

GLENWOOD PLACE HOA BOARD MEETING MINUTES

Date/Time: 2/9/24

Summerplace Clubhouse, Klickitat Room

OPENING: Judy opened meeting and roll was called

ROLL CALL; Board Members Present: Judy Evans (Chair), Marcia Andri (Landscaping), Bill Byrne (Maintenance), Anne Crockatt (Secretary) Georgia Gates (Treasurer)

RESIDENTS ATTENDING: Residents attending: Cathy Rodgers, Sunni Walton, Nancy Stathas, Kathy Carrichio, Diane Larson, Melissa Hayden, Mercedes Fullerton, Kitz Anderson, Sharon Fraley, Kama October, Ashleigh Norment, Carol Hunt, Bobbi Pincetich

MINUTES OF PREVIOUS MEETING APPROVED

BOARD REPORTS:

Chair, Judy Evans, see attached
Landscaping Marcia Andri, see attached
Maintenance, Bill Byrne, see attached
Treasurer, Georgia Gates, see attached

FINANCIAL REPORT

OPERATING:

On Point CU

1/31/24 balance \$50,852.22

RESERVES

Umpqua

2110 \$108,946.05

9519 \$159,141.69

Homestreet MM \$ 76,649.11

TOTAL: **\$395,589.97**

Units 50 and 128 have sold for over \$300,000

Unit 81 is for sale

COMMITTEE REPORTS:

Finance: Ashleigh Norment: provided information on difficulties with On Point Credit Union and payments lost, some sent to wrong address, some hand delivered. Letters to be sent to two homeowners in default. She feels that our

mailbox is not secure, and that all payments must go to a post office box, and not hand delivered. There was consensus that we need to investigate finding a new bank other than On Point Credit Union. Ashleigh mentioned purchasing a machine to help with depositing. The cost of approx. \$600 was mentioned, but was tabled in order to get more information to the Board.

AVR/Welcome; Sharon Fraley: Sharon is now providing a monthly report of all submitted AVRs submitted each month, so that board can track what has been done and what has not.

Recycling; Tama October: Recycling had two car loads in first trip. She clarified that there should only be one poster in each building lobby. New posters specify that recycling may be left daily for weekly pickup by specified man doors. The board voted to allow this until the end of March as a trial run. Revisit at that time.

UNFINISHED BUSINESS:

By-laws: A motion was made by Marcia to have our attorney begin a total review of our Bylaws to reflect current Oregon condominium law. Anne seconded the motion. All approved. Motion passed.

Doorbells and repairs: We need to determine how many and what type will be needed next year for total replacement. When lights only are needed, they will be replaced as requested.

Website documents: Judy is working with Linda Pineo to determine what forms need to be on Summerplace website.

Electric Vehicles: Carol reported that are have only two TVs at the present time. Carol Hunt to look into changes in Oregon law regarding EV charging stations.

Reporting issues: Board approved guests at Unit 120 and Unit 34 for 60 days and additional requests submitted to Board by AVR. The Chair explained the importance of documentation and requested a form to record guests through the Summerplace membership form, and Temp Parking. This information is to be recorded with the Secretary and brought before the board for acknowledgement. This will be addressed with Bldg. Reps. at the next mtg.

Break-ins/Vandalism: Residents need to report crime to the Board by AVR and attach a police report. Portland Police line, non-emergency is <https://www.portland.gov/police/police-report-online-submission> "Neighborhood

Alert” form at Summerplace was brought up as another way to get information out.

Security: Chair asked for ideas and suggested looking into tamper proof motion lights, locks on breaker boxes. A Security Specialist was mentioned and Kathy Caricchio said she was willing to handle researching the possibilities.

Caveman Cleaning: A flyer was posted on bulletin boards from Caveman indicating that they have been questioned as to who they are etc. Due to the recent break-in in Building 17, residents are concerned and the Board has no idea who has keys. It is recommended that Caveman have ID badges and T-shirts to identify themselves. Also, Caveman should provide a list of his people with their vehicles, license numbers and who has keys to the building and shed.

Technology Committee: Claudia Lashley is on the Summerplace Tech. Comm. We need to discuss with her how she can assist the Board. Need for Glenwood flyer and website for information.

NEW BUSINESS:

Acceptance of Resignation:

Bill Byrne offered his resignation effective February 14, 2024. And it was accepted by the board. He provided a job description, stating what the job entails and what is expected. He recommends separating maintenance work from the work as a board member and that AVR function be separated. His resignation was accepted by the board. Anne made the motion. Georgia seconded. All approved/.

Meeting adjourned.

Respectfully submitted,
Anne Crockatt, Secretary

ADDITIONAL INFORMATION FOR RESIDENTS:

PREVIOUS MEETING MINUTES LOCATED IN BINDER IN THE LIBRARY
NEXT MONTHLY HOA BOARD MEETING WILL BE ON MARCH 8, 2024
VOLUNTEERS ARE ALWAYS WELCOME.

**GLENWOOD PLACE HOA BOARD MEETING
AGENDA**

February 9, 2024 – 10:00 a.m.
Summerplace Clubhouse, Klickitat Room

OPENING:

- Welcome, Introduction & roll call
- Adoption of minutes

BOARD REPORTS:

- Chair – Judy Evans
- Landscaping - Marcia Andri
- Maintenance – Bill Byrne
- Treasure – Georgia Gates
- Secretary – Anne Crockatt

COMMITTEE REPORTS

- AVR/Welcome – Sharon Fraley
- Recycling – Tama October

UNFINISHED BUSINESS:

- By-laws to reflect the current Oregon laws
- Doorbells and Repairs
- Website documents
 - Pertinent docs
 - Removal
- Electric Vehicles
- Reporting issues:
 - People moving in with residents - Article IX, Sec.2(SP 1.0,1.9)
 - Approval from Board
 - Temporary Parking/Visitors form
 - Break-ins - AVR's and online – PortlandNewPd(coplogic.com)
- Security
- Certificate of Property Insurance
- Christmas Lights – on hold until later in the year
- Unit 135

NEW BUSINESS:

- Accept maintenance resignation
- Caveman Cleaning notice

- Technology Committee
 - Liaison to Summerplace Tech.
 - Forms available to the residents of Glenwood
 - Future website

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes located in binder in the library
- Next monthly HOA Board meeting will be on March 8, 2024
- Volunteers are always welcome

QUESTIONS AND ANSWERS:

ADJOURNMENT:

Chair's Report – February 2024

Board members, this is a volunteer position and each member is assigned a task. Meetings will be conducted in a civil matter with the intention of resolving issues within the community.

Legal:

The Board members held a virtual conference call for various legal reasons:

- Board Meetings:
It is understood that the Board may hold an Executive Meeting, as stated in Oregon law, ORS 100, Statute 94.644. This supersedes meetings listed in the Bylaws. Three-day notice to residents.
- Emails:
Per the Attorney, “remember that to properly make a Board decision over email every person would need to sign the decision, and then it would need to be ratified at the next meeting. Simply exchanging emails, even if everyone agrees is not sufficient under the statute.” However, we can hold a Zoom meeting and make these decisions. Seven-day notice to residents.
- Unit 139 – Letter sent re; variance and paperwork forwarded to Collections
- Unit 135 – Notified by letter and telephone.
- Use of Property resolution was drafted to be more inclusive and was submitted to the Attorney for review
- Assessment & Enforcement resolution is being revised to coincide with the Bylaws and then will be submitted to the Attorney for review.
- Board received an email with William Byrne's resignation
- Safety Issues – The Board has discussed different possibilities and I am preparing information to Summerplace. I have also joined the North/Northeast Public Safety Action Committee. Law enforcement will report on the FIT team, the new name for the Gang Enforcement Task Force in a Zoom meeting later this month.
- Legally redraft Declaration and Bylaws – First draft approx. \$8-10K
- ARC/Summerplace:
RBR has been submitted to clarify that we still need to submit request for changes to Summerplace as per Bylaw Article 5, Sec. 5

Legal Billing for January: \$3074.00

Summerplace Events: Superbowl Party on February 10th and Happy Hour on February 21st.

Submitted by; Judy Evans

Landscaping Report - 2/9/2024

- Met with Sierra Northwest on 1/25 and walked through Glenwood and discussed landscaping needs and a contract proposal. Sierra is recommending removing two leaning trees, one behind unit 45 and one behind unit 142.
- Scheduled an appointment with Simple Lawns and Landscape Design for 2/29 to walk through Glenwood to discuss a contract proposal.
- East & West spend all day on 1/22 cleaning up storm damage.
- Save-A-Tree was contacted and we are waiting for a meeting date to review Glenwood tree health.
- Boulders are being placed by the gate area and in the parking area by building 9 & 10 on 2/7.
- Requested a quote to add river rock to the dry stream bed behind building 19 and side of garages 8-9 on the back drive. Once the rock is in place, it would keep the dirt from splashing up on the garage and eliminate the need for power washing. In one of recent hard rains, the area that flows into the dry stream bed was filled with water.
- Requesting that drainage responsibilities be moved from Maintenance back to Landscaping

Q1 2024

- One 2/22, East & West will have a large crew in Glenwood for extensive pruning.
- The Canadian Hemlock has been ordered for the corner of building 19, additional Photinia planted along the back wall.
- Pre emergent weed control will be applied in February
- The drip irrigation in front of building 10 will be replaced with an in-ground irrigation system this spring.
- Sav-A-Tree will treat birch trees for birch borer.
- Portland Water Bureau and East & West will meet to discuss reducing water pressure when the irrigation system is restarted in the spring.

Maintenance Report - February 2024

Old Business

Circuit Breaker Replacements

The electrician has been unable to source replacement panels for the large panels. For these 5 panels he will most likely be proposing a complete replacement, and will provide us with a new estimate.

Deck Repairs

I have not received an updated bid from this contractor.

Garage Door Unit 142 Replaced

Water Valve Replacements

As previously reported, indoor water valve shutoffs in five units need to be replaced. We have accepted a bid from Lovett and are on their list for work to be scheduled.

Building 5 lights

Electrician has restored these lights.

New Business

Entryway Lights Building 6

Electrician restored lighting to building 6 entryway and discovered that problem originated in a short in the walkway pagoda lights. Those lights are out for now in order to preserve lighting in the entryway. Electrician will have to dig up wiring for walkway lights to find the problem. He proposes replacing old pagoda lights that have become damaged over the years. Cost will be similar to work done on Building 5 pagoda lights.

Storm damage: Garages 77-79

Winter storm destroyed gutter on these garages and damaged lights. Gutter has been replaced. Lights fixed courtesy of neighbor Kip Goehrend.

Storm damage: Debris on roofs, gutters

Winter storm deposited debris on roofs and gutters, creating risk of water damage. Envision Maintenance cleaned up debris this week.

Storm damage: Garage door #84

Unknown driver drove into garage #84 during ice storm. Garage door damaged. Replaced.

Vandalism: Building 17 entry door

Attempted break-in of building 17 damaged entry door. Douglas Joudoin has repaired the damage and entry is secure.

Vandalism: Garage break-ins

Several garages have suffered damage due to break-ins. Douglas Joudoin has scheduled the necessary repairs.

Leak Building 2

There is a recurring problem with a possible leak in the roof "valley" of building 2. This has caused damage to a homeowner's kitchen. Building 2 is one the buildings listed as in "bad" condition in survey of roof conditions, and it is on schedule to have roof replaced this year. Sawtooth Roofing has suggested scheduling work on the whole roof as soon as possible. When I receive an updated estimate I will forward it to the board.

Rats in garbage areas

There are recurring problems with rates getting into the garbage areas of buildings 4 and 19. I have alerted Greg at Bugs Buddy. He reported that he has set traps but if the rates can chew their way into the garbage cans they won't take the bait in the traps. He recommends metal cans for those two areas. Metal garbage cans are available from Lowe's for \$34.98 apiece. Those two areas would require 10 cans total.

Damaged concrete Bldg 14

There is a 2' X 3' area in the walkway to the garbage area of building 14 in which the surface has eroded, exposing gravel underneath.

Entryway lock building 13

A homeowner reported difficulty using her key in the entryway to building 13. Locksmith came to lubricate the lock and ensure that it works properly. He recommended that someone here apply lock lubricant (such as triflow) to each entryway lock every six months as a preventive measure and to keep locks working smoothly.

Ice Melt

Ice Melt distribution occurred on January 10, with Maintenance Person making additional deliveries to individual buildings during storm. A refill distribution date will have to be scheduled, again using Building Representatives.