



HOA BOARD MEETING MINUTES

Date and Time: July 13, 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 3:34 PM by Gail Newberry.
2. **Approval of Agenda:** Sandra moved to approve the agenda as written. The motion was seconded and was approved unanimously.
3. **Approval of Previous Minutes:** The minutes from the meeting held on June 8, 2026, were reviewed. One correction was noted that the date of the next board meeting would be July 13th. A motion to waive the reading and approve the minutes was made by Rosemarie. The minutes were approved unanimously.
4. **Officer and Committee Reports:**
 - **President's Report – Gail Newberry**

Gail provided an update on the project loan, contractor contracts, and the business risk insurance.

She also indicated that once work begins, the contractors will provide advance notice to residents when preparations for construction activities around individual condominium units and carports are required.

Gail reminded everyone that the clubhouse is available for reservation by all owners for private events at no charge.
 - **Treasurer's Report – Vicki Sharp-Zook**

Vicki reported on the May financial statements and various bank account balances

She noted that effective July 1st there was a substantial increase in the rates for water/sewer/stormwater and a new Flood Safety Benefit Fee from the Portland Water Bureau.
 - **Clubhouse Report – Sandra Pearson**

The clubhouse was used 26 times in June.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported on completed projects, including decommissioning four septic tanks, re-roofing two carports, and replacement of six wood infill panels in the CMU walls. She also suggested residents submit a yellow slip if it appears the wooden shed requires replacement.

She noted that her preferred method of communication with residents is via text messaging.

- **Grounds Report – Vicki Sharp-Zook**

The landscape crew will focus on fertilizing and maintaining the lawns, controlling weeds, removing dead or dying shrubs, and pruning and thinning vegetation along the perimeter. During July and August, lawn mowing will occur every other week.

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

On behalf of Linda, Rosemarie provided an update on the units for sale.

- **Incident Report – Linda Osborn**

Linda indicated there were three reported incidents in June involving intruders being asked to leave the CEE premises.

- **Pool Committee Report – Paula Gibeson**

Vicki reported on behalf of Paul Gibeson and noted there were 127 pool users in June. She noted that the annual State inspection is expected to occur soon. Paula is looking for more testing volunteers as there are some open testing slots on the schedule in late July and August.

5. Old Business

- Sandra explained that the Board has engaged professional guidance from Sherman-Williams for developing color palette options for the exterior painting.
- Vicki reminded residents that pet owners and dog walkers are responsible for promptly removing and properly disposing of pet waste.

6. New Business

- Vicki informed the Board that there will be an hourly rate increase for cleaning the clubhouse and pool restrooms effective August 1st.
- Linda stated a reminder that prior approval is required before removing and/or pruning significant existing thriving vegetation in landscaped common areas.
- Vicki reported that the HOA is seeking volunteers to serve on the Board. Sandra's appointment was intended to be temporary and was scheduled to conclude in March 2026. In addition, the Treasurer position will become vacant upon the expiration of the current term in March 2027.
- Vicki announced that Arrow Sanitary is no longer accepting machine-shredded paper in the recycling bins. Shredded paper must now be deposited in the trash bin.

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

- Color palette for exterior paint

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

Next Meeting: The next Board Meeting is scheduled for **August 10th at 3:30 PM** in the Clubhouse.

Respectfully submitted, Linda Osborn, Secretary



MONTHLY CHRONICLE

JULY 2026

Officer and Committee Reports

President's Report – Gail Newberry

Loan Update: All preliminary loan documentation has been reviewed by CEE's attorney and submitted to Riverview Bank, where it has been accepted. The only remaining item is the Builder's Risk Insurance documentation, which is currently being finalized by Riverview Bank and Liberty Mutual. The next step is execution of the contracts with J2, I&E, and Aylwin Construction, along with the loan documents. It is anticipated that these documents will be signed before the end of July.

Construction Preparation: I&E and Aylwin Construction will provide advance notice to residents when preparations for construction activities around individual condominium units and carports are required. At a minimum, residents should remove all personal belongings attached to or located near exterior walls and within carports, including security lights, wind chimes, hoses, cameras, satellite dishes, and vehicles. If you are still using your satellite dish, please notify the Board. Otherwise, satellite dishes will be removed and disposed of as part of the project.

Where feasible, vegetation should be pruned or tied back to provide access to exterior walls. Yard ornaments, potted plants, and other decorative items should be safely stored or adequately protected during construction.

Clubhouse Reminder: The clubhouse is available for reservation by all owners for private events. There is no charge for use of the facility; however, a voluntary donation of a minimum of \$2 per person is recommended to help offset cleaning costs.

Before reserving the clubhouse, review and complete the Clubhouse Use Policy/ Reserve Request Form found in the Clubhouse foyer. Owners reserving the facility are responsible for any damage that occurs during their event, as well as any associated repair or additional cleaning costs.

Treasurer's Report – Vicki Sharp-Zook

The May 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.

- **May operating income** totaled \$27,897 and our budget for the same month was \$27,142. The income difference was \$755 over budget.
- **May operating expense** totaled \$20,694 and our budget for the same month was \$24,695. CEE expenses were under budget by \$4,001.

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

Columbia Bank Checking	\$64,709
Columbia Bank Money Market/Reserve	\$106,355
Money Market Interest	\$158
Columbia Bank CD	\$75,000
CD Interest	\$211
Onpoint Checking	\$4,695
Petty Cash	\$162

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

<u>Received</u>	
Clubhouse:	\$177
Copier:	\$0
Total	\$177

<u>Expenses</u>	
Janitorial, Apr-May	\$216
Copier Supplies	\$84
Landscape-Clubhouse	\$550
Total	\$850

<u>Totals</u>	
Clubhouse:	\$4,715
Copier:	\$199
Pool	\$366
Landscaping	\$0
Total	\$5,280

The Portland Water Bureau's 8.1% rate increase became effective July 1. Combined with a 5.15% increase in sewer and stormwater rates, the typical single-family household utility bill increased by approximately 6.36%, or about \$10.20 per month, bringing the average monthly bill to \$170.49.

In addition, a new Flood Safety Benefit Fee was also implemented effective July 1 and will be billed monthly. This fee helps fund regional flood protection infrastructure, including the operation, maintenance, and improvement of levees, pump stations, and other flood-control facilities.

Clubhouse Report – Sandi Pearson

- The clubhouse was used 26 times in June.
- Currently, there is one owner on the garage/shed waiting lists. The HOA is also on the waiting list for one-half garage to house equipment that is subject to corrosion from the chemicals stored in the shop.

Maintenance Report – Rosemarie Doherty

Finished Projects:

- The final two carports were re-roofed in July, completing all 21 carport roofs. The HOA budgeted \$20,000 annually for this project. The final phase was completed approximately \$8,000 under budget.

- Three septic tanks were decommissioned, and a fourth was converted to a dry well. This is an ongoing project. Originally, the community had 42 septic tanks; that number has now been reduced to 30. The goal is to decommission approximately six tanks per year, allowing the project to be completed within the next five years. Because this work is ongoing, the City of Portland has agreed to keep the existing permit open, resulting in significant cost savings, although the HOA remains responsible for fees associated with each tank. Planning has already begun for the septic tanks scheduled for decommissioning in May/June 2027, including the tank serving 12685. If you notice a septic tank in your area that appears to be failing or otherwise concerning, please submit a maintenance request.
- Replacement of wood infill panels in the CMU walls is another ongoing project. When this project began, there were more than 200 wood panels throughout the community. Individual condominium units have between one and five panels. Approximately 90 panels remain to be replaced. In June, six wood panels were removed and replaced with CMU construction.
- Pool Monitoring: A visible crack remains on the south side of the pool near the 7-foot depth marker. The area has been repaired previously. Micah tested the pool during the off-season and found no measurable water loss. Water loss will continue to be monitored after the pool closes for the season, and additional repairs will be made if necessary.

New Business-Maintenance

- Sheds: Many of the original wooden sheds are reaching the end of their service life. CEE typically replaces at least two sheds each year. If your shed appears to be in need of replacement, please submit a maintenance request so it can be evaluated and considered for inclusion on the 2027 shed replacement schedule.
- Except in emergency situations requiring immediate access to limited common elements (including covered and uncovered parking spaces and patios), CEE will provide owners with at least 24 hours' notice and will specify the day/date contractors require access to these areas.
- Please note that Rosemarie, the Board member responsible for maintenance coordination, typically communicates with owners by text message, as it is the fastest and most efficient method for her. If you do not use text messaging, please submit a maintenance request indicating your preferred method of communication.

Grounds Report – Vicki Sharp-Zook/Linda Osborn

The landscape crew will continue to focus on lawn maintenance, weed control in planting beds and common areas, removal of dead or declining shrubs, and pruning and thinning vegetation along the perimeter. They will also continue pruning individual shrubs that have finished blooming, such as rhododendrons.

During July and August, lawn mowing will occur every other week. Weed control efforts will continue on a weekly basis, alternating between the north and south sides of the property.

Reminder: If you wish to perform major pruning of shrubs located in the common areas, please submit a yellow slip to inform the Board of your intentions before beginning the work.

Maintaining the grass beneath the benches has proven challenging for the landscape crew. Their mowers do not fit under the benches, and string trimmer lines frequently break when they come into contact with the metal legs, support brackets, and chains. A potential long-term solution would be to install the benches on concrete pads. In the meantime, please be aware that the crew is making every effort to keep these areas trimmed and maintained.

Hand weeding is generally not included in the landscape crew's scope of work and is most effectively performed by residents or a private gardener. The crew's standard practice is to treat weeds with herbicide, allow time for dieback, and then remove the dead vegetation using a hula hoe.

Secretary's Report – Linda Osborn

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

Incident Report – Linda Osborn

- Incidents reported included three: intruders loitering around the clubhouse and were asked to leave; an intruder near the east end who elected to jump the back fence when asked to leave; and a trash can diver observed removing food items and redepositing waste back into bins.

Pool Committee Report – Paula Gibeson

- Pool usage in June totaled 127 visits. There were no pool users during one week due to cool, rainy weather.
- The annual State pool inspection is expected to occur soon. Micah reported that none of the pools he manages have been inspected to date this season.
- Due to a reduced number of pool-testing volunteers this season, additional volunteers are needed. Current volunteers are also encouraged to sign up for open testing slots in late July and August.
- Please do not donate oversized pool toys or toys that contain loose glitter. If one of these toys punctures or breaks, the glitter can be released into the pool, potentially damaging the pump and filtration system and creating a significant cleanup problem.

Old Business

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- Vicki reminded residents that pet owners and dog walkers are responsible for promptly removing and properly disposing of pet waste.

New Business

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Announcements

- **Potluck:** Potlucks have not been scheduled in August and September unless a host volunteers.
- **CEE Wisdom of Words (WoW) Book Club** meets on the 2nd Wednesday each month from 1:00-3:00 in the clubhouse. August 12th, Rose Doherty will facilitate the discussion of Sue Monk Kidd's *The Book of Longings*. All residents are welcome to join the discussion....no pressure, no grades, just the enjoyment of sharing ideas.
- **Collage Workshop:** Facilitated by Susan DeFrancesco. Wednesday, July 15th, 10:00-12:00.
- **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, August 10th at 3:30 PM.**

Respectfully submitted,

Linda Osborn, Secretary