



## HOA Board Meeting Minutes

Date and Time: July 14, 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 June 9, 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:
  - A suggestion to begin monthly meetings at 3:00 p.m. instead of 3:30 p.m. The Board agreed to try the earlier start time for a couple of months to evaluate its effectiveness.
  - An update that the pending sale of the HUD unit has fallen through.
  - General discussion and speculation about what a potential repayment schedule might look like if a loan were pursued.
5. **Officer Reports:**
  - **President's Report – Gail Newberry**  
Gail thanked everyone for attending the meeting today and indicated she is available from 10:00 a.m. until 8:00 p.m. should anyone want to reach out with questions or concerns.
  - **Treasurer's Report – Vicki Sharp-Zook**  
Vicki reported on the May financial statements, various bank account balances, and clarifications.
  - **Clubhouse Report – Rosemarie Doherty**  
The clubhouse was used 24 times in June.
  - **Maintenance Report – Rosemarie Doherty**  
Rosemarie reported on the shop repair, budget impact and deferred projects, pool opening and upcoming pool projects, curb and street markings, safety training follow-up, and renewed interest in installing a security camera at the east end of Main Street.
  - **Grounds Report – PJ Blake**  
PJ provided a summary of the landscaping work currently in progress. She also reported that she is engaged in ongoing troubleshooting for the irrigation system.

- **Secretary's Report – Linda Osborn**

Linda provided information on units currently for sale and provided contact information for new owners. She also noted that compliance with the HOPA law requires that owners with housemates complete a form identifying these residents. Linda will be working on the form and will include it in the Clubhouse foyer with the other forms.

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

Paula's report covered the pool in-service training conducted by Micah, our Certified Pool Operator; communication protocols; pool closure procedures; testing instructions and schedule; and responsible on-site supervisors.

- **Incident Report – Linda Osborn**

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

- **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:**

- **Reminder:** Dogs should be on leash when walking through the community.
- **Reminder:** Several residents have shared that speaker phones can be quite disruptive when used in public areas. For the comfort of everyone, please consider taking calls privately or using a headset when walking through the community.

**7. New Business:**

- A trial period for moving the monthly board meetings from 3:30 PM to 3:00 PM was approved by the board.

**Adjournment:** Motion to adjourn was made by Linda. The meeting was adjourned at 4:40 PM.

**Next Meeting:** The next HOA Board Meeting is scheduled for August 11th at 3:00 PM in the Clubhouse.

Respectfully submitted,

Linda Osborn  
Secretary



# MONTHLY CHRONICLE

## JULY 2025

### Officer Reports

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

- The May 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.
- Homeowner fees income is lower in April and May because the \$2,447 operating account contingency was initiated, but the updated assessment amounts were not billed or collected. The Board is coordinating with CMI to properly invoice for the fees improperly invoiced in April and May. The Board will keep you informed about when to pay these back fees.
- Expenses are underbudget in May.
- Several projects that were originally scheduled for completion this year will not move forward due to a dwindling reserve account balance. Two items will still be addressed: resurfacing the pool and replacing the sand in the sand filter. However, there is a possibility that the entire sand filter may need to be replaced.
- The Board and the Architectural Committee have discussed and agreed upon pursuing a loan in the amount of \$750,000. Until bids are received for the work to be completed, the loan amount is preliminary. Information has been provided to three different banks, and we are currently working toward securing a letter of intent.
- Bank balances as of May 31, 2025:

Pacific Premier Checking	\$25,064
Pacific Premier Reserve	\$110,895
US Bank CD	\$65,045 (CD matures 10/9/2025)
Reserve Interest	\$558
Onpoint Checking	\$1,323
Onpoint Savings	\$7
Funds on Hand	\$577
- May donation balances are as follows:

Clubhouse:	\$3,092
Copier:	\$336
Pool:	\$122
Landscaping:	\$400
- Donations received in May totaled \$219.

## **Clubhouse Report – Rosemarie Doherty**

- The clubhouse was used 24 times in June.

## **Maintenance Report – Rosemarie Doherty**

- Currently, there is one owner on the garage and shed waiting lists.
- **Shop & Poolside Bathroom Repairs:**  
As of June 26, 2025, repairs to the shop and poolside bathrooms are approximately 95% complete. Remaining tasks include replacing an electrical outlet and ensuring the CMU (concrete masonry unit) shower walls and mortar are properly cured—this process can take up to 28 days. Once cured, the walls will be sealed and painted. We are hopeful painting can be completed soon so that the showers are back in service as quickly as possible. All other bathroom functions, including toilets and sinks, are currently operational.
- **Budget Impact & Deferred Projects:**  
Due to the high cost of this project, most other capital projects planned for this year are now on hold. Deferred items include:
  - Repairing roof rakes and valleys
  - Decommissioning old septic tanks
  - Final phase of carport work

Only essential repairs—such as a few patio wood panel replacements needed for safety—will move forward. Otherwise, only minor handyman tasks are planned for the summer.

- **Pool Opening & Ongoing Maintenance:**  
The pool opened for the season on July 7, 2025, after several delays due to:
  - Water treatment to ensure safe swimming
  - A broken pool pump

Although purchasing a new pump was included in our reserve study, Micah was able to repair the existing one, saving us money. The current pump is expected to last another 2–3 years.

- **Upcoming Pool Projects:**  
Later this fall and winter (during the off-season), the following pool work will be addressed:
  - **Pool resurfacing/replastering:** Bids have been received, and once a contractor is selected, work will begin in the fall.
  - **Sand filter maintenance:** Originally scheduled for April, this was postponed due to the filter's access lid being stuck (possibly glued, mis-threaded, or otherwise damaged). For now, Micah recommended leaving it in place to avoid delaying the pool opening. During the off-season, attempts will be made to remove the lid:
    - *Best case:* It can be removed without damage.
    - *Likely:* The lid will need to be drilled and replaced.
    - *Worst case:* Internal damage requires replacing the entire filter at an estimated cost of \$5,000.

- **Pool Usage Reminders:**

- The floating thermometer has been removed due to theft and inaccuracy. Water temperature is now monitored via the shop's pool furnace readout. It is set at 90°F, the temperature recommended by Multnomah County for senior swimmers.
- Please treat the pool with care:
  - Shower before entering (A temporary handheld shower head has been added to the faucet inside the pool enclosure for rinsing.)
  - No outside pool toys
  - Do not overfill the toy container in the storage unit. (Many toys have been relocated to the bathroom due to overcrowding.)

- **Curb and Street Markings:**

The east end of Main Street has been marked by the City, but CEE has not been informed of any upcoming improvements to SE 127th at this time.

The City is scheduled to return within the next 1–4 months to:

- Paint curbs yellow
- Install **NO PARKING** signs

In the meantime, if someone blocks the back gate, please call **Parking Enforcement** at **503-823-5195**. The office is open until 8:00 p.m. daily, including weekends, and they will issue citations after hours.

- **Safety Training Follow-Up:**

No requests have been received for additional enhanced safety training or a follow-up session with the CEE group. If you are interested, please contact me directly or submit a request. If there is no interest, additional sessions will not be scheduled.

- **REMINDER: 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.
- Sherry Kerr, thank you for sprucing up your courtyard mailboxes.

- **Security Camera by Back Gate:**

There is renewed interest in installing a security camera in the parking area at the east end of Main Street. For this to move forward, we will need a homeowner whose unit is adjacent to the parking lot to agree to the following:

- Allow CEE to use their Wi-Fi connection
- Provide a small indoor space to house the camera's base station
- Permit installation of the camera on the exterior of their condo or carport

If you are willing to assist with any or all of these requirements, please contact Rosemarie. Your participation would help enhance safety and deter unwanted activity in this area.

### **Grounds Report – PJ Blake**

- The Landscape Maintenance crew continues to perform routine tasks such as mowing, edging, trimming shrubs, blowing hard surfaces, and removing yard waste debris.
- The irrigation system is only functioning in a spotty fashion. Linda O. has volunteered to reach out to Steve at Sunrise Landscaping to see if we can restore some functionality to the existing system. When Steve is on-site, there may be some daytime irrigation testing.

### **Secretary's Report – Linda Osborn**

- **Condos for sale:**
  - 3 bedrooms: 12410, 12600, & 12680
  - 2 bedrooms: 12325, 12330, 12355, & 12395
- **New Owners:**
  - Reiko Ivens at 12345
  - Phone: (503) 913-0357
  - Email: kikumoto.iven@gmail.com

***Remember to update your directory!***

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

- **Pool In-Service Training**

A detailed in-service training, led by Micah Knight, was held and attended by 14 CEE members. The session was both educational and enlightening, offering valuable information on pool maintenance, safety, and compliance with state regulations.
- **Text Communication – “Pool 25” Chain**

Texting phone numbers have been verified. The most efficient way to contact Paula and the Pool Team is via the **“Pool 25” texting chain**.

  - If you have a last-minute schedule conflict or need to trade dates/times, **post directly in the Pool 25 text chain**.
  - The texting chain has been updated to remove individuals no longer participating in pool testing and to include new team members.
- **Key Topics Covered in the Training**

Several important topics were discussed and demonstrated during the training, including:

  - **Proper water testing procedures** to ensure compliance with state requirements.
  - **Chain of communication** for reporting water quality or safety issues, including when Micah's assistance is required and procedures for pool closure.
  - **Daily log procedures** for documenting testing results and assigned tasks.
  - **New pool pre-opening assessment requirements**, which were demonstrated by Micah.
  - **Chlorine safety protocol:**

- If chlorine is added, the pool must remain closed for **two hours** unless the water is vigorously stirred by brushing the pool walls.
  - If the water is stirred, the pool may reopen **after 20 minutes**.
- **Pool Closure Procedures**  
When the pool is closed, the following signage protocol should be followed:
    - Micah will place a **“Pool Closed” sign on the exterior gates**.
    - A **notice must be posted on the clubhouse’s outdoor poster board** indicating the pool is closed.
    - It was also discussed that a third **“Pool Closed” sign should be placed on the exterior of the east-facing workroom door** for added visibility.
  - **PPE for Pool Testers**  
Personal protective equipment (PPE) has been stocked in the workroom for pool testers. Each tester has been provided with **safety glasses** for their protection while handling testing materials.
  - **Instructions for Testing & Tasks**  
Micah has provided detailed instructions for pool testing and related tasks. Paula, Rose, and Terry are currently organizing and posting this information, including procedures specific to CEE.
    - **Testing/task instructions for 9:00 a.m., 1:00 p.m., 5:00 p.m., and pool closing** will be clearly posted once final edits are complete.
    - **Improved Documentation Tools**  
Volunteer testers expressed appreciation for a **logbook with larger print and color-coded instruction pages**, which will improve ease of use and accuracy.
  - **Role Clarification: Micah Knight**
    - **Micah is not the pool manager.** He is **contracted by CEE** as a **Certified Operator** and is not a CEE employee.
    - **Chemical Handling Protocol:**
      - For safety reasons, **CEE members should not add chemicals** or adjust pH levels.
      - Micah uses a **respirator and other PPE** and is trained to handle open containers and apply chemicals safely.
  - **Preferred Contact Method:**
    - **Text messaging** is the best way to reach Micah.
      - Micah emphasized that most facilities work with **one designated point of contact**. In the past, multiple CEE members contacted him directly, which caused confusion. To streamline communication, **Paula is designated as the primary contact for Micah**.
      - There may be occasions when **Terry** needs to contact Micah directly regarding chemical concerns. This would be considered an **exception** to the general communication process. All other **non-urgent or incidental communication** with

Micah will be handled by **Paula**, who will then relay relevant updates to the Board as needed.

- **New State Requirements: Responsible Supervisors**

Under new state regulations and because **Micah is off-site five days per week**, CEE is required to designate **on-site “Responsible Supervisors.”** Their roles include oversight and support of daily pool operations:

- **Responsible Supervisors oversee the volunteers** who perform water testing and carry out scheduled pool maintenance tasks.
  - They must be willing, able, and physically present on site during the pool’s hours of operation.
  - They are responsible for being aware of and involved in decisions to close the pool due to chemical imbalances or safety concerns.
  - Specific procedures were reviewed for responding to incidents involving injuries or illness in the water or on the deck.
  - Terry, Paula, and Gail have agreed to serve as CEE’s designated Responsible Supervisors.
  - The phone numbers of the Responsible Supervisors will be posted at the pool for quick reference in case of issues.

- **Volunteer Testing Schedule:**

All attendees at the training signed up for the testing schedule. As of now, only a **few time slots remain open through August 18th**. Several individuals have expressed interest in filling any remaining spots as their availability becomes clearer.

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

- No new incidents in June were reported.

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

- The Architectural Committee will reconvene after bids are received for the prioritized work described in the June Chronicle.

### **Announcements**

- **Potluck BBQ:** Saturday, July 19th, at 4:00 PM.
- **Sunday Park Ways**, (a city-sponsored event) is Sunday, July 27<sup>th</sup> from 11:00 AM to 4:00 PM. This event typically creates congestion at the CEE entrance. The East Gate will be open so you can access the community and avoid delays.
- **Reminder:** Forms such as Yellow Slips, Clubhouse Reservation, etc., have been moved into an organizational rack and it is located in the Clubhouse foyer.
- **Feral Cat and Kittens:** Terry Robrecht successfully captured the stray cat and kittens, had them spayed and inoculated, and has released them back into the community. Please feel free to feed them and consider them as part of our rodent control program. 😊