CLUB ESTATES EAST

HOA Board Meeting Minutes

Date and Time: September 14, 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:** Sandi moved to approve the agenda as presented. The motion was seconded and was approved unanimously.
3. **Approval of Previous Minutes:** The minutes of the August 10, 2026, Board Meeting were reviewed. Linda pointed out that the mail delivery person's name was misspelled. Her name is Alec. Vicki 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 comments concerning the Petitioner's Meeting, September 11, 2026, as follows:

     I would like to offer some comments regarding a meeting that was held in the clubhouse on Friday, September 11, 2026.

     The Board members were notified of the meeting and were welcome to attend. I am speaking only for myself; however, I believe the other Board members ultimately felt the same way.

     A petition was signed by at least 20% of our owners, as prescribed by law. The petition requested a special meeting of the Association members. The stated purpose of the meeting is to discuss the reasons for, and then vote on, the removal of all HOA Board Directors.

     This official petition was dated August 24, 2026. Receipt of delivery was signed by Linda Osborn on August 24, 2026, at 6:00 p.m.

     Under the bylaws, the Board has 30 days from receipt of the petition to establish the date, time, and place of the meeting. Thirty days from the date of delivery is September 23, 2026, at 6:00 p.m.

     It is the Board's intention to establish the meeting date and provide notice to all owners on or before that date. The meeting may be held no sooner than 10 days and no later than 50 days from the date the notice is issued.

     So that our owners, neighbors, and friends understand my perspective regarding attendance at the September 11 meeting, I would like to explain my reasoning.

I assumed the purpose of the meeting was to give the petitioners an opportunity to define their positions and explain their plans for the future, without the possible distraction of my presence or interference from Board members. My decision not to attend was intended as a sign of respect for the authors of the petition and its signers. Anyone assigning other motives to my actions has misunderstood my position.

As requested by the petitioners, a time and place will be established for the Board's response. The September 11 meeting was not the proper forum for that purpose, nor do I believe it was the purpose intended by the petitioners. In the interim, the Board will continue providing information to our owners to help them make informed, thoughtful, and considered decisions regarding our actions, judgments, and capabilities.

- **Treasurer's Report – Vicki Sharp-Zook**
  Vicki reviewed the July financial statements and reported on the balances of the Association's various bank accounts. She also noted that Arrow Sanitary increased rates for each bin type used at CEE.

  Vicki asked the Board to consider adopting a Resolution assigning responsibility for the Association's deductible based on the units affected by a loss pursuant the Bylaws and ORS 100.435.

  Vicki announced that the only legal charges reflected in the financial statements are county and state recording fees. Legal services provided to the Association have been performed by the HOA attorney on a pro bono basis.

- **Clubhouse Report – Sandra Pearson**
  Sandra reported that the clubhouse was used 27 times in August.

- **Maintenance Report – Rosemarie Doherty**
  Rosemarie provided an extensive report concerning the sewage backup at Building 10, including investigations, cleanup, repairs, and restoration efforts.

  Sewer access points have been located and documented throughout the community She also reported that all but one building sewer line have been flushed. Access is temporarily blocked to the remaining one to be flushed.

- **Grounds Report – Linda Osborn**
  Linda indicated she conducted a walk-through with the foreman from A1 Landscape Maintenance to identify several shrubs that may have been overlooked for pruning this year. The maintenance crew will continue working to address the backlog and bring pruning up to date.

- **Secretary's Report – Linda Osborn**
  Linda reported on the condominium units currently listed for sale.

- **Incident Report – Linda Osborn**
  No incidents were reported during the month of August.

- **Pool Committee Report – Paula Gibeson**
  On behalf of Paula Gibeson, Vicki reported that there were 169 pool users in August. She noted that the annual state pool inspection was completed August 17th and there were no violations. The inspector informed Paula that there are new signage requirements that must be implemented prior to the next pool season.

  The pool is scheduled to be closed for the season on September 20th at 9:00 PM.

- **Construction Status Update – Linda Osborn**
  Because of Linda's nearly 50-year career in the architectural/engineering industry and construction administration, she has agreed to serve as the liaison between the Building Consultant, contractors, and CEE. Linda will be providing a status update for the Building Envelope Repairs at each board meeting. Her report included a six-month look-back in addition to the current work being performed on the gutters and downspouts.

5. **Old Business**
   - **Paint Palette:** Linda reported that the final six color scheme options are displayed on presentation boards in the Clubhouse lobby. Homeowners are invited to review the color schemes and participate in a ranked-choice voting process. Voting concludes at 5:00 pm on Thursday, September 24.

6. **New Business**
   - **Serial Assessment Resolution:** The purpose of a Serial Assessment Resolution is to fund building envelope repairs to the Clubhouse and condominium units. To finance these improvements, the Association obtained a loan from a financial institution to pay for the costs of contractors, consultants, and other professionals engaged in the project.

     To repay the loan, the Association will levy a series of special assessments against all Unit Owners. These assessments are intended to cover both the actual costs of the project and the costs associated with the loan, including principal, interest, fees, and other financing expenses. The loan is secured by the Association's right to collect assessments from Unit Owners.

     The Resolution establishes the method by which the special assessments will be allocated and collected, identifies each Owner's assessment obligation, and explains the available payment options. Rather than requiring all Owners to pay a substantial lump-sum special assessment, this Resolution provides the option of satisfying the assessment obligation through a series of periodic payments over time. These special assessment installments shall be treated in the same manner as any other assessment of the Association and will be added to each Owner's regular monthly assessment statement.

     Linda moved that the Board adopt the Serial Assessment Resolution prepared by the CEE attorney and with input from CMI and the HOA CPA. The motion was seconded and approved unanimously.

7. **Announcements**
    - **Potluck:** The Wootens are hosting the potluck on **September 18th at 5:30** and have arranged for a guest performer.
    - **Recycling Station** is now available at the Habitat for Humanity Restore, 10445 Cherry Blossom Drive. Categories of items being accepted include aluminum foil and trays, plastic bags and stretchy plastics, plastic buckets, plastic lids, rigid plastic package handles, and shredded paper.
    - **Reminder:** Two parking spaces are assigned to each unit. Please use your assigned spaces or coordinate directly with your neighbor if other arrangements are desired.
    - **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.

8. **Open Forum**
   Topics discussed during Open Forum included:
    - Identifying access points for sewer cleanouts and subsequent flushing by ProDrain.

9. **Adjournment:** Linda moved to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at 4:30 PM.

10. **Next Meeting:** The next Board Meeting is scheduled for **October 12, 2026, at 3:30 PM in the Clubhouse**.

Respectfully submitted,

Linda Osborn, Secretary
Club Estates East Condominium HOA

CLUB ESTATES EAST

MONTHLY CHRONICLE
SEPTEMBER 2026

Officer and Committee Reports

President's Report – Gail Newberry

Petitioner's Meeting, September 11, 2026: I would like to offer some comments regarding a meeting that was held in the clubhouse on Friday, September 11, 2026.

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I assumed the purpose of the meeting was to give the petitioners an opportunity to define their positions and explain their plans for the future, without the possible distraction of my presence or interference from Board members. My decision not to attend was intended as a sign of respect for the authors of the petition and its signers. Anyone assigning other motives to my actions has misunderstood my position.

As requested by the petitioners, a time and place will be established for the Board's response. The September 11 meeting was not the proper forum for that purpose, nor do I believe it was the purpose intended by the petitioners. In the interim, the Board will continue providing information to our owners to help them make informed, thoughtful, and considered decisions regarding our actions, judgments, and capabilities.

Treasurer's Report – Vicki Sharp-Zook

The July 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.

- **July operating income** totaled $28,023 and our budget for the same month was $27,142. The income difference was $881 over budget.
- **July operating expense** totaled $17,070, compared to a budget of $24,695 for the month. As reported, CEE's expenses were $7,626 under budget. However, this variance appears to be the result of the July water and sewer expense of $13,245 not being recorded in the financial statements. Vicki has requested an explanation from CMI regarding this omission.
- **Bank balances** as of June 30, 2026:

Columbia Bank Checking	$54,913
Columbia Bank Money Market/Reserve	$118,023
Money Market Interest	$183
Columbia Bank CD	$75,000
CD Interest	$212
Onpoint Checking	$4,485

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

Received	
Clubhouse:	$426
Copier:	$6
Total	**$432**

Expenses	
Clubhouse Supplies	$32
Total	**$32**

Totals	
Clubhouse:	$5,255
Copier:	$205
Pool	$199
Landscaping	$0
Total	**$5,659**

Arrow Sanitary Rate Increase: In July Arrow Sanitary raised their rates by 11.7% for each type of garbage/recycling bin we use.

Owner Insurance Coverage:
Recent damage in Building 10 prompted a review of the Association's governing documents and Oregon condominium insurance requirements, including ORS 100.435.

When Kim and I (Vicki) purchased our unit, we were advised to obtain **Loss Assessment Coverage** as part of our individual condominium insurance policy. At the time, we selected $10,000 of

coverage. Loss assessment coverage is designed to help pay an owner's share of certain expenses or insurance deductibles that may be assessed by the Association following a covered loss.

CEE's Bylaws and ORS 100.435 provide that the Board may adopt a resolution assigning responsibility for payment of the Association's insurance deductible. Such a resolution may allocate the deductible to: (1) the unit owner or owners affected by the loss, or (2) all unit owners, depending on the circumstances.

One approach the Board may wish to consider is assigning responsibility for the Association's deductible based on the units affected by the loss. For example, if damage is confined to a single unit, that owner could be responsible for the deductible associated with the claim. If multiple units are affected, the deductible could be allocated among those owners in proportion to the damage sustained.

Owners should review their individual condominium insurance policies and consider whether they have adequate **Loss Assessment Coverage**. Such coverage may help pay an owner's share of an Association insurance deductible or other covered assessments resulting from an insured loss.

Attorney Fees: The only charges reflected in the financial statements are county and state recording fees. Legal services provided to the Association have been performed by the HOA attorney on a pro bono basis.

Clubhouse Report – Sandi Pearson

- The clubhouse was used 27 times in August.
- Currently, there are two owners on the garage/shed waiting lists.

Maintenance Report – Rosemarie Doherty

- **Sewage Backup at Building 10:**

Following the sewer overflow incidents on July 19 and September 9, several contractors have been involved in the investigation, cleanup, repair, and restoration efforts. In addition to McInnis Construction, the Association has engaged ProDrain, Sanitech, and Portland Construction & Renovation (PCR). Roto-Rooter and ERI (asbestos remediation) were involved in the initial response but were not needed during the second incident.

July 19 Incident: The original incident involved a clogged sewer line serving all three units in Building 10. Two bathrooms and one laundry room were affected. The line was cleared and subsequently inspected by Roto-Rooter using a camera scope. Based on the information provided at that time, no structural defects were identified, and the follow-up report did not note any broken or displaced pipes.

After the line was cleared, the affected units were dried out and McInnis Construction ordered materials and prepared to begin restoration work.

Community Sewer Access Investigation: Since July, considerable effort has been devoted to locating and documenting sewer access ports throughout the community. The process proved more challenging than anticipated because several access points were not readily visible.

It was determined that most units facing Main Street do not have individual access ports. Instead, the sewer line from the front-facing unit joins the line from the unit behind it before connecting to the main sewer line that runs through the parking lots and ultimately to the City sewer system beneath Main Street.

Thanks to the assistance of several residents, a number of previously obscured access points were located. ProDrain subsequently identified the remaining locations. While many access ports were visible and accessible, several were found buried below grade. In some cases, structures or improvements such as sheds, decks, mini-split equipment, or patio features had been installed over or near the access points.

The Association is working to ensure all access ports remain identifiable and accessible. Where appropriate, protective irrigation-style valve covers will be installed to prevent future concealment. More complex situations involving structures or equipment will require additional evaluation and planning.

Sewer Maintenance Program: The Association's sewer maintenance program was originally intended to rotate cleaning among buildings. However, based on recommendations from ProDrain and the age of the system, the Association is moving toward annual cleaning of all buildings.

At this time, all buildings have been flushed except for one location where access remains obstructed.

September 9 Incident: On September 8, ProDrain cleaned the sewer line serving Building 10. Less than 24 hours later, a second overflow occurred.

This incident primarily affected Unit 12645, with minor impact to Unit 12635. Unit 12625 was unaffected.

ProDrain responded immediately and conducted another camera inspection. This inspection identified a broken and misaligned sewer pipe that had not been detected during the July inspection. The blockage consisted of toilet paper and wipes and was located beyond the junction where the two Building 10 sewer lines connect to the main line.

Further investigation indicated that the failure may have been associated with the collapse of an old septic tank structure, which compromised the adjacent cast-iron sewer pipe and caused it to break and become misaligned.

ProDrain recommended Portland Construction & Renovation (PCR) for cleanup and drying services and Sanitech for sewer line repairs. Both contractors mobilized quickly. Sanitech completed replacement of the damaged sewer line, restoring service and eliminating the immediate cause of the overflow.

Drying and restoration activities are underway, and the Association expects repair work to resume shortly. Additional site restoration work remains to be completed once final proposals are received and scheduled.

Looking Ahead: CEE's sewer system is now approximately 60 years old. As a result, annual cleaning of all buildings will continue, and the Association is evaluating whether every accessible sewer cleanout should be serviced as part of the maintenance program.

The Association is also researching historical sewer-related concerns previously reported by residents and is seeking copies of any available sewer system plans from the City. These records could provide valuable information for future maintenance and planning.

A map showing the currently identified sewer access locations has been prepared and is available for residents to review. Questions are welcome, and additional information will be shared as it becomes available.

Reminder:

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

- Short-lived **raccoon incident** in the crawlspace at 12285. The young "critter" gained access through a rip in the screen covering the vent and he was eventually coaxed out.
- **Scam Seminar** presented by Multnomah County Protective Services was well attended and very informative. The presenter left some handouts and these were placed in the library.
- A shout-out to **Sherry Kerr** to thank her for donating a rug shampooer and for her continuous work maintaining the entry landscape.
- Also, a shout-out to **Shelley Knezevich** who has volunteered to research what the City has on file regarding sewer lines at CEE.

Grounds Report – Linda Osborn

Landscape Maintenance: Linda reported that she contacted the owner of A-1 Landscape Maintenance to express concerns about keeping shrub pruning current throughout the community. On September 9, she conducted a walk-through with the company's foreman and identified several shrubs that may have been overlooked this year. The maintenance crew began focusing on pruning last Wednesday and will continue working to address the backlog and bring pruning up to date.

Secretary's Report – Linda Osborn

- Units for Sale:
    - 3 Bedrooms: 12410, 12550
    - 2 Bedrooms: 12300, 12330, 12395, 12560
    - 1 Bedroom: 12445

Incident Report – Linda Osborn

- No incidents reported in August.

Pool Committee Report – Paula Gibeson

- Pool usage in August totaled 169 visits.
- The pool is scheduled to be closed for the season on September 20th at 9:00 PM.
- The annual State pool inspection was completed by Zachary Orsburne on August 17th.
    - Overall, the inspector stated "you are kicking butt" and he made it clear he was not citing us for any violations.
    - There are new laws affecting signage that will be in effect next season. New signs will include information concerning capacity, calling 9-1-1 for emergencies, and a few more "do not's."
    - The inspector also requested to see the "spec sheets" for the drain covers located in the deep end of the pool.

Construction Status Update – Linda Osborn

Beginning with this Board meeting, Linda will be providing a status update for the Building Envelope Repairs. The status update today is a bit lengthy because it also includes a six-month look-back to bring the Board and community up to date on what has transpired to finally see the construction begin. While it is only looking back on the last six months, the commencement of construction today marks the culmination of more than three years of planning, evaluation, financing, and project development efforts. The report follows:

Project Planning and Bid Process

Prior to March 2026, the HOA Board of Directors and the Architectural Committee, utilizing the findings and recommendations contained in the Building Envelope Study and the Reserve Study, developed a scope of work to address deferred maintenance and initiate repairs necessary to bring

the Association into compliance with maintenance obligations and align with Freddie Mac and Fannie Mae lending requirements.

J2 Building Consultants was retained to prepare bidding documents, and construction bids were solicited from qualified contractors. Initial bids exceeded the Association's budget objectives and were subsequently rejected. The scope of work was reevaluated to identify items that could be deferred without compromising the overall goals of the project. Revised bid documents were issued, and additional value-engineering measures were identified. Shortlisted contractors were then asked to revise their proposals to incorporate these cost-saving modifications.

Following a comprehensive review process and contractor interviews, the Architectural Committee recommended the award of the construction contracts.

Contractor Selection

On March 18, 2026, the HOA awarded contracts and issued Letters of Intent to the successful bidders:

- I&E Construction
- Aylwin Construction

Project Financing

Concurrent with the project planning efforts, the HOA Board solicited financing proposals from four financial institutions. Following evaluation of loan terms, consultation with legal counsel, presentations to and discussions with homeowners, and review by the Board, Riverview Bank was selected as the preferred lender.

The Association subsequently provided the financial documentation required for underwriting and loan approval, resulting in a loan commitment issued on July 24, 2026.

Community Information Meeting

On July 29, 2026, the Board convened a Special Meeting attended by representatives from Riverview Bank, CMI Property Management, and the Association's legal counsel. The purpose of the meeting was to provide homeowners with an update regarding project financing, the special assessment, and the overall project schedule, as well as to answer questions from the community.

Pre-Construction Activities

During July and August 2026, significant efforts were directed toward final project preparations, including:

- Finalizing permit documents.
- Securing project-specific business risk insurance coverage.
- Completing loan documentation and underwriting requirements.
- Negotiating and executing AIA construction contracts with the contractors.
- Finalizing construction administration agreements with J2 Building Consultants.

- Convening a preconstruction meeting with J2, Aylwin, and the HOA Board to review project logistics, scheduling, communication protocols, and construction procedures prior to commencement of work.

The architect's stamped permit documents were submitted to J2 Building Consultants and the HOA on September 1, 2026, and are currently under review by the City as part of the permitting process.

Paint Color Palette

Beginning in March 2026, the Architectural Committee also commenced development of selecting a color palette for re-painting the buildings. Multiple color palettes were evaluated and refined over several months. This process culminated in six final color scheme options, which will be presented to the community for consideration at the September Board meeting.

Serial Assessment Resolution

The Serial Assessment Resolution was prepared by the Association's legal counsel, with input from the HOA's CPA and CMI. This document has been finalized and has been reviewed by the Board. The resolution will be considered for adoption later in this meeting.

As required by Riverview Bank, CMI Property Management has begun implementing the appropriate accounting measures that establish the framework for administering the assessment.

Commencement of Construction

Because building permits are not required for the gutter, downspout, soffit, and fascia repairs, the HOA issued a Notice to Proceed to Aylwin Construction. Aylwin Construction has notified the Association that field operations will commence on September 14, 2026. Work will begin on the north side of Main Street and proceed in a clockwise direction throughout the community until all designated repairs have been completed – approximately 13 weeks.

The following information was discussed during the August 27, 2026, preconstruction meeting and is intended to help residents prepare for upcoming construction activities.

- **Master Schedule**
    - Aylwin plans to work on two buildings at a time. One crew will perform demolition and preparation work, followed by a second crew who will install the flashing, tiles, gutters, and related components.
    - Aylwin has advised the HOA that all major materials have been procured, and no delays are anticipated due to product availability.
- **Staging:** Aylwin will utilize the westernmost guest parking space in front of the clubhouse as its primary staging area.
- **Signing/Fencing:** Caution tape and signage will be installed as necessary to notify residents and visitors that work is occurring above and around the buildings.

- **Parking:** Contractor vehicles and employee personal vehicles will be parked on Main Street.
- **Working Hours:** Construction activities are expected to occur Monday through Friday between 8:00 a.m. and 5:00 p.m., with a one-hour lunch break.
- **Resident Notifications:**
    - Aylwin will distribute door notices approximately one week before work begins on a building. These notices will identify any resident-owned items that should be removed or relocated prior to construction.
- **Notifications to Contractors:** If you have an above ground drip irrigation or something else that the contractors need to be aware of, please tape a sign to your siding indicating the issue. For example: ABOVE GROUND DRIP IRRIGATION IN THIS PLANTING BED or LANDSCAPE LIGHTING IN THIS PLANTING BED.
- **Communications During Construction:** To help maintain project efficiency and keep the work on schedule, residents are asked to direct construction-related questions or concerns to Linda, or in her absence another Board member, rather than engaging contractor personnel directly while work is in progress.

Old Business

- **Paint Palette:** Linda reported that the final six color scheme options are displayed on two presentation boards in the Clubhouse lobby. When reviewing the options, homeowners are encouraged to also examine the accompanying color swatches, as colors may appear differently on computer monitors and in printed materials. This appears to be particularly noticeable with Option #3.

  Homeowners are invited to review the color schemes and participate in a ranked-choice voting process to indicate their preferences. Ballots are available on the table in the lobby. Please read the instructions carefully and submit your completed ballot by 5:00 p.m. on Thursday, September 24, by placing it in the black box located outside the office.

New Business

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Announcements

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- The **next board meeting** will be on **Monday, October 12th at 3:30 PM**.

Open Forum

Discussion included:

- Identifying access points for sewer cleanout and subsequent cleaning by ProDrain

Respectfully submitted,

Linda Osborn, Secretary
Club Estates East HOA