



## HOA Board Meeting Minutes

**Date and Time:** May 11, 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 3:33PM by Gail Newberry.
- 2. Approval of Agenda:** The agenda was reviewed. A motion to approve the agenda was made by Rose and the agenda was approved unanimously.
- 3. Approval of Previous Minutes:** The minutes from the meeting held on April 13, 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**

Reserved comments and discussion for the Old Business agenda items.

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

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

Preliminary year-end financial statements indicate the HOA finished the year in a positive financial position. Total operating income for the year was \$296,981, while operating expenses totaled \$267,440. In addition, the \$37,200 operating contingency was transferred to the reserve account in monthly installments throughout the year.

- **Clubhouse Report – Sandra Pearson**

The clubhouse was used 26 times in April.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie reported that CEE engaged Emmsamar Solutions to assist with part-time handyperson work.

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

- **Grounds Report – Linda Osborn**

The landscape 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 supposed to be monitored and maintained as part of an established care program. Residents are reminded not to disturb these trees. However, it appears that no one has seen the City onsite this growing season. Vicki indicated she has the contact information and will give them a call.

Work is currently in progress on the north and east side planting bed at the clubhouse. Trellises are being installed to obscure the view to the utility area, a drip irrigation system is being installed, and plants are being procured and will be planted this month.

- **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 April.

- **Pool Committee Report – Paula Gibeson**

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

Pool tester refresher/training reviews are mandatory and scheduled on Wednesday, May 13<sup>th</sup> at 11:00 AM or Friday, May 15<sup>th</sup> at 1:00 PM.

- **Architecture Committee Report – Terry Robrecht**

Terry discussed the Architecture Committee's approach to evaluating financing options and provided a recommendation to the Board to pursue financing in the amount of \$1,145,000 with Riverview Bank.

The Architecture Committee also began reviewing the color palette and information from community input. The committee and the Board will be considering a final recommendation.

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

- Questions concerning financing
- Color palette

**Adjournment:** Motion to adjourn was made by Vicki. The meeting was adjourned at 4:30 PM.

**Next Meeting:** The next HOA Board Meeting is scheduled for **June 8<sup>th</sup> at 3:30 PM** in the Clubhouse.

Respectfully submitted,

Linda Osborn  
Secretary



# MONTHLY CHRONICLE

## MAY 2026

### Officer and Committee Reports

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

The President's Report was covered under Old Business. The Board reviewed loan proposals from four lending institutions. These proposals outlined each bank's terms, conditions, and requirements.

CEE's Board of Directors has decided to pursue a loan to fund deferred and planned repairs and replacement of portions of our physical infrastructure. This decision was made after careful consideration and with the review and concurrence of the CEE Architecture Committee.

Following formal requests issued by the Board, we received "Terms and Conditions" letters from four banks. Each institution expressed strong interest, without reservation, in financing our projects. In reviewing the proposals, the Board focused on the following factors:

- Interest rate & factors (fixed, variable, etc.)
- Repayment term
- Draw period and draw guidelines
- Deposit requirements
- Upfront loan fees and other costs
- Delinquency requirements
- Debt covenants and related obligations
- Future documentation requirements
- Prepayment/refinance and other penalties
- Debt amortization

The total loan commitment being requested is \$1,145,000. Final interest rate and terms will be determined upon completion of the underwriting process.

This amount represents a loan commitment only and includes the highest anticipated costs for the six projects planned for completion. The estimates include allowances and management fees that may ultimately prove unnecessary, which could reduce both the final loan balance and the resulting owner assessment. Also included is a contingency estimate for replacement of the tiled portion of the clubhouse roof. This amount was included out of an abundance of caution, as available existing tiles may be sufficient for perimeter roof replacement.

The proposals were reviewed by the Board and the Architecture Committee. At the conclusion of the analysis, both groups unanimously decided to pursue financing with Riverview Bank.

Next steps include working with CMI to prepare and submit a loan application 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 will be issued.

In addition, an owner’s meeting with the lender and CMI will be arranged to ensure all owner’s questions are answered. Owners are encouraged to write down questions ahead of time.

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

The March 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.

- **March operating income** totaled \$28,923 and exceeded the year-to-date (YTD) operating income budget of \$27,106 by \$1,817.
- **March operating expense** totaled \$29,565 and exceeded the YTD operating expense budget of \$24,066 by \$5,559. It was noted that CEE made two insurance payments during March so that the insurance account will be prepaid by one month going forward.
- Preliminary year-end financial statements indicate the HOA finished the year in a positive financial position. Total operating income for the year was \$296,981, while operating expenses totaled \$267,440. In addition, the \$37,200 operating contingency was transferred to the reserve account in monthly installments throughout the year.

- **Bank balances** as of March 31, 2026:

Columbia Bank Checking	\$47,711
Columbia Bank Money Market/Reserve	\$102,332
Money Market Interest	\$153
Columbia Bank CD	\$56,329
CD Interest	\$179
Onpoint Checking	\$3,959
Onpoint Savings	\$7

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

<u>Received</u>		<u>Expenses</u>	
Clubhouse:	\$377		\$0.00
Copier:	\$6		
	<u>Total</u>		<u>Total</u>
	\$383		\$0.00

<u>Totals</u>	
Clubhouse:	\$4,936
Copier:	\$265
Pool	\$366
Landscaping	\$35
Petty Cash	188
<u>Total</u>	<u>\$5,790</u>

## **Clubhouse Report – Sandi Pearson**

- The clubhouse was used 26 times in April.
- Currently, there is no one on the garage/shed waiting lists.

## **Maintenance Report – Rosemarie Doherty**

- CEE has engaged Emmsamar Solutions, a husband-and-wife team, to provide part-time handyperson services. They are also available for hire directly by residents. Depending on the nature of the work, most services are billed at \$35 per person, per hour. For projects involving heavier physical labor or more demanding tasks, the rate increases to \$45 per person, per hour. These rates cover labor only; any dump fees, disposal costs, or material expenses are separate and the responsibility of the property owner/client.
- **Reminder:** Thank you to everyone who has updated their emergency contact cards. 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. Please place completed emergency cards in the black box outside the office. Additional cards are available in the Clubhouse foyer if needed.
- **Reminder:** Please remember to remove the vent covers from your building's foundation. If you are able to remove the covers for the entire building or for all units within your courtyard, it would be greatly appreciated.

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

The landscape crew will continue to 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.

Regarding the City-managed (COP) trees: these are being monitored and maintained as part of an established care program. This is the third year of care, and current expectations are that the City's maintenance will conclude next year. However, no one has seen the City onsite this growing season. Vicki indicated she has the contact information and will give them a call.

Work is currently in progress on the north and east side planting bed at the clubhouse. Trellises are being installed to obscure the view to the utility area, a drip irrigation system is being installed, and plants are being procured and will be planted this month.

## **Secretary's Report**

- Units for Sale:
  - 3 Bedrooms: 12410, 12550
  - 2 Bedrooms: 12300, 12330, 12395
  - 1 Bedroom: 12445

## **Incident Report – Linda Osborn**

- No incident reports were reported in April.

## **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 22<sup>nd</sup>.
- Oregon state law requires pool testers to participate in a review of testing procedures annually. Terry Robrecht will conduct these refresher/training courses on Wednesday, May 13<sup>th</sup> at 11:00 AM and Friday, May 15<sup>th</sup> at 1:00 PM.
- Micah provided information about acquiring an automated testing system and has sent an email to the board for consideration.
- On Tuesday, May 19<sup>th</sup> at 10:00 AM, a few volunteers are needed to open/ready the restrooms.
- As appropriate, signage is being updated to comply with Oregon state law.

## **Architecture Committee Report – Terry Robrecht**

The Architecture Committee met Thursday, May 7<sup>th</sup>, to review the four banks being considered for financing the construction loan. They reviewed independent bank evaluations and the loan proposals that were submitted. The committee's recommendation to the Board was to pursue financing in the amount of \$1,145,000 with Riverview Bank.

The Architecture committee also began reviewing the color palette and information from community input. The overall guiding principle is to enhance the overall appearance of the community while also supporting future marketability for homeowners. Neutral and cohesive colors tend to appeal to a broader range of buyers and contribute positively to property values. The committee and the Board will be considering a final recommendation based on this premise.

## **Announcements**

- **Potluck:** Salad Saturday, May 16<sup>th</sup> at 12:00 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. 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, June 8<sup>th</sup> at 3:30 PM.**

Respectfully submitted,

Linda Osborn, Secretary