



## HOA Annual Board Meeting Minutes

**Date and Time:** March 9, 2026, at 6:00 PM  
**Location:** Clubhouse  
**Board Present:** Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rosemarie Doherty, and Sandra Pearson  
**By Invitation:** Mak Hutson, Community Manager, CMI

- 1. Call to Order:** Gail Newberry called the meeting to order at 6:00 PM.
- 2. Quorum Confirmation:** A quorum of the owners either in person or by proxy at the meeting was met: 52 Present
- 3. Approval of Agenda:** The agenda was reviewed. A motion to approve the agenda was made by Vicki and the agenda was approved unanimously.
- 4. Approval of Minutes of Preceding Annual Meeting:** The minutes from the meeting held on April 14, 2025, were reviewed. A motion to waive the reading and approve the minutes was made by Rosemarie. The minutes were approved unanimously.

### 5. Officer Reports:

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

The President described the 3 measures on the March 9<sup>th</sup> ballot, including IRS Revenue Ruling 70-604 Election, review of 2025 financial statement by an outside party, and election of two board directors.

The President provided an update on procuring a loan for the upcoming projects.

The President also highlighted some of the Board accomplishments during the past year, including completion of the shop project, formation of the Property Tax Relief Committee and Architecture Committee, ratification and recording of the 2026 By-laws, and extensive coordination to enable the successful transfer of ownership of three units.

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

The Treasurer reported on the January financial statements and various bank account balances.

- **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 24 times in February.

- **Maintenance Report – Rosemarie Doherty**

The Association has retained an independent contractor to perform handyman services. This contractor is licensed, bonded, approved by CMI, and is expected to begin work mid- March.

A pool preparation meeting is scheduled for May 4 at 1:00 PM in the Office.

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

No report.

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

Owners were reminded that the Association website ([www.clubestatee.org](http://www.clubestatee.org)) contains governing documents and community information. In addition, documents are available on your CMI Vanteca portal.

Owners were advised to update their emergency contact information on the cards distributed at the meeting. Completed cards can be deposited in the black box at the office.

- **Incident Report – Linda Osborn**

Linda indicated there were no reported incidents in February.

- **Architecture Committee Report – Linda Osborn**

The Architecture Committee undertook the task of developing a cohesive color palette for the community’s buildings, roofs, gutters, and downspouts.

## 6. **Old Business:**

Sandra Pearson provided an overview of the construction project bidding process.

She outlined the timeline of events, beginning with initial bids that significantly exceeded the Association’s budget expectations. The scope of work was then reduced to address seven urgent conditions requiring immediate attention. Engineering drawings were revised and new bids were solicited.

Because the revised pricing remained higher than anticipated, and at the recommendation of J2 Consultants (the project engineer), the Board also solicited bids from independent contractors to complete certain portions of the work outside of the General Contractor’s contract.

Sandra reported that the Architecture Committee and the Board continue efforts to obtain the most favorable pricing possible to proceed with the project.

## 7. **New Business:**

- **2026-27 Budget.** The Treasurer presented two proposed 2026-27 Budgets. One option funded the Capital Reserve Replacement account at 100%, and the second option funded this account at 46%. Following discussion, Sandra Pearson moved to adopt the 2026-27 Budget funding the Capital Reserve Replacement account at 46%. The motion was seconded and carried by a vote of 4 – 1. The monthly HOA dues effective **April 1** are as follows:

One Bedroom:	\$412
Two Bedroom:	\$460
Three Bedroom:	\$504

- **Letter of Intent for Alywin Construction.** The Board reviewed the proposal from Alywin Construction for replacement of gutters and downspouts and removal and replacement of two courses of roof tile around each building to allow repair of fascia and roof decking and installation of flashing. The base bid plus allowances totals approximately \$207,000. Rosemarie Doherty moved to approve the Letter of Intent. The motion carried unanimously.
- **CC&L Roofing Co. Proposal.** The Board reviewed the proposal from CC&L Roofing Co. for salvaging tile and re-roofing either the pitched roof on the clubhouse, a triplex, or a four-plex. The salvaged tile will be used to replace damaged tile during the installation of flashing. After discussion, Rosemarie Doherty moved to accept the proposal for salvage and re-roofing of a triplex. The motion carried unanimously. A Letter of Intent will be prepared for this work.
- **I&E Updated Construction Bid.** The Board reviewed the updated bid from I&E Construction based on Addendum 7 of the bid set. The base bid plus allowances totals \$815,880. Rosemarie Doherty moved to accept the updated bid. The motion carried unanimously. A Letter of Intent will be prepared for this work.
- **Law Enforcement Access Policy.** The Board reviewed a proposed Law Enforcement Access Policy describing the rights of the Association and homeowners regarding law enforcement access to common areas, Association facilities, and individual units. Rosemarie Doherty moved to adopt the Law Enforcement Access Policy. The motion carried unanimously. The policy will be posted on the Association website.

**Voting Results:**

1. **IRS Revenue Ruling 70-604 Election: Passed.**
2. **Review of 2025 Financial Statement by an Outside Party: Passed**
3. **Election of Directors: Rosemarie Doherty and Sandra Pearson were reelected.**

**Adjournment:** Motion to adjourn was made by Linda. The meeting was adjourned at 7:30 PM.

**Next Meeting:** The next HOA Board Meeting is scheduled for April 13<sup>th</sup> at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn  
Secretary



# MONTHLY CHRONICLE

## MARCH 2026

### Officer Reports

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

**Ballot Measures:** Gail described the three measures on the March 9<sup>th</sup> ballot, including IRS Revenue Ruling 70-604 Election, review of 2025 financial statement by an outside party, and election of two board directors.

**Keidel Unit Update:** The sale of the Keidel unit has closed, and we are pleased to welcome **Tommy Keough** to our community. He has already begun moving into Unit 12355.

**Loan Information:** Gail provided an update on the process of obtaining a loan for the upcoming repair projects. Now that the bids from the General Contractor and two additional contractors have been reviewed and accepted by the Board, the loan application process can begin. Gail has been working with CMI and four different banks to secure financing.

It is important to note that the loan will be taken out by the HOA, not individual owners. Homeowners will repay the cost through a **special assessment** administered by CMI. The special assessment will include the loan payment and administrative fees and will be billed monthly. Owners will have the option to prepay their portion in full or pay off the balance early if they choose.

**Board Accomplishments:** Gail also highlighted several accomplishments over the past year, including completion of the shop project, formation of the Property Tax Relief Committee and the Architecture Committee, ratification and recording of the 2026 Bylaws, and extensive coordination with multiple parties to complete the successful transfer of ownership of three units.

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

The January 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.

Year-to-date operating income as of January 31 totaled \$275,943, compared to a budgeted amount of \$271,060, which puts income \$4,882 over budget.

Year-to-date operating expenses as of January 31 totaled \$228,018, compared to the budgeted \$240,060, which puts expenses \$12,042 under budget.

**Bank balances as of January 31, 2026:**

Columbia Bank Checking	\$36,840	Columbia Bank CD	\$56,329
Columbia Bank Money Market/Reserve	\$92,209	CD Interest	\$177
Money Market Interest	\$100	Onpoint Checking	\$3,670
		Onpoint Savings	\$7

**January donation balances are as follows:**

<u>Received</u>		<u>Expenses</u>		<u>Totals</u>	
Clubhouse:	\$322	McAfee Anti-Virus	\$149.99	Clubhouse:	\$3,915
Copier:	\$2	USPS	\$8.72	Copier:	\$347
<b>Total</b>	<b>\$324</b>	<u>Total</u>	<u>\$158.71</u>	Pool	\$366
				Landscaping	\$35
				Petty Cash	\$159
				<b>Total</b>	<b>\$4,685</b>

**Overview of the 2026-27 Budget**

**Operating Account**

Expenses in the operating account increased slightly this year. In some cases, prior budgets overestimated certain costs, so those line items have been reduced to better reflect actual spending.

This year we also added a new expense for **dryer vent cleaning**, which will be paid for through HOA dues. The Association will cover the cost of cleaning the vents; however, if additional problems are found — such as vents that are not connected, improperly installed, or otherwise defective — repairs will be the responsibility of the unit owner.

**Reserve Account**

The Reserve Account is a dedicated savings fund used for long-term, infrequent, and high-cost repairs such as roofing, siding, paving, and other major components. Maintaining a healthy reserve fund is critical to protecting property values and avoiding special assessments.

Best practice, based on professional reserve studies, is for an association to maintain reserves funded at approximately 70% to 100% of the recommended level. A reserve fund within this range is considered financially healthy.

In past years, the Association has not always been able to contribute the full amount recommended by our reserve study prepared by Schwindt & Co. As a result, we are now facing deferred maintenance and must borrow funds to complete needed repairs. Because of this, the Board must carefully consider how much to contribute to reserves in order to protect the owners' investment in the community.

According to the 2026 Reserve Study, Schwindt recommends that Club Estates East contribute \$154,000 to the Reserve Account this fiscal year, compared to the current contribution of approximately \$81,800, an increase of \$72,200.

If the full recommended contribution were made, the proposed 2026–2027 budget would total approximately \$479,700, and monthly dues would be:

- 1 Bedroom: currently \$376 → **\$444** (+\$68)
- 2 Bedroom: currently \$421 → **\$496** (+\$75)
- 3 Bedroom: currently \$461 → **\$544** (+\$83)

Because this increase is significant, the Board requested an alternative option that would still improve reserve funding, but with a smaller dues increase.

### **Alternative Budget Adopted**

Under the adopted budget, the Reserve contribution will increase to \$119,250, instead of the recommended \$154,000. This is an increase of \$37,542 over the current contribution.

Under this budget, monthly dues beginning **April 1** will be:

- 1 Bedroom: currently \$376 → **\$412** (+\$36)
- 2 Bedroom: currently \$421 → **\$460** (+\$39)
- 3 Bedroom: currently \$461 → **\$504** (+\$43)

While this option does not fully meet the reserve study recommendation, it moves the Association in the right direction and helps reduce the risk of future special assessments.

### **Looking Ahead**

The reserve study also projects that in the 2027–2028 budget year, the recommended reserve contribution will increase by approximately 10%, from about \$154,000 to about \$169,000. The Board will continue working to balance financial stability with reasonable dues increases.

The full budget will be posted on the website and will be available for viewing through your CMI Vantaca portal.

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

- The clubhouse was used 24 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**

**Handyman:** The Association has retained an independent contractor to perform handyman services. This contractor is licensed, bonded, approved by CMI, and is expected to begin work mid-

March. He will be available to work privately for homeowners. His name and contact information will be posted when he is officially on-board. His rate is \$75/hour.

**Pool Meeting:** A pool preparation meeting is scheduled for May 4 at 1:00 PM at the Office.

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

No report.

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

**Website:** Owners were reminded that the Association website ([www.clubestatee.org](http://www.clubestatee.org)) contains governing documents and community information. In addition, documents are available on your CMI Vanteca portal.

**Emergency Contact Information:** Owners were advised to update their emergency contact information on the cards distributed at the meeting. Hopefully, the larger format will be easier for everyone to complete. Extra cards will be placed in the foyer. Completed cards can be deposited in the black box by the office.

#### **Units for Sale:**

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

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

No incidents were reported in February.

### **Architecture Committee Report –Linda Osborn**

The Architecture Committee undertook the task of developing a cohesive color palette for the community’s buildings, roofs, gutters, and downspouts. Next step: Linda will prepare a display board with the options recommended by the committee. This will be placed in the Clubhouse for viewing. Linda will also procure adhesive samples to apply to a building wall so we can view the colors in natural outdoor lighting.

### **Announcements**

- **Potluck:** Friday, March 20th at 5:30 PM.
- **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 on Monday, April 13<sup>th</sup>, at 3:30 PM.

Respectfully submitted, Linda Osborn, Secretary