inspection; rebar needs one final sign-off before concrete can be poured. The pour is scheduled for Tuesday, June 10.
 - Once the concrete reaches initial set, Knight Pool Service will return to reconnect plumbing, balance chemicals, set the heater, and stage pool furniture. Micah will start resetting pipes as soon as the concrete is firm enough; after the pipe glue cures (\approx 4 hours), the lines can be pressurized and the full start-up will begin. Estimated duration: up to one week.
 - Micah will add chlorine tablets tonight and move deck furniture out of storage so it can be cleaned. The autofill and foot-rinse stations are working.

- **Projected Opening**

- If the concrete is ready by **Thursday or (more likely) Friday, June 13**, the pool water will still need about **seven days** to heat and clarify. We are therefore targeting **Friday, June 20** for first swims, pending test results. Paula G. is organizing water-testing refresher sessions with Terry R. and Micah K.
 - A Bright Star: Last year, we installed an auto-chlorinator for the pool, replacing the cumbersome manual chlorination system. In April 2025, new state regulations made auto-chlorinators mandatory, causing prices to rise by several thousand dollars. By acting early, we not only ensured compliance but also saved a significant amount and secured a reliable system.

- **Bathroom Access**

- Bathroom floors require a **minimum seven-day cure**, so the pool may open before the restrooms. Please shower at home before swimming until further notice. A firm opening date will be confirmed as soon as possible.

- **Shop Project Costs and Ramifications**

- Original contract: \$8,000
 - Current total: \$68,000 (and we are working hard to keep it from rising further).
 - Because of this overrun, the following projects are postponed to 2026:
 - Roof rake-and-valley repairs
 - Decommissioning of the old septic tanks

- The final group of carports will still be completed, but no scheduling will occur until the shop's final invoice is received.
- **East-end Pedestrian Gate**
 - Residents report the new gate has been very well received. Recent enhancements include:
 - Color-matched sweeper panels on all gates (keep pets from crawling under).
 - A gravel walkway from Main Street to 127th for safer footing.
 - Larger gravel on the east side of the double gate to discourage parking and keep the access lane clear.
 - The City will paint the curb yellow and install **NO PARKING** signs within the next **2–5 months**. Until then, if a vehicle blocks the back gate, please call **Parking Enforcement, 503-823-5195** (staffed daily until 8 p.m. and on weekends). Officers can ticket after-hours violators.
- **Personal Safety Training Update & Upcoming Opportunity**
 - On Wednesday, May 28, we hosted a personal safety training session at the clubhouse. It was well attended, with positive feedback from residents who appreciated the practical tips for staying safer in everyday situations.
 - Building on that momentum, I'm working with Sara Johnson from Rose City Self Defense (RCSD) to explore offering additional training. We're considering a three-part physical self-defense seminar, and we'd like to hear from residents about their interest in participating.
 - Two options are currently being discussed:
 1. One-time adaptive self-defense class (approx. 1 hour)
 - Designed for those who attended the earlier training.
 - Tailored to different physical abilities, including the use of walkers, canes, etc.
 2. Three-session self-defense course (3 hours each)
 - Held over three weeks, either in the evening or on weekends.
 - Hosted in the clubhouse and open to the public, but with 10 early registration spots reserved for Club Estates East residents.
 - Example: General sign-up opens at 6:00 PM; CEE residents would have early access at 5:00 PM to claim reserved spots.
 - Free to attend, though the customary \$2 donation will be suggested to help offset costs.
 - If there's enough interest, we'll move forward with scheduling. Please let us know if you or someone you know would like to attend either class format so we can gauge participation.
- **Show Some Love to Your Courtyard Mailboxes!**
 - A quick rinse now and then can go a long way in keeping our courtyard mailboxes looking their best. Washing them off occasionally helps prevent buildup and keeps things tidy for everyone.
 - Want to go the extra mile? We have a special wax available to help protect and preserve the finish. If you'd like to apply it, contact Rose to get a supply.

Grounds Report – PJ Blake

- The irrigation system is now turned on and will be operating on the same schedule as last year. The water pressure is below the necessary minimum to have some of the sprinkler heads operate properly. Residents are encouraged to supplement watering in areas not receiving adequate water with hand watering or hose-end sprinklers.
- 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.
- Katie has been helping residents with their gardening needs, housekeeping, and hauling. She charges \$30 per hour. Her contact information is: (971) 319-2627.
- During June, cleaning planting beds and mulching along Main Street, pruning rhododendrons and removing spent blossoms, as well as mowing and edging will continue.
- Work will continue on the planting bed in front of the clubhouse and enhancing the landscaping along the entrance drive.

Pool Committee Report – Paula Gibeson, Chairperson

- The pool opening is contingent upon the completion of the shop repairs.
- When an opening date is established, Paula will organize the schedule for testers and the associated training.
- Paula announced that the necessary PPE items and the first aid kit as required by the State of Oregon have been procured.

Incident Report – Linda Osborn

- No new incidents in May were reported.

Architectural Committee Report – Terry Robrecht, Co-Chairperson

- The Architectural Committee has prioritized the following work to be completed during the next 24 months to avoid further damage or deterioration to existing infrastructure:
 - **Clubhouse Roof:** Repair or replace the flat portion of the clubhouse roof.
 - **Porch Railings and Posts:** Repair or replace the wood porch railings and posts at 16 locations. J2 Consultants to specify suitable replacement materials.
 - **Entryway Soffits and Fascia:** Repair and/or replace damaged soffits and fascia at 19 locations.
 - **Siding:** Repair/replace sections of siding at 10 locations (5 of these locations include windows).
 - **Gutters:** Replace gutters and downspouts on all 22 buildings (including clubhouse).
 - **Painting:** Prepare and paint the exterior of all 22 buildings (including clubhouse), carports, and CMU walls.
- Until bids are received, the actual cost of this work is unknown. The Architectural Committee estimates that the work may cost about \$750,000 and has recommended that the Board begin the process of vetting lenders and negotiating terms for a loan.

- Michael (PJ's brother) has volunteered to assist with project management for re-roofing. Michael is a contractor and is intimately familiar with roofing projects.

Old Business

- Please note the following corrections to the 2025 CEE Directory:
 - The phone number for Arrow Sanitary (inside back cover) should read (503) **257**-3993.
 - Vickie Evan's phone number is (**505**) 453-4584.

New Business

- **Rules and Regulations update concerning derelict vehicle parking:** "No recreational vehicles, campers, trailers, boats, boat trailers, and/or vehicles in disrepair may be parked or stored on CEE property without the prior written approval of the Board of Directors. Vehicles in violation will be posted with a 72-hour notice before towing."
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Announcements

- Potluck: Friday, June 20th, at 5:30 PM.
- Dishwasher Operation Training: Wednesday, June 25th at 12:00 PM (sign-up sheet in Clubhouse)
- Dump and Toxins Cleanup Day: June 18th provided by Katie (More information and costs are posted on the bulletin board and on the CEE Facebook page.)
- Donations and Electronics Day: June 20th provided by Katie (More information and costs are posted on the bulletin board and on the CEE Facebook page.)
- Forms such as Yellow Slips, Clubhouse Reservation, etc., have been moved into an organizational rack and it is located in the Clubhouse foyer.