

**GLENWOOD PLACE HOA BOARD MEETING MINUTES**  
**Date/Time: 4/12/24, Summerplace Clubhouse, Klickitat Room**

**OPENING:** Judy opened meeting and roll was called.

**ROLL CALL;** Board Members Present: Judy Evans (Chair), Marcia Andri (Landscaping), Anne Crockatt (Secretary) Ashleigh Norment, (Treasurer)

**RESIDENTS ATTENDING:** Pam Takasaki, Roy Hyer, Carol Hunt, Kathy Okay, Kelsie Marea, Bernadette Lockmanese, Nancy Earl, Sharon Fraley, Diane Larson, Bob Dragoon, Kathy Caricchio, Nancy Stathas, Nancy Van Rooy. Tama October, Cathy Rodgers, Diane Boland, Melissa Hayden, Toni Omura, Bobbi Pincetich

**MINUTES OF PREVIOUS MEETING APPROVED**

**BOARD REPORTS:**

Chair, Judy Evans, see attached  
Landscaping, Marcia Andri, see attached  
Maintenance, Maintenance, Gary Hall, see attached  
Treasurer, Ashleigh Norment, see attached

**FINANCIAL REPORT OPERATING:**

On Point CU	\$ 6,601.56
RESERVES	\$271,192.93

Sales and transfers:  
Unit 81 closed in March.  
Unit 97 is in the process of closing.  
Unit 102 is still for sale.

**COMMITTEE REPORTS:**

**AVRs:** Sharon Fraley: Sharon doesn't feel that the welcoming meeting is a good time to get resident contact information and would like to set up with Summerplace meeting. Suggests that AVRs be put in office dropbox, not AVR box. Delete AVR box(es) because they get wet, and there have been attempts to break in. This information will be added to the May issue of Glenwood Condo Corner.

**Recycling:** Tama October: announced closing of Styrofoam acceptor as they are no longer collecting. Recycling Committee will have more informational role.

They are working on a possible website for Glenwood, with possible assistance from Claudia, Melissa, Sunni.

**Sunshine Over Glenwood:** Nancy Earl.: Please report illnesses, birthdays, other significant events. There will be an open house for Georgia 5/18 at Parkrose Chateau. Announcement will be in May Glenwood Condo Corner.

**Safety:** Kathy Caricchio Campers have been removed from area west of brick wall at north end of Glenwood thanks to many residents reporting. Judy sent an email to residents with link to PBS reporting. Kathy is working on finding window cleaners for residents to hire if desired. So far, the best price she has found is \$85 per upper unit for outer windows. This information, when finalized, will be put in the newsletter and on our suggested contractors list.

### **NEW BUSINESS:**

Nancy VanRooy hearing: Nancy to be fined \$100 for dog incident which resulted in a resident falling and being injured. Fine to be cancelled if she enrolls her dog in a dog training class, completes the training, and presents a certificate of completion to the Board.

Bernadette Lockmanese announced as new Director in charge of Maintenance. Marcia made a motion to accept, Anne seconded, all voted in favor

The meeting calendar with list of Directors will be replaced with a new, updated version.

We need to check the weight on decks, after putting out a flyer stating that decks are not storage space, appropriate items.

We are working on a Glenwood web page with forms, meeting minutes, events included.

### **UNFINISHED BUSINESS:**

Revised collection of assessments and enforcement resolution: Asheigh feels that our revised collection and enforcement resolutions are very generous to owners. They have until the last day of the month for us to receive fees, then the first ten days of the next month then late fee of \$25 if more than one in a calendar year. After that, accumulated late payments after 90 days the Board can send to our lawyer, and place a lien. If a payment plan is worked out,

interest to accrue at 15%. Ashleigh is contacting people who are late by sending an invoice, then contact personally, then contacting emergency contact.

**Electric Vehicles:** Carol Hunt, Chair, Bob Dragoon, Secretary, Attendees, Melissa Hayden. Provided information regarding possible rebate for installation of EV pedestal chargers in parking lot. A vote was taken to pursue a possible rebate for this year, even though we know that our financial situation would not allow for this being done in this calendar year. Ashleigh made a motion to accept. Bernadette seconded the motion. Motion accepted by Judy, Ashleigh, and Bernadette.

Gardeners are to be charged \$25 each for the calendar year 2024-25  
Ashleigh will follow through on collections.

Updating of bylaws to be put on hold for now.

MEETING ADJOURNED 11:46

ADDITIONAL INFORMATION FOR RESIDENTS:

PREVIOUS MEETING MINUTES LOCATED IN BINDER IN THE LIBRARY.

NEXT MONTHLY HOA BOARD MEETING WILL BE ON MAY 10, 2024, 10:00 AM, KLINKITAT ROOM, SUMMERPLACE CLUBHOUSE

VOLUNTEERS ARE ALWAYS WELCOME.

Respectfully submitted,  
Anne Crockatt, Secretary

**GLENWOOD PLACE HOA BOARD MEETING  
AGENDA**

April 13, 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
- Treasure – Ashleigh Norment
- Maintenance – Judy Evans, Gary Hall, Marcia Andri
- Secretary – Anne Crockatt

**COMMITTEE REPORTS**

- AVR-Welcome – Sharon Fraley
- Recycling – Tama October
- Sunshine Over Glenwood – Nancy Earl
- Safety – Kathy Carrichio

**NEW BUSINESS:**

- Hearing, Unit 127-VanRooy
- Accept new Director, Bernadette Lockmanese, to handle maintenance responsibilities
- Updated meeting calendar
- Spring deck and patio cleanup/check pots & weight
- Web page/forms, meeting minutes, events

**UNFINISHED BUSINESS:**

- Accept rev. Collection of Assessments and Enforcement resolution
- Unit 40, Fullerton repairs
- Unit 124, Flaming repairs
- Unit 139, Yoshida
- Electric Vehicles
- Gardening Program
- Update By-laws to reflect the current Oregon laws

**ADDITIONAL INFORMATION FOR RESIDENTS:**

- Previous meeting minutes located in binder in the library
- Next monthly HOA Board meeting will be on May 10, 2024
- Volunteers are always welcome

## **Chair's Report – April 2024**

*Board members, this is a volunteer position and each member is assigned to a specific task.*

*Meetings will be conducted in a civil matter with the intention of resolving issues within the community.*

### **Legal:**

- Unit 139 – Under Estate's legal counsel. Our legal counsel is holding them to our rules.
- We have the bill in the amount of \$10,000 to update the Amended and Restated Declaration and Bylaws but we are putting this on hold until later in the year. This bill is presented before work is started and will be drawn on as we complete the process.

### **Office Procedures:**

We have adopted new procedures and forms in the office. Finance and the AVR process have become more efficient and are now digitally available to view by the board members.

### **Maintenance:**

There are many plans in the works to be more proactive and, as we see our way through this last winter storm, we are giving maintenance a thorough check and will attend to additional upkeep to our buildings.

Submitted by; Judy Evans

## **Landscaping Report - 4/12/24**

- East & West has done trimming, pre emergent weed control and sprayed weed. The Alaska cedar that is at the building 21 was staked and looks much better. At the request of our electrician, a large rhododendron at the corner of building 6 garages was removed.
- The drip irrigation in front of building 10 was replaced with an in-ground irrigation system and the irrigation system was started and repairs made.
- Additional perennials were divided and planted throughout Glenwood and donated grasses planted by the front gate.

### **Landscaping Plans for the balance of 2024**

- Four Photinia will be planted along the back wall to fill in where others died.
- Sav-A-Tree will treat birch trees for birch borer.
- SaveATree is recommending two Douglas fir trees need to have multiple hanging branches and storm damaged limbs removed. Remove the leaning Alaska cedar located at the southwest corner of building #7 and the damaged limb from the birch tree located near building #21, \$3,278.
- SaveATree is recommending that the Doug Fir and Big Leaf Maples receive a subsurface injection of nutrients and help to aid in root system development and storm/excessive summer heat recovery. \$1,121.

Marcia Andri

## **Maintenance Report - April 2024**

### **1. Roofs - Building 2**

Sawtooth Roofing began this job yesterday - March 5th.

Building 1 will begin after this has been completed.

**2. Water damage - Cabinets in Building 2 / Unit 16-** Fran Johnson/ will be evaluated after the new roof has been installed and will determine what kind of repair/replacement will need to be done

### **3. Ceiling Repair - Building 6 / Unit 40-**Mercedes Fullerton

Kevin Nelson with Charter Construction has been out to access the damage and I have received his bid for the work to be done.

I have also reached out to Douglas and Tim and have asked them for a bid on this as well. I don't know if this is a job that they will want to do but have asked them.

Once I hear back from them...I will present either the bid from Kevin and /or the bid from Douglas and Tim. More to come on this.

If the board gives the ok to go with Charter Construction...this won't happen for about 2 weeks for the work to begin.

### **4. Pagoda Lights / Circuit Breaker - Building 6 / Courtyard Area**

Electrician has been out and has taken care of the dedicated circuit breaker issue.

Electrician will be out on March 7th to still do the needed investigating of where this short is with the Pagoda Lights.

There are 22 Pagoda Lights that will be replaced.

Gary Hall



## Financial Report - April 2024

### Deposits

Since Georgia and I met with the Onpoint representative in January we have had no more issues with checks being deposited without identifying information. This has saved many hours of work on our part. The strategy of renting our own secure PO Box and directing condo fee payments there is proving to help in the ways we had hoped. Checks that had previously been taking as long as 2 weeks to get deposited are now arriving mostly within 3 days and are deposited by us within 24 hours. Thanks to everyone for your cooperation with these changes. There are a few remaining glitches with making these address and payable changes which have caused a few payments to be late. We are working with the homeowners to make corrections and do what's necessary to make sure we receive the condo fee by the last business day of the month.

### Account Balances

In the first 3 months of this new year, we have incurred the highest expenses of the year, including annual insurance, 2 new building roofs, upgrades to circuit panels, Q1 water bills and legal work. This has affected our account balances, of course, which stand as follows:

Reserves	\$271,192.93
Onpoint Operating Account	\$ 6,601.56

The good news is that we have a plan for managing outstanding bills over the next few months and restoring a healthier Operating account balance as soon as possible. There will be no more roofing bills for the remainder of this calendar year.

We've also begun to discuss what we can do differently next year in terms of anticipating cash flow needs, continuing to work on capital improvements recommended by the Reserve study while taking steps to start rebuilding our Reserves balance.

### Sales and Transfers

Unit 81 closed in March.

Unit 97 is in the process of closing

Unit 102 is still for sale

Ashleigh Norment