



HOA Board Meeting Minutes

Date and Time: August 10, 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 3:30 PM by President Gail Newberry.
2. **Approval of Agenda:** Linda moved to approve the agenda as presented. The motion was seconded and was approved unanimously.
3. **Approval of Previous Minutes:** The minutes of the July 13, 2026, Board Meeting were reviewed. Rosemarie moved to waive the reading of the minutes and approve them as written. The motion was seconded and approved unanimously.
4. **Officer and Committee Reports:**
 - **President's Report – Gail Newberry**

Gail provided an update on the project loan, assessment resolution, and contractor agreements.

She also discussed the Board's role in resolving disputes between neighbors. Following consultation with legal counsel and consistent with the Oregon Condominium Act, the Board's involvement will be limited to matters involving violations of the Association's governing documents.
 - **Treasurer's Report – Vicki Sharp-Zook**

Vicki reviewed the June financial statements and reported on the balances of the Association's various bank accounts.
 - **Clubhouse Report – Sandra Pearson**

Sandra reported that the clubhouse was used 24 times in June. She also noted that the clubhouse carpets and folding chairs had recently been cleaned.
 - **Maintenance Report – Rosemarie Doherty**

Rosemarie reported on current maintenance issues, including a sinkhole that developed at a location where a septic tank was decommissioned last month and a sewage backup that affected all three units in Building 10.

She also reported that the Board intends to have all building sewer lines flushed annually. In addition, individual condominium cleanouts may be serviced rather than relying solely on a building's primary access point. This effort will require locating and documenting all cleanout locations throughout the community.

Rosemarie reminded residents to call or text her as soon as practicable if they become aware of a building maintenance emergency.

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

On behalf of PJ Blake, Vicki reported that the landscape crew will continue focusing on lawn fertilization and maintenance, weed control, removal of dead or declining shrubs, and pruning and thinning vegetation along the community perimeter.

She also reported that Sunrise Landscape has been addressing several irrigation issues throughout the community, including repairs and adjustments to irrigation equipment and sprinkler systems.

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

Linda reported on the condominium units currently listed for sale. She also noted that the notes from the July 29 Community Meeting regarding the construction loan have been posted on the clubhouse bulletin board.

- **Incident Report – Linda Osborn**

Linda reported that two incidents occurred in July involving unauthorized individuals who were asked to leave the CEE property.

- **Pool Committee Report – Paula Gibeson**

On behalf of Paula Gibeson, Vicki reported that there were 211 pool users in July. She noted that the annual state pool inspection is expected to occur soon. Paula is seeking additional volunteers to assist with pool testing, as several testing shifts remain unfilled for late August and September.

5. Old Business

- **Paint Palette:** Linda reported that she is preparing presentation boards illustrating proposed paint color schemes for the condominium buildings. The boards will be displayed in the clubhouse, where homeowners will have an opportunity to review the options and participate in a ranked-choice voting process to indicate their preferences.
- **Construction Project Information:** Linda provided a status update on the contracts with Alywin Construction and I&E Construction, as well as the progress of the permit drawings being prepared by J2.

6. New Business

- **Changes to Common Areas:** The Board discussed a reminder to residents regarding the procedures that must be followed before making changes to common areas.
- **Insurance Claim:** Linda moved to authorize the filing of an insurance claim with State Farm Insurance arising from the sewage backup incident affecting Units 33, 34, and 35 in Building 10. The motion also authorized the Board and CMI to act on behalf of the Association in communications with the insurer, adjusters, and remediation contractors. The motion was seconded and approved unanimously.

7. Announcements

- **Potluck:** Potluck has not been scheduled in August. The Wootens are hosting the potluck in September and have arranged for guest performer. September 18th at 5:30.
- **CEE Wisdom of Words (WoW) Book Club** meets on the 2nd Wednesday each month from 1:00-3:00 in the clubhouse. All residents are welcome to join the discussion....no pressure, no grades, just the enjoyment of sharing ideas.
- **Lemonade Stand:** In memory of Jim Kerr, Sherry is hosting a Lemonade Stand at 12545 on August 12th from 12:00-3:00.
- **Connie Kelly Memorial:** A memorial is scheduled on Saturday, September 5th at noon. It will be held at:

Ainsworth House & Gardens
19130 Lot Whitcomb Dr.
Oregon City, OR 97045

- **Scam Seminar:** How to recognize scams and learn preventive measures to thwart scams presented by the Multnomah County Protective Service. Thursday, September 10th, 11:00-12:00 in the Clubhouse. A sign-up sheet is posted on the bulletin board.
- Susan DeFrancesco is facilitating **two free collage-making sessions** in the Clubhouse. All materials will be supplied. Just come, have fun, and enjoy each other's company. Friday, August 21st, 10:00 – 12:00 and Tuesday, September 15th, 1:00 – 3:00.
- **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.
- **Cougar Sighting:** NE 117th and NE Fremont.
- **Outgoing Mail Reminder:** Do not put outgoing mail in your mailbox the night before pickup. Outgoing mail is not secure and attracts people looking to steal things, not just your mail.
- **Handicap Placards:** Remember to display your handicap placards when parking in designated handicap stalls at CEE.

8. Open Forum

Topics discussed during Open Forum included:

- Identifying access points for sewer cleanouts.
- Mary Parker coordinating with Diane and Fred Jacobsen to determine whether they could benefit from additional assistance from community members.
- The Association's reserve account.
- Dryer vent cleaning.
- Mail delivery schedules. Residents were informed that mail is currently being delivered by Alix and typically arrives between 10:00 AM and noon.

8. **Adjournment:** Rosemarie moved to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at 4:45 PM.
9. **Next Meeting:** The next Board Meeting is scheduled for **September 14, 2026, at 3:30 PM in the Clubhouse.**

Respectfully submitted,
Linda Osborn, Secretary
Club Estates East Condominium HOA



MONTHLY CHRONICLE

AUGUST 2026

Officer and Committee Reports

President's Report – Gail Newberry

Loan/Construction Update: Loan documentation is in the final stages of preparation with Riverview Bank. CEE legal counsel has drafted the assessment resolution, and we anticipate the final version will be ready for review by the Board, CMI, and Riverview Bank by the end of the week.

Alywin Construction is prepared to begin work. The remaining steps are to execute the loan documents, adopt the assessment resolution, and finalize the construction contract with Alywin Construction.

As previously communicated, Alywin Construction will provide advance notice to residents when preparation is required for construction activities affecting individual condominium units, carports, or adjacent areas.

Neighbor-to-Nighbor Conflict Resolution: After consultation with legal counsel and consistent with the Oregon Condominium Act, the Board's involvement in disputes between neighbors will be limited to matters involving violations of the Association's governing documents.

While the Board recognizes that disagreements between neighbors may arise from time to time, residents are generally responsible for resolving interpersonal conflicts and other issues that do not involve compliance with the Association's governing documents.

Treasurer's Report – Vicki Sharp-Zook

The June 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.

- **June operating income** totaled \$27,897 and our budget for the same month was \$27,142. The income difference was \$755 over budget.
- **June operating expense** totaled \$32,493 and our budget for the same month was \$24,695. CEE expenses were over budget by \$7,798.
- **Bank balances** as of June 30, 2026:

Columbia Bank Checking	\$55,097
Columbia Bank Money Market/Reserve	\$111,688
Money Market Interest	\$172

Columbia Bank CD	\$75,000
CD Interest	\$204
Onpoint Checking	\$4,979
Petty Cash	\$162

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

<u>Received</u>	
Clubhouse:	\$754
Copier:	\$9
Total	\$763

<u>Expenses</u>	
Clubhouse Supplies	\$16
Pool Chemicals	\$167
Landscape-Clubhouse	\$601
Total	\$784

<u>Totals</u>	
Clubhouse:	\$4,861
Copier:	\$199
Pool	\$199
Landscaping	\$0
Total	\$5,259

Expenses that were overbudget include:

- **Property Maintenance** at \$5,738. This was a coding error where the invoices from Superior Roofing were charged to the operating account instead of the reserve account. CMI is making corrections.
- **Tax, License, Fees & Audit** at \$2,200.
 - Oregon State - \$500
 - IRS Extension Fee - \$1,700

Clubhouse Report – Sandi Pearson

- The clubhouse was used 24 times in July.
- 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.
- The carpets and folding chairs have been thoroughly cleaned during the past weekend. A huge shout-out to Rose for the many hours she has devoted to maintaining the clubhouse for our use and enjoyment.
- The HOA is considering purchasing a small rug shampooer to spot clean between major cleanings. At this point in the meeting, Sherry Kerr indicated she has a rug shampooer to donate.

Maintenance Report – Rosemarie Doherty

Old Business – Maintenance

- **Sinkhole at 12390:** A sinkhole appeared near 12390 on August 9. Based on initial observations, the cause may be related to one of the septic tanks that was decommissioned last month.

Sanitech, the contractor responsible for the septic tank work, was notified and dispatched a crew to backfill the area on August 10.

The contract with Sanitech included coverage for this type of settling. However, any future settling or related repairs will be the responsibility of CEE, particularly if the cause is determined to be a broken irrigation line or another condition unrelated to the septic tank decommissioning. At this time, the Board will continue to monitor the area and determine whether any additional corrective action is necessary.

New Business-Maintenance

- **Pool Chemical Controller:** A new state regulation requires public and community pools to install an automated chemical controller by 2029. The current estimated cost of the controller is approximately \$8,500. If upgrades to the pool pump, heater, or filtration system are completed before 2029, the controller must be installed at the same time.

One benefit of the new system is that volunteer pool testing requirements will be significantly reduced. Routine daily testing will be automated, and volunteers will primarily be needed for pool opening and closing activities, reducing approximately 50% of the current volunteer workload.

- **Sewage Backup at Building 10:** On July 19, a clogged sewer line affected all units in Building 10. Sewage backups occurred in two bathrooms and one laundry room across three condominiums. The resulting damage was extensive and included flooring, drywall, insulation, wall coverings, and personal property.

The HOA's insurance policy will cover the cost of repairing building components and restoring the affected units, subject to a \$10,000 deductible. Personal property losses are the responsibility of the individual owners and are generally covered, if at all, under the owner's individual homeowner's insurance policy. Because one unit was temporarily uninhabitable, the affected owner may be eligible for reimbursement of reasonable off-site lodging expenses through their personal homeowner's insurance policy, subject to the terms and conditions of that coverage.

To date, three contractors have been involved in the response and restoration effort:

- Roto-Rooter – emergency sewer service
- ERI – asbestos mitigation
- McGinnis Construction – repair and reconstruction work

CEE has historically taken a proactive approach to sewer maintenance. Approximately 13 years ago, the Association contracted with ProDrain to flush the community's sewer lines, alternating service between roughly 50% of the buildings each year. Over time, however, decks, sheds, landscaping, and other owner-installed improvements have made some sewer access points difficult to locate or access. As a result, it appears that not all cleanouts and buildings were consistently serviced on the intended annual or biennial schedule.

To reduce the likelihood of future backups, the Board intends to have all building sewer lines flushed annually. In addition, individual condominium cleanouts may be serviced rather than relying solely on a building's primary access point. This effort will require locating and documenting all cleanouts throughout the community. Joe O'Connor has volunteered to assist by mapping each cleanout location. Here is what he will be looking for:



- To help prevent sewer backups, ProDrain provided the following recommendations:

Only flush: human waste and toilet paper. That's it, nothing else!

Do not flush:

- "Flushable" wipes
- Feminine hygiene products
- Hair
- Cotton swabs, cotton balls, or similar products
- Medications
- Dental floss
- Paper towels
- Grease, fats, or cooking oils
- Diapers
- Cat litter

ProDrain also advises against the practice of "If it's yellow, let it mellow." Over time, urine deposits can contribute to calcium buildup that may damage toilet components.

- **Maintenance Emergencies:** If you experience a building maintenance emergency, please call or text Rosemarie as soon as possible. If Rosemarie is unavailable, please contact Gail.

Grounds Report – Vicki Sharp-Zook

The following update was provided by PJ Blake. (PJ volunteers her time to coordinate with the landscape crew.)

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 community perimeter. They will also continue pruning individual shrubs that have finished blooming, such as rhododendrons.

Despite the recent extreme heat and smoky conditions, the crew has continued to work diligently. Manuel, the crew leader, is highly knowledgeable about the landscape needs at CEE and adjusts assignments as priorities change throughout the community.

As a reminder, the A-1 Grounds Maintenance contract provides only nine labor hours per week (a three-person crew working three hours each). While the crew strives to address as many needs as possible, this is a limited amount of time relative to the scope of work required throughout the property.

In addition to the hardscape cleanup and blowing services included in the A-1 contract, the crew will be making an effort to blow debris from vacant carport spaces. Whenever possible, this material will be collected and disposed of rather than blown into adjacent planting beds.

The crew is also working to improve the precision and consistency of edging throughout the community.

Residents are encouraged to acknowledge and thank the crew for their hard work. To help them remain productive and on schedule, please refrain from engaging them in extended conversations or directing work requests to them while they are on site.

In addition, Vicki reported that Sunrise Landscape has been addressing several irrigation issues that have recently emerged throughout the community. Work completed to date includes the installation of two battery-operated irrigation timers, replacement of two irrigation valves, installation of extension lines at valve boxes, repair of a broken irrigation line in the cul-de-sac planter, and realignment of several sprinkler heads.

Vicki noted that the cost of irrigation valves has increased significantly since last year. In 2025, replacement valves cost approximately \$40 each; the current cost is approximately \$80 per valve, representing a 100 percent increase in just one year.

Secretary's Report – Linda Osborn

- Units for Sale:
 - 3 Bedrooms: 12410, 12550
 - 2 Bedrooms: 12300, 12330, 12395
 - 1 Bedroom: 12445
- Notes from the July 29 Community Meeting regarding the loan are posted on the Clubhouse bulletin board. If you wish to make a copy, please feel free to use the copier in the library.

Incident Report – Linda Osborn

- Incidents reported included two: an intruder loitering around the clubhouse and was asked to leave and an intruder near the west end and was asked to leave.
- Please let Linda know by email or text if you observe or encounter incidents that should be included in the Incident Report.

Pool Committee Report – Paula Gibeson

- Pool usage in July totaled 211 visits.
- 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 August and September.
- Thank you everyone who has volunteered their time for testing and other tasks to keep the pool safe and open.
- Rose noted that the state will be requiring additional signage around the pool concerning lightning and other issues that will require contingency plans. Micah will be providing the wording for the new sign and it will be in place next pool season.

Old Business

- **Paint Palette:** Linda reported that she is currently preparing two presentation boards using visualization software to illustrate proposed paint color schemes on buildings within our courtyards. Each board will measure 24" x 36" and will clearly identify each color scheme option, with every option consisting of a coordinated pair of colors. The visualizations will be approximately 10" x 4" in size, and corresponding Sherwin-Williams paint swatches will be attached to each option to provide a more accurate representation of the colors.

The presentation boards will be displayed in the Clubhouse, where homeowners will have the opportunity to review the options and participate in a ranked-choice voting process to indicate their preferences. Dates for displaying the boards and conducting the vote have not yet been finalized but will be announced in the near future.

- **Additional Construction Project Information:**
 - Alywin Construction is currently finalizing and executing the contract for gutter replacement.
 - The contract with I&E cannot be finalized until the permit drawings have been completed and incorporated into the contract documents. J2 is currently preparing these drawings, which are expected to be completed during the week of August 17.
 - Once the contracts have been fully executed, copies will be submitted to Riverview Bank and the loan documentation process will be finalized.

New Business

- **Reminder Regarding Changes to Common Areas:** Consult the Landscape Guidelines or submit a yellow slip for Board approval for any proposed significant changes to common areas.

- **Insurance Claim:** Linda made a motion to authorize the filing of an insurance claim with State Farm Insurance arising from the sewage backup incident affecting Units 33, 34, and 35 in Building 10, and to authorize the Board and CMI to act on behalf of the Association in communicating with the insurer, adjusters, and remediation contractors. The motion was seconded and was approved unanimously.

Announcements

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- The **next board meeting** will be on **Monday, September 14th at 3:30 PM.**

Open Forum

Discussion included:

- Identifying access points for sewer cleanout
- Mary Parker will coordinate with Diane and Fred Jacobsen to see if they could use additional help from the community.
- Reserve account
- Dryer vent clean out
- Mail is currently being delivered by Alix and should typically arrive between 10:00 AM and noon.

Respectfully submitted,

Linda Osborn, Secretary
Club Estates East HOA