



HOA Board Meeting Minutes

Date & Time: June 8, 2026, 3:30 pm
Location: Clubhouse
Present: Gail Newberry, Vicki Sharp-Zook, and Rosemarie Doherty

1. **Call to Order:** The meeting was called to order at 3:30 pm.
2. **Approval of Agenda:** Vicki Sharp-Zook moved to approve the agenda as written. The motion was seconded and was carried out without objection.
3. **Approval of Previous Minutes:** Vicki Sharp-Zook moved to approve the agenda as written. The motion was seconded and was carried out without objection.

4. Officers & Committee Reports

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

Gail Newberry provided a report and noted various meetings with banks to obtain a loan for the project. Gail discussed Builder's Risk insurance and provided a detailed definition; which she noted will be required for the duration of the project.

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

Vicki Sharp-Zook provided a report of the current financial status as of April 30, 2026. Vicki provided details on the current bank balances and provided insights into the financial health of operating budget as of April 30, 2026. Vicki also went in depth on various expenses that occurred.

- **Clubhouse Report – Sandra Pearson**

The clubhouse was used 22 times in the month of May.

- **Maintenance Report – Rosemarie Doherty**

Rosemarie Doherty reported on various ongoing maintenance items including; carport reroofing, removal of three decommissioned septic tanks, replacement of six wood patio panels, preparation for major exterior work. Rosemarie noted that any owners who have concerns should submit a maintenance form to the Board for review. Rosemarie noted there will be a sign-in sheet for residents who are interested in attending a seminar in partnership with the Portland Police Department to discuss scams and residential security.

- **Grounds Report – Linda Osborn**

Vicki Sharp-Zook reported on behalf of Linda Osborn and reported that Linda updated the plant list and discussed various donations that were received to help enhance the grounds. Vicki also reported that SavATree conducted the annual tree maintenance. Vicki reported the irrigation was turned on.

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

Vicki Sharp-Zook reported on behalf of Linda Osborn and reported on the various units for sale. Vicki also reported on the ARC committees recommendations to the Board on paint colors and

various reasons for recommending two color pallets, which the Board will decide between at the next Board Meeting.

- **Incident Report – Linda Osborn**

Vicki Sharp-Zook reported on behalf of Linda Osborn for the various incidents that occurred at the last meeting.

- **Pool Committee Report – Paula Gibeson**

Vicki Sharp-Zook reported on behalf of Paula Gibeson and noted there have been 15 pool users and acknowledged the various individuals who have assisted in getting the pool up and running this year. Vicki discussed the need for owners to volunteer to assist with pool testing.

5. Old Business

AGREED: Rosemarie Doherty moved to approve securing a loan for envelope repairs from Riverview Bank. The motion was seconded and carried out without objection.

AGREED: Vicki Sharp-Zook moved to approve J2 Consultants to finalize/update permit documents and complete construction administration services. The motion was seconded and carried out without objection.

6. New Business

AGREED: Vicki Sharp-Zook moved to approve transferring all reserve account funds from Columbia Bank to Riverview bank. The President and Treasurer are authorized to execute all documents necessary to open, maintain and close such accounts and to transfer funds accordingly. Upon completion of the transfer, the officers are authorized to close the former accounts and update all automatic deposits and withdrawals. The motion was seconded and carried out without objection.

7. Announcements/Acknowledgements

- **Potluck** – Friday, June 19th, at 5:30 pm
- **Sunday in the park** will be June 28th, 11:00 am – 4:00 pm. The back gate will be open for community access from 10:00 am – 4:30 pm.
- **Board Meeting:** Monday, July 13th at 3:30 pm.

8. Open Forum: Topics discussed during the open forum section:

- Gutters
- Irrigation issues
- Painting project
- Porch covers
- Project timeline
- Tree trimming around pool

9. Adjournment

AGREED: Rosemarie Doherty moved to adjourn the meeting at 4:27 pm. The motion was seconded and was carried out without objection.

Respectfully submitted,
Mak Hutson, CMI Project Manager