

GLENWOOD PLACE HOA BOARD MEETING MINUTES

Date/Time: 12/13/24 10:00 AM

Summerplace Clubhouse, Klickitat Room

OPENING: Judy opened meeting and roll was called.

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

RESIDENTS ATTENDING: Nancy Earl, Carol Hunt, Bob Dragoon, Diane Larson, Sunni Walton, Nancy Stathas, Jan Woodcock, Roy Hyer, Cathy Rodgers, Cathy Caricchio, Tama October, Melissa Hayden, Carol Manzano, Sharon Dornfeld

MINUTES OF PREVIOUS MEETINGS, Board Meeting 11/8/24, and General Meeting 11/14/24, **APPROVED**

BOARD REPORTS:

Chair, Judy Evans, written report received

Landscaping, Marcia Andri, written report received.

Marcia presented bid from Sierra Northwest for drainage improvements and plantings behind Buildings 5 and 6. Bernadette made motion to approve. Anne seconded. All in favor.

Maintenance, Marcia Andri, written report received

Maintenance, Bernadette Lockmanese, written report received

Treasurer, Ashleigh Norment, written report received

Treasurer's Report for December 2024 Board Meeting

All payments are in for the month of November except for the empty unit where the homeowner is in a Medicaid facility. The homeowner's son has received an invoice reflecting late fees and accrued interest. The amount owed to Glenwood Place will be taken out at closing time.

Bank Balances:

Operating Income:

- Onpoint Operating Account \$46,802.15
- Onpoint Savings Account \$100.26
- Northwest Bank Savings Account \$4,070.42

\$50,972.83

Reserves

- Riverview Bank 6-month CD \$163,126.17
 - Northwest Bank 12-month CD \$112,562.28
-

\$275,688.45

Financial Projection

We have \$20,800 more December income to come this month. This would put our Operating Income at \$71,772.83 in this last month of the year. You remember from the 2025 Budget Projection presented at the Annual Meeting that we needed \$41,490.80 cash balance at year end to make next year's budget balance. This gives us \$30,282.03 to finish up this year's projects and pay our regular ongoing expenses.

Units for Sale

- #116
- #139
- #95
- #88

Unit #102 was sold this month and has closed so we will have \$2,000 more this month to add to our Reserves, bringing it to \$277,888.45. We began the year with \$267,328 so that is a gain for this year of \$10,500, mainly through interest, since in this year's budget, Transfer Fees were being used for Operating Income. Next year's budget calls for all transfer fees to go directly to Reserves.

COMMITTEE REPORTS:

Sunshine over Glenwood - Nancy Earl reported that the Holiday Balcony and Patio decorations contest is going on. Thanks to everyone who has decorated. Garbage Grabbers - Tama October - Inclement weather has prevented this group from being out for the past three weeks. Still working on cleaning up 148th. If interested in joining, call Tama 971-506-9180

Website Committee - Sunni Walton: The website will not launch in January. They ask for our patience.

Safety Committee—Kathy Caricchio asked us to send in reports on the tents on 148th under the overpass. Judy will send out blast with links

UNFINISHED BUSINESS:

Deck inspection follow-up: Because of inclement weather, letters to owners where painting is involved will be postponed. Diane to send letters to owners involved in clearing decks of pots, rugs, etc.

EV charging resolution and excess income resolutions to be distributed to all residents. EV packet to be delivered only to existing EV owners.

2025 Calendar to be distributed by board members showing HOA monthly meetings.

Judy and Sue Slingerland to schedule radon speaker in February.

New resident procedures to be revisited in 2025.

Discussion took place with Sharon Dornfeld, owner of Unit 79, Building 11, about three long standing issues, one involving her garage, two involving her unit. It was determined that Judy, Marcia, and Bernadette will visit her garage and determine if the HOA is responsible for repair work that Sharon has requested, since the garage belongs to the HOA. It was suggested that Sharon hire a building inspector to address the issues in her unit.

NEW BUSINESS:

Joanne Cairns needs additional volunteers to deliver newsletters.

Jan Woodcock has given Board a list of residents who might be interested in working on new committees.

Annual fire alarm inspection to take place 1/22/2025.

HOA training to be located for new Board members that have not had this training: Diane Larson, Bernadette Lockmanese, Ashleigh Norment.

Board members to review occupancy contract for underage guests living with parents before referring to attorney. Annual fee to be considered.

Parking stickers for residents only, one per vehicle, to be studied, possibly by a new committee.

ADDITIONAL INFORMATION FOR RESIDENTS

Previous meeting minutes located in binder in the clubhouse library MEETING

ADJOURNED 11:49 AM

Respectfully submitted, Anne Crockatt, Secretary

GLENWOOD PLACE HOA BOARD MEETING AGENDA

December 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
 - Cash flow planning for 2025 projects
- Maintenance – Marcia Andri
- Maintenance – Bernadette Lockmanese
- Secretary – Anne Crockatt

COMMITTEE REPORTS

- AVR –
- Electric Vehicles – Melissa Hayden
- Recycling – Jan Clark
- Sunshine Over Glenwood – Nancy Earl
- Garbage Grabbers – Tama October
- Website – Sunni Walton

UNFINISHED BUSINESS:

- Deck inspection letters
- EV Electricity Charge and Excess Income resolutions distribution
- Reserve Study 2025
- Calendar and Distribution:
 - HOA monthly meetings – Second Friday of month
 - **Bi-Annual Meeting** - July 17, 2025 at 7 p.m. in the Ballroom
 - **Annual Budget Meeting** - October 3, 2025 6-8 p.m. in the Klickitat Rm.
 - **Annual HOA Board Meeting** - November 13, 2025 at 7 p.m. in the Ballroom
- Secretary Position:
 - Job description
 - Collect all previous information sheets for destruction
 - 2025 Resident Contact Information sheet to Diane for main roster
 - Schedule room with Summerplace Clubhouse
 - Update forms on Summerplace website
 - Certificate of Insurance
 - Operating Budget
 - Balance Sheet

- Selling Guidelines
 - *change out* Exterior Changes Application
 - *add* Electric Vehicle and Excess Income Resolutions
-
- Radon Speaker to schedule in February: Sue Slingerland
 - New Resident procedure – revisit in 2025
 - Discuss Unit 79, Dornfeld AVR's

NEW BUSINESS:

- Newsletter distribution – Joanne Cairns needs volunteers
- New Committees:
 - Parking
 - By-laws
 -
 -

- Annual Alarm Inspection; January 22, 2025
- HOA training for new board member
- Occupancy contract
- Parking Stickers

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes located in binder in the library
- Next monthly HOA meeting on January 10 at 10 a.m.
- Summerplace Neighborhood Alert
- Volunteers are always welcome

QUESTIONS AND ANSWERS

ADJOURNMENT:

Chair's Report - December 2024

Please silence your phones.

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.

Funds for legal work were moved to maintenance so more work could be completed before the year's end. Going into 2025 we will work on the following:

Legal:

- The New Owner Maintenance Fee amendment being revised to handle increases as Summerplace.
- Occupancy Contract to be reviewed by Board members and then submitted to Legal staff for approval.
- 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.
- Legal Billing for December: \$91.00
- Job Descriptions for Officer and Board Members will be reviewed and updated. This will be required as we move to update our bylaws.
- Additional committees will be available for residents to join as we move to being a better community.

Submitted by Judy Evans

Landscaping & Maintenance Report - 12/13/24

- River City cleaned our catch basins on 11/26.
- SaveATree treated 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.
- Jaime Sierra submitted a plan and a quote to address drainage issues behind building 5 & 6. The plan also includes eliminating the grass area between unit 30 & 32 and planting the area.
- East & West removed most of the leaves and has one more service scheduled for January.
- Oregon Chimney completed waterproofing for 30 chimneys and will not bill for the service until spring, \$8,400.

Plans for 2025

- Sierra NW will relocate the large boulders that are located in the circle area behind building 20 & 21 to an area in the circle where a large truck ran over the edge of the landscaping.
- Plant perennials at the Glenwood entrances. This will eliminate the cost of landscapers planting annuals. Looking for volunteers that are interested in helping.
- Schedule Oregon Chimney to inspect 26 chimneys for building 12,13,14,15,16 & 17.
- Schedule power washing to be done in March for the siding above the decks for buildings 8 & 9.
- Repair the brick wall at the far end of the east side of Glenwood.

December Facilities Report.

- Gutter Cleaning and repair.
- Scheduled December 19th,
- Replacing Garage Fuse Box's
- Electricians are working on these during the month of December.
- Critter Control,
- Scheduled today,
- Entry Gate,
- On 150th Ave,
- Will be completed by the end of December

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