



HOA Board Meeting Minutes

Date and Time: September 8, 2025, at 3:00 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Rosemarie Doherty, and Linda Osborn.
PJ Blake was excused.

1. **Call to Order:** The meeting was called to order at 3:05 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 August 11, 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:
 - Vicky Evans volunteered to update the Clubhouse reader board.
 - A suggestion to follow up with Mike Blake for his assistance during upcoming construction.
 - Research possibility of adding a USPS-approved outgoing mailbox
 - Concern about aggressive dogs living at 12334/12348 SE Salmon Street. Discussion about restoring the gap in the fence along our property line in this vicinity.
 - Consider having an annual dumpster day.
 - Request to not leave perishables or expired food in the food pantry.
5. **Officer Reports:**
 - **President's Report – Gail Newberry**
 - Gail reminded members that the revised bylaws will be subject to a vote commencing in October.
 - **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the July 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 announced that our bank, Pacific Premier, merged with Columbia Bank.
 - **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 22 times in August.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that the shop project has successfully passed inspection. She provided updates on sealing and repainting the poolside bathrooms, upcoming pool projects, curb

and street markings, a new person to clean the clubhouse, a small gas leak that was detected at the Clubhouse gas meters, and pest control.

- **Grounds Report – PJ Blake (read by Linda O.)**

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 the Tenant Registration Form (pink) is available in the lobby. Owners with housemates are required to complete this form to ensure compliance with the HOPA law.

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

Paula announced that the pool will be closed for the season on September 21st. *(This is an update since the meeting.)* The pool was used by 206 visitors during August.

- **Incident Report – Linda Osborn**

Linda indicated there was one reported incident in August.

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

No report.

6. Old Business:

- Gail provided an update on the dog issue at 12321 SE Madison Street. After unsuccessful attempts to contact the renters, the Board sent a letter to the property owner. He responded with the property manager's contact information and indicated that improvements regarding noise and aggression should be noticeable by September 5th.

7. New Business:

- The Board discussed the requirement that an Owner be present while the Clubhouse is cleaned by a non-owner. It was noted that this requirement creates a significant burden and that many facilities (such as banks, office buildings, and government offices) are routinely cleaned without tenant presence. Linda moved that licensed, bonded, or otherwise approved cleaners be permitted to clean the Clubhouse without an Owner present. The motion carried unanimously.

Adjournment: Motion to adjourn was made by Linda. The meeting was adjourned at 4:30 PM.

Next Meeting: The next HOA Board Meeting is scheduled for October 13th at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

SEPTEMBER 2025

Officer Reports

Treasurer's Report – Vicki Sharp-Zook

- The July 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.
- Operating income for July remains unchanged and continues to fall below budget by \$5,818. A change in income is expected once the September financial statements are available.
- Operating expenses for July came in **below budget**. The monthly budget was **\$96,000**, while actual expenses totaled **\$78,970**.
- Our bank, **Pacific Premier Bank**, merged with **Columbia Bank** on **September 2, 2025**. The transition of banking systems to Columbia Bank is scheduled to take place in **2026**.

- Bank balances as of July 31, 2025:

Pacific Premier/Columbia Bank Checking	\$29,688
Pacific Premier/Columbia Bank Reserve	\$122,350
US Bank CD	\$65,045 (CD matures 10/9/2025)
US Bank CD Interest	795
Reserve Interest	\$576
Onpoint Checking	\$1,391
Onpoint Savings	\$7
Funds on Hand	\$577

- July donation balances are as follows:

Clubhouse:	\$3,430
Copier:	\$338
Pool:	\$122
Landscaping:	\$400

- Donations received in July totaled \$340.40.

President's Report – Gail Newberry

- Gail reminded members that voting on the revised by-laws will begin in October and remain active through January 15, 2026.

- She noted that she is receiving frequent calls from potential buyers interested in purchasing units as investment properties for rental use. Gail emphasized that adoption of the revised by-laws would require all CEE condos to be owner-occupied, eliminating the potential for rentals. Currently, there are no restrictions on the number of rental units permitted in the community.

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 22 times in August.

Maintenance Report – Rosemarie Doherty

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

- **Shop & Poolside Bathroom Repairs:**

The shop project has successfully passed inspection.

The final task is sealing and repainting the poolside bathroom walls and floors, scheduled for completion during the winter months. The Board has accepted a bid from Hathaway Enterprises in the amount of \$2,650 to complete this work.

The exterior electrical outlet near the shop entrance has been replaced and upgraded. JRJ, the general contractor, covered the expense for this repair.

- **Upcoming Pool Projects:**

In accordance with the Reserve Study, the following pool projects are planned for later this fall and winter, during the off-season:

- **Pool resurfacing/replastering:** Some bids have been received, with additional bids being solicited to ensure inclusion of both construction and the required month-long after-care. Once a contractor is selected, work will begin after the pool is closed.
- **Sand filter maintenance**
- **Catch basin maintenance/replacement**

- **Curb and Street Markings along SE 127th Avenue:**

CEE is still on the City's list 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.

If you notice rodent activity, please complete a yellow slip. A&A will place traps during their next visit. Please be aware that it is **CEE's responsibility** to remove and dispose of any rodents caught in traps.

- Katie Lane will assume responsibility for monthly clubhouse cleaning. She will begin her duties following the September potluck.
- A small gas leak was detected at the Clubhouse gas meters. Northwest Natural Gas responded promptly and repaired the issue. The technician confirmed that there was no danger to our community.

Grounds Report – PJ Blake (read by Linda O.)

- 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. Fall pruning will become the focus as the need for lawn maintenance diminishes.
- Charlin Masterson, John Lackey, and PJ are continuing their reconnaissance and mapping of the existing irrigation system and identifying non-functioning sprinkler heads.
- Katie Lane will be working on the grounds 3 hours per week on Mondays.
- Thank you, Paula Domine, Kim Trickey, and Sandi Pearson for their hard work clearing weeds and re-grading some rough areas in the cul de sac circle bed.

Secretary's Report – Linda Osborn

- **Condos for sale:**
 - 3 bedrooms: 12410
 - 2 bedrooms: 12325, 12355, 12395. & 12620; 12330 sale is pending.
- Tenant Registration Form (pink) is available in the Clubhouse lobby. Owners with housemates (including family members or caregivers) are required to complete this form to ensure compliance with the HOPA law.

Pool Report – Paula Gibeson

- The pool was used by 206 visitors during the month of August.
- The pool will be closed for the season on September 21st at 9:00 PM. *(This is an update since the meeting.)*
- Micah commented that an individual was injured on the ladder at the deep end of the pool. It appears this ladder should be disassembled and refurbished during the off-season.
- Paula will be making final updates to the Tester's Instruction Notebook.
- Micah will share his plans for pool closure with Paula as the time draws near.

Incident Report – Linda Osborn

- During August, there was one incident of an intruder sleeping in the vegetation next to 12265.

Architectural Committee Report – Terry Robrecht, Co-Chairperson

- No report.

Announcements

- **“Guess the Grad” Potluck:** Friday, September 19th, at 5:30 PM. Walk down memory lane. Deliver a picture of your teenage self (e.g., high school graduation) to Terry and Nancy Robrecht’s mailbox (12565) or bring the picture with you to the potluck. The pictures will be displayed, and everyone can try to guess “Who’s Who.” Please remember to sign up by Wednesday, September 17th, if you plan to attend.
- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month.
- **Field Trip: Mt. Hood/Timberline Lodge Bus Trip,** Wednesday, October 8th. Sign up and details are on the Clubhouse bulletin board.
- The next board meeting will be Monday, October 13th, at **3:30 PM.**

Respectfully submitted,

Linda Osborn, Secretary