

HOA Board Meeting Minutes

Date and Time: January 12, 2026, at 3:30 PM

Location: Clubhouse

Present: Gail Newberry, Vicki Sharp-Zook, Rosemarie Doherty, Sandra Pearson, 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 December 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:
 - Front porch roofs and posts
 - Update on the construction bidding process
 - Summarizing discussions during the Open Forum in the Chronicle
 - Clarification on how the proposed bylaws affect retaining the enclosed patios
 - Bylaws balloting
 - Ballot counting
 - Flag at clubhouse
- 5. Officer Reports:**
 - **President's Report – Gail Newberry**
 - Gail announced that the annual meeting will be held March 9th at 6:00 PM.
 - Gail has been actively working with potential lenders regarding the construction project. Once the lending process is complete, a special meeting of owners will be convened.
 - **Treasurer's Report – Vicki Sharp-Zook**

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

The clubhouse was used 34 times in December.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that the City installed “No Parking” signs to demarcate the driveway east of gate on SE 127th. She also provided updates on the handyperson search and de-icer availability.

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

Linda reported that pressure washing the sidewalks on both sides of Main Street was completed.

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

Linda announced that there are two new owners and provided information for updating the directories. She also provided an update on the units for sale.

- **Incident Report – Linda Osborn**

Linda indicated there were no reported incidents in December.

6. Old Business:

Old business was described and discussed via the Officer reports.

7. New Business:

The Board is accepting nominations for two positions on the Board. Please submit your interest in writing if you are interested in volunteering to serve on the Board.

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 February 9th at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

JANUARY 2026

Open Forum

- Delay with repairing failing front porch roofs and posts: Front porch roofs and posts are included in the upcoming construction project. This work is expected to begin this spring or early summer. If there is an unanticipated delay with construction start, the front porch at 12450 will be addressed separately and will be excluded from the upcoming construction project
- Update on construction bidding process: J2 and the HOA received and evaluated bids and interviewed two shortlisted contractors. Subsequently, J2 determined that the construction documents did not adequately inform the contractors of the extent of damage discovered during a recent front porch repair. J2 is informing the contractors and providing them an opportunity to adjust their bids. The revised bids are expected by the end of January, at which time the HOA will submit applications for loans.
- Request that the discussions of the Open Forum be summarized in the monthly Chronicle.
- Clarification on how the proposed bylaws affect retaining the enclosed patios: Adoption of the proposed bylaws will provide a clear process for the Board to review enclosed patios and confirm their compliance with current building codes. Once compliance is verified, the Board will have the authority to grant continuance of the enclosed patios.

The current bylaws do not address enclosed patios, and the CEE Declarations (governing documents) do not permit them. As a result, if the proposed bylaws are not adopted, enclosed patios will be considered noncompliant and will be required to be removed.

- Balloting for the proposed bylaws: The ballots are due by midnight, January 15th. The proposed by-laws are intended to replace the very outdated 1982 version. These current by-laws are not compliant with Oregon statutes, include discriminatory provisions, and allow investors to purchase condos and convert them into rental units.

Under Oregon statute, adoption of the proposed by-laws requires approval from 75% of owners—meaning at least 60 affirmative votes are needed.

Court captains, residents, and Board members are urged to connect with residents to ensure as many ballots as possible are cast. Replacement ballots are available if the original ones were misplaced.

- Ballot counting: Ballots will be counted at 10:00 on January 16th by the following volunteers: Connie Kelley, Carol Wood, Terry Robrecht, and Cassie Owen.
- US Flag at Clubhouse: The flag needs replacing and the light illuminating the flag at night is burned out. The Board is already in the middle of replacing the flag. The light will be replaced.

Officer Reports

President's Report – Gail Newberry

- The annual meeting will be held March 9th at 6:00 PM. The Board is accepting nominations for two positions on the Board. Please submit your interest in writing if you are interested in volunteering to serve on the Board.
- Gail has been actively working with potential lenders regarding the construction project. This process involves coordination among the banks, CMI, our attorney, our CPA, and input from J2.

Once the lending process is complete, a special meeting of owners will be convened. The meeting will include a brief presentation by the contractor, followed by an open forum for owners to ask questions of CMI, J2, the contractor, the attorney, and the lending institution.

Treasurer's Report – Vicki Sharp-Zook

- The November 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 November operating income is over budget by \$922.
- The November operating expenses are under budget by \$6,573.
- Our year-to-date net operating total is \$32,776. Our YTD budget is \$24,800. Thus, the operating net total is above budget by \$7,977.
- Year-to-date (YTD), our operating expenses are **\$482 under budget**. This means we remain in the black.
- Bank balances as of November 30, 2025:

Columbia Bank Checking	\$27,461
Columbia Bank Money Market/Reserve	\$83,481
Columbia Bank CD	\$56,329
CD Interest	\$171
Reserve Account Interest	\$163
Onpoint Checking	\$2,540
Onpoint Savings	\$7
Funds on Hand	\$188

- November donation balances are as follows:

<u>Received</u>		<u>Expense</u>	
Clubhouse:	\$553	Clubhouse Supplies	\$15.07
Copier:	\$5	Microphones	59.98
Total	\$558	Total	\$75.05

Totals

Clubhouse:	\$2,411
Copier:	\$370
Pool	\$102
Landscaping	\$34
Total	\$2,917

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 34 times in December.
- Currently, there is no one on either the garage/shed waiting lists and there are no sheds or garages currently available.

Maintenance Report – Rosemarie Doherty

- **No Parking Signs**

The City of Portland has installed two “No Parking” signs to demarcate the driveway east of the gate on SE 127th. If you notice someone blocking the back gate, please call Parking Enforcement at 503-823-5195. Their office is staffed daily until 8:00 PM. Violators will be issued tickets.

- **Traffic Island between SE Main and SE Salmon on SE 122nd**

The City’s Traffic Division has been contacted numerous times concerning the missing stanchions on the island. Their absence has created a dangerous situation at night. Unfortunately, the City has not provided a timeline for repair.

- **New Handyperson**

CEE interviewed and hired two candidates. Unfortunately, while both candidates accepted our offer, they have not been responsive since. CEE is beginning the process to find a part-time handyperson who would work on miscellaneous projects as an independent contractor.

- **De-icer**

Bags of de-icer are available in the Clubhouse lobby. 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.

Grounds Report – Vicki Sharp-Zook/Linda Osborn

- Pressure washing of the sidewalks along Main Street is complete.

Secretary's Report

- Update your directories and say, "Hi" to two new owners:

Gladys Vinsonhaler

12620*

971-322-7597

Tommy Keough

12355*

805-801-0057

**If you happen to be using the parking spaces assigned to these units, please make other arrangements as the new owners will be wanting to use their parking spaces.*

- Units for Sale:

- 3 Bedrooms: 12410
 - 2 Bedrooms: 12300, 12330, 12325 (sale pending), 12395

Incident Report – Linda Osborn

- No incidents were reported in December.

Announcements

- We are saddened to announce the passing of **Jim Kerr** on January 5th. Details for a Celebration of Life will be forthcoming.
- **Potluck:** Friday, January 16th 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.
- **Speaking of Potlucks:** It is never too early to begin preparing for the talent show at the October potluck.
- **Enjoy the Show:** Nancy Robrecht is performing in the children's musical, "Wind in the Willows." It will be played on February 7th and 8th at 3:00 PM at Portland Metro Arts on SE 90th and Stark. To buy tickets: pdxmetroarts.org/tickets.
- **A&A Pest Control:** Will be on site sometime between the 1st and 8th of each month. Please remember to submit a maintenance slip with details concerning issues with insects or rodents so that the Pest Control service can target your issue. Provide sufficient data regarding the location of the problem, like patio, parking lot, under the shed, etc.
- The next board meeting will be on Monday, February 9th, at 3:30 PM.

Respectfully submitted,

Linda Osborn, Secretary