

## **GLENWOOD PLACE HOA BOARD MEETING MINUTES**

**Date/Time: 10/11/24 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), Ashleigh Norment (Treasurer).

**RESIDENTS ATTENDING:** Pam Omura, Carol Hunt, Nancy Stathas, Gail Gates, Bob Dragoon, Nancy Earl, Sharon Fraley, Sunni Walton, Cathy Rodgers, Alan Levy, Kathy Okay, Kelsie Morea, Diane Larson, Sue Slingerland, Kathy Caricchio, Tama October, Bobbie Pincetich

### **MINUTES OF PREVIOUS MEETING on Sept.13, 2024, Approved**

#### **BOARD REPORTS:**

Chair, Judy Evans, see attached

Landscaping, Marcia Andri, see attached

Maintenance, Marcia Andri, see attached

Maintenance, Bernadette Lockmanese, see attached

Bob Dragoon reported that pagoda lights on Building 5 will be put a on a separate circuit breaker which will reduce the load, has not gotten estimate. Buildings along the freeway may need brighter inside and outside entryway bulbs.

Treasurer, see attached

All condo fees for October were paid except for 1 unit where the homeowner is in a facility and on Medicaid. Condo fees and late fees will be collected at closing time when the unit is sold.

#### **Bank Balances:**

- |                                  |             |
|----------------------------------|-------------|
| • Onpoint Operating Account      | \$40,615.17 |
| • Onpoint Savings Account        | \$ 100.24   |
| • Northwest Bank Savings Account | \$ 4,047.59 |

We do need to pay a \$44,000 water bill this month which will reduce the Onpoint Operating account balance by that much. We have \$15,600 remaining to be deposited for October condo fees.

## **Reserves**

• Umpqua CD 2	\$162,727.55
• Northwest Bank 12-month CD	\$111,125.38
<hr/>	
	\$273,852.93

## **Units for Sale**

- #6 Closing scheduled for 10/11
- #116
- #88
- #95

## **Financial Projection**

Our Cash Flow Projection Sheet shows a year ending balance of \$54,243.12 with all currently known projects and amounts plugged into the spreadsheet. We project that we will need this cash balance 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.

### **COMMITTEE REPORTS:**

**AVRs:** Sharon Fraley reported that there are only about ten AVR's out. Asked that residents add building and Unit number if using old AVR forms not including a space for this information.

**Sunshine over Glenwood:** Nancy Earl reported that the Fall Festival was a success. The committee is hoping for another event during the holidays. Request ideas for events from residents, possibly including a bus trip.

**Electric Vehicles:** Bob Dragoon stated that the committee will be meeting on October 21 on how to implement the revised resolution.

**Glenwood Garbage Grabbers:** Tama October reported on progress. Safety Committee: Kathy Caricchio reported that police response time to 911 calls has improved, though they are still short staffed. She asked that residents report all incidents to the non-emergency line because that results in more police activity in Summerplace.

**Website:** Sunni Walton reports that the committee is making progress and hopes to have the website up and running by around the first of the year.

### **UNFINISHED BUSINESS:**

Deck inspections: what are the next steps for those not in compliance? No deadline was given at time of application. Inspection was in June. Thirty days

should be a reasonable time limit. In the future we should state that after 30 days a notice of violation will be sent.

Reserve study to be updated at the end of the year.

The application for exterior changes has been revised. Paint color for mini-splits and tubing to be added to application; Benjamin Moore #542. Painting to be completed no later than 30 days after installation.

Revised EV resolution to be handed out at November meeting.

Christmas lights: Bernadette to provide list to Anne. Anne to check with Summerplace on their plans and check into contractors.

Two board positions will be open in December. At this time, we have one applicant.

### **NEW BUSINESS:**

AVR's and resident's complaints: Judy suggested that AVRs be picked up twice a week then referred to correct board member weekly. All agreed.

2025 Budget information: Asheigh made a complete presentation of the 2025 budget. Copies were provided for all attending. We will go over it again at November board meeting with further explanation so that more people are prepared.

Board Leave of Absence: Ashleigh will be gone from November 6i to 11th. Kathy Okay not available. Checks to be written can either wait or Anne can be cosigner. Judy will be doing mobile deposits of condo fees.

Radon Testing information provided by Sue Slingerland. Anne to schedule speaker after first of year.

Election notice, proxy sheets and Sign-in sheets being prepared by Anne.

Preparation for winter: Order ice melt. Set up a date for building reps to pick up at November Reps meeting.

### **ADDITIONAL INFORMATION FOR RESIDENTS**

Previous meeting minutes located in binder in the clubhouse library

NEXT HOA BOARD MEETING: NOVEMBER 8th, 10:00 AM, Klickitat Room

ANNUAL MEETING: NOVEMBER 14th, 7:00 PM, Summerplace Ballroom,

MEETING ADJOURNED 11:30 AM

Respectfully submitted, Anne Crockatt, Secretary

**GLENWOOD PLACE HOA BOARD MEETING  
AGENDA**

October 11, 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
- Secretary – Anne Crockatt

**COMMITTEE REPORTS**

- AVR – Sharon Fraley
- Electric Vehicles – Bob Dragoon
- Recycling – Suni Walton
- Safety – Kathy Carrichio
- Sunshine Over Glenwood – Nancy Earl
- Website – Tama October

**UNFINISHED BUSINESS:**

- Deck inspection – follow-up
- Resolutions:
  - Electricity Charge resolution for Cars (Major Appl. on hold)
  - Exterior Changes Application
- New Committees:
  - Pet Committee
  - AVR's & Resident's Complaints
  - Rules and Regulations/By-laws
- Christmas Lights
- Reserve Study
- Open positions in December

**NEW BUSINESS:**

- AVR distribution & scheduling

- 2025 Budget information
  - Disseminate either by email or flyer
- Board Leave of Absence
- Prepare for Election of open positions
- Radon Testing: Sue Slingerland
- Preparations for winter – order ice melt, inventory for shovels

**ADDITIONAL INFORMATION FOR RESIDENTS:**

- Previous meeting minutes located in binder in the library
- Summerplace Neighborhood Alert
  - Prowler sighted Wednesday night in Summerplace
- Next HOA Board meeting is November 8, 2024
- Annual meeting is on November 14<sup>th</sup>, 7-9pm
- Volunteers are always welcome

**QUESTIONS AND ANSWERS:**

**ADJOURNMENT:**

## **Chair's Report - October 2024**

*Meetings will be conducted in a civil matter with the intention of resolving issues within the community. Questions and Comments are to be discussed at the close of the meeting. Please silence your phones.*

### **Legal:**

- An Ad-Hoc committee will be set up to update and revise the Amended and Restated Declaration and Bylaws next year. The committee will recommend changes and submit them to the Board. The Board will then have our legal counsel review our documents and finalize them according to Oregon Statutes and file with the State.
- The New Owner Maintenance Fee amendment has been reviewed by the attorney and it was discovered that this fee can only be increased in January and only in the amount indicated by the Consumer Price Index (CPI) for Portland, Oregon for the prior year. We may move in this direction until the amendment can be rewritten to follow the projected increases set forth by Summerplace.
- Legal Counsel has received correspondence from Troy Dempsey but the Board had advised the Attorney not to respond on our behalf at this time.

Billing for September: \$210.00

Maintenance is shared by Marcia Andri and Bernadette Lockmanese. Handyman services have been unreliable and unresponsive which has caused a backup in our repair schedule. Please, your cooperation and patience are necessary to get through this year.

Submitted by Judy Evans

## **Landscaping Report - 10/11/24**

- River City was contacted regarding cleaning our catch basins. In order to determine if all need to be cleaned and if they will any issues accessing the catch basins, we will have a no-cost site inspection on 10/16. The estimate that we have at this time is for \$1,721, which is below our \$2,000 budget, which should be billed in November.
- East & West performed the monthly service of mowing, trimming and weed control and cleaned the turf drains.
- Received a quote for \$1,310 to replace 7 Photinia along the back wall and an Oak Leaf Hydrangea to be planted in place of the Alaska Cedar. Landscaping is still below budget with this expense and should be billed in November.
- A contract was signed with Sierra Northwest for monthly landscaping services starting February 2025 for the yearly fee of \$58,500. This saves the HOA \$13,860 as compared to the East & West 2025 yearly fee of \$72,360.
- Met with Jaime Sierra and reviewed that low areas behind building 5 & 6 and requested a plan and quote. A quote was also requested compost/bark for the fronts of the building.

### **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.
- Sierra NW to send an agreement for on-call snow removal.

## **Maintenance Report – Marcia - 10/11/24**

- Oregon Chimney repaired 30 chimneys for buildings 5,6,7,10,11,18,19,20 and 21.

### **Going Forward & Balance of 2024**

- Check for light bulbs that need to be replaced and supply a list to Bill Cave.

### **Plans for 2025**

- Schedule waterproofing for 30 chimneys for buildings 5,6,7,10,11,18,19,20 and 21 to be done in late May or June for \$8,400.
- Schedule Oregon Chimney to inspect 26 chimneys for building 12,13,14,15,16 & 17.
- Schedule power washing for the siding above the decks for buildings 8 & 9.



## **Maintenance Report – Bernadette - 10/30/24**

- N/A

### **Items for Completion 2024**

- Shut Off Valve
- One remaining for repair for building 13
- Repair Gate at entrance on 150<sup>th</sup> Ave. (\$685.00)
- Gutter Repair and Cleaning (\$9695.00)
- Outstanding AVR's

### **Agenda 2025**

- Replace 3 Roofs, Buildings, 15-16-17.
- Complete PRV" s (11 Buildings).
- Moss treatment. Start with 7 garage roofs.
- Replace garage fuse boxes.
- Painting
- All entry doors and trim.
- All black railings.
- Radon pipes.
- Resident pipes, for heating and cooling. --- These residents will reimburse.
- Repair man doors and paint.
- Paint garage doors and trim in need of refreshing.

## **Treasurer's Report - October 2024**

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- #88
- #95

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