

GLENWOOD PLACE HOA BOARD MEETING MINUTES

Date/Time: 5/10/24

Summerplace Clubhouse, Klickitat Room

OPENING: Judy opened meeting and roll was called.

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

RESIDENTS ATTENDING: Pamela Takasaki, Jan Clark, Nancy Earl, Sunni Walton Bob Dragoon, Nancy Stathas, Toni Omura, Kathy Caricchio, Tama October, Carol Hunt, Nancy Kearney, Kathy Okay, Shirley Shay, Teresa Hosler, Bobbi Pincetich

MINUTES OF PREVIOUS MEETING APPROVED BOARD REPORTS:

Chair, Judy Evans, see attached

Landscaping, Marcia Andri, see attached

Maintenance, Marcia Andri, see attached

Maintenance, Bernadette Lockmanese, see attached

Treasurer, Ashleigh Norment, see attached

FINANCIAL REPORT 2/29/2024

OPERATING:

On Point CU	\$ 21,680.00
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RESERVES

Umpqua	
2110	\$109,283.00
4869	\$159,755.00
Homestreet	<u>\$ 5,288.00</u>
TOTAL:	\$296,006.00

COMMITTEE REPORTS:

Safety Committee: Kathy Caricchio reported that awnings above decks affect the way day/night bulbs work. It is still probably best to contact Roger Flint for installation of on/off fixture.

Recycling Committee: Jan Clark. Recycling Committee now informational only since recycling guidelines have changed again. She is checking with Waste Management to determine their clear plastic policy and will put out flyers with information when determined.

Disposal of florescent bulbs is all owners' responsibility.

EV Committee: Bob Dragoon, Written report submitted. EV Committee is no longer researching new PGE meters for each garage with an EU. Now researching proposals for a Level 3 charging station in the parking lot of Glenwood Place.

UNFINISHED BUSINESS:

Excess income resolution has been updated for 2024 and will be voted on at the annual meeting in November.

Exterior change applications have been received from Kochs and Shea. Kochs request to add lattice behind the railing of their deck to protect their small dog denied. Clear plexiglass is the only material that can be used for this purpose. Shea installing new windows. Any owner installing new windows will need to have the lintel at the top of the window checked for needed repairs. This may or may not be done by the window installer, but is the responsibility of the owner.

Water damage repairs for Units 40 and 16 are scheduled.

Cost for construction and installation of EV charging station to be brought to June meeting.

Nancy Van Rooy hearing follow-up discussed. Nancy has informed Ashleigh that her dog is in training and is doing well. Kelsie Maria reported a second incident of the dog "breaking leash" and running across the street to confront Kelsie and her dog this morning. It was stated by Marcia and Anne that this matter is basically a civil matter and should not be decided by the Board. Anne recommended that Judy talk to Bob Pineo, ARC Chairman, about Summerplace' handling of a similar dog problem.

Deck inspection will be scheduled after this Board meeting. Deck membranes will be checked, as well as weight of pots on decks.

Work continues Glenwood web page. Ashleigh explained the costs involved, which can be charged to the office supplies budget. Marcia moved; Bernadette seconded. All voted in favor.

Updating of by-laws to reflect current Oregon laws has been put on hold temporarily.

NEW BUSINESS:

Anne to check with Summerplace office about scheduling Annual Budget meeting in the first week of October.

There will be two board positions opening at the end of the year: Judy's and Anne's. Judy will run again. Anne will not. Applications should be received by our July meeting.

Summerplace is scheduling a garage sale on August 3. If we decide to schedule a Glenwood garage sale on the same day, it is only to be done by strictly following our estate sale guidelines. A flyer will be made up and posted with Nancy Earl's phone number.

MEETING ADJOURNED 11:20.

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 June 14, 2024.
VOLUNTEERS ARE ALWAYS WELCOME.

**GLENWOOD PLACE HOA BOARD MEETING
AGENDA**

May 10, 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 – Marcia Andri, Bernadette Lockmanese
- Secretary – Anne Crockatt
 - Roster - online
 - Guest/Temp Parking log – Unit 32 expired

COMMITTEE REPORTS

- Recycling – Tama October
- Safety – Kathy Carrichio
- Electric Vehicles – Bob Dragoon

UNFINISHED BUSINESS:

- Excess Income resolution - updated
- Exterior Changes applications;
 - Kochs (AC & Deck)
 - Shea (AC)
- Repairs:
 - Unit 16, Johnson repairs
 - Unit 40, Fullerton repairs
 - Unit 79, Dornfeld repairs
 - Unit 124, Flaming repairs
- Hearing, Unit 127-VanRooy follow-up
- Spring deck and patio cleanup/check pots & weight - June
- Web page
- Update By-laws to reflect the current Oregon laws

NEW BUSINESS:

- Bi-Annual meeting is On July 18th at 7pm. Notices will be sent out via email and flyer
- Annual Budget meeting date
- Open positions in December
- Complex Directional Sign 31" x 18"
- Community Garage Sale – August 8th, 9am-3pm

ADDITIONAL INFORMATION FOR RESIDENTS:

- Georgia Gates Open House – May 18th, 1-3pm, Parkrose Chateau
- Summerplace Shred Day is June 8th, 9am-12pm
- Previous meeting minutes located in binder in the library
- Next monthly HOA Board meeting will be on June 14, 2024
- Volunteers are always welcome

QUESTIONS AND ANSWERS:**ADJOURNMENT:**

Chair's Report – May 2024

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

Legal:

We have tabled the bill in the amount of \$10,000 to update the Amended and Restated Declaration and Bylaws 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. The Roster and Guest Log/Temporary Visitor Parking is now available to the Board in view mode only and assigned to the Secretary as Editor.

Our updated forms and resolutions have been placed on the webpage

Maintenance:

Bernadette Lockmanese will be taking a leave of absence for approximately 30 days. Gary Hall and I will continue to manage the workload in her absence.

Summer Place HOA:

- Shred Day in the parking lot is on June 8th from 9-noon.
- A community garage sale is scheduled for August 3rd from 9-3pm
- The Clubhouse Office Assistant is scheduled to be hired in June
- The pool opens May 31st and pool rules are on the webpage under Policies and Procedures/Facilities

Submitted by; Judy Evans

Landscaping Report - 5/10/24

- East & West has done trimming, weed control, removed dead plant material and the old drip irrigation in front of building 10 was removed.
- Additional perennials were divided and planted throughout Glenwood.
- Sav-A-Tree treated the birch trees for birch borer.
- Received proposals and client references from two landscaping companies for 2025, Sierra Northwest and Simple Lawn & Landscaping. Jaime Sierra, president of Sierra Northwest will attend the 8/9 board to address questions. East & West will submit a contract proposal by June.

Landscaping Plans for the balance of 2024

- Four Photinia will be planted along the back wall to fill in where the others died. Planned for October, \$520.
- 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. Planned for September, \$3,278.
- SaveATree is recommending that the Doug Fir and Big Leaf Maples receive a subsurface injection of nutrients and kelp to aid in root system development and storm/excessive summer heat recovery. Should Be done in June, \$1,121

Marcia Andri

Maintenance Report - 5/10/2024

- Pressure Washing - Requested a quote from Sierra Northwest and from Hydro Power Wash for eleven different areas that have heavy moss and dirt buildup. I will also request a quote from Bill Cave.
- Brick Repair - S&R Construction submitted a quote to repair brick and mortar issues in 5 buildings and to replace a top brick on the front wall for \$1,450. A separate quote is being prepared to correct wall issues.
- Chimney Repair - Portland Chimney & Masonry updated a quote that they submitted to repair 3 chimneys, which included **replacing** bricks with the bricks that we have stored in the recycle area - \$32,290 and does not include water sealing the chimneys. Oregon Chimney submitted a quote to **repair** 4 chimneys and water seal which should give us 10 years before repairs should be needed to be done again - \$3,950. Oregon Chimney needs 50%, \$1,975 to schedule, balance on completion.
- Chimney Inspection - After reviewing the location of the chimneys that need repair, it is noted that buildings along the back drive are experiencing more issues, which is due to the wind and weather conditions the area experiences. It is recommended that the building in that area have chimneys site inspected this year for a cost of \$85 per chimney by Oregon Chimney (20 chimneys x \$85 - \$1,700) After inspection, we would then be able to get a quote to repair and water seal those chimneys for 2025 budget planning and plan to inspections for additional chimneys. American Chimney, the vendor named in the 2017 reserve study, was contacted and charge \$269 per chimney to inspect. Portland Chimney charges \$100 per chimney.

Going Forward & Balance of 2024

- Squirrel prevention - Work needs to be done in August or September to close off the opening in building 5 to prevent squirrels from entering the attic space. Gary needs to request that Sawtooth complete this work in August or September, which is the only time that sealing the openings will resolve the issue.
- Entry Cleaning - Bill Cave submitted a list of 15 electrical receptacles that need to be replaced in entry areas. The list was sent to Gary Hall to schedule replacements. Bill Cave's crew is still not wearing name badges and I sent Bill a text regarding this issue

Marcia Andri

Maintenance - May 2024

Roofs were rated back in 2022 under the following categories:

Very Bad

Bad

Good

All the "Very Bad" rated roofs are now done

Buildings: 1,2,3,4,7,8,9,10

The "Bad Rated" roofs that will need to be done next are:

Buildings: 16,17,18,19

Building 16,17 to be done in 2025

Building 18,19 the following year.

The "Good Rated Roofs to be done accordingly as the years go by,

Buildings: 5,6,11,12,13,14,15, 20 and 21.

There are four remaining valve replacements. I can fill you in on those when Bernadette returns.

I have other things to go over once Bernadette takes the reins and we can go over some of those next week if you want.

Gary Hall

Treasurer's Report - May

Our newly approved Resolution for Collection of Assessments and Enforcement was delivered to all homeowners' doors in April. In April we received all condo fees according to the terms of the resolution. The changes we've instituted to put more control in our hands as opposed to Onpoint's have worked very well to resolve some pesky and time-consuming issues.

Our bank balances are as follows:

- Onpoint Operating Account \$ 7,382.54
- Onpoint Savings Account \$ 100.19

Reserves:

- Home Street Money Market \$ 468.31
- Umpqua CD 1 \$109,996.76
- Umpqua CD 2 \$160,460.50

Units for Sale:

- #4
- #26
- #102

Ashleigh Norment