



## HOA Board Meeting Minutes

**Date and Time:** February 9, 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 Vicki and the agenda was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the meeting held on January 12, 2026, were reviewed. A motion to waive the reading and approve the minutes was made by Vicki. The minutes were approved unanimously.
4. **Officer Reports:**
  - **President's Report – Gail Newberry**
    - The Board has revised the order of business for monthly meetings. The Open Forum will now be held at the end of each meeting.
    - The newly adopted Bylaws were recorded on January 23, 2026, and are now in effect.
    - One of the next steps following the adoption of the Bylaws is to address enclosed patios. The Board will prepare a checklist for owners with enclosed patios to help ensure that construction complies with applicable codes and regulations.
    - The Property Tax Committee met with an outside consultant to gain a better understanding of property tax assessments and explore potential strategies for reducing property taxes.
    - Dryer Vent Cleaning: Annual dryer vent cleaning is an important maintenance task that helps prevent fire hazards. After discussion, a motion to include annual dryer vent cleaning as an HOA-funded maintenance item was made by Linda. The motion carried unanimously.

- **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the December financial statements, various bank account balances, and budget adjustments.

A preliminary 2026-27 budget has been received from CMI. As a reminder, HOA dues fund CEE's operating expenses and replenish the Reserve Fund. Like many households and organizations, CEE is experiencing rising costs.

Several key vendors—including Arrow Sanitary, City of Portland Sewer, City of Portland Water, State Farm Insurance, and Comcast (telephone and internet)—have increased their

rates by 5% to 8.1% this year. In addition, PGE has raised electricity rates by 56% over the past three years, and a further 10.9% increase is currently under consideration by the Public Utility Commission.

CMI has incorporated these increases into the applicable budget line items for the 2026–27 fiscal year, resulting in the following preliminary dues schedule:

1 bedroom:	\$444
2 bedroom:	\$496
3 bedroom:	\$544

- **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 23 times in January.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that the City installed a crosswalk sign on the traffic island between SE Main and SE Salmon Streets on SE 122<sup>nd</sup> Avenue. She also provided updates on the handyperson search, de-icer availability, flag attendant volunteer needed, and concern about neighbors who may require emergency help.

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

Vicki reported on the concern regarding large off-site trees that potentially are causing damage to our buildings and patio covers.

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

Linda provided an update on the units for sale.

- **Incident Report – Linda Osborn**

Linda indicated there were no reported incidents in January.

## 5. Old Business:

- **Linda provided an update regarding construction bids:**

In January, J2 and the HOA received and reviewed bids and interviewed two shortlisted contractors. Following those interviews, J2 determined that the construction documents did not sufficiently inform bidders of the need for wall flashing and targeted repair of potential damage. Revised bids were submitted by the general contractors in late January; however, the pricing was significantly higher than anticipated. At J2’s recommendation, the HOA began soliciting independent bids for the gutter and downspout work as a separate contract. Those bids are currently under review.

- A policy and resolution regarding the HOA and Immigration and Customs Enforcement (ICE) is being reviewed by CEE’s attorney.

## 6. New Business:

- The Board is accepting nominations for two open positions. The terms of Rosemarie Doherty and Sandra Pearson are expiring, and both have expressed interest in continuing to serve. If

you are interested in volunteering for the Board, please submit a written statement of interest—either by email or by dropping it off at the office—no later than February 23<sup>rd</sup>.

- The next item of business was the review, discussion, and vote on J2's additional services request. The work completed to date—and the work anticipated—has exceeded the original \$8,500 bid-phase budget. J2 requested \$2,472.54 for previously authorized and completed work, plus an additional \$4,000 should the HOA elect to separate the gutter and downspout work from the general contract. After discussion, Linda moved to approve the total additional services request of \$6,472.54. The motion passed unanimously.
- The next item of business concerned plywood sheets stacked against the CEE fence by an adjacent homeowner. The background is that this owner's dogs are highly aggressive and bark incessantly when CEE residents are on their patios. The homeowner placed the plywood to block the dogs' view of CEE property, which has resulted in reduced barking and aggressive behavior. However, the plywood is unsightly and its weight may be causing damage to the fence.

The Board and meeting attendees discussed several options to address the dogs' aggressive and intrusive behavior while protecting CEE property, including:

- Replacing approximately 100 feet of fencing with sight-obscuring slats, ensuring the fence is located on the property line. A certified letter will be sent to the homeowners notifying them that CEE intends to construct a new fence.
- Contacting Multnomah County Animal Control to discuss the situation and request recommendations for resolving the issue.
- Installing a faux vegetation screen along the inside of the fence line.

This item was tabled pending further research and exploration of additional options. Due to some ambiguity regarding the exact property line in this area—and the prior existence of two parallel fences (one of which was recently destroyed by the dogs)—it was noted that the HOA should formally document its intent to retain control of the originally titled property.

**7. Open Forum:** Topics discussed during the Open Forum session included:

- Copies of the Restated and Amended Bylaws
- Copies of the CEE Directory
- Update on the construction loan

**Adjournment:** Motion to adjourn was made by Linda. The meeting was adjourned at 5:00 PM.

**Next Meeting:** The next HOA Board Meeting is the **Annual Meeting** scheduled for March 9<sup>th</sup> at **6:00 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn  
Secretary



# MONTHLY CHRONICLE

## FEBRUARY 2026

### Officer Reports

#### **President's Report – Gail Newberry**

- The Board has revised the order of business for monthly meetings. The Open Forum will now be held at the end of each meeting.
- Keidel Unit Update: The sale has not closed because HUD is unwilling to pay the deferred property taxes, including interest and penalties. Typically, the seller is responsible for bringing property taxes current at the time of transfer. At present, the tax matter appears to be at a standstill among the State of Oregon, HUD, and the buyer. In the meantime, HUD remains responsible for keeping the HOA dues current.
- The newly adopted Bylaws were recorded on January 23, 2026, and are now in effect. Gail indicated she would be happy to schedule an additional Bylaws meeting to address concerns and answer questions in an open forum format. Owners interested in attending are asked to sign up on the sheet posted on the Clubhouse bulletin board.
- One of the next steps following the adoption of the Bylaws is to address enclosed patios. The Board will prepare a checklist for owners with enclosed patios to help ensure that construction complies with applicable codes and regulations. This checklist will likely be developed after the annual meeting. In the meantime, Owners with enclosed patios or owners contemplating constructing an enclosed patio may want to form a committee and become proactive in developing next steps. A sign-up sheet is on the Clubhouse bulletin board. Once compliance is verified, the Board will have the authority to grant continuance of the enclosed patios.
- The Property Tax Committee met with an outside consultant to gain a better understanding of property tax assessments and explore potential strategies for reducing property taxes.
- Dryer Vent Cleaning: Annual dryer vent cleaning is an important maintenance task that helps prevent fire hazards. Because it is likely that this maintenance is not consistently performed by homeowners, the Board proposed including the cost in HOA dues and hiring an outside vendor to complete the service annually. The estimated cost is approximately \$3.50 per month per unit (\$42 annually). This service would also serve as a preventative measure to identify potential issues with vents or improper installation.

A motion to include annual dryer vent cleaning as an HOA-funded maintenance item was made by Linda. The motion carried unanimously.

### **Treasurer's Report – Vicki Sharp-Zook**

- The December 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.
- December operating income is over budget by \$1,425.
- December operating expenses are under budget by \$3,978.
- The year-to-date (YTD) net operating total is \$41,279. The YTD budget is \$27,900. Thus, the operating net total is over budget by \$13,379.

- Bank balances as of December 31, 2025:

Columbia Bank Checking	\$39,600
Columbia Bank Money Market/Reserve	\$84,200
Columbia Bank CD	\$56,329
CD Interest	\$177
Reserve Account Interest	\$119
Onpoint Checking	\$3,467
Onpoint Savings	\$7
Funds on Hand	\$167

- December donation balances are as follows:

<b><u>Received</u></b>	
Clubhouse:	\$539
Copier:	\$6
<b>Total</b>	<b>\$545</b>

<b><u>Reimbursement</u></b>	
Clubhouse Supplies	\$198.00
<b>Total</b>	<b>\$198.00</b>

<b><u>Totals</u></b>	
Clubhouse:	\$3,752
Copier:	\$345
Pool	\$35
Landscaping	\$366
<b>Total</b>	<b>\$4,685</b>

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this year. In addition, PGE has raised electricity rates by 56% over the past three years, and a further 10.9% increase is currently under consideration by the Public Utility Commission.

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### **Clubhouse Report – Rosemarie Doherty**

- The clubhouse was used 23 times in January.
- 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**

- **Traffic Island between SE Main and SE Salmon on SE 122<sup>nd</sup>**

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 can no longer procure the stanchions. They have, however, installed a crosswalk sign on the traffic island.

- **Search for New Handyperson**

CEE is still searching to find a part-time handyperson who would work on miscellaneous projects as an independent contractor. In addition to posting ads on social media sites, Linda suggested possibly posting our ad at local senior centers, the VFW, and perhaps at nearby churches. She also suggested reaching out to real estate agents as a resource. Maintenance and facility staff at nearby churches and schools might be interested in a second job, also.

- **Concern About Residents Who May Require Emergency Help**

It was brought to Rosemarie's attention that one of our residents fell in her home and was not found until three days later. Fortunately and currently, this resident is responding well to medical treatment at the hospital. The question, however, is what we can do as a community to ensure that our neighbors' well being is observed without being intrusive. The Board welcomes any suggestions. In the meantime, it is recommended that the emergency contact card each owner completed is up-to-date and that a spare key is entrusted with a neighbor or nearby family member.

- **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. As winter draws to a close, please feel free to keep the de-icer on hand or return it to the Clubhouse for redistribution next year.

- **Flag Attendant Volunteer Wanted**

A volunteer to maintain the US Flag at the Clubhouse flag pole is needed. Their responsibility would include raising and lowering the flag to half staff when the need arises. Please let Rosemarie know if you are interested.

- **February Potluck Cleaning**

Katie is not available until Sunday to do the customary Clubhouse cleaning after potluck. It would be best if attendees could plan and help load the dishwasher at the conclusion of the potluck.

- **Larger TV for the Clubhouse**

It was suggested that proceeds from a raffle might be used to fund a larger TV for the Clubhouse.

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

- **Large off-site trees**

Several large trees located on neighboring property have branches extending well over the perimeter fence line (property line). Their proximity to our buildings and patio covers is causing damage.

While removal of the trees is not an option, selective pruning may help alleviate the problem. The property owner of the trees is responsible for eliminating hazardous conditions created by their trees and for ensuring that they do not cause damage or adverse conditions on adjoining properties.

The first step is to send a certified letter to the property owner identifying the issue and requesting corrective action. If there is no response or action taken, the HOA may then prune the encroaching limbs back to the fence line/property line.

### **Secretary's Report**

- Units for Sale:
  - 3 Bedrooms: 12410
  - 2 Bedrooms: 12300, 12330, 12395
  - 1 Bedroom: 12445

### **Incident Report – Linda Osborn**

- No incidents were reported in December.

## **Announcements**

- **Potluck:** Friday, February 20th at 5:30 PM.
- **Bin at Clubhouse Front Door: Please** retrieve any lost or forgotten umbrellas, canes, etc.
- **A&A Pest Control:** Will be on site sometime between the 1<sup>st</sup> and 8<sup>th</sup> 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 the **Annual Meeting** on Monday, March 9th, at 6:00 PM.

## **Open Forum**

- Request on how to obtain a copy of the bylaws: The restated and amended bylaws were distributed to everyone in November 2025. A copy is also posted on the Clubhouse bulletin board and on the CEE website.
- Request regarding copies of the CEE directory: There are a limited supply of directories stored in the office. Please see Linda after the meeting.
- Request concerning update on the construction loan: 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. Until a final bid(s) is accepted, applying for the loan is on hold.

Respectfully submitted,

Linda Osborn, Secretary





## PROXY APPOINTMENT FORM

### INSTRUCTIONS

If you are unable to attend the meeting in person, you may authorize another person to vote on your behalf by completing and submitting this Proxy Appointment Form.

1. Complete the Owner Information Section
  - Print your name as it appears in Association records
  - Provide your unit number or address
  - If the unit has more than one owner, all owners should sign.
2. Appoint a Proxy Holder
  - You may designate someone to attend the meeting and vote on your behalf:
    - ❖ Appoint the Board Secretary (or other designated Board representative), **OR**
    - ❖ Appoint another person who will attend the meeting (such as a neighbor, family member, or friend).
3. Sign and Date the Form (unsigned proxies cannot be honored)
  - Sign and date the proxy form.
  - If there are co-owners, all required signatures must be included.
4. Submit the Proxy
  - Mail or drop in mailbox: 12260 SE Main Street
  - Email to: [cee.board1@gmail.com](mailto:cee.board1@gmail.com) (Include Proxy Form on subject line)
  - Hand Deliver to the Office Drop Box

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**Meeting Date and Time:** 3/9/2026 at 6:00 PM      **Meeting Location:** CEE Clubhouse

### Owner Information

I/We, the undersigned, being the Owner(s) of the following unit:

- **Owner Name(s):** \_\_\_\_\_
- **Unit Address or Number:** \_\_\_\_\_

hereby appoint:

**Proxy Holder Name:** \_\_\_\_\_

☐ The Board Secretary or designee, **OR**

☐ \_\_\_\_\_ (print name of person attending)

to act as my/our proxy at the meeting described above.

**Owner Signature:** \_\_\_\_\_      **Co-Owner Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_      **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_      **Date:** \_\_\_\_\_

This proxy shall remain in effect for this meeting unless revoked by me/us in writing or I/we attend the meeting and vote in person.