



HOA Board Meeting Minutes

Date and Time: August 11, 2025, at 3:00 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Rosemarie Doherty, and PJ Blake. Linda Osborn attended remotely via phone.

1. **Call to Order:** The meeting was called to order at 3:00 PM by Gail Newberry.
2. **Approval of Agenda:** The agenda was reviewed. A motion to approve the agenda was made by Rose and the agenda was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the meeting held on July 14, 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 revise the sign listing our address and phone number posted near the pool phone was made.
 - Patio gate replacement and the enclosed patios
5. **Officer Reports:**
 - **President's Report – Gail Newberry**
 - Gail announced that the revised bylaws will be subject to a vote commencing in October.
 - An anonymous donor is donating \$1,000 towards a new sound system for the Clubhouse.
 - **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the June financial statements, various bank account balances, and budget adjustments. Vicki also noted that the previously underbilled fees for May will be included in the September invoice from CMI. Vicki summarized multiple utility rate increases.
 - **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 25 times in July.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported on the shop repair, upcoming pool projects, curb and street markings, gutter incident, and pest control.
 - **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. She also noted that compliance with the HOPA law requires that owners with housemates complete a form identifying these residents. She completed a draft of that form and it is currently being reviewed by the HOA attorney.

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

Paula announced that the pool officially opened July 7th and that during July there were 208 pool visitors. She reported that the pool was closed three times.

- **Incident Report – Linda Osborn**

Linda indicated she would report on July incidents next month.

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

No report.

6. Old Business:

- **Security Camera by Back Gate:** Linda reported that another option for installing cameras without a Wi-Fi connection may be achieved through a wireless broadband connection. Eufy cameras, compatible with our existing system, could be purchased along with a data plan from one of the cell phone services like T-Mobile, Mint, or AT&T. There would be a monthly fee for the data plan. After discussion, adding security cameras will be tabled until there is a new occupant at 12620.

7. New Business:

- A drainage issue at 12375 (Parker) was discussed. It was decided more research is necessary to determine how to proceed with repairs.
- It has been brought to the Board's attention that three dogs living at 12321 SE Madison Street (property is south of our property line between the Clubhouse and first row of condos) are exhibiting extremely aggressive behavior towards passers-by on CEE property. In addition, these dogs are vigorously digging and undermining the property line fence. After consultation with our attorney, the Board will be contacting the dog owners to see if they are willing to remedy the situation.

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

Next Meeting: The next HOA Board Meeting is scheduled for September 8th at 3:00 PM in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

AUGUST 2025

Officer Reports

Treasurer's Report – Vicki Sharp-Zook

- The June 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.
- As discussed during the July meeting, CMI's invoice for the May fees did not reflect the updated annual increase. The corrected amount for these under-billed fees will appear as a separate line item on your September invoice, as follows:
 - 1 bedroom: \$55
 - 2 bedroom: \$64
 - 3 bedroom: \$68
- Our budget has also been adjusted: gutters and downspouts were reduced from \$7,728 to \$600, and light fixtures from \$708 to \$0. The total adjustment of \$7,836 has been transferred from the operating account to the general contingency account. These contingency funds are held in the reserve money market account.
- With the collection of the under-billed fees and the budget adjustments noted above, our net income is expected to be on track with this year's budget. The updated budget will be posted on the website and on the Clubhouse bulletin board.
- The Board is collaborating with two banks for possible loan processing. Currently, one bank is waiting to receive estimates for the necessary repairs and the second bank is reviewing the changes in our budget.
- We received notification of price increases for numerous utilities, as follows:

Utility	Current	New Rate	Percent Change
Water	\$7.559/CCF	\$8.171/CCF	+8.096%
Sewer	\$12.690/CCF	\$13.540/CCF	+6.69%
Garbage/Recycling	\$2,588.25/month	\$2,864.50/month	+10.67%

- Bank balances as of June 30, 2025:

Pacific Premier Checking	\$18,895
Pacific Premier Reserve	\$115,305
US Bank CD	\$65,045 (CD matures 10/9/2025)
Reserve Interest	\$576
Onpoint Checking	\$1,391
Onpoint Savings	\$7
Funds on Hand	\$577

- June donation balances are as follows:

Clubhouse:	\$3,092
Copier:	\$336
Pool:	\$122
Landscaping:	\$400

- Donations received in June totaled \$128.

President's Report – Gail Newberry

- Gail announced that voting on the revised by-laws will begin in October and continue for approximately four months.
- She reiterated that passage of the revised by-laws will allow the Board to evaluate enclosed patios on a case-by-case basis, rather than requiring their removal, and will also prohibit developers from purchasing a condo and converting it into a rental. Currently, there is **no limit** on the number of rental units in our community. Gail stated she will provide a plain-language summary of several by-law sections, outlining the implications of a “pass” or “no pass” outcome, and will note which provisions are mandated by state law.
- An anonymous donor is generously donating \$1,000 to procure a new sound system for the Clubhouse.

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 25 times in July.

Maintenance Report – Rosemarie Doherty

- Currently, there is one owner on the garage and shed waiting lists.
- **Shop & Poolside Bathroom Repairs:**
The construction work in the shop and poolside bathrooms is nearly complete. The final tasks—sealing and repainting the walls and floors—will be completed over the winter months. Bids for this work are currently being solicited.
 - The exterior electrical outlet near the shop entrance has been replaced and upgraded.
 - The poolside toy storage unit was frequently coming apart at the joints due to being overloaded. The frame has now been glued together and may break if pushed beyond its limits. If your favorite toy is missing, it may be in one of the bathrooms. Please help by not overfilling the storage unit.
 - In late July, our pool operation was inspected, and we passed with flying colors! Our shop, testing, and pool areas were deemed safe and well organized, earning excellent marks. Thank you to our outstanding pool team—scheduler, supervisors, testers, and our all-around hero and innovator, Terry Robrecht!
- **Upcoming Pool Projects:**
According to the Reserve Study, 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. Micah is willing to help us evaluate the bids to ensure we obtain the full scope of work necessary.
- **Sand filter maintenance**
- **Catch basin maintenance/replacement**
- **Gutter incident:**
During a recent rainstorm, a front porch gutter detached from the overhang. All Weather Gutters reattached it; however, visible dry rot was observed on the overhang. The presence of this dry rot, along with the failing gutters, underscores the need to proceed with the gutter replacement project.
- **Curb and Street Markings along SE 127th Avenue:**
The City is scheduled to return within the next 3 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.

- **Pest Control:**
A&A Pest treats our community once a month for rodents and pests (ants, wasps, etc.). They alternate between the north and south sides of the complex each month and are typically onsite between the 1st and 8th, depending on their schedule. Technicians wear uniforms and generally do not enter patio areas unless a resident has submitted a maintenance request.

If you see the technicians onsite and would like pest control inside your patio, you may ask them directly. The pest spray they use is pet-friendly and environmentally safe. They recommend keeping pets away from treated areas for 15–30 minutes to allow it to dry; however, since they only spray around the foundations, it should not impact pets.

While owners may request no weed spraying in their flower beds, this option does not extend to pest control. Protecting our buildings requires regular treatment, so all foundations and designated areas will continue to be sprayed. As mentioned above, technicians rarely enter limited common property areas (patios), but if they do, it is for a valid reason. I am not able to notify individual owners when this occurs, nor do I accompany the technicians during their work.

When I spoke with George, our technician, he reported all interactions with residents have been positive, and many have invited him into their patios for additional spraying. Moving forward, there will be a monthly reminder in *The Chronicle* so owners know to expect A&A Pest on-site each month. Individual notifications regarding patio access will no longer be provided except when you have specifically filed a maintenance request and may need to know when to have your patio gate unlocked.

If you notice an infestation, submit a maintenance slip with details (address, location such as kitchen wall, patio, etc.) so it can be addressed during the next scheduled visit. Interior pest issues inside your condo can be handled by A&A at the owner's expense.

The Clubhouse often has ants in the kitchen/sink area—please place any used glasses or dishware in the dishwasher, rather than leaving them out. Leftover items and water attract ants.

- **REMINDER: Please call or text Board members during reasonable hours.**

Unless there is an emergency, e.g., a broken water line, fire, etc., communication with the board should preferably be between the hours of 9:00 and 5:00.

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 crew is also aggressively treating weeds in the turf.
- The irrigation system is only functioning in a spotty fashion. Linda O. reached out to Steve at Sunrise Landscaping to see if we can restore some functionality to the existing system. He walked the site with Linda and PJ and made suggestions. It is cost prohibitive to have Sunrise Landscaping troubleshoot and repair the entire irrigation system. Instead, he recommended we identify all system components and determine which components require attention.
- Charlin Masterson, John Lackey, and PJ are mapping out the existing irrigation system and identifying non-functioning sprinkler heads.
- A representative from the City of Portland Water Bureau met with board members and shared thoughts on reducing water consumption in our community. Surprisingly, he noted that our per person usage (excluding irrigation) is a bit lower than the average. Usually the average is 46 gallons per person per day. CEE usage works out to about 40 gallons per person per day. The City is willing to schedule inspection of anyone's toilets to ensure they are functioning properly and not leaking. The representative completed similar inspections and adjustments at the clubhouse and pool toilets.
- The maintenance crew mowed the overgrown grass east of the property line fence along SE 127th Avenue.
- Thank you Patty Vogel and Kent Vogel for cleaning and oiling the benches beside the clubhouse.

Secretary's Report – Linda Osborn

- **Condos for sale:**
 - 3 bedrooms: 12410 & 12680
 - 2 bedrooms: 12325, 12355, 12395. & 12620; 12330 sale is pending.
- Condo at 12600 is no longer for sale. Paula Domine has resumed residency at CEE.

Pool Report – Paula Gibeson

- The pool officially opened on July 7. During the month, 208 visitors used the facility.
- Micah conducted a detailed orientation for the pool team and on-site supervisors. The team currently consists of 14 members responsible for testing and related tasks, along with 3 on-site supervisors.
- In July, the pool was closed on three occasions to allow for chemical adjustments to bring pH and chlorine levels into acceptable ranges and to await delivery of necessary testing reagents.
- Paula noted that coordination among team members, supervisors, Terry, and Micah has led to prompt resolution of issues.
- Micah installed equipment to automatically adjust pool pump speed at opening and closing times.
- The Testing Schedule and updated Testing Instructions are posted in the shop. To assist testers, routine tasks are now printed on color-coded paper.

Incident Report – Linda Osborn

- July incidents will be reported next month.

Architectural Committee Report – Terry Robrecht, Co-Chairperson

- No report.

Announcements

- **Taco Potluck:** Saturday, August 16th, at 11:00 AM to 1:00 PM.
- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month.

Respectfully submitted,

Linda Osborn, Secretary