



HOA Board Meeting Minutes

Date and Time: December 8, 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 3:35 PM by Gail Newberry.
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 November 10, 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:
 - French drain cleaning
5. **Officer Reports:**
 - **President's Report – Gail Newberry**

Gail reported that Linda Osborn will be serving as the primary point of contact between the HOA Board, J2, and the contractor for the upcoming construction project. She also reminded everyone that the Board is required to conduct meetings in accordance with Robert's Rules of Order. Gail indicated that balloting is underway for accepting/not accepting the proposed/restated by-laws.
 - **Treasurer's Report – Vicki Sharp-Zook**

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

The clubhouse was used 27 times in November.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that the poolside restrooms painting project and the emergency front porch repair at 12600 were completed and that the Clubhouse sound system has been installed. She also provided updates on the handyperson search, mail delivery, security lighting, and de-icer availability.
 - **Grounds Report – Vicki Sharp-Zook/Linda Osborn**

Linda reported that the lawn aeration project was completed and that board has approved a contract for pressure washing the sidewalks on both sides of Main Street.

- **Incident Report – Linda Osborn**

Linda indicated there was one reported incident in November.

- **Architecture Committee Report – Bill Bauman**

Bill provided an update and next steps for selecting a contractor for the upcoming construction project.

6. Old Business:

- Old business was described and discussed via the Officer reports.

7. New Business:

- Following a motion by Rosemarie, the Board unanimously approved the appointment of Sandra Pearson as an interim board member. Sandi has agreed to serve until the next annual meeting, at which time an election will be held to permanently fill the position.
- As a special report to the Board, Linda prepared a white paper, policy statement, and a one-page document outlining what rights the HOA and individual homeowners have with respect to federal immigration enforcement. Drafts of these documents are being reviewed by CEE counsel.
- The annual contract with A1-Landscape Garden Maintenance has been renewed.
- The HOA State Farm Insurance policy has also been renewed.

Adjournment: Motion to adjourn was made by Linda. The meeting was adjourned at 4:45 PM.

Next Meeting: The next HOA Board Meeting is scheduled for January 12th at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

DECEMBER 2025

Officer Reports

President's Report – Gail Newberry

- Linda Osborn will be serving as the primary point of contact between the HOA Board, J2, and the contractor for the upcoming construction project. Her duties will primarily be directed towards communication and coordination to ensure that information flows among all parties, relaying decisions, and keeping the Board and residents informed of schedule changes, disruptions, discoveries, or risks. She will attend regular progress meetings, coordinate technical evaluation by J2 and financial evaluation by the Board for any proposed change orders, and assist with final project closeout documentation (warranties, O&M manuals, punch lists). Rosemarie Doherty will observe construction activity in the field and will notify the Board of any concerns or deviations from the plans and specifications.
- Gail reminded everyone that the Board is required to conduct meetings in accordance with Robert's Rules of Order. These rules guide how discussions begin, proceed, and close, thus keeping meetings focused and efficient. It further lays out how motions must be made, seconded, debated, and voted on. This provides transparency and accountability and ensures that actions, motions, and votes are clearly stated and recorded. While Robert's Rules does not recognize "open forum" as an agenda item in the monthly Board meetings, the CEE Board decided to set 30 minutes at the beginning of each meeting to allow owners to voice concerns and questions.
- Gail expressed concern about the increasing number of phone calls she is receiving from realtors representing investors who want to purchase units at Club Estates East and rent them out on twelve-month leases. The passage of the new by-laws will prohibit absentee landlords and long-term renters, requiring all condos to be owner-occupied. It is the general sense that renters are less likely to take pride in the community and may not demonstrate the same level of long-term commitment, care, and accountability that owner-occupants typically provide.
- The Board unanimously approved the appointment of Sandra Pearson as an interim board member. Sandi has agreed to serve until the next annual meeting, at which time an election will be held to permanently fill the position.

Treasurer's Report – Vicki Sharp-Zook

- The October 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 October operating income is on budget.
- Operating expenses exceeded the monthly budget by \$2,941. Our year-to-date expenses are over-budget by \$1,420.
- Year-to-date (YTD), our operating expenses are **\$482 under budget**. This means we remain in the black.

- Bank balances as of October 31, 2025:

| | |
|--|-----------|
| Pacific Premier/Columbia Bank Checking | \$18,786 |
| Pacific Premier/Columbia Bank Reserve | \$106,732 |
| US Bank CD | \$56,329 |
| US Bank CD Interest | \$1,528 |
| CD Matured 10/9, Interest | \$1,285 |
| Reserve Account Interest | \$243 |
| Onpoint Checking | \$2,064 |
| Onpoint Savings | \$7 |
| Funds on Hand | \$188 |

- October donation balances are as follows:

| <u>Received</u> | <u>Expense</u> |
|------------------------|-----------------------|
| Clubhouse: \$474 | |
| Copier: \$2 | \$197.91 for website* |
| Sound System \$1,045 | |

*The website expense will be reimbursed from the operating account.

| <u>Totals</u> | |
|----------------------|----------------|
| Clubhouse: \$2,411 | |
| Copier: \$370 | |
| Pool \$222 | |
| Landscaping \$34 | |
| Total | \$3,037 |

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 27 times in November.
- Currently, there is no one on either the garage/shed waiting lists and there is one shed available.

Maintenance Report – Rosemarie Doherty

- **Clubhouse Sound System**

Two of Rosemarie's friends and former colleagues generously donated their time and expertise to install the new clubhouse sound system.

A reminder: If your event requires use of the system, please contact Rosemarie for a demonstration and practice session. The system includes Bluetooth capability, allowing you to play music or audio directly from your personal device.

- **New Handyperson**

CEE has posted ads outlining our requirements for a part-time handyperson who would work on miscellaneous projects as an independent contractor. We have received several responses, and Rosemarie is scheduling interviews with prospective candidates. If you know of someone who may be interested in this work, please let Rosemarie know.

- **Mail Delivery Update:**

USPS has revised the postal carrier's route, and CEE will now receive mail between 10:00 AM and noon. As a reminder, please place outgoing mail in your box the morning of pickup, prior to the carrier's arrival. Leaving outgoing mail the night before is literally a red flag for thieves.

- **De-icer**

Bags of de-icer will be available in the Clubhouse lobby on December 20th. Please limit yourself to one bag per unit and add your name to the sign-up sheet. Supplies are limited, but many households likely still have product leftover from last year.

- **Reminder on Trash/Recycle Bins:**

- Set bins out on the curb after 3:00 PM on Monday and retrieve them by noon on Tuesday. Place recycling bins together on the east side and trash bins together on the west side. Bins should face the street with wheels away from the curb and be spaced 12–18 inches apart.
- All items must fit inside the bin with the lid closed. Bins with lids left open will incur additional charges. Recycling, including oversized items, may not be left outside the bin.

- **Security Lighting Update**

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.

- **Emergency Front Porch Repair at 12600**

Pearson Construction completed the front porch repairs at 12600. Extensive dry rot was found in the overhang, though it extended only about two feet. Pearson did an excellent job, and the Board hopes they will continue to be a reliable resource for smaller construction projects as they arise.

Grounds Report – Vicki Sharp-Zook/Linda Osborn

- Lawn aeration is complete.
- The Board has approved contracting with Grimes Buster to pressure wash the sidewalks on both sides of Main Street. The work is scheduled on Friday, December 19th. Removing accumulated grime and moss will help reduce slippery conditions during the wet months and definitely improve curb aesthetics. We also received a bid for pressure washing the courtyard walkways; the current plan is to include this service in next year's budget.

Incident Report – Linda Osborn

- One incident was noted in November. While not exactly an incident, an ICE agent was likely observed parked in our community.

Architecture Committee Report – Bill Bauman

- The architecture committee met twice this month to begin evaluating the construction bids from three prospective bidders. Dimitry from J2 attended the second meeting and provided responses to questions by committee members. At the conclusion of the second meeting, two contractors were chosen to move forward in the selection process: Charter and I&E.

Interviewing the shortlisted candidates is the next step. The interviews will be conducted online on Thursday, December 18th. Dimitry will facilitate both interviews. The purpose of these interviews is to learn more about each contractor, their approach, and their responsiveness to the concerns and issues at CEE. The Board and J2 are preparing a list of questions.

Following the interviews, the committee will recommend the preferred Contractor to the Board.

Special Report to the Board – Linda Osborn

After learning of the potential observation of an ICE agent on CEE property, Linda was curious about what rights the HOA and individual homeowners have with respect to federal immigration enforcement. After researching, she prepared a white paper for the Board that addressed Portland as a sanctuary city, ICE authority on HOA private property, what rights the HOA has, what are the rights of individual condo owners, what are the rights of work crews on HOA property, and practical best practices for the HOA.

Subsequently, Linda prepared two additional documents:

1. Policy on Law Enforcement Access, Including Federal Immigration Officers. This policy establishes guidelines for responding to any law enforcement presence on CEE property to ensure compliance with the law while protecting the privacy and safety of residents, guests, and workers. CEE's attorney is currently reviewing this document.
2. Your Rights and What to Expect if Law Enforcement or Federal Immigration Officers Come onto CEE Property. This one-page document is a brief overview of your rights and is posted on the Clubhouse bulletin board and attached to this chronicle.

Announcements

- **Potluck:** Friday, December 19th at 5:30 PM. Rosa is currently working on the 2026 calendar for the monthly potlucks and is looking for volunteer hosts for each month. If you are interested, please contact Rosa Maldonado.
- **Christmas Lights Tour,** December 20th at 4:30 PM. Sign up in the clubhouse.
- **Property Tax Project Committee.** Katharine Donahue has agreed to chair this committee. Please sign up in the clubhouse.
- **Pinochle/Card Club.** Gail is forming this new club. Sign up in the clubhouse.
- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month.
- The next board meeting will be on Monday, January 12th, at 3:30 PM.

Respectfully submitted,

Linda Osborn, Secretary



Your Rights and What to Expect if Law Enforcement or Federal Immigration Officers Come Onto CEE Property

1. Private vs. Public Areas

- **Private Areas:** Clubhouse, pool area, locked gates, HOA office, hallways, private patios, and your individual condo unit.
- **Publicly Accessible Areas:** Open parking areas or sidewalks that are not gated or restricted.

Law enforcement may enter public areas freely but needs special permission or a **judicial warrant** to enter private areas.

2. Your Rights Inside Your Own Home

- You do **not** have to open your door to law enforcement unless they present a **judicial warrant signed by a judge**.
- You may ask to see the warrant through a window or slipped under the door.
- You do **not** have to answer questions if you do not wish to.
- You may choose to speak to an attorney.

3. Your Rights in Common Areas

- In private HOA common areas, officers need either:
 - A judicial warrant, or
 - Permission from the HOA Board
- You may continue your activities unless asked to step aside for safety reasons.

4. About Workers on the Property

Landscapers, maintenance workers, painters, and other contractors have the same rights as residents in terms of choosing whether to answer questions. Their presence does not give law enforcement automatic access to private areas.

5. What You Should Do

- Stay calm and courteous.
- If approached, you may say:
"I prefer not to answer questions. Am I free to leave?"
- If you are uncomfortable, notify the HOA immediately.

6. What the HOA Will Do

- The HOA will request to see a judicial warrant before permitting entry to private common areas.
- The HOA cannot interfere with law enforcement in publicly accessible areas.
- The HOA will not release resident information unless legally required.