



HOA Board Meeting Minutes

Date and Time: April 13, 2026, at 3:30 PM
Location: Clubhouse
Present: Gail Newberry, Vicki Sharp-Zook, Rosemarie Doherty, and Linda Osborn.
Sandra Pearson-excused absence.

- 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 February 9, 2026, were reviewed. A motion to waive the reading and approve the minutes was made by Rose. The minutes were approved unanimously.

4. Officer and Committee Reports:

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

Topics covered include:

- Construction project financing.
- Letters of intent were issued to the selected contractors.
- Next steps after securing financing.
- Reiterated that the Board is looking for volunteers to form a committee to proactively develop a path forward to ensure enclosed patios are in compliance with City requirements.

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

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

CMI provided information on HOA dues for local associations that are comparable in size and with similar amenities.

- **Clubhouse Report – Rosemarie Doherty**

The clubhouse was used 24 times in February and 29 times in March.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that CEE engaged Pearson Construction to assist with part-time handyperson work, a new light trained on the flag was installed, and the pool sand filter maintenance is complete.

She also emphasized the importance of updating the emergency contact card.

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

Vicki reported that PJ continues to volunteer her time coordinating the landscape crew. PJ indicated the crew will focus on fertilizing and maintaining the lawns, controlling weeds, removing dead or dying shrubs, and pruning and thinning.

The city-managed trees are being monitored and maintained as part of an established care program. Residents are reminded not to disturb these trees.

The contractor who completed the lawn aeration last fall is returning to complete thatching and apply lime to the lawn.

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

Linda provided an update on the units for sale.

- **Incident Report – Linda Osborn**

Linda indicated there were two reported incidents in March.

- **Pool Committee Report – Paula Gibeson**

Weather permitting, the pool is scheduled to open at 9:00 AM on Friday, May 22nd.

A “Pool Season 2026” kickoff meeting will be held on Monday, May 4, at 1:00 PM in the Clubhouse office.

- **Architecture Committee Report – Bill Bauman**

Bill provided an update on the paint color selection process.

5. Open Forum: Topics discussed during the Open Forum session included:

- Emergency contact cards
- Landscape maintenance priorities
- Construction project phasing
- Loan terms
- Design color palette

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

Next Meeting: The next HOA Board Meeting is scheduled for May 11th at **3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn
Secretary



MONTHLY CHRONICLE

APRIL 2026

Officer and Committee Reports

President's Report – Gail Newberry

Construction Project

- Over the past several months, the Board has been working with multiple lenders to assess interest and determine potential alignment with the needs of the CEE HOA. Formal requests for loan proposals have been submitted to four lending institutions, seeking approximately \$1,125,000 to fund construction and repairs related to deferred and routine maintenance projects. These requests ask each lender to outline their terms, conditions, and requirements.
- Letters of Intent have been issued to I&E Construction and Alywin Construction. Subject to securing financing, the Board intends to move forward with I&E Construction as the General Contractor and Alywin Construction for gutter and downspout replacement, as well as repairs to roof edges along the perimeter of each building.
- Next steps include reviewing lender proposals and working with CMI to prepare and submit loan applications along with required supporting documentation. In addition to CMI, the HOA attorney, J2 Consultants, and the HOA CPA will assist in securing financing. Upon successful completion of the lending process, contracts with the contractors and J2 Consultants will be finalized, and a notice to proceed with construction will be issued.

Enclosed Patios

- As discussed at the February Board meeting, one of the next steps following adoption of the Bylaws is to address enclosed patios. Owners who currently have enclosed patios—or who are considering constructing one—were encouraged to form a committee to proactively develop a path forward to ensure compliance with City requirements.
- Once compliance is verified, the Board will have the authority to approve the continuation of enclosed patios. A sign-up sheet has been posted on the Clubhouse bulletin board since February; however, no volunteers have come forward to date.

Treasurer’s Report – Vicki Sharp-Zook

- The February 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.
- **February operating income** totaled \$29,316 and exceeded the year-to-date (YTD) operating income budget by \$2,210.
- **February operating expense** totaled \$9,857 and is under budget by \$14,149 YTD.

- **Bank balances** as of February 28, 2026:

Columbia Bank Checking	\$42,607
Columbia Bank Money Market/Reserve	\$95,807
Columbia Bank CD	\$56,329
CD Interest	\$161
Onpoint Checking	\$3,837
Onpoint Savings	\$7

- February **donation balances** are as follows:

<u>Received</u>		<u>Expenses</u>	
Clubhouse:	\$134	Clubhouse Supplies	\$98.00
Copier:	\$10		
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Total	\$144	Total	\$98.00
Reimbursed Expense	\$150		

<u>Totals</u>	
Clubhouse:	\$4,559
Copier:	\$259
Pool	\$366
Landscaping	\$35
Petty Cash	188
Total	\$5,507

Per our request, CMI provided information on HOA dues for local associations that are comparable in size and with similar amenities. The average monthly dues are as follows:

HOA	Dues
Club Estates East	\$472.80
EEE	\$452.35
CCE	\$531.53
WPE	\$723.59

Clubhouse Report – Rosemarie Doherty

- The clubhouse was used 24 times in February and 29 times in March.
- Currently, there is one owner on the garage/shed waiting lists.

Maintenance Report – Rosemarie Doherty

- CEE has engaged Pearson Construction to assist with part-time handyperson work. They recently completed an excellent repair to the front porch at 12600 and addressed several additional maintenance items in March. Due to the higher cost of these services, they will be onsite only a couple of times each month. A list of upcoming projects is being prepared.
- CEE has collected updated emergency contact cards from approximately 50% of homeowners, and we encourage all remaining owners to submit theirs as soon as possible. It is important to include a current emergency contact name and phone number. We also strongly recommend providing a spare key to a trusted neighbor, friend, or family member nearby. In the event of an emergency, entry into a unit may require the Fire Department to force access (for example, breaking down a door or drilling out a lock). Having a key available can help prevent this type of damage. Please place completed emergency cards in the black box outside the office. Additional cards are available in the Clubhouse foyer if needed.
- A new light for the flag was installed in February. Its improved design offers better protection from the elements, which should allow it to function reliably for many years. We are still seeking a volunteer to assist with flag duties, including raising and lowering the flag and monitoring for any issues (such as the flag becoming caught on branches).
- Maintenance on the sand filter was successfully completed in February. Although there was initial concern about a possible issue with the lid, our pool technician was able to make the necessary repairs without causing damage or requiring replacement of the lid or the filter. As a result, additional expenses were avoided.
- Please remember to remove the vent covers from your building's foundation. If you are able to remove covers for the entire building or all units within your courtyard, it would be a great help.
- Since the Pacific Northwest did not experience a typical winter this year, you may hold onto your de-icer for next season or return it to the Clubhouse. If you choose to return it, please place it on the cart in the Clubhouse foyer. The cart will remain available through the end of April and will then be stored until next year.
- Please note that the "NO SPRAY" signs in flower beds do not apply to pest control treatments. Our pest control technician must treat around building foundations to help prevent insect infestations. Because we did not have extended freezing temperatures this past winter, we anticipate increased activity from ants and other pests this spring and summer.

Grounds Report – Vicki Sharp-Zook/Linda Osborn

PJ continues to volunteer her time coordinating with the landscape crew. Manuel and his team are doing an excellent job and have made significant progress shaping and thinning overgrown shrubs, cleaning up neglected areas, and completing yellow slip requests.

Over the next few months, the crew will focus on fertilizing and maintaining the lawns, controlling weeds in planting beds and common areas, removing dead or dying shrubs, and continuing pruning and thinning efforts. Many of our larger shrubs—especially rhododendrons—have not been properly pruned in years. While we understand that all residents want their immediate areas to look their best, establishing overall landscape health and appearance must take priority over individual requests and short-term fixes.

As weeds are cleared around the courtyard trees, the plan is to add soil and mulch to improve their condition. A similar approach will be taken with the cul de sac bed: weed removal, elimination of struggling plants, and the addition of fresh soil and mulch. These improvements will be incorporated into the grounds budget.

For the month of April, yellow slip requests will be temporarily paused. Many of the common requests are already being addressed as part of the crew's regular maintenance routines—which is good news for the community overall.

Residents have also raised concerns about trees along the north side of the property that are leaning toward roofs and dropping debris. Because these trees are located on neighboring properties, the City of Portland requires that a formal notice be sent to the property owner advising that pruning is necessary.

Regarding the City-managed (COP) trees: these are being monitored and maintained as part of an established care program. Residents are reminded not to disturb these trees. This is the third year of care, and current expectations are that the City's maintenance will conclude next year.

An estimate will also be obtained for mulching around the courtyard trees once weed control efforts are complete.

Several nearly completed projects near the Clubhouse are expected to be finished this spring. Updates will be shared as progress is made.

PJ and Char will also continue their work on improving and maintaining the irrigation system.

Please note that the contractor who completed the aeration project last fall is scheduled to return to complete thatching and apply lime to the lawn.

Secretary's Report

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

Incident Report – Linda Osborn

- In April, a trash tote was reported missing.
- In March, an intruder was observed tampering with the electrical meter on Shelly Herbrand's patio at 12425.

Pool Committee Report – Paula Gibeson

- If all goes well and the weather cooperates, the planned opening of the pool is at 9:00 AM on Friday, May 22nd.
- A "Pool Season 2026" kickoff meeting will be held on Monday, May 4, at 1:00 PM in the Clubhouse office.
- Micah has completed replacing the sand in the pool filter.
- Due to some ongoing health challenges, Paula is exploring options for additional assistance with pool-related tasks. This is not urgent, but continued teamwork will be important to ensure the pool operates safely and smoothly throughout the season.
- As noted last year, a CPR sign is required for the pool area to meet state regulations. Micah previously identified a source where CEE can obtain a free sign for lamination.
- Anyone interested in joining the pool team is encouraged to attend the May 4 meeting. If you know someone who may be interested, please invite them to participate.
- Pool testing schedules will be organized at the May 4 meeting. As in previous years, testing and routine tasks will need to be completed four times daily. The shared weekly schedule worked well last season, allowing responsibilities to be distributed so no individual is required to cover all four time slots each day. Volunteers are asked to sign up for at least two time slots to help ensure full coverage throughout the summer. Please feel free to reach out with any questions.
- The pool texting group for this summer will be "Pool26."

Architecture Committee Report – Bill Bauman

Paint Color Selection Update

We have reached the stage where we are ready to gather input from the community on the paint color options.

One of the committee's primary goals has been to select a paint product that is both cost-effective and long-lasting. We believe we have identified a strong option, which was further validated by a professional in the commercial painting industry who highly recommended the same product after our selection.

In evaluating color choices, the committee considered several important factors. We aimed to avoid overly glossy finishes to reduce glare and reflection. We also prioritized colors that will not

readily show dirt and will maintain a clean appearance over time, even between maintenance cycles. Durability and ease of upkeep were key considerations throughout the process.

The color palette we are presenting leans toward neutral tones. This approach is intended to enhance the overall appearance of the community while also supporting future marketability for homeowners. Neutral, cohesive colors tend to appeal to a broader range of buyers and contribute positively to property values.

In addition, the committee is thinking long-term. As roofs and gutters are replaced over time, the selected paint colors should coordinate well with those future updates, helping maintain a consistent and attractive look across the community for years to come.

Announcements

- **Potluck:** Friday, April 17th at 5:30 PM.
- **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. If the issue is within your patio area, please be aware that the technician will need access to enter the space to perform treatment. Advance notice may not always be possible prior to their arrival.
- The **next board meeting** will be on Monday, May 11th, at 3:30 PM.

Open Forum

- Discussion included additional clarification on several topics, including emergency contact cards, landscape maintenance priorities, procedures if additional replacement roof tile is needed, construction project phasing, and whether there are any updates on loan terms beyond those previously shared.
- **Design Color Palette:** The Architecture Committee invited community input on the proposed color options and encouraged interested owners to submit additional complementary color ideas for consideration. Lisa Witorff and PJ Blake prepared a second design color palette board and asked owners to share their preferences among these options.

The top three to four color choices will be reviewed by the Architecture Committee, and sample swatches will be applied to an exterior surface of the Clubhouse for further evaluation. Owners will again have an opportunity to provide input. The Committee will then compile the results and present a final recommendation to the Board.

Respectfully submitted,

Linda Osborn, Secretary