

GLENWOOD PLACE BOARD MEETING MINUTES

January 10, 2025 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Judy Evans opened the meeting, welcomed those present, and roll was called.

ROLL CALL:

Board members present: Judy Evans (Chair), Marcia Andri (Landscaping and Maintenance), Ashleigh Norment (Treasurer), Diane Larson (Secretary).

Board member absent: Bernadette Lockmanese (Maintenance).

RESIDENTS ATTENDING:

Carol Hunt, Nancy Earl, Sharon Fraley, Anne Crockatt, Sunni Walton, Jan Clark, Bob Dragoon, Melissa Hayden, Nancy Stathas, Sue Slingerland, Bobbi Princetich, Timothy Hyer, Tama October.

MINUTES:

Minutes of December 13, 2024, were approved. Ashleigh made motion; Marcia seconded.

BOARD REPORTS:

Chair: Judy Evans discussed the written report she submitted.

- The available legal reserve for December was appropriated to cover maintenance costs for the month.
- The following items reflect planned projects for 2025.
- The Occupancy Contract will be reviewed by board members and submitted to Legal staff for approval.
- An ad-hoc committee will revise the Amended and Restated Declaration and Bylaws. The board will review and approve the revisions, which will be submitted to our legal counsel for finalization according to Oregon Statutes and filing with the State.
- Job descriptions for Officer and Board Members will be reviewed and updated.
- Additional committees will be added for residents to join as we progress in our efforts to become a better community.

Maintenance and Landscaping: Marcia Andri discussed her submitted written report.

- The following items reflect planned projects for 2025.
- Sierra Northwest Landscaping Company has been sent the approval to implement the plan they had submitted to address drainage issues behind buildings #5 and #6. The turf

area between unit #30 and #32 will be enlarged and planted. The work is planned for April.

- Since October, Portland has received over 18 inches of rain and is expected to continue to have above average moisture through March. Drainage will continue to be an issue that needs to be addressed.
- East & West Landscaping will provide one more service call in January. Sierra Northwest will start service on Thursday, February 6th. We have a meeting scheduled with Jaime Sierra and Omar, the crew manager, for January 23rd.
- Sierra Northwest will relocate the large boulders that are located in the circle area behind building #20 and #21 to the edge of the landscaping.
- Perennials will be planted at the Glenwood entrances. This will eliminate the cost of landscapers planting annuals. Volunteers are requested that are interested in helping.
- Oregon Chimney will be scheduled to inspect 26 chimneys on buildings #12, 13, 14, 15, 16, and 17.
- Power washing will be scheduled for March on the siding above the decks for buildings #8 and #9.
- The brick wall at the far end of the east side of Glenwood will be repaired

Maintenance: In Bernadette Lockmanese's absence, Judy Evans discussed her written report .

- The following items were completed in 2024.
- The iron gate was repaired.
- Gutter repair and cleaning was completed.
- The following items reflect planned projects for 2025.
- Roofs will be replaced on buildings #15, #16, and #17.
- The final shut-off valve will be repaired.
- The PVR valves will be completed (11 buildings.)
- Moss will be treated on seven garage roofs.
- Radon pipes will be painted on buildings #10 and #11.
- Residents' conduit pipes for heating and cooling will be painted. (Residents will reimburse the HOA.)
- Man doors will be repaired and painted. (Buildings to be determined.)
- Garage doors will be painted; trim will be repaired and painted.
- Critter control efforts will v continued. (Buildings to be determined.)

Treasurer: Ashleigh Norment discussed her written report.

We had two missing payments for December 2024. One is 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. The second owner has received an invoice with late fee.

Bank Balances:

Operating Income:

• OnPoint Operating Account	\$ 65,132.67
• OnPoint Savings Account	100.27
• Northwest Bank Savings Account	<u>6,810.25</u>
	\$ 72,043.19

Reserves:

• Riverview Bank 6-month CD	\$163,126.17
• Northwest Bank 12-month CD	<u>112,562.28</u>
	\$275,688.45

The Northwest Bank Savings Account is viewed as semi-Reserves. We will be moving transfer fees here during the year and \$720 per month from our Operating Account (\$5 per unit per month). When that savings account is a large enough amount and we haven't had to touch it for Operating Expenses, we will add to our current CDs so it becomes Reserves.

Financial Projection

The \$65,000+ amount in our Operating Account reflects that we were able to pay the \$34,000+ water bill for Q4 2024, which was due today. We have a \$70,000 insurance bill for our master policy, which will become due at the end of the month so we will be focused on collecting the remainder of January income in order to meet that payment.

As a reminder, our monthly income is \$57,600. The month of February needs to focus on collecting enough income to make a down payment on our roof replacements for this year so that those projects can start in early spring.

Units Sold and for Sale

- Unit 102 sold and the Transfer Fee was posited in our semi-Reserves account.
- Unit 58 is ready for closing.
- Unit 116 is moving towards closing.
- Unit 95 is moving towards closing.
- Unit 88 is on the market.
- Unit 139 is on the market.
- At least 2 more units are getting ready to be listed.

All Transfer Fees will be deposited in our semi-Reserves Savings account at Northwest Bank.

COMMITTEE REPORTS:

AVRs: Sharon Fraley reported 23 open AVRs.

Garbage Grabbers: Tama October reported that her committee meets weekly to collect garbage on nearby 148th Avenue.

Recycling: Jan Clark reported that she has found recyclers for fluorescent tubes, light bulbs, batteries, plastic bags, styrofoam and clear clamshells. She can be reached at 303-903-9577 for recycling information and yard waste disposal advice.

Sunshine Over Glenwood: Nancy Earl reported on the winners of the holiday deck and patio decorating contest. She said that 100 special occasion cards had been given to Glenwood residents in 2024.

Website: Sunni Walton reported progress on the website project. She requested residents to submit photographs of life in Glenwood to be considered for posting on the website. The deadline for submission is February 15th.

UNFINISHED BUSINESS:

Deck Inspection Letters: As a follow-up to the recent deck inspections, Diane will send letters to owners where action is required.

Reserve Study 2025: Further study continues, including status of updates to building roofs.

Radon Presentation: Environmental Works will present information to Glenwood Place residents on radon testing and mitigation in the Klickitat Room at 11:00 a.m. on February 5th. Sue Slingerland will host the event.

New Resident Information Procedure: Judy will spearhead a committee to improve and standardize our procedure for new residents moving into Glenwood Place.

Roster Information: Roster information will be updated using the 2025 Resident Contact Information Sheet and outdated information will be destroyed.

NEW BUSINESS:

Water Usage: Water usage studies for Glenwood Place indicate possible leakages. We will begin to study the problem by providing toilet testing kits for each residence. The Building Representatives will gather and report test results.

Committee News:

- Maintenance Committee: Bernadette is in need of volunteers to help with some of the more physically demanding projects she undertakes.

- Safety Committee: Judy would like to provide residents with identifying stickers for their personal vehicles, and has assigned this project to the Safety Committee, headed by Kathy Caricchio.
- Bylaws Committee: A committee is needed to review and update Glenwood HOA Bylaws.

Annual Alarm Inspection: This process is scheduled for January 22nd, and residents should not be concerned about alarms going off on this date._

New Board Member Training: Untrained board members (Diane Larson, Bernadette Lockmanese and Ashhleigh Norment) will be scheduled for HOA training.

Occupancy Contract: Occupancy contracts regarding underage individuals living with parents are being studied.

Shared Items at Mail Boxes: Residents are asked to refrain from leaving items to share on the bench next to the mail boxes. They attract animals and non-residents, and items such as medicine and food could be a health risk.

ADDITIONAL RESIDENT INFORMATION:

- Previous meeting minutes and reports are located in a binder in the library.
- The next monthly HOA meeting is February 14th at 10:00 a.m.

Meeting adjourned at 11:03 a.m.

Respectfully submitted,

Diane Larson, Secretary