



HOA Board Meeting Minutes

Date and Time: October 13, 2025, at 3:30 PM

Location: Clubhouse

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

1. **Call to Order:** The meeting was called to order at 3:35 PM by Vicki Sharp-Zook.
2. **Approval of Agenda:** The agenda was reviewed. A motion to approve the agenda was made by Rosemarie and the agenda was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the meeting held on September 8, 2025, were reviewed. A motion to waive the reading and approve the minutes was made by Rosemarie. The minutes were approved unanimously.
4. **Open Forum:** Topics discussed during the Open Forum session included:
 - Concerns expressed about leaking sprinkler heads, front porches, bench locks.
 - Winterizing the irrigation.
 - Discussion about a potential vacancy on the Board.
 - Discussion about the replacement of condo siding that exhibits degradation.
 - The purpose of construction documents and licensed, bonded contractors.
 - Request for the scope of work in the current set of construction documents.
5. **Officer Reports:**
 - **President's Report – Gail Newberry**
No report.
 - **Vice President's Report – Vicki Sharp Zook**
Vicki explained the differences between what the HOA insurance covers and what is covered under individual homeowners' insurance.
 - **Treasurer's Report – Vicki Sharp-Zook**
Vicki reported on the August financial statements, various bank account balances, and budget adjustments.
 - **Clubhouse Report – Rosemarie Doherty**
The clubhouse was used 27 times in September.
 - **Maintenance Report – Rosemarie Doherty**
Rosemarie reported that the poolside restrooms will be painted in November or December. She noted there is an uptick in the rodent population and cautioned residents to take steps

to discourage their presence. Rosemarie provided an update on the sound system for the clubhouse. She also provided reminders about winterization, including replacing vent covers, faucets, and carport security lights.

- **Grounds Report – PJ Blake**

No report.

- **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. Completed forms are due October 31, 2025.

- **Pool Committee Report – Paula Gibeson, Chairperson (read by Vicki Sharp-Zook)**

The pool was closed for the season on September 21st and was used by 64 visitors during September. An end-of-season pool committee meeting is scheduled for October 20th to review what went well, identify areas for improvement, and discuss ways to increase efficiency in daily operations and testing.

- **Incident Report – Linda Osborn**

Linda indicated there were no reported incidents in September.

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

No report.

6. Old Business:

- None discussed.

7. New Business:

- None discussed.

Adjournment: Motion to adjourn was made by Linda. The meeting was adjourned at 4:50 PM.

Next Meeting: The next HOA Board Meeting is scheduled for November 10th at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

OCTOBER 2025

Officer Reports

Treasurer's Report – Vicki Sharp-Zook

- The August 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.
- The August operating income reflects billing for the May dues increase. As a result, our monthly budget shows an increase of \$5,021, while our yearly budget reflects a decrease of the same amount due to the timing of the adjustment.
- Operating expenses for August exceeded the monthly budget by \$16,574. The primary contributors were:
 - Water/Sewer – CMI did not process the July payment until August, resulting in expenses being \$10,570 over budget.
 - Property Maintenance – Seven exterior faucets (front or patio hose bibs) required replacement, totaling \$2,625.
 - Pool Electrical Repair – A pool outlet was burned out during a shop repair, costing \$477. The vendor responsible will credit this amount by reducing their service invoice.
 - Handyman Services – Billings for June and July were delayed and paid in August, totaling \$1,050.
 - Tax, License, Fees & Audit – We paid the CPA \$5,300 for the 2024 tax return.
- Despite exceeding the budget in August, our year-to-date income minus expenses totals \$16,077, compared to a budget projection of \$15,500. This means we are still operating within budget overall.
- Bank balances as of August 31, 2025:

Pacific Premier/Columbia Bank Checking	\$18,100
Pacific Premier/Columbia Bank Reserve	\$121,906
US Bank CD	\$65,045 (CD matured 10/9/2025)
US Bank CD Interest	1,104
Reserve Interest	\$207
Onpoint Checking	\$1,731
Onpoint Savings	\$7
Funds on Hand	\$554
- August donation balances are as follows:

Clubhouse:	\$3,617
Copier:	\$345
Pool:	\$122
Landscaping:	\$400

President's Report – Gail Newberry

- No report.

Vice President's Report – Vicki Sharp-Zook

- Vicki was asked to clarify the difference between the HOA's State Farm insurance policy and individual homeowner's insurance. Homeowner's insurance covers everything inside the condo from the studs inward. This includes all personal property, interior walls, flooring, plumbing (including all pipelines and sewer lines from your unit to the mainline connection), cabinets, and similar features. The HOA's insurance covers everything from the studs outward, including siding, roofs, gutters, exterior water lines, paving, and related elements. Vicki emphasized the importance of ensuring that your homeowner's policy provides sufficient coverage for any losses that may occur within your unit.

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 27 times in August.

Maintenance Report – Rosemarie Doherty

- Currently, there is one owner on the garage and shed waiting lists.
- **Poolside Bathroom Repairs:**
The final task is sealing and repainting the poolside bathroom walls and floors, scheduled for completion during November and December.
- **Pool Fence:**
Two volunteers painted the pool fence components to prevent corrosion and improve their aesthetics. Thank you.
- **Pool Committee Team Meeting**
An end-of-season pool committee meeting is scheduled for October 20th at 11:00 AM in the clubhouse to review what went well, identify areas for improvement, and discuss ways to increase efficiency in daily operations and testing.
- **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.

There has been an increase in rodent activity. Residents are encouraged to remove potential winter habitats, as well as food and garbage, from patios and around their units. Homeowners are also reminded to keep doors and patio screens closed to prevent rodents from entering. A&A Pest offers a discounted rate of \$170 to CEE homeowners who need treatment for a rodent issue inside their condo.

If you notice rodent activity, please complete a yellow slip.

- **Grounds and Clubhouse Cleaning**

Katie Lane assumed responsibility for monthly clubhouse cleaning. Katie has been working around CEE in various capacities (e.g., house cleaning and gardening) and has also been hired to provide weekly grounds upkeep for work that is not included in A1 Landscape's scope of work.

- **New Source for Sheds**

The Board is welcoming suggestions for shed replacements. In recent years, the HOA has purchased sheds from Costco. They have proven to be a good value and durable, but they are difficult to assemble. Replacement sheds should meet the following guidelines:

Approximate dimensions: Height: 94.5", Width: 84", Depth: 44.75".

The top of the shed must not exceed the height of the carport roof and must remain below gutter level.

- **Reminders:**

Replace outside vent covers. John reinstalled the majority of the covers last week. However, several were missing. If you store the vent covers, now is the time to reinstall them.

If you have exterior faucet extensions, please remember to remove the plugs and drain the water before freezing weather arrives. Failing to do so can cause the faucets to crack and break, and those repairs are the homeowner's responsibility. If you would like a new faucet extension, Russ can install them for approximately \$60 per faucet. Contact Rosemarie if you would like his phone number. Rose also has a sample of the new faucet extension style if you would like to see it.

If you notice that the outdoor security lights in your parking area or along your walkways are not working, please submit a maintenance slip. So far, 18 lights have been identified as needing new batteries, and 8 have already been replaced. We will work to complete the remaining replacements over the next week or two. However, with colder temperatures coming, more lights may go out, so we need your help identifying them. When submitting a slip, please provide a clear description of the light's location—this information is very helpful.

Grounds Report – PJ Blake

- No report.

Secretary's Report – Linda Osborn

- **Condos for sale:**

- 3 bedrooms: 12410
- 2 bedrooms: 12300, 12330, 12325, 12355, 12395, 12620 and 12680.

- 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. Please deliver completed form in the office drop box by October 31st.

- Per request during the open forum, the 35-page current construction drawings prepared by J2 contains the following project description:
 - Targeted siding replacement at residential buildings
 - Gutter and downspout replacement at clubhouse and all residential buildings
 - Targeted railing and post replacement at residential building front entries.
 - Full removal and replacement of flat roofing at clubhouse.
 - Painting all buildings, carports, patio walls, and sheds

Pool Report – Paula Gibeson

- The pool was closed for the season on September 21st and was used by 64 visitors during this shortened month.
- An end-of-season pool committee meeting is scheduled for October 20th at 11:00 AM to review what went well, identify

Incident Report – Linda Osborn

- No incidents were reported during September.

Architectural Committee Report – Terry Robrecht, Co-Chairperson

- No report.

Announcements

- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month.
- **Pool Committee Meeting:** Monday, October 20th, at 11:00 AM.
- **Potluck:** Cancelled in October.
- The next board meeting will be on Monday, November 10th, at 3:30 PM.

Respectfully submitted,

Linda Osborn, Secretary