CLUB ESTATES EAST

MONTHLY CHRONICLE
November 2026

Officer and Committee Reports

President's Report – Gail Newberry

Introduction of New Owners: Gail introduced John Waits and Francis (Frank) Cooper. They purchased 12295. She also identified that the new owner at 12560 is Janice Fugman.

Expression of Appreciation:

The Board of Directors of Club Estates East wishes to express its sincere appreciation for the resounding support and vote of confidence demonstrated by the outcome of the October 30th special meeting.

We also recognize and respect those who supported the removal of the current Board members. We understand that their position reflects a belief that change was necessary, and we acknowledge that perspective. The Board recognizes that every owner has a stake in the future of our community, and we value the opportunity to move forward together.

We all recognize that significant changes have taken place in our community over the past several years. These include substantial changes in how the Board manages the Association, increased owner involvement in community affairs, and a greater understanding of our financial and fiscal responsibilities.

Although many of these changes have been necessary and are in the best interests of our community, both now and in the foreseeable future, we recognize that the process has at times been challenging, unsettling, and even distressing. Each member of the Board has been troubled by the impact that some of these decisions have had on our owners. We know these changes have also been difficult for the community as a whole. This makes your continued support all the more meaningful and appreciated.

Some of our management changes have been guided by a thorough review of CEE's Bylaws and Declarations, as well as the state laws governing condominium communities. We have worked to become better informed and to seek guidance from subject-matter experts when necessary. We have also established policies and procedures intended to help future Boards and individual Board members manage the Association at a professional level, while providing greater support and security for our owners. Our goal is to ensure that the Association operates in compliance with its governing documents and applicable laws at every level.

Over the past several years, we have also created opportunities for greater owner participation in the management of our community. These efforts include establishing an Architectural Committee, forming a committee to explore opportunities to reduce property taxes, and developing a pool team. Most importantly, we introduced the formal "open forum" at Board meetings and included it as a regular part of each monthly Board meeting agenda.

The Board has also made important changes to our financial and fiscal management practices to strengthen the protection and security of our Association's assets and ensure that necessary expenses are properly addressed. We have implemented additional safeguards and made changes required by law, including the annual independent review of our financial statements, providing another layer of accountability and transparency.

Through all these changes, difficult as they have sometimes been, our community has continued to demonstrate its commitment to Club Estates East. At the October 30th meeting, you had the opportunity to make your support known, and the message was both clear and deeply appreciated.

It is difficult to adequately express how much your confidence means to each of us. We are grateful for your support and remain committed to serving the best interests of our entire community.

Treasurer's Report – Vicki Sharp-Zook

The September 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.

- **September operating income** totaled $27,968 and our budget for the same month was $27,142. The income difference was $794 over budget.
- **September operating expense** totaled $28,231 compared to a budget of $24,695 for the month. As reported, CEE's expenses were $3,536 over budget. This variance is a result of the water bill which was $4,873.
- **Bank balances** as of September 30, 2026:

Columbia Bank Checking	$98,125
Columbia Bank Money Market	
Reserve Account	$37,420
Operating Contingency	$54,055
Donations	$635
Interest Earned	$172
Columbia Bank CD	$75,000
CD Interest	$206
Onpoint Checking	$2,953

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

Received	
Clubhouse	$283
Copier	$0
Total	$1,356

Expenses	
Clubhouse	$37.79
Temporary Transfer to Operating Account	2,850.00
Total	$2,887.79

Totals (Will be updated next month)	
Clubhouse:	$-
Copier:	$-
Pool	$-
Landscaping	$-
Total	**$-**

Schwindt has completed its review of the Association's financial statements, identifying only one item requiring the Board's attention. Once again, Schwindt strongly recommends increasing the reserve assessment and has requested that the current budget be adjusted to reflect an annual reserve contribution of $154,000. However, because the Association already has a serial assessment in place, the Board does not intend to revise the current budget. Instead, the Board will consider adjusting the reserve contribution for the 2027–2028 fiscal year as part of the upcoming budget review in March.

Clubhouse Report – Sandi Pearson

- The clubhouse was used 30 times in September.
- Currently, no owners are on the garage/shed waiting lists.

Maintenance Report – Rosemarie Doherty

Building 10 Update

All Building 10 owners have returned to their condos. Restoration work is completed in two of the condos after McInnis Construction corrected the repair issues noted last month. Replacing the hallway flooring in the third condo is being scheduled when the flooring material is available. It was also noted that a shower handle is on order and will be installed when available.

Vicki provided an update on the CEE claim with State Farm for the Building 10 restoration. Columbo, the original adjuster, has agreed to pay and CEE just received a check in the amount of $5,600 to cover some out-of-pocket expenses, including a toilet and asbestos testing.

Subsidence Issues Related to the Decommissioned Septic Tanks

While soil had been added to the back common area between 12375 and 12385, subsidence and sink holes continued to materialize. Linda advised layering some available gravel and then compacting soil in four-inch lifts. Topsoil was then added to support eventual lawn seeding. The area will be monitored to confirm no additional issues occur.

Sewer System Investigation
ProDrain has been on-site three times between October and November to conduct video inspections of CEE's sewer lines. Approximately 75% of the system has been scoped, including all lines on the south side of the property. Three additional parking areas on the north side remain. The final inspection is scheduled for this Wednesday and should take approximately half a day. Weather permitting, the work should be completed soon, as video scoping cannot be performed during rainy conditions.

The inspections have identified several areas of the sewer lines with what are known as *bellies* (low spots where water and debris can collect). Fortunately, most are not currently causing problems. However, debris can accumulate in these areas and eventually lead to blockages, so it is important to be mindful of what goes down the drains.

Jordan has identified several locations on the south side that would benefit from additional hydro-jetting to clear accumulated debris. Once the final inspection report for the north side is received, we will review the findings and identify any additional areas requiring attention. Our goal is to complete the recommended cleaning work by the end of November.

Looking Ahead: So far, two locations have been identified where sewer line repairs will be necessary in 2027. CEE will evaluate the recommended repair methods and obtain bids for the work.

A Bit of Good News: Only one sewer line access port remains inaccessible. We have been attempting to contact the condo owner without success, but all other access ports have been located and made accessible. Some of the access ports are below ground level and need protective covers to prevent them from becoming buried again. We will add these to our maintenance list and plan to install the covers over the winter. This is relatively straightforward work that CEE may be able to handle in-house rather than hiring ProDrain.

Crawlspace Vent Covers
The crawlspace vent openings have been closed, and the vent screens have been inspected for damage. Any damaged screens or other issues requiring attention are being documented on a site map to assist with prioritizing and scheduling future repairs.

Clubhouse Mini-Splits
As discussed last month, three mini splits will be installed by the Heat Pump Store to replace the decommissioned unit on the clubhouse roof. Our contact, Rhonda, will be applying for any available rebates at the time the units are installed.

The Board unanimously voted to enter a contract with the Heat Pump Store for $28,986 to install the mini-splits.

Unsightly Screening
An off-site neighbor on Salmon Street used surplus plywood to block their dogs view of CEE property, which has resulted in reduced barking and aggressive behavior. This screen, however, is

an eyesore especially for the owner at 12405. To camouflage the unsightly screen, CEE will be installing a faux boxwood hedge along the fenceline.

Dryer Vent Cleaning
Lint buildup in dryer vents is a potential fire hazard. Although annual dryer vent cleaning is generally the homeowner's responsibility, CEE has included this important maintenance task in the 2026–2027 budget to help ensure it is not overlooked.

The Board has contracted with Prestige Air Duct to perform the cleaning. Beginning in January, Brian, the company's owner, will be working on weekends to accommodate residents. He will provide advance notice to homeowners identifying a three-hour service window for their unit.

Most of the cleaning will be performed by accessing the dryer vent from the outside. However, access to the crawlspace and/or the dryer itself may occasionally be necessary.

If Brian identifies deficiencies such as non-code-compliant ductwork, improper installation, or disconnected ductwork, any additional costs associated with bringing the system up to code will be the homeowner's responsibility.

Some Reminders:

- Remember to winterize hoses, faucets, and faucet extenders.
- If you are planning any interior remodeling that may impact water service, please let your neighbors know.
- USPS will now supply text alerts when the mail has been delivered. You can sign up on the USPS website.

Grounds Report – Vicki Sharp-Zook

No Report.

Secretary's Report – Linda Osborn

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

- The **October 30th Special Meeting minutes** will be posted on the bulletin board and distributed with the November minutes.

Incident Report – Linda Osborn

- One incident was reported in October. An intruder rummaged through a trash can and made quite a mess.

Pool Committee Report – Paula Gibeson

- Micah continues monitoring the pool monthly to ensure all is in order and there is no evidence of leaks.
- The ladder at the deep end has been repaired.
- Micah is coordinating with Paula concerning the list of signs that are to be posted next season.

Construction Status Update – Linda Osborn

Gutter Replacement Project

Since my last update, the Aylwin crew continues making progress with extensive repairs to the damaged wood members along the roof perimeters and front porches and installing gutters and downspouts with the associated underlayment and flashing. Today, demolition started on Building 16.

The crew will continue retrofitting gutter guards and kickouts across multiple buildings. This may require trimming ridge tiles, adjusting guard positions, and ensuring drip edges/valleys extend properly with sealed interfaces. They will be adding custom-shaped gutter guards on Buildings 1-9 probably starting this week.

There is a recurring leak at Building 3 at Don Metz's unit. This was caused by the transition between two different valley styles that causes a lateral flow of water. Aylwin will be removing the mismatched bottom valley and installing a valley matching the upper piece. This existing valley profile has been difficult to source so the contractor is considering forming a custom replacement.

The Contractor has used most of the available rake tiles and cannot source additional matching tiles. However, a tile that closely resembles our rake tiles is available. After reviewing options, we decided to remove the needed rake tiles from selected rear gables across several buildings. The new replacement tiles will then be installed on these less visible gables, and the salvaged tiles will be used for the ongoing gutter project.

Now that the rain has begun, please let me know if you see anything concerning. For example, I noticed a couple of instances where the newly installed downspouts interfere with the operation of the window awnings. Please check to see if this is a problem at your place.

New Issues

A beam and post at the carport at Building 20 is failing. I contacted Aylwin to prepare a bid to replace the beam and re-plumb the post. As a separate contract, Aylwin will complete this work for $1,600.

During one of the construction meetings, we identified possible improper flashing and sealing that is resulting in moisture intrusion at one of the carports. Aylwin agreed to probe roof transitions and metal interfaces to confirm any flashing/sealant failures and document their findings and moisture readings. Their preliminary recommendation is to install the correct top flashing over the gravel stop where it's missing and resealing beads at metal transitions. This remains an open item to be investigated further.

I&E Precon meeting on October 20th.

- Info board will be maintained by I&E at the clubhouse. Info board will contain general construction information and a 3-week-look-ahead schedule.
- When construction begins, there will be weekly meetings between I&E, J2, and me to discuss progress as well as any issues.
- Staging: I&E will use two west parking spots in Clubhouse parking lot for the construction trailer and storage. Power will be provided from the circuit breaker in the clubhouse.
- Notices will be placed on owners' doors 72 hours in advance of work being done on their unit.
- POV parking will be along Main Street.
- An unexpected permitting requirement has resulted in a delay to the building envelope project. During preparation of the building envelope repair documents, our consultants completed a pre-application review with the City of Portland to confirm that applicable permit requirements were being addressed. As the contractor began securing the necessary permits, the City advised that CEE must also install a premises-wide Reduced Pressure Backflow Assembly (RPBA). This requirement is unrelated to the building envelope repairs but is being imposed as part of the City's permitting process to bring the property into compliance with current requirements.

To address this requirement, CEE has:

- Identified three qualified contractors to provide bids.
- Prepared a detailed scope of work.
- Issued a Request for Proposals (RFP).

Current Status: We are awaiting contractor proposals, which are due November 13, 2026.

Although this requirement was not part of the original building envelope project, we are addressing it proactively so that we can move forward with the necessary permits and avoid further complications with the City's approval process.

Old Business

Old Business is covered in the reports above.

New Business

No New Business was discussed.

Announcements

- **Thanksgiving Potluck:** S**aturday, November 21st at 5:30.**
- **Pavers missing from Rose Plachta's patio at 12410.** She would like them returned please.
- The **next board meeting** will be on **Monday, December 14th at 3:30 PM**.

Open Forum

Discussion included:

- Resuming gutter cleaning after installation is complete, reiterated that the carport gutters will be replaced after the building gutter installation is complete, owners are interested in learning how many serial assessment prepayments were received.

Respectfully submitted,

Linda Osborn, Secretary
Club Estates East HOA

CLUB ESTATES EAST

HOA Board Meeting Minutes

Date and Time: November 9, 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:** Rose moved to approve the agenda as presented. The motion was seconded and was approved unanimously.
3. **Approval of Previous Minutes:** The minutes of the October 12, 2026, Board Meeting were reviewed. Rose 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 introduced John Waits and Francis (Frank) Cooper. They purchased 12295. She also identified that the new owner at 12560 is Janice Fugman.

     Gail expressed the Board of Directors appreciation for the resounding support and vote of confidence demonstrated by the outcome of the October 30th special meeting. The contents of the letter of appreciation are contained in the November Monthly Chronicle.

   - **Treasurer's Report – Vicki Sharp-Zook**
     Vicki reviewed the September financial statements and reported on the balances of the Association's various bank accounts.

     Vicki also announced that Schwindt has completed its review of the Association's financial statements, identifying only one item requiring the Board's attention. Pursuant Schwindt's recommendation, the Board will consider adjusting the reserve contribution for the 2027-2028 fiscal year as part of the upcoming budget review in March.

   - **Clubhouse Report – Sandra Pearson**
     Sandra reported that the clubhouse was used 30 times in September.

   - **Maintenance Report – Rosemarie Doherty**
     Rosemarie reported that restoration work is completed in two of the Building 10 condos and floor replacement in the third condo is scheduled when the flooring material is available.

     Vicki provided an update on the CEE claim with State Farm for the Building 10 restoration. State Farm has agreed to pay and CEE just received a check in the amount of $5,600 to cover some out-of-pocket expenses, including a toilet and asbestos testing.

Rose also addressed the subsidence issues related to the decommissioned septic tanks, sewer system video inspections, crawlspace vent covers, and remedying some unsightly screening.

Rose provided an update on the upcoming dryer vent cleaning.

- **Grounds Report – Vicki Sharp-Zook**
  No report was provided.

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

  She also indicated that the October 30th Special Meeting minutes will be posted on the bulletin board and distributed with the November minutes.

- **Incident Report – Linda Osborn**
  One incident was reported during the month of October involving a trespasser rummaging through a trash bin.

- **Pool Committee Report – Paula Gibeson**
  Micah continues to monitor the pool monthly to ensure all is in order and there is no evidence of leaks.

- **Construction Status Update – Linda Osborn**
  Linda provided a status update on the gutter and downspout installation project and provided highlights from the preconstruction meeting with I&E. Her full report is contained in the November Monthly Chronicle.

5. **Old Business**
   - **Mini Splits at Clubhouse:** As discussed last month, three mini splits will be installed by the Heat Pump Store to replace the decommissioned unit on the clubhouse roof. Our contact, Rhonda, will be applying for any available rebates at the time the units are installed.

     Rose moved that CEE enter a contract with the Heat Pump Store for installing the mini splits for $28,986. The motion carried unanimously.

6. **New Business**
   - No new business was discussed.

7. **Announcements**
   - **Thanksgiving Potluck: Saturday, November 21st at 5:30.**
   - **Pavers missing from Rose Plachta's patio at 12410.** She would like them returned please.
   - The **next board meeting** will be on **Monday, December 14th at 3:30 PM**.

8. **Open Forum**

Topics discussed during Open Forum included:

- Resuming gutter cleaning after installation is complete,
- Reiterated that the carport gutters will be replaced after the building gutter installation is complete,
- Owners are interested in learning how many serial assessment prepayments were received.

9. **Adjournment:** Linda moved to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at 4:25 PM.

Respectfully submitted,

Linda Osborn, Secretary
Club Estates East Condominium HOA