



# HOA Board Meeting Minutes

Date: July 8, 2024  
Time: 3:30 pm  
Location: Clubhouse  
Present: Gail Newberry, Vicki Sharp-Zook, Linda Osborn, Rose Doherty, Vickey Khalifa

- 1. **Call to Order:** The meeting was called to order at 3:35 pm by Gail Newberry.
- 2. **Approval of Agenda:** The agenda was reviewed. Motion to approve the agenda was made by Vicki and seconded by Rose. The agenda was approved unanimously.
- 3. **Approval of Previous Minutes:** The minutes from the previous meeting held on June 10th were reviewed. A motion to approve the minutes was made by Rose and seconded by Vicki. The minutes were approved unanimously.

4. **Officer Reports:**

a. **President’s Report (Gail Newberry):**

See Old Business.

b. **Treasurer’s Report (Vicki Sharp-Zook):**

June financial reports have been posted in the clubhouse and delivered to board members. They will be posted on the website: clubestatee.org

- Bank account balances:

Reserve Accounts:	\$199,586
Operating Accounts:	\$41,661
Total in bank accounts:	\$241,247
  
- June donation balances are as follows:

Clubhouse:	\$1,169
Copier:	\$290
Pool:	\$132
Landscaping	\$0

We are over budget by \$100 in the following expenses:

- General Maintenance
- Pool Expenses
- Sewer/Storm Water

- Property Insurance
- Office Supplies
- Legal Services

State Farm reviewed our property insurance, resulting in new rates. However, they did not inform us that the \$1,957 we paid in April was a prorated amount. Our new policy rate is \$2,665, which is \$235 less than our previous rate. Every little bit helps.

To comply with ORS 100-435 and 100-480, as well as State Farm Insurance requirements, we have increased our fidelity bond limits to cover the total amount in all our bank and investment accounts, plus three months' worth of assessments. The annual cost of this fidelity bond is \$502, and it provides coverage of \$325,000. This expense will be reflected in the July financial reports.

**c. Clubhouse Report (Vicki Sharp-Zook):**

The clubhouse was used 22 times in June, by various groups and 2 resident functions.

Deb Masterson volunteered to be the Clubhouse Manager. A few weeks ago, the Board listened to her ideas. Below are a few maintenance suggestions:

1. Rent an Oreck commercial carpet cleaner from Stark Vacuums. On a quarterly basis, clean the clubhouse carpets a section at a time. The cost of renting the Oreck is about \$39.95.
2. Suggested we keep the dishwasher trays in the kitchen. Otherwise, a board member or someone with a key will have to come to the clubhouse and retrieve it from storage.
3. Possible activities to consider:
  - Evening Events
  - Quilting Club
  - Knitting Club
  - Mahjong Club
  - Dungeon and Dragons
  - Pride Events
  - Pinochle
  - Play reading group
  - Mystery Book Club
  - Cook Club
  - Mocktail Parties
  - Street Fair
  - Pyrex swamp met
  - CEE Podcast
  - Halloween Trunk or Treat in the clubhouse (possible event for grandchildren)
  - Santa Claus appearance at our December cookie exchange event (possible event for grandchildren)

We encourage members of the community to get together with others at our clubhouse for activities. The above is just the beginning of what this community can do. I'm sure there are other folks who have other ideas as well.

Unfortunately, Deb Masterson is unable to continue to be our Clubhouse Manager. This does not stop us from initiating the above ideas. If there is anyone in the community that would like to take on one of the activities above, please contact a board member.

Many community members walk during the evening hours. When a walker is out and about, would you check the clubhouse doors and make sure they are locked? Would you also walk back by the shop door and check that door as well? Your assistance would be greatly appreciated.

**d. Maintenance Report (Rose Doherty):**

Volunteer opportunities!

- Overseeing the clubhouse operations, from booking activities to scheduling maintenance (e.g., HVAC, carpet cleaning, and more)
- Group to set up for potlucks, meetings, audio & visual equipment (I will train someone to do the AV set up), other clubhouse duties
- Pool & shop operations

Units for sale: 12575 & 12330 are for sale currently. Several more condos will be coming on the market in the next few months.

There are two people on the waiting list for a garage or shed.

A donation of new DVDs has been made to our library. Come down and look through them. There are lots of good movies for your viewing pleasure!

Although CMI has been hired for billing and HOA dues management, they will not be overseeing maintenance at CEE. Please continue to submit all maintenance requests as usual. Rose may consult CMI for potential contractors or ideas, but generally, CMI will NOT handle any upkeep for us. This approach helps keep our costs down regarding CMI's services.

Complete Exterminators has been acquired by A & A Pest Control. Steve, the owner, spoke with some of the Board members and conducted a walkthrough of our community, checking and mapping the locations of rodent bait boxes along the property lines and in the crawl spaces. Many of the bait boxes were found empty. Previously, our contract with the former company was on a quarterly basis, but we have now increased the service to bimonthly. This increase aims to keep the rodent issue under control. In June, two different condos experienced critter intrusions, so we hope this enhanced service will prevent future problems. We will continue to evaluate the situation and make adjustments as needed.

At the end of June and beginning of July, a swarm of flying ants appeared in and around the pool and shop area. John, our pest technician, assessed the situation and informed me: "I don't believe they are carpenter ants. They appear to be an odorous house ant swarm. These ants produce winged individuals to fly and establish new colonies. The spraying we conducted should kill them almost on contact."

Despite the increased efforts, we still request that you submit a yellow slip for any pest issues, including wasps, ants, rodents, etc. Please include the address and the location of the problem (e.g., patio, kitchen, front walk). A & A has provided us with a logbook to be filled out for the technician when he's onsite. The details from the yellow slips will be used to update this logbook.

We are still awaiting estimates from River City Environmental regarding the issues with the catch basin behind the clubhouse shop and a dry well.

Our pool hours are 9-9. Paula Gibeson is the head of the pool committee. Please reach out to her to volunteer or be put on the pool text chain. When using our pool, please make sure to follow the rules that have been set by our community. This helps keep our costs down, the area safe, and our pool healthy.

LaVern Rock Works will resubmit a bid to create a retaining wall between 12405 and 12415. We are currently waiting on the bid and approval from Vicki before proceeding.

Bliss Roofing recently completed patch repairs on our clubhouse roof, which should help prevent leaks for a couple more years as we save funds and find the best company and solution for the re-roofing project.

J2 will begin the next phase of work at CEE. They will be opening walls, inspecting the clubhouse roof, and checking some crawl spaces. This assessment will help us address the larger issues and find the right contractors for the job.

Baking soda moss removal: Rose will continue with this project once it begins raining again.

Some issues are arising with the exterior faucet extenders. The Board will be considering whether the extenders should be removed and/or replaced at owner's expense when they break.

**e. Pool Report (Vicki Sharp-Zook):**

We have had a few comments this last month about the wonderful pool we have. 130 residents and guests used our pool during the month.

We had a surprise inspection from the Health Department this last week. We passed with flying colors. Thank you to everyone who made this possible.

This is a reminder to ensure the back shop door is locked after you leave. Last month, this shop door was left unlocked after the pool closed, allowing a trespasser to enter the shop and pool area. The only item we know he took was a cell phone, which has since been replaced. (See incident report.)

The level of cyanuric acid continues to rise. Our chlorine tablets have cyanuric acid in them, so it is a vicious cycle. Terry spoke with Micah about this, and he suggested an automatic chlorine system. This system uses liquid chlorine that does not contain cyanuric acid. The system will also be able to detect when more chlorine is needed and add it automatically. The cost will be \$1912.36. This will help keep the algae out of our pool.

We had one volunteer for the pool manager, but after reviewing the pool manager duties, she decided to decline. Paula Gibeson has expressed interest and we will be reviewing the duties list later this week.

**f. Grounds Report (Vickey Khalifa):**

**Irrigation:**

Steve from Sunrise Irrigation was invited to address the Board and respond to questions regarding the state of our irrigation system. Steve observed that the system is very old and was designed to meet standards that have long since been updated. Over the many years it has been operating, there have been numerous repairs and replacements of main and lateral lines, sprinkler heads, and valves. Mis-matched products (both brand and product) were installed such as rotor and spray heads on the same zone. Irrigation for a complex like CEE should have many more zones than what was originally designed. By having so few zones, there will be no head-to-head coverage (resulting in dry areas) and very poor water pressure at the end of the lines.

Steve has toured and assessed the irrigation system and has repaired leaks, faulty heads, and faulty valves. He said that the likely useful life of our existing system is 5-6 years with these patchwork repairs. A guesstimate for replacing the irrigation with a new water-efficient system will cost approximately \$55,000-\$65,000. One approach would be to replace the irrigation system in phases. A design for the entire system should be developed followed by a logical construction and budget phasing plan. He also indicated that there would be just one backflow preventer instead of the nine currently installed.

Steve recommended that during the hotter summer months or periods of extreme heat, we should adjust the irrigation schedule to daily instead of every other day. He is willing to train someone at CEE to adjust the schedule at the controller based on the weather.

Steve indicated that ideally construction should occur when the system is not in high demand and when the ground is not muddy.

The irrigation in the Clubhouse courtyard and along the south side of the entrance drive has been compromised when a line was broken during the installation of the new trees in this area. The line was repaired once, but the irrigation is still not working. Steve, Matt (City of Portland Tree Program manager), and Vickey are meeting on July 9<sup>th</sup> to resolve this problem.

REMINDER: If at anytime you observe sprinklers operating after 6:00 am, please contact Vickey. She has been and will continue to manually turn off the malfunctioning valve.

**Landscaping:**

The landscape maintenance crew is scheduled to mow/edge/blow every other week. On the alternate weeks, they will trim shrubs and hedges and respond to the yellow slip requests as directed by Vickey. The crew is also spraying weeds 1-2 times per month.

The landscape crew raised the elevation of the mower blades to help prevent the grass from browning/dying during the hot weather.

Edging the flower beds will not be done when it is or has recently rained so that mud flecks do not fly onto the windows and siding.

REMEMBER, if you wish to have dead or diseased plant material removed, submit a yellow slip.

I'm sure the landscape crew will appreciate the offer of water/ice cream/soda and a thank you.

**Updates:**

Three new benches were installed. Thank you for all the generous donations to offset the cost of the benches and to Jose who was instrumental with installing the benches.

Nine donated raised planting beds, soil, mulch, and seeds were distributed throughout our community.

Many vegetable plant starts were donated by Billy (Cassie's son).

The Food Pantry looks a bit slim on provisions. Please donate nonperishables to help others in our community.

Supplies in the Medical Shed are available for everyone. There are walkers, canes, crutches, commodes, Depends, etc. Contact Vickey if you need to borrow or donate anything.

**g. Incident Report (Rose Doherty and Linda Osborn):**

Between the evenings of June 14th and June 17th, there were numerous incidents of people walking through our community. Most of these instances were harmless but still unsettling, such as individuals going through recycling bins and walking down Main Street to look around the back area. However, on Saturday, June 15th, between 8:45 PM and 9:30 PM, there was a particularly alarming incident. An individual was seen walking around our community carrying a chain, then walking past the garages to the shop and disappearing from our cameras. He was later spotted inside our pool area around 9:30 PM. He pulled up a chair and used the pool cover equipment to climb over the fence on the west side of the pool.

Aware residents monitored his movements and tracked him via our cameras. All footage was collected and sent to Officer Brown, who oversees our community. Rose drove to the shop area to see if she could spot him while he was on site. He seemed to have vanished until the surveillance camera saw him climb over the pool fence.

Upon inspecting the shop area on Sunday morning, it was clear that he had entered the shop and spent some time there. Although he moved a few things around, the only item stolen was the pool phone (no calls were made from the phone). It's unfortunate that he accessed our shop and saw its contents.

He gained access because the shop door had been left UNLOCKED or ajar. Please remember to lock all clubhouse and shop doors behind you and double-check them! Our residents are CEE's first line of defense. If you see anything suspicious, contact a Board member immediately!

Other incidents included outdoor faucets being turned on and left running during the night and irrigation valve covers being removed. It is surmised that the latter is the efficient work of our resident raccoons looking for grubs.

## **5. Old Business:**

CMI: Currently CMI is building our website portal, and they hope to be complete by the end of the week and when everyone's contact information, address, etc., has been entered into the system. When complete, CMI will be sending out a welcome letter with information for accessing the portal and instructions for payments and other FAQs. They expect the system to be operational by August 1<sup>st</sup> for accepting payments.

CMI is revamping our accounting format. Additional coordination is necessary between CMI and Vicki.

Keidel Property Update: The property is in foreclosure and will be sold in a sheriff's sale. The sale will be required to abide by CEE rules for new ownership. As noted previously CEE has been paid all outstanding fees and expenses.

J2 is scheduled to begin the second phase of their contract for spot inspections of crawl spaces and walls. They will begin work July 10<sup>th</sup>.

## **6. New Business:**

CMI requested that CEE provide a copy of the HOA Resolution for Collections. A draft of the Resolution was prepared and has been submitted to our attorney for review. A motion was made by Rose and seconded by Linda to provisionally approve the resolution. Should the attorney require substantive revisions, the Board will revisit the approval. The motion carried unanimously.

The Board discussed the procedure for approving CMI-generated written correspondence. Pursuant the contract with CMI, Gail is the point of contact and will receive proposed correspondence from CMI. At her discretion she will approve the correspondence or circulate it to the Board members for consensus. Linda will develop a tracking form to ensure that timely response is provided to CMI and logged for HOA files.

Requests for Board approvals were reviewed and approved: Sharp-Zook window replacement and Chin mini-split installation.

## **7. Announcements/Acknowledgements:**

- Thank you to Ennice Crabb for donating a vacuum cleaner for the Clubhouse.
- Thank you to Vickey Khalifa and Jose for prepping and installing the donated benches.
- Thank you to Teri Pastore for arranging a donation from Home Depot and ensuring the planters and supplies were distributed around the community.

- Thank you to Cassie Owen’s son Billy for the generous donation of Bonnie vegetable plant starts.
- AARP Safe Driving Class: Two-day event – Tuesday, July 23, 12:15 to 4:00 AND Thursday, July 25, 12:15 to 4:00.
- Barbecue Potluck: July 20, 4:00. Sign up is on the Clubhouse bulletin board.
- Mary Allen passed away this past weekend. The flag has been lowered to half-staff.
- The general notice about on-going work and work crews on site has been circulated.

**8. Open Forum:**

- Landscape issues including edging around trees and planting beds, weed control, landscape budget, grass clippings in the flower beds, etc., were some of the various issues discussed. It was agreed that due to current time constraints, a separate meeting will be scheduled within the next week or two to identify concerns, prioritize the issues in light of the current budget, brainstorm possible solutions, and arrive at a consensus on approaches to solving the issues. See below for more information regarding the meeting.
- Curb appeal/first impressions: Concern was raised about the security anchoring system on the new benches and whether a less obtrusive alternative may be possible by drilling a hole near the bottom of a bench leg through which the locking chain could be threaded. Vickey indicated that she would take this suggestion under advisement.
- Clarification on reporting incidents. Incidents are currently reported to Linda via text or email. If the level of concern rises to requiring a Police Report be submitted, the Owner/Observer reporting an incident is responsible for submitting the Police Report.

**9. Adjournment:** The meeting was adjourned at 5:00 pm.

**Next Meeting:** The next HOA Board Meeting is scheduled for August 12, 2024, at 3:30 pm in the Clubhouse Administrative Office.

**Respectfully submitted,**

Linda Osborn  
Secretary



**SPECIAL LANDSCAPE MEETING**

**Wednesday, July 17<sup>th</sup> at 3:00**

**Purpose of the meeting:** Identify and prioritize landscape maintenance issues, concerns, and desires that will guide future decisions regarding budgeting for landscape maintenance activities.

**Meeting goal:** Arrive at consensus on priorities for landscape maintenance.



# Club Estates East Condominium, an Association of Owners

## Balance Sheet

As of June 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Operating Checking	10,473.68
1102 Cash on hand	70.94
1120 Annual Operating MM	8,636.14
1130 Operating - Prepayments HOA Fees	22,479.91
1200 RESERVE ACCOUNTS	
1203 Reserve Money Market USB	136,638.51
<b>Total 1200 RESERVE ACCOUNTS</b>	<b>136,638.51</b>
<b>Total Bank Accounts</b>	<b>\$178,299.18</b>
Accounts Receivable	
1300 Accounts Receivable	82.99
<b>Total Accounts Receivable</b>	<b>\$82.99</b>
Other Current Assets	
1310 Reserve CD -US Bank 2014	62,947.08
1320 Undeposited Funds	653.00
<b>Total Other Current Assets</b>	<b>\$63,600.08</b>
<b>Total Current Assets</b>	<b>\$241,982.25</b>
Fixed Assets	
1610 Computer Equipment	1,236.40
1620 Dishwasher	4,072.71
1630 Equipment	104,491.00
1640 IMPROVEMENTS	
1642 Accum. Depreciation	-119,510.00
1644 Improvements - other	54,201.45
<b>Total 1640 IMPROVEMENTS</b>	<b>-65,308.55</b>
<b>Total Fixed Assets</b>	<b>\$44,491.56</b>
<b>TOTAL ASSETS</b>	<b>\$286,473.81</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
2301 Powell Villa Ace Hardware	-1.03
2303 Carefree Pool and Spa Supply	0.00
2305 Home Depot	0.00
2306 Sherwin Williams	0.00

	TOTAL
<b>Total Credit Cards</b>	<b>\$ -1.03</b>
Other Current Liabilities	
Oregon Department of Revenue Payable	0.00
Out Of Scope Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$ -1.03</b>
Long-Term Liabilities	
2501 Deferred Income	149,567.17
2502 HOA Prepayments	26,384.00
<b>Total Long-Term Liabilities</b>	<b>\$175,951.17</b>
<b>Total Liabilities</b>	<b>\$175,950.14</b>
Equity	
3000 Opening Balance Equity	0.00
3007 DONATIONS TOTAL	-1,591.40
3008 Clubhouse Balance	1,169.09
3009 Copy Machine Balance	290.21
3010 Swimming Pool Balance	132.10
3011 Landscape	0.00
<b>Total 3007 DONATIONS TOTAL</b>	<b>0.00</b>
3020 ANNUAL OPERATING	
3021 Annual Oper. Bal. Available	-8,636.14
3022 Carpet Cleaning	0.00
3023 Reserve/Maint. Plan Update	-191.66
3024 Accounting /Tax Preparation	2,672.18
3025 Legal Services	-336.56
3026 Annual Insurance Payment	183.10
3027 Gutter / Roof Cleaning	3,205.37
3028 Sprinkler Startup	112.00
3029 Catch Basin Cleaning	406.94
3030 Insurance Deductible	0.00
3031 Sewer Line Cleanout	856.77
3032 Swimming Pool License	310.34
3033 Secretary of State - License	0.00
3034 Pool BackFlow	0.00
3035 Fire Extinguisher	107.67
3036 Club House HVAC	1,144.67
3037 OR Corporate Tax	165.32
<b>Total 3020 ANNUAL OPERATING</b>	<b>0.00</b>
3040 OPERATING ITEMS	
3041 For Transfer To Reserve	1,950.00
3045 Intercustomer Clearing	0.00
<b>Total 3040 OPERATING ITEMS</b>	<b>1,950.00</b>
3100 RESERVE ITEMS	
3101 For Transfer from Operating	-1,950.00
<b>Total 3100 RESERVE ITEMS</b>	<b>-1,950.00</b>
3901 *Retained Earnings	92,299.04

	TOTAL
Net Income	18,224.63
<b>Total Equity</b>	<b>\$110,523.67</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$286,473.81</b>



	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>5000 MISCELLANEOUS EXPENSES</b>			0.00		0.00	0.00	0.00	
<b>5025 Returned CheckFees</b>		6.67	-6.67	0.00%	0.00	80.00	-80.00	0.00%
<b>5027 Unit 10</b>	42.50	83.00	-40.50	51.20%	165.57	996.00	-830.43	16.62%
<b>Total 5000 MISCELLANEOUS EXPENSES</b>	<b>\$ 42.50</b>	<b>\$ 89.67</b>	<b>-\$ 47.17</b>	<b>47.40%</b>	<b>\$ 165.57</b>	<b>\$ 1,076.00</b>	<b>-\$ 910.43</b>	<b>15.39%</b>
<b>5070 DONATION SPENDING</b>			0.00		0.00	0.00	0.00	
<b>5074 Clubhouse Cleaning</b>		100.00	-100.00	0.00%	0.00	1,200.00	-1,200.00	0.00%
<b>5077 Decoration Storage</b>		0.00	0.00		0.00	0.00	0.00	
<b>5081 Landscaping Expense</b>			0.00		100.30	0.00	100.30	
<b>5082 Clubhouse Bottled Water</b>	27.96		27.96		41.95	0.00	41.95	
<b>5083 Medical Shed Stg</b>		40.00	-40.00	0.00%	120.00	480.00	-360.00	25.00%
<b>5085 Pool Expenses</b>	29.99		29.99		49.89	0.00	49.89	
<b>Total 5070 DONATION SPENDING</b>	<b>\$ 57.95</b>	<b>\$ 140.00</b>	<b>-\$ 82.05</b>	<b>41.39%</b>	<b>\$ 312.14</b>	<b>\$ 1,680.00</b>	<b>-\$ 1,367.86</b>	<b>18.58%</b>
<b>5100 OPERATING EXPENSE</b>			0.00		0.00	0.00	0.00	
<b>5101 MAINTENANCE</b>			0.00		0.00	0.00	0.00	
<b>5103 Tree Pruning</b>		50.00	-50.00	0.00%	0.00	600.00	-600.00	0.00%
<b>5108 Tree Disease Control</b>		0.00	0.00		650.00	650.00	0.00	100.00%
<b>5110 Irrigation Repairs</b>		0.00	0.00		0.00	0.00	0.00	
<b>5130 Landscape Supplies / Extras</b>			0.00		0.00	0.00	0.00	
<b>5131 Tree Removal</b>		82.50	-82.50	0.00%	0.00	990.00	-990.00	0.00%
<b>5133 Landscaping-Common Grounds</b>			0.00		208.35	0.00	208.35	
<b>Total 5130 Landscape Supplies / Extras</b>	<b>\$ 0.00</b>	<b>\$ 82.50</b>	<b>-\$ 82.50</b>	<b>0.00%</b>	<b>\$ 208.35</b>	<b>\$ 990.00</b>	<b>-\$ 781.65</b>	<b>21.05%</b>
<b>5161 Streets/Parking</b>		0.00	0.00		0.00	0.00	0.00	
<b>5162 Sidewalks</b>		0.00	0.00		0.00	0.00	0.00	
<b>5164 Storm Drain</b>		0.00	0.00		0.00	0.00	0.00	
<b>5167 Signs</b>		12.50	-12.50	0.00%	66.93	150.00	-83.07	44.62%
<b>5168 Mail Boxes</b>			0.00		180.00	0.00	180.00	
<b>5170 Snow Removal/Supplies</b>		0.00	0.00		139.08	100.00	39.08	139.08%
<b>5201 General Maintenance/Repair</b>	279.53	125.00	154.53	223.62%	643.30	1,500.00	-856.70	42.89%
<b>5202 Roofs - Repair</b>		0.00	0.00		0.00	0.00	0.00	
<b>5203 Gutters/Downspouts</b>	3.57	0.00	3.57		3.57	0.00	3.57	
<b>5204 Rain Drains</b>		0.00	0.00		0.00	0.00	0.00	
<b>5207 Patio Gate</b>	198.84	20.83	178.01	954.58%	213.31	250.00	-36.69	85.32%

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
5212 Plumbing	190.40	0.00	190.40		195.40	0.00	195.40	
5215 Tools			0.00		28.97	0.00	28.97	
5216 Patio Shed		0.00	0.00		0.00	0.00	0.00	
5234 Carport Maintenance		0.00	0.00		0.00	0.00	0.00	
5240 Sewer		73.33	-73.33	0.00%	0.00	880.00	-880.00	0.00%
5246 Painting	105.00	0.00	105.00		105.00	0.00	105.00	
5251 Pest Control	1,513.97	390.00	1,123.97	388.20%	2,508.97	5,285.00	-2,776.03	47.47%
<b>Total 5101 MAINTENANCE</b>	<b>\$ 2,291.31</b>	<b>\$ 754.16</b>	<b>\$ 1,537.15</b>	<b>303.82%</b>	<b>\$ 4,942.88</b>	<b>\$ 10,405.00</b>	<b>-\$ 5,462.12</b>	<b>47.50%</b>
<b>5300 CLUBHOUSE</b>			0.00		0.00	0.00	0.00	
5304 Fire/Safety Systems			0.00		215.00	0.00	215.00	
5310 Clubhouse general cleaning		0.00	0.00		0.00	0.00	0.00	
5312 Clubhouse Gas	103.97	75.00	28.97	138.63%	555.29	2,540.00	-1,984.71	21.86%
5315 Heating / HVAC Systems	83.60	0.00	83.60		83.60	0.00	83.60	
5317 Restrooms	0.62		0.62		115.84	0.00	115.84	
5318 Electrical, Lighting and Fans			0.00		34.26	0.00	34.26	
<b>Total 5300 CLUBHOUSE</b>	<b>\$ 188.19</b>	<b>\$ 75.00</b>	<b>\$ 113.19</b>	<b>250.92%</b>	<b>\$ 1,003.99</b>	<b>\$ 2,540.00</b>	<b>-\$ 1,536.01</b>	<b>39.53%</b>
<b>5325 SWIMMING POOL</b>			0.00		0.00	0.00	0.00	
5326 Pool Contract	580.00	440.00	140.00	131.82%	580.00	2,425.00	-1,845.00	23.92%
5327 Pool Supplies	-14.68	63.00	-77.68	-23.30%	0.00	252.00	-252.00	0.00%
5328 Pool Repairs	391.67	40.00	351.67	979.18%	564.67	160.00	404.67	352.92%
5329 Pool Furniture		20.00	-20.00	0.00%	0.00	80.00	-80.00	0.00%
5330 Pool Telephone	56.24	6.25	49.99	899.84%	67.02	25.00	42.02	268.08%
5332 Pool Changing Rooms	12.03	8.75	3.28	137.49%	12.03	35.00	-22.97	34.37%
5338 Pool Facility, Supplies	5.80	7.50	-1.70	77.33%	5.80	30.00	-24.20	19.33%
5342 Pool Gas	28.09	17.00	11.09	165.24%	46.82	2,212.00	-2,165.18	2.12%
5345 Pool Chemicals	115.75	286.00	-170.25	40.47%	115.75	1,430.00	-1,314.25	8.09%
5346 Backflow Testing		0.00	0.00		49.99	52.00	-2.01	96.13%
<b>Total 5325 SWIMMING POOL</b>	<b>\$ 1,174.90</b>	<b>\$ 888.50</b>	<b>\$ 286.40</b>	<b>132.23%</b>	<b>\$ 1,442.08</b>	<b>\$ 6,701.00</b>	<b>-\$ 5,258.92</b>	<b>21.52%</b>
5401 Landscape Contract	2,828.00	2,828.00	0.00	100.00%	8,484.00	32,522.00	-24,038.00	26.09%
5403 Garbage / Recycling	2,463.64	2,573.00	-109.36	95.75%	7,565.10	32,508.00	-24,942.90	23.27%
5404 Water	1,644.16	2,724.00	-1,079.84	60.36%	4,418.09	38,372.00	-33,953.91	11.51%
5405 Sewer and Storm Water	4,976.48	4,607.00	369.48	108.02%	13,652.66	56,163.00	-42,510.34	24.31%

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
5406 Area Lighting	193.89	149.14	44.75	130.01%	487.15	1,789.68	-1,302.53	27.22%
5407 Electricity	250.09	305.00	-54.91	82.00%	617.72	3,660.00	-3,042.28	16.88%
5408 Property Insurance	2,664.66	2,900.33	-235.67	91.87%	7,522.72	34,803.96	-27,281.24	21.61%
5510 OFFICE			0.00		0.00	0.00	0.00	
5511 Computer Expenses	90.00	90.00	0.00	100.00%	270.00	1,080.00	-810.00	25.00%
5512 Telephone and Internet	162.29	162.47	-0.18	99.89%	487.05	1,959.38	-1,472.33	24.86%
5513 Property Manager		1,550.00	-1,550.00	0.00%	0.00	18,600.00	-18,600.00	0.00%
5514 Office Supplies	95.88	25.92	69.96	369.91%	239.39	311.00	-71.61	76.97%
5516 Web Site		0.00	0.00		0.00	243.00	-243.00	0.00%
<b>Total 5510 OFFICE</b>	<b>\$ 348.17</b>	<b>\$ 1,828.39</b>	<b>-\$ 1,480.22</b>	<b>19.04%</b>	<b>\$ 996.44</b>	<b>\$ 22,193.38</b>	<b>-\$ 21,196.94</b>	<b>4.49%</b>
5520 MISC. OPERATING EXPENSES			0.00		0.00	0.00	0.00	
5525 Security			0.00		134.05	0.00	134.05	
<b>Total 5520 MISC. OPERATING EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 134.05</b>	<b>\$ 0.00</b>	<b>\$ 134.05</b>	
5610 ANNUAL OPERATING EXP			0.00		0.00	0.00	0.00	
5622 PROFESSIONAL SERVICES			0.00		0.00	0.00	0.00	
5623 Reserve Study		0.00	0.00		0.00	800.00	-800.00	0.00%
5624 Accounting /Tax Preparation		0.00	0.00		0.00	5,400.00	-5,400.00	0.00%
5625 Legal Services	306.25	59.32	246.93	516.27%	3,771.25	3,500.00	271.25	107.75%
<b>Total 5622 PROFESSIONAL SERVICES</b>	<b>\$ 306.25</b>	<b>\$ 59.32</b>	<b>\$ 246.93</b>	<b>516.27%</b>	<b>\$ 3,771.25</b>	<b>\$ 9,700.00</b>	<b>-\$ 5,928.75</b>	<b>38.88%</b>
5626 Annual Insurance Payment		0.00	0.00		0.00	200.00	-200.00	0.00%
5627 Gutter / Roof Cleaning		0.00	0.00		0.00	5,800.00	-5,800.00	0.00%
5628 Sprinkler Setup		0.00	0.00		450.00	670.00	-220.00	67.16%
5629 Catch Basin Cleaning	2,680.06	2,500.00	180.06	107.20%	2,680.06	2,500.00	180.06	107.20%
5630 Club House HVAC		0.00	0.00		0.00	950.00	-950.00	0.00%
5631 Sewer Line Cleanout	1,300.00	2,200.00	-900.00	59.09%	1,300.00	2,200.00	-900.00	59.09%
5632 Fire/Safety Systems		0.00	0.00		0.00	120.00	-120.00	0.00%
5633 OR Corporate Tax		0.00	0.00		0.00	160.00	-160.00	0.00%
5634 Pool License		0.00	0.00		0.00	500.00	-500.00	0.00%
<b>Total 5610 ANNUAL OPERATING EXP</b>	<b>\$ 4,286.31</b>	<b>\$ 4,759.32</b>	<b>-\$ 473.01</b>	<b>90.06%</b>	<b>\$ 8,201.31</b>	<b>\$ 22,800.00</b>	<b>-\$ 14,598.69</b>	<b>35.97%</b>
<b>Total 5100 OPERATING EXPENSE</b>	<b>\$ 23,309.80</b>	<b>\$ 24,391.84</b>	<b>-\$ 1,082.04</b>	<b>95.56%</b>	<b>\$ 59,468.19</b>	<b>\$ 264,458.02</b>	<b>-\$ 204,989.83</b>	<b>22.49%</b>
7100 RESERVE EXPENSE ITEMS			0.00		0.00	0.00	0.00	
7106 Siding Inspection & Repair		0.00	0.00		0.00	0.00	0.00	

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
7109 Roof Repairs	975.00	0.00	975.00		1,225.00	0.00	1,225.00	
7112 Patio Wall		166.67	-166.67	0.00%	1,650.00	2,000.00	-350.00	82.50%
7114 Patio Sheds - Repairs	799.98	58.33	741.65	1371.47%	810.19	700.00	110.19	115.74%
7116 Roof Replacement		0.00	0.00		0.00	0.00	0.00	
7117 Carport Roof - Replacement		2,500.00	-2,500.00	0.00%	0.00	30,000.00	-30,000.00	0.00%
7118 Building Envelope Inspection		816.42	-816.42	0.00%	5,375.33	9,797.00	-4,421.67	54.87%
7135 Water Piping Repair/replacement		416.67	-416.67	0.00%	0.00	5,000.00	-5,000.00	0.00%
7136 Plumbing Study		1,000.00	-1,000.00	0.00%	0.00	12,000.00	-12,000.00	0.00%
7151 Irrigation Repairs		0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
7156 Dry Wells		750.00	-750.00	0.00%	0.00	9,000.00	-9,000.00	0.00%
7161 Sidewalks		83.33	-83.33	0.00%	0.00	1,000.00	-1,000.00	0.00%
7162 Retaining Wall		472.25	-472.25	0.00%	0.00	5,667.00	-5,667.00	0.00%
7165 Gutter Replacement/Repair			0.00		294.59	0.00	294.59	
7166 Storm Drains & Down Spouts			0.00		218.75	0.00	218.75	
<b>Total 7100 RESERVE EXPENSE ITEMS</b>	<b>\$ 1,774.98</b>	<b>\$ 6,263.67</b>	<b>-\$ 4,488.69</b>	<b>28.34%</b>	<b>\$ 9,573.86</b>	<b>\$ 77,164.00</b>	<b>-\$ 67,590.14</b>	<b>12.41%</b>
<b>Total Expenses</b>	<b>\$ 25,185.23</b>	<b>\$ 30,885.18</b>	<b>-\$ 5,699.95</b>	<b>81.54%</b>	<b>\$ 69,519.76</b>	<b>\$ 344,378.02</b>	<b>-\$ 274,858.26</b>	<b>20.19%</b>
<b>Net Operating Income</b>	<b>\$ 5,447.60</b>	<b>-\$ 389.60</b>	<b>\$ 5,837.20</b>	<b>-1398.25%</b>	<b>\$ 18,196.63</b>	<b>\$ 21,568.98</b>	<b>-\$ 3,372.35</b>	<b>84.36%</b>
<b>Other Income</b>								
Late Fee Income	25.00		25.00		28.00	0.00	28.00	
<b>Total Other Income</b>	<b>\$ 25.00</b>	<b>\$ 0.00</b>	<b>\$ 25.00</b>		<b>\$ 28.00</b>	<b>\$ 0.00</b>	<b>\$ 28.00</b>	
<b>Other Expenses</b>								
Reconciliation Discrepancies			0.00		0.00	0.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 25.00</b>	<b>\$ 0.00</b>	<b>\$ 25.00</b>		<b>\$ 28.00</b>	<b>\$ 0.00</b>	<b>\$ 28.00</b>	
<b>Net Income</b>	<b>\$ 5,472.60</b>	<b>-\$ 389.60</b>	<b>\$ 5,862.20</b>	<b>-1404.67%</b>	<b>\$ 18,224.63</b>	<b>\$ 21,568.98</b>	<b>-\$ 3,344.35</b>	<b>84.49%</b>

Monday, Jul 08, 2024 10:22:23 AM GMT-7 - Accrual Basis



# Club Estates East Condominium, an Association of Owners

## Profit and Loss by Class

June 2024

	DONATION	OPERATING	RESERVE	TOTAL
<b>Income</b>				
4000 INCOME				\$0.00
4001 OPERATING INCOME				\$0.00
4002 Operating Assessment		22,075.00		\$22,075.00
4005 Bank Interest Revenue		3.21		\$3.21
4006 Shed Rental		160.00		\$160.00
4007 Garage Rental		540.00		\$540.00
<b>Total 4001 OPERATING INCOME</b>		<b>22,778.21</b>		<b>\$22,778.21</b>
4070 DONATION				\$0.00
4071 Clubhouse Donations	240.81			\$240.81
4072 Copy Donations	5.35			\$5.35
<b>Total 4070 DONATION</b>	<b>246.16</b>			<b>\$246.16</b>
4080 REIMBURSEMENT INCOME				\$0.00
4083 Unit 10		165.57		\$165.57
<b>Total 4080 REIMBURSEMENT INCOME</b>		<b>165.57</b>		<b>\$165.57</b>
4090 RESERVE INCOME				\$0.00
4091 Reserve Assessment			6,809.00	\$6,809.00
4093 Reserve Interest Revenue			633.89	\$633.89
<b>Total 4090 RESERVE INCOME</b>			<b>7,442.89</b>	<b>\$7,442.89</b>
<b>Total 4000 INCOME</b>	<b>246.16</b>	<b>22,943.78</b>	<b>7,442.89</b>	<b>\$30,632.83</b>
<b>Total Income</b>	<b>\$246.16</b>	<b>\$22,943.78</b>	<b>\$7,442.89</b>	<b>\$30,632.83</b>
<b>GROSS PROFIT</b>	<b>\$246.16</b>	<b>\$22,943.78</b>	<b>\$7,442.89</b>	<b>\$30,632.83</b>
<b>Expenses</b>				
5000 MISCELLANEOUS EXPENSES				\$0.00
5027 Unit 10		42.50		\$42.50
<b>Total 5000 MISCELLANEOUS EXPENSES</b>		<b>42.50</b>		<b>\$42.50</b>
5070 DONATION SPENDING				\$0.00
5082 Clubhouse Bottled Water		27.96		\$27.96
5085 Pool Expenses		29.99		\$29.99
<b>Total 5070 DONATION SPENDING</b>		<b>57.95</b>		<b>\$57.95</b>

	DONATION	OPERATING	RESERVE	TOTAL
5100 OPERATING EXPENSE				\$0.00
5101 MAINTENANCE				\$0.00
5201 General Maintenance/Repair		279.53		\$279.53
5203 Gutters/Downspouts		3.57		\$3.57
5207 Patio Gate		198.84		\$198.84
5212 Plumbing		190.40		\$190.40
5246 Painting		105.00		\$105.00
5251 Pest Control		1,513.97		\$1,513.97
<b>Total 5101 MAINTENANCE</b>		<b>2,291.31</b>		<b>\$2,291.31</b>
5300 CLUBHOUSE				\$0.00
5312 Clubhouse Gas		103.97		\$103.97
5315 Heating / HVAC Systems		83.60		\$83.60
5317 Restrooms		0.62		\$0.62
<b>Total 5300 CLUBHOUSE</b>		<b>188.19</b>		<b>\$188.19</b>
5325 SWIMMING POOL				\$0.00
5326 Pool Contract		580.00		\$580.00
5327 Pool Supplies		-14.68		\$ -14.68
5328 Pool Repairs		391.67		\$391.67
5330 Pool Telephone		56.24		\$56.24
5332 Pool Changing Rooms		12.03		\$12.03
5338 Pool Facility, Supplies		5.80		\$5.80
5342 Pool Gas		28.09		\$28.09
5345 Pool Chemicals		115.75		\$115.75
<b>Total 5325 SWIMMING POOL</b>		<b>1,174.90</b>		<b>\$1,174.90</b>
5401 Landscape Contract		2,828.00		\$2,828.00
5403 Garbage / Recycling		2,463.64		\$2,463.64
5404 Water		1,644.16		\$1,644.16
5405 Sewer and Storm Water		4,976.48		\$4,976.48
5406 Area Lighting		193.89		\$193.89
5407 Electricity		250.09		\$250.09
5408 Property Insurance		2,664.66		\$2,664.66
5510 OFFICE				\$0.00
5511 Computer Expenses		90.00		\$90.00
5512 Telephone and Internet		162.29		\$162.29
5514 Office Supplies		95.88		\$95.88
<b>Total 5510 OFFICE</b>		<b>348.17</b>		<b>\$348.17</b>
5610 ANNUAL OPERATING EXP				\$0.00
5622 PROFESSIONAL SERVICES				\$0.00
5625 Legal Services		306.25		\$306.25
<b>Total 5622 PROFESSIONAL SERVICES</b>		<b>306.25</b>		<b>\$306.25</b>
5629 Catch Basin Cleaning		2,680.06		\$2,680.06
5631 Sewer Line Cleanout		1,300.00		\$1,300.00
<b>Total 5610 ANNUAL OPERATING EXP</b>		<b>4,286.31</b>		<b>\$4,286.31</b>
<b>Total 5100 OPERATING EXPENSE</b>		<b>23,309.80</b>		<b>\$23,309.80</b>

	DONATION	OPERATING	RESERVE	TOTAL
7100 RESERVE EXPENSE ITEMS				\$0.00
7109 Roof Repairs			975.00	\$975.00
7114 Patio Sheds - Repairs			799.98	\$799.98
<b>Total 7100 RESERVE EXPENSE ITEMS</b>			<b>1,774.98</b>	<b>\$1,774.98</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$23,410.25</b>	<b>\$1,774.98</b>	<b>\$25,185.23</b>
NET OPERATING INCOME	<b>\$246.16</b>	<b>\$ -466.47</b>	<b>\$5,667.91</b>	<b>\$5,447.60</b>
Other Income				
Late Fee Income		25.00		\$25.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
NET INCOME	<b>\$246.16</b>	<b>\$ -441.47</b>	<b>\$5,667.91</b>	<b>\$5,472.60</b>

**Note**

Informational Purposes

# Club Estates East Condominium, an Association of Owners

## Payment Detail

June 2024

	TOTAL
Amazon	126.06
Antonio Urzua	2,828.00
Arrow Sanitary Service	2,463.64
Bliss Roofing, Inc	975.00
CareFree Pool & Spa Supply	98.00
City of Portland	6,620.64
Comcast	162.29
COMPLETE EXTERMINATING, INC	1,510.00
DAVID KNIGHT	689.28
Fred Meyer	56.24
Gail Newberry	61.97
Handyman Halsey	210.00
Home Depot	59.49
Intuit	90.00
Linda Osborn	23.98
NW Natural	132.06
Portland General Electric	418.51
ProDrain & Rooter Service	1,300.00
Ranieri Plumbing	243.00
River City Environmental	2,680.06
Rose Doherty	881.23
Russell King	539.24
State Farm	2,687.66
Terry Robrecht	22.63
Warren Allen LLP	306.25
<b>TOTAL</b>	<b>\$25,185.23</b>