



HOA Board Meeting Minutes

Date and Time: November 10, 2025, at 3:30 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Rosemarie Doherty, and Linda Osborn.

1. **Call to Order:** The meeting was called to order at 3:32 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 October 13, 2025, were reviewed. Linda pointed out that there was a correction in the accompanying Chronicle concerning the sales listing of one of the units should have been for a three-bedroom instead of a two-bedroom condo. A motion to waive the reading and approve the minutes was made by Linda. The minutes with the noted correction to the Chronicle were approved unanimously.
4. **Open Forum:** Topics discussed during the Open Forum session included:
 - Property taxes, challenging the valuation/tax base, and HB 3755.
5. **Officer Reports:**
 - **President's Report – Gail Newberry**

Gail reported that three construction bids were just received and would be distributed to the Architecture Committee. Evaluation of the bids will be the next step. Gail also indicated that the Board is interviewing owners interested in filling the vacant Board position. She also announced that gutter cleaning will be deferred since the gutters are scheduled for replacement soon.
 - **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the September financial statements, various bank account balances, and budget adjustments.
 - **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 33 times in October.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that the poolside restrooms painting project began November 7th. She also described various other pool related projects that are happening or are being deferred. Rosemarie provided an update on the sound system for the clubhouse. She also provided reminders about winterization, including faucets, and carport security lights, the 2026 calendar, awnings and gutters, and chimney maintenance.

- **Grounds Report – Vicki Sharp-Zook/Linda Osborn**

Vicki indicated that she is collecting budget information for thatching the lawn next spring. Linda reported that the lawn will be aerated in the next couple of weeks

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

Linda provided information on units currently for sale. She also reported that the HOPA census was completed on October 31st. Linda will be distributing ballot packages for voting to accept/not accept the Amended and Restated By-Laws.

- **Incident Report – Linda Osborn**

Linda indicated there was one reported incident in October.

6. Old Business:

- None discussed.

7. New Business:

- Emergency Front Porch Repair at 12600. The Board obtained bids and selected Pearson Construction for removing and replacing the front porch at 12600. Rosemarie moved to retain Pearson Construction to complete this work for \$4,450. The motion passed unanimously.

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

NOVEMBER 2025

Officer Reports

Treasurer's Report – Vicki Sharp-Zook

- The September 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 September operating income is on budget.
- Operating expenses for August exceeded the monthly budget by \$1,000. This is so much better than the over budget balance of \$16,000 in August.
- Year-to-date (YTD), our operating expenses are **\$1,521 under budget**. Our YTD net operating income (income minus expenses) is **\$21,114**, compared to a budgeted amount of **\$18,600**. The Board continues to work diligently to keep expenses in line.

- Bank balances as of September 30, 2025:

Pacific Premier/Columbia Bank Checking	\$23,142
Pacific Premier/Columbia Bank Reserve	\$130,222
US Bank CD	\$65,045 (CD matures 10/9/2025)
US Bank CD Interest	1,221
Reserve Interest	\$2,876
Onpoint Checking	\$1,731
Onpoint Savings	\$7
Funds on Hand	\$188

- September donation balances are as follows:

<u>Received</u>		<u>Expense</u>
Clubhouse:	\$187	
Copier:	\$7	\$516
Pool:	\$100	
Sound System:	\$1,000	

Vicki indicated she had just discovered a clerical error in the donations accounts and will report on the balances in December.

President's Report – Gail Newberry

- **Construction Bids.** Last Friday, J2 Engineers received bids from three contractors for the targeted siding replacement, gutter and downspout replacement, selective railing and post replacement, removal and replacement of the clubhouse flat roof, and painting. While J2 has not yet completed its analysis of these bids, it has provided the raw data to Club Estates East (CEE). The Board is now distributing this information to the Architecture Committee for further review.

Next steps:

J2 will prepare a detailed analysis of the bids to identify differences and clarify project details. The Architecture Committee will meet to review the data and develop questions or concerns. Dimitry from J2 will then meet via Zoom with the Board and Committee representatives to address those questions. Following that discussion, the Committee will formulate recommendations for the Board's consideration. Finally, the Board will finalize loan applications with the banks and proceed with contracting with the selected bidder.

- **Vacant Board Position.** The Board is interviewing owners interested in filling the vacant Board position. This will be an interim appointment lasting until the annual meeting in March, when officer elections will take place.
- **Gutter Cleaning.** Gail announced that gutter cleaning will be deferred, as it appears to be an unnecessary expense given that the gutters are scheduled for replacement within the next few months. She noted that the likelihood of any new damage occurring is minimal due to the short time frame and the existing condition of the gutters.

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 33 times in October.
- Currently, there is one owner on the garage and shed waiting lists.

Maintenance Report – Rosemarie Doherty

- **Clubhouse Sound System**

CEE also has a generous donor (Dorothy Rollins) to thank for providing a new sound system for the clubhouse. The system made its debut at the November HOA meeting and should greatly improve sound quality for community meetings and events. While there may be a few hiccups as we get used to it, this upgrade will be a big help moving forward.

If your event at the clubhouse requires use of the sound system, please contact Rose for a demo and practice session. The system includes Bluetooth capability, allowing you to play music or audio from your personal device. Please remember that the event host is responsible for any damage to the sound system components (mixer, microphones, speakers, etc.), even if the system is not actively being used during the event.

- **Poolside Bathroom Repairs:**

The final task is sealing and repainting the poolside bathroom walls and floors. Hathaway Enterprises began this work on November 7th. Expected completion date is November 17th.

- Pool Sand Filter:**
 The pool sand filter was **not damaged** during the recent lid removal process. The sand will be replaced, and Micah has submitted a bid for the job. This work will be completed over the winter. Moving forward, annual maintenance will be scheduled to remove and replace the top few inches of sand each year. This preventive care will extend the lifespan of the sand filter and reduce costs — approximately under \$200 per year, compared to over \$1,500 every 4–5 years for full replacement.
- Pool Signage**
 At the post-season pool meeting in October, it was decided that pool signage will be upgraded for the 2026 season. Most of these signs are required by law to be posted in the pool area, including CPR Instructions, Pool Closed, No Running, No Diving, and others. In addition, the clubhouse street address will be added to the shop door for easy reference in case of emergencies.
- Pool Resurfacing Project:**
 The pool resurfacing project has been postponed for 2025. At this time, the pool's sides and bottom are holding up reasonably well and will be reevaluated after the 2026 pool season.
- Pool Furniture:**
 Micah will be onsite around November 24th, to move the pool furniture into the poolside bathrooms for winter storage. This will free up space in the shop area, making it more accessible during the winter months.
- 2026 Calendar**
 The 2026 calendar is now available on the coffee table in the Clubhouse great room. If you host regularly scheduled weekly or monthly events, please be sure to add them to the calendar.
- Clubhouse Cleanup:**
 Please be considerate when cleaning out areas in the clubhouse — especially food items. Be sure to **bag and dispose of unwanted items** in the trash bins, either your own or the clubhouse trash bin. This also applies when cleaning out a **garage** or removing **items from the shop**. Let's all do our part and not leave someone else to clean up our mess.
- Exterior Faucets**
 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. Rosemarie also has a sample of the new faucet extension style if you would like to see it.

- **Awnings and Gutters**

Please remember that patio awnings and attached awning gutters are the owner's responsibility. Keep your awnings free of debris (pine needles, leaves, etc.) to prevent clogging of the condo gutters.

Nick Parsley, the owner of our gutter cleaning company, has responded twice to gutter issues that were ultimately caused by debris on awnings, not the gutters themselves. His service includes gutter cleaning for a full year after the initial visit, but he will no longer respond to awning-related clogs.

Going forward, owners will be charged for misdirected maintenance requests when the issue is caused by awning debris rather than the condo gutters.

- **Chimney Maintenance**

If your condo has a chimney, please note that all upkeep and repairs are the owner's responsibility. This includes inspections, cleaning, mortar repair (tuck-pointing), and cap maintenance.

- **Security Lighting Update**

In October, 18 security lights received new batteries, and six more were replaced in November. Unfortunately, several lights have since stopped working and now need full replacement. Over the past couple of years, at least three lights have already been replaced. After John's recent inspection, six additional lights have been identified for replacement due to age and exposure to the elements.

We're working to install new lights as soon as possible. Where feasible, solar-powered lights will be used. These provide several benefits — they are brighter, stay on longer, and recharge automatically. However, solar lights may not function well in all areas, depending on available sunlight. Each location will be evaluated individually. If solar isn't a viable option, a battery-operated light will be installed instead.

As a result, our security lights may not all look identical, but we hope residents understand that functionality and reliability take priority over uniform appearance.

Please note that solar lights use rechargeable batteries, which typically need to be replaced about every five years. Like all exterior fixtures, they will eventually wear out due to weather exposure and age — though personal experience has shown that these lights hold up well over time.

- **Emergency Front Porch Repair at 12600**

The front porch at 12600 is in severe disrepair due to dry rot. Due to the unsafe condition, the Board determined repair was necessary and could not be delayed and bundled with the larger condo project. The Board has obtained bids and selected Pearson Construction for removing and replacing this porch.

Grounds Report – Vicki Sharp-Zook/Linda Osborn

- The Board is collecting budget information for thatching the lawn next spring.
- Lawn aeration is scheduled to occur within the next couple of weeks. Please know that dirt plugs are a byproduct of this operation and they will gradually be reabsorbed into the lawn.

Secretary's Report – Linda Osborn

- **Condos for sale:**

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

- **HOPA Census:**

As required by law, the HOPA census must be completed every two years. The census was completed on October 31st. Some fun facts that I pulled out of the data include:

- Currently, there are 106 residents living onsite. Of these residents,
 - 5 caregivers or dependents are under the age of 55
 - 1 resident is over 100 years old
 - 5% of the residents are between 90 and 99 years old
 - 20% of the residents are between 80 and 89 years old
 - 70% of the residents are in their 55s+, 60s, and 70s

- **By-Law Ballots:**

Ballots for voting to accept/not accept the Amended and Restated By-Laws will be distributed within the next week. The ballot package includes:

- Ballot
- Instructions for voting
- A secrecy envelope and a pre-addressed return envelope
- A “one-pager” describing key differences between the 1982 (current) by-laws and the proposed by-laws.
- A copy of the proposed Amended and Restated By-Laws

Ballots are due no later than January 15, 2026. If you have any questions, please feel free to contact members of the Board.

Incident Report – Linda Osborn

- One incident was reported in October. Someone was sleeping in their car near the entrance to the community. Ostensibly, the person was out of gas. This was remedied and she drove off.

Open Forum

- Katherine Dunahoo shared her concerns and research regarding property taxes. She noted that taxes have tripled since she moved to the community about fifteen years ago and believes that the County's valuation used to determine the tax base may be too high.

Katherine expressed interest in challenging the valuation but feels that a collective effort from multiple residents would carry more weight than an individual challenge. She also highlighted

HB 3755, a bill that proposes discounted property taxes for individuals aged 65 and older who have owned their condo for at least ten years. Katherine hopes to encourage the legislature to act on this measure.

She would like to form a committee to further research this issue and explore potential recourse for appealing the valuation or verifying the accuracy of the County's base data.

Announcements

- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month.
- **Thanksgiving Potluck: Saturday, November 22nd at 5:00 PM.**
- **Reminder:** Please make sure the garbage and recycle bins are removed from the sidewalk by Tuesday night. If not, they become an impediment to the landscape crew on Wednesdays.
- Please contact Vicki if you are interested in obtaining a free, hand-held shower head.
- The next board meeting will be on Monday, December 8th, at 3:30 PM.

Respectfully submitted,

Linda Osborn, Secretary