

## **GLENWOOD PLACE BOARD MEETING MINUTES**

March 14, 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), Bob Dragoon (alternate for Diane Larsen).

Board member absent: Bernadette Lockmanese (Maintenance), Diane Larson (Secretary).

### **RESIDENTS ATTENDING:**

Bob Dragoon, Carol Hunt, Carol Manzano, Deb Adamson, Diane Dempsey, Kathy Caricchio, Kitz Anderson, Lori Lochelt, Tama October, Sunni Walton.

### **MINUTES:**

Minutes of February 14, 2025 were approved. Ashleigh made motion; Marcia seconded.

### **BOARD REPORTS:**

Chair: Judy Evans discussed the written report she submitted.

- Legal billing for January: \$414.00
- Researched and submitted information for Reserve Study.
- The New Owner Maintenance Fee amendment is being revised to redefine criteria for a change in amount. ***On hold***

- Ad-Hoc committees to be set up for:
  - Bylaws: Lori Lochelt, Diane Larson, Judy Evans
    - Occupancy Contract to be reviewed by Board members and then submitted to Legal staff for approval. ***On hold***
    - The Occupancy Contract will be reviewed by board members and submitted to Legal staff for approval.
  - Welcoming Committee: Diane Larson, Sharon Fraley, Nancy Earl, Judy Evans
- Maintenance
  - Judy is currently handling this role, until Bernadette's assignment can be transferred.
  - Review small jobs with volunteer residents
  - Report submitted on progress
- Job descriptions for Officer and Board Members will be reviewed and updated. This will be required as we move to update the Bylaws.

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

- In addition to monthly landscaping maintenance, Sierra applied moss control to the lawn areas.
- Met with Save-A-Tree arborist to review tree health. A spruce tree that is a hazard and requires immediate removal is estimated to cost \$2,000 - \$3,000 to remove. A replacement tree is required by the city. A maple tree between buildings 2 & 3 has a large hole at the base and requires a tomograph test to determine density. Several dead limbs need to be removed on Douglas Fir trees behind buildings 4 & 8 and a Vine Maple will be trimmed next to building 8. Birch borer treatment will be applied in April.

- Sierra has provided quotes for additional areas that have drainage issues:
  - Side of garage 24/mailbox area - \$550, should do asap
  - Front of building 18, units 121-124 - \$1,750 schedule before October.
  - Front step area for building 5, units 29-32 - \$1,450 schedule before
- Three separate quotes for power washing have been received from Hydro Power:
  - Power washing all 38 entryways, including the wrought iron handrails - \$1,520 (\$40 per entryway)
  - Power washing 23 ridge siding areas - \$1,725 (\$75 each)
  - One quote for the following - 13 garage ends (\$40 each), 7 garage

**Per Board approval, power washing will be postponed until roofs are replaced.**

## **Plans for 2025**

- Entryway carpet cleaning will be scheduled for the beginning of June.
- Sierra NW will relocate the large boulders that are located in the circle area behind building 20 & 21 to the edge of the circle.
- Requesting an estimate to replace some of the sidewalks in front of building 7A.
- Plant perennials at the Glenwood entrances. This will eliminate the cost of landscapers planting annuals.
- Schedule Oregon Chimney to inspect 26 chimneys for building 12,13,14,15,16 & 17.
- Repair the brick wall at the far end of the east side of Glenwood.

## Maintenance:

### **AVR's**

2024 – 13

2025 – 5

### **Open/In Progress Projects:**

- Replace roofs on Buildings 6 & 16, scheduled for Spring
- Replace the final Water Shut-Off valve – Unit 96
- Repair the deck on Unit 12
- There are 4 AVR's related rodent control. Critter Control inspection is planned for late Summer
- Quotes requested for:

- Painting Radon pipes on buildings 10 & 11, and residents conduit pipes for heating and cooling, and grills (residents have been notified to reimburse the Board.)
- Paint garage doors and repair trim and paint (buildings TBD.)
- Complete PVR valves in 11 buildings

### **Future Projects**

- Replace remaining roofs
- Remove mold from garage roofs
- Rewire doorbells
- Remove wallpaper in entryways

Treasurer: Ashleigh Norment discussed her written report.

We had four missing payments for February 2025. Three homeowners have received invoices with late fee and the 3<sup>rd</sup> is the empty unit which is now pending sale. All condo fees, late fees, and interest for the empty unit will be taken out in the closing.

Bank Balances:

#### Operating Income:

● OnPoint Operating Account	\$ 33,269.75
● OnPoint Savings Account	<u>100.29</u>
	\$ 33,370.04

Reserves:

● Northwest Bank Savings Account	\$ 14,466.26
● Riverview Bank 6-month CD	163,126.17
● Northwest Bank 12-month CD	<u>114,017.76</u>
	\$ 291,210.19

At the end of 2024, the level of our Reserves was \$282,498.70. That's an increase to Reserves of \$9,111.49 through transfer fees and interest and the \$720 per month that is sent to Reserves from our condo fees (\$5 per unit per unit.) Our goal for the year is to increase Reserves by \$38,640 so we are well on our way. Through sales in March we should be adding at least \$6,000 more.

## **Financial Projection**

We paid a water bill of \$34,000+ and our annual insurance renewal of \$69,724.50 in the month of January. In February we made the \$32,000+ down payment on the roof replacement for Building 6. This will be our heaviest spending of the year as we will need to keep the \$30,000+ payments coming until all 3 roofs are replaced as planned in the budget. As a reminder, our monthly income from condo fees is \$57,600.

## **Units Sold And For Sale**

- Units 129, 93, 54 and 36 are on the market
- Units 88, and 139 are Pending
- Unit 24 closed yesterday

All transfer fees will be deposited in our Reserves Savings account at Northwest Bank.

## **Roofing**

### Assumptions

- We have 13 roofs remaining to be replaced – none of them are in good shape
- We want to avoid special assessments – we don't want to get in crisis mode
- This is why we're exploring the loan option to finish remaining roofs

### Learnings from Lenders

- Lenders assume you are going to do a special assessment on homeowners and you are borrowing so that homeowners can have years to pay if needed.
- In relation to that, they want you to use a condo management firm to manage this aspect of things.
- We have told each lender that we aren't looking to charge special assessments, and are looking to pay back at \$10,000/month over 10 or 15 years.
- The lender wants all of our accounts with them – our operating and savings and reserve accounts.
- The lender wants to see a history of our ability to repay a loan at \$10,000/month over 15 years, while still growing the Reserves. This year's budget actually accomplishes that but we need to show more history.

- The lender will require periodic inspections and require us to follow protocols that cost money – like \$20,000 and up
- The lender may place a Lien on of association accounts and dues. A 1<sup>st</sup> deed of trust may be requested on the Association's common real estate assets, if any.

We are asking Sawtooth Roofing to assess all remaining roofs so we can have some sense of how much life could be squeezed out of each one.

It costs money to borrow money – so it would make sense to keep doing 3 roofs a year until they are done, but only if they can last that long. We have 13 roofs left to do. At 3 roofs a year, that will take 4 or 5 more years.

#### COMMITTEE REPORTS:

##### Bylaws:

- Our current Bylaws are 22 pages.
- Lori Lochelt is working on incorporating edits by attorney Samantha Brown.
- HOA Board and Lori will meet with Samantha to review and continue edits for legality.
- Updated version will be presented to all unit owners for a vote. Vote can pass by a simple majority, 50% plus one.
- If approved by unit owners, then new bylaws will be uploaded to the Glenwood website.
- Lori is also working on creating a list of Rules for Glenwood that would incorporate elements of bylaws and resolutions.
- Lori will try to have a draft version of updated Bylaws, amendments, and resolutions by May 9<sup>th</sup>.

Garbage Grabbers: Tama October reported that recent pickups have been delayed by the weather. Her team will partner with Sunshine Over Glenwood for a big cleanup in Summer, followed by a celebration party.

Safety: Kathy Carrichio wants to encourage residents to send multiple notes to Portland City Council and Mayor, "Please do not cut funding to Police and Fire Bureaus." Recent shootings in Gresham are likely drug related. Glenwood HOA has a new contract with Waste Management. Waste Management is replacing all the garbage bins. New ones will be larger than current ones. Pickup schedule:

Monday	Trash every week
Tuesday	Glass every other week
Wednesday	Dumpsters every other week

Gentle reminder to residents: Please rotate the grab bars on recycling bins to the up position when done.

Website: Sunni Walton reported that when you access the Glenwood Place website on your iPhone, Android, or Tablet, there is now a drop-down menu on these devices.

The Resident Contact List will be added to the website once it's updated.

When the February Meeting Minutes are approved, they will be posted to the website.

#### Website Requests

- Bob Dragoon requested a "Date" field to be added, in-line with the "Signature" field on the EV Enrollment Form.
- Roy Hyer asked that "Committees" to be listed under the "About Us" category on the website.

#### **UNFINISHED BUSINESS:**

Animals: Recommend shorter dog leashes when tethered on patios. Board is reviewing animal noise, breakage, and cleanup in an effort to avoid violation letters

Water Usage: City of Portland Water Bureau is certain there are no broken or leaking pipes at Glenwood Place. Toilet testing has not found any specific cases of excess water use. It is intermittent, so we believe it may be something like a stuck toilet handle.

#### **NEW BUSINESS:**

- Maintenance Position: Judy is pleased to announce that Kitz Anderson has volunteered to become a Board member for Maintenance. Motion by Marcia to accept Bernadette's resignation from the Board, seconded by Ashleigh. Motion by Marcia to accept Kitz Anderson as Bernadette's replacement, seconded by Ashleigh. Judy will assist Kitz with contacts that can assist this role.
- New Committees:
  - Welcoming Committee: Diane Larson, Nancy Earl  
Review procedure and binders  
Parking stickers
- Animal Restrictions Resolution: Draft resolution is ready to move forward. Motion by Marcia to create an Animal Resolution for the Bylaws, seconded by Ashleigh. The

resolution will be signed by the President and Secretary and distributed to all households with a cover letter. Once it has been delivered it is in force and must be followed.

- HOA Training for new board member: TBD by Judy.

ADDITIONAL RESIDENT INFORMATION:

- Previous meeting minutes and reports are located in the library.
- The next monthly HOA meeting is April 11th at 10:00 a.m.
  - **Bi-Annual Meeting** July 17, 2025 at 7 PM, Summerplace Ballroom
  - **Annual Budget Meeting** October 16, 2025 at 6 – 8 PM, Klickitat Room
  - **Annual HOA Board Meeting** November 20, 2025 at 7 PM, Summerplace Ballroom
- Remember to use Summerplace Neighborhood Alert.
- Carol Hunt is working on a vendor list to help residents with condo needs.
- Volunteers are always welcome.

Meeting adjourned at 11:09 a.m.

Respectfully submitted,

Bob Dragoon, Alternate Secretary