

GLENWOOD PLACE HOA BOARD MEETING MINUTES

Date/Time: 9/13/24 10:00 AM

Summerplace Clubhouse, Klickitat Room

OPENING: Judy opened meeting and roll was called.

ROLL CALL; Board Members, Judy Evans, Chairperson, Marcia Andri (Landscaping), Anne Crockatt (Secretary), Bernadette Lockmanese (Maintenance), Kathy Okay for Ashleigh Norment (Treasurer), who was absent and on vacation.

RESIDENTS ATTENDING: Sharon Fraley, Sunni Walton, Nancy Stathas, Paula Schmidt, Patricia DiNucci, Toni Omura, Carol Hunt, Roy Hyer, Melissa Hayden, Carol Manzano, Diane Larson, Kathy Okay

MINUTES OF PREVIOUS MEETING, 8/9/24, APPROVED

BOARD REPORTS:

Chair, Judy Evans, see attached

Landscaping, Marcia Andri, see attached

Marcia added information regarding Wednesday night, 9/11, rainstorm.

One alarm light on the box located on the brick column on Building 19 came on indicating that a pump adjacent to Building 19 was running, resulting from extremely heavy water drainage on the west side of Glenwood Drive. We need more drainage control behind Buildings 5 and 6. More drainage issues need to be addressed before winter's heavy rainfall.

A new proposal from Sierra Northwest was presented. Marcia made a motion that we accept their proposed annual contract for 2025. Bernadette seconded, all approved.

Maintenance, Marcia Andri, see attached

Maintenance, Bernadette Lockmanese, see attached

Treasurer, Ashleigh Norment, see attached

Bank Balances:

- Onpoint Operating Account \$6,332.04
- Onpoint Savings Account \$ 100.23
- Northwest Bank Savings Account \$4,035.10

Reserves

- Umpqua CD 2 \$161,819.87
- Northwest Bank (12-month CD) \$111,125.00

Units for Sale

- #6 has accepted an offer and should close soon
- #88 just came on the market
- #99
- #95
- #116

COMMITTEE REPORTS:

AVRs: Sharon Fraley: reported that the use of AVRs seems to be more readily accepted by residents.

Sunshine over Glenwood: Sharon Fraley reported that there will be a Fall gathering on Thursday, October 3rd in the courtyard from 5:00 to 7:00. There will be a planning meeting on Wednesday, September 18th at 1:00 PM at Nancy Earl's condo, Building 9, Unit 61. All are welcome.

UNFINISHED BUSINESS:

Second inspections of decks to see if corrections were made will be made in September or October.

Draft resolutions for EV charging and/or appliances in garages has been revised. Resolution was approved.

The application for exterior changes has been revised. Two board positions will be open in December.

NEW BUSINESS:

Annual budget meeting is on October 2nd from 6:00 to 8:00 PM.

New committees suggested: Pet Committee, AVR's regarding resident complaints (Carol Hunt offered to chair), Rules and Regulations/By-laws

Financial considerations:

Unit 88 late fees. Board approved keeping track of fees and not adding a late fee if the unit sells in October. Any late fees will be collected at closing.

Unit 123 currently has two outstanding invoices for \$100 each. Owner has said she will pay

Unit 139, Yoshida estate, Son owed \$25 in late fees in August (waived), and

\$200 in fines for violation of property use. The Estate owes \$325 for August and has not paid September. Fines to be assessed as of August 19th. Judy made a motion to this effect, Marcia seconded. All approved.

Marcia added information about our welcome procedure. All Summerplace new resident documentation is now done electronically, including a link to their website with all Glenwood documents. In the future, when Ashleigh knows that a unit has an accepted offer, she could email contact information to the Board and we could then work out a procedure for notifying new residents of important rules, regulations, and recommendations.

We also need a document from residents notifying the Board that someone is living with them who is under age. Both the primary resident and the underage resident need to sign a document that the underage party is required to move out in the event that the primary resident over 55 passes away. We need to determine the length of time allowed before moving out.

ADDITIONAL INFORMATION FOR RESIDENTS:

Previous meeting minutes located in binder in the clubhouse library

NEXT HOA BOARD MEETING: OCTOBER 11, 10:00 AM, Klickitat

Room ANNUAL BUDGET MEETING: OCTOBER 2ND, 6:00 PM,
Klickitat Room

ANNUAL MEETING: NOVEMBER 14th, 7:00 PM, Summerplace Ballroom,
MEETING ADJOURNED 11:20 AM

Respectfully submitted,
Anne Crockatt, Secretary

**GLENWOOD PLACE HOA BOARD MEETING
AGENDA**

September 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 – Kathy Okay
- Maintenance –Marcia Andri, Bernadette
- Secretary – Anne Crockatt

COMMITTEE REPORTS

- AVR – Sharon Fraley
- Safety – Kathy Carrichio
- Sunshine Over Glenwood – Sharon Fraley

UNFINISHED BUSINESS:

- Deck inspection – follow-up
- Electricity Charge resolution – cars and freezers
- Exterior Changes Application changes
- Reserve Study – inspections
- Open positions in December

NEW BUSINESS:

- Annual Budget meeting is on October 2nd, 6-8pm
- New Committees:
 - Pet Committee
 - AVR's re; resident's complaints
 - Rules and Regulations/By-laws
- Financial Considerations
 - Unit 88/Late fees
 - Unit 123/ Fines
 - Unit 139/Fines
- Fall Gathering – October 2, 2024 in the Courtyard

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes located in binder in the library
- Summerplace Neighborhood Alert
- Next HOA Board meeting is October 11, 2024
- Annual meeting is on November 14th, 7-9pm
- Volunteers are always welcome

QUESTIONS AND ANSWERS:**ADJOURNMENT:**

Chair's Report –September 2024

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

Legal:

- I have received information from the Executor of the Yoshida estate that Paul moved out on August 19, 2024. The estate took possession of the condo with new locks to prepare the condo for sale. A dumpster was delivered and work is being done by the estate.
- We are going to move forward to update the Amended and Restated Declaration and Bylaws by meeting and discussing changes before submitting to the attorney. An Ad-Hoc committee will be set up to accomplish this process. The bill was presented before work is started and will be drawn on as we complete the process.

Billing for August: (-\$55.00)

Landscaping Report - 9/13/24

- SaveATree removed damaged limbs on two Douglas fir trees, dead limbs on the Birch tree in front of building 21 and removed the Alaska Cedar behind building 7.
- East & West performed the monthly service of mowing, trimming and weed control.
- The board needs to vote on the landscaping contractor that we will use for 2025. Recommending that we sign a contract with Sierra Northwest for a monthly fee of \$4,875, yearly fee of \$58,500 which will save the HOA \$13,860 as compared to the East & West 2025 monthly fee of \$6,030 and a yearly fee of \$72,360.

Landscaping Plans for the balance of 2024

- SaveATree will treat the Doug Fir and Big Leaf Maples with a subsurface injection of nutrients and kelp to provide root system development to avoid storm damage and aid in summer heat recovery, scheduled for October.
- Photinia will be planted along the back wall to fill in where others died and an Oak Leaf Hydrangea planted in place of the Alaska Cedar that was removed.

Maintenance Report - 9/13/24

- Gas Fireplace Cleaning - Approximately 30 residents had their fireplaces cleaned by The Fireplace Guy.
- Wood Burning Chimney Cleaning - An email was sent to residents that have wood burning fireplaces with a recommended source to contact to have their chimney cleaned at their expense. Residents that are planning on burning wood should have their chimney cleaned.
- A deposit was sent to Oregon Chimney for \$15,875 so that chimney repair work can begin on 9/16 to 30 chimneys for buildings 5,6,7,10,11,18,19,20 and 21. An additional \$7,475 would be due in October with waterproofing to be done in late spring with an additional \$8,400 due.
- Lights - A list of 12 light bulbs that need to be replaced was given to Bill Cave. The pole light in front of building 11 has been out, but it is not a bulb issue and Bernadette will have our electrician check it out.
- Obtained quotes for 2025 budgets - pressure washing, pest control, brick & chimney repair, entry carpet cleaning.

Marcia Andri

Maintenance - September 2024

New Water Shut Off Valves:

- Building 9. Units 63 and 64
- Building 13, Unit 96
- Building 15, Unit 107
- Lovitt will schedule in the next week for Repair.

Building 2, Unit 16.

Custom Cabinets have been made and ready for Installation. All mold has been remediated from the ceiling and walls behind the old cabinets. New sheet rock and plaster repair will take place in the next week. Also reinstall cabinets with original doors as requested by owner.

Critters in the Attic.

- Building 5 has been completed, all holes covered up, two-way doors removed and attic sanitized.
- Building 6 and Building 9 are not completed yet.

Lights:

- Building 5, work is still in progress to resolve the issue with this building.

Deck Inspections:

- All decks scheduled for reinspection in the next two weeks.

Bernadette Lockmanese

Treasurer's Report - September 2024

Two payments for August have not yet arrived. One of those units is for sale and fees will be collected at closing time. For the other unit, an invoice with late fees and violation fees has been sent.

Bank Balances:

Onpoint Operating Account	\$6,332.04
Onpoint Savings Account	\$ 100.23
Northwest Bank Savings Account	\$4,035.10

These bank balances above represent the fact that we paid \$58,399 in expenses during August included work on pressure relief valves, chimneys, repairs from roof leaks - all very necessary and important work to get done. For perspective, our monthly income is \$46,800.

Reserves:

- Umpqua CD 2 \$161,819.87
- Northwest Bank \$111,125.00
(12-month CD)

Units for Sale:

#6 has accepted an offer and should close soon
#88 just came on the market
#99
#95

Financial Projection:

Our Cash Flow Projection Sheet shows a year ending balance of \$72,980.70 with all currently known projects and amounts plugged into the spreadsheet. We project that we will need a year ending balance of \$66,000 in order to get through January 2025, which will include a \$75,000 annual insurance bill for our master policy and a \$33,000 Quarter 4 water bill.

Ashleigh Norment

