

GLENWOOD PLACE BOARD MEETING MINUTES

April 11, 2025 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Judy Evans opened the meeting. She 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).

Due to health reasons, board member Bernadette Lockmanese (Maintenance) has stepped down from her position. With approval from the board members, Judy appointed Kitz Anderson as the Maintenance Officer for the remainder of Bernadette's term which ends in 2026.

RESIDENTS ATTENDING:

Attendees were Carol Hunt, Nancy Earl, Sharon Fraley, Sunni Walton, Melissa Hayden, Tama October, Jan Woodcock, Carol Manzano, Mike Rose, Lois Rose, Cathy Rodgers, Nancy Stathas, Kathy Okay, Toni Omura, Ingeborg Mussche, Diane Dempsey, and Roy Hyer.

MINUTES:

Minutes of March 14, 2025, were approved as presented. Marcia made the motion; Ashleigh seconded.

BOARD REPORTS:

Chair: Judy Evans discussed the written report she submitted.

- The Reserve Study has been completed and is on the website.
- An ad-hoc Bylaws Committee has been created with members Lori Lochelt, Diane Larson and Judy Evans. The agenda for the committee includes:

- Update and revise the Amended and Restated Declaration and Bylaws.
- Discuss how we want to handle transfer fee increases in the New Owner Maintenance Fee Amendment. *On hold.*
- Board member review of Occupancy Contract for submission to Legal staff for approval. *On hold.*
- The Welcoming Committee, with Chair Sharon Fraley, is reviewing documents and procedures. Resident parking stickers are being studied, as well.
- The new Maintenance Officer, Kitz Anderson, is being educated on her job responsibilities in order to prepare her to accept her new duties.
- Job descriptions for Officers and Board Members will be reviewed and updated. This will be required as we pursue the improvement of our bylaws.
- The Legal Billing for April was \$00.00.

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

- In addition to monthly landscaping maintenance, Sierra Northwest Landscaping Co. made extensive repairs to the irrigation system – replacing broken sprinkler heads, relocating sprinklers for better coverage, and replacing a broken lateral. The total cost was \$4,205.
- A spruce tree that was determined to be a hazard was removed from the northeast corner of the highway wall. The total cost was \$3,030.
- SaveATree submitted a quote to remove dead tree limbs for \$2,614.
- A tomography test was conducted on the damaged maple tree between building 2 and 3. The tree was found to be solid enough at this time to remain on the property, with a recommendation that the test be conducted again in two to three years.
- An estimate was received from S&R Construction to replace damaged sidewalks in front of building 7. The cost would be \$6,800 for an aggregate finish or \$6,300 for a broom finish.
- Volunteers planted 44 perennials at the entrances – spending \$110.87 on plants and \$16.97 on soil amendments. Daisies were divided and an additional 12 planted. A donated holly and ornamental grass were also planted.

Plans for 2025:

- Entryway carpet cleaning should be scheduled for the beginning of June. The cost will be \$4,625.
- Sierra Northwest will correct the drainage issue along garage 24 (mailbox area) for \$550.
- SavATree will be scheduled in the late summer or fall to remove dead tree limbs at a cost of \$2,614.
- Power washing will be completed as the budget allows.
- Plans are to schedule Oregon Chimney Repair & Cleaning, Inc. to inspect 26 chimneys for buildings 12, 13, 14 15, 16, and 17.
- A spruce or pine tree will be planted to replace the spruce that was removed in the northeast corner by the highway wall.

Maintenance: Kitz Anderson discussed her written report.

- There are 10 open carry-over AVRS from 2024 and eight open AVRs for 2025.
- The replacement of the roof on Building 6 is in progress.
- The plumbing issues in Building 5B have been researched. We have pamphlets coming from 3 Mountains Plumbing Company to distribute to our residents which describe proper use of garbage disposals.
- Garage 63 needs repairs to alarm, breaker boxes, and motion light.
- Units 96 and 100 need replacement of final water shut-off valve.
- Quote was received from Wolcott to research water issues with Buildings 15, 16, 17, and 18.
- Unit 12 needs repairs to deck.
- Unit 24 needs repair to mold issues for new resident.
- Critter control inspection is due for late summer.
- Building 18 needs roof and loose siding replaced.
- Quotes out for:
 - Buildings 2, 10 and 11 – Painting radon pipes on buildings, and residents' conduit pipes for heating and cooling, and grills. (Residents will be reimbursing the board.)
 - Painting three garage doors and two man doors.
 - Painting garage doors, and repairing and painting door trim. (Buildings to be determined.)
 - Removing mold from garage roofs.

- Eleven buildings – Complete PVR valves.

Future Projects:

- Clean dryer vents – all units.
- Replace remaining roofs.
- Rewire doorbells.
- Remove wallpaper in entryways.

Treasurer: Ashleigh Norment discussed her written report.

In March we received one missing payment plus late fee for February 2025. We had four missing payments for March. Two of the March missing payments are pending sales. We expect to receive the money due with the closing. The other two homeowners have received invoices with late fees and accrued interest.

Bank Balances:

Operating Income:

• OnPoint Operating Account	\$ 67,558.97
• <u>OnPoint Savings Account</u>	<u>100.30</u>
	\$ 67,659.27

Reserves

• Northwest Bank Savings Account	\$ 18,905.86
• Riverview Bank 6-month CD	\$163,126.17
• <u>Northwest Bank 12-month CD</u>	<u>\$114,017.76</u>
	\$296,049.79

At the end of 2024, the level of our Reserves was \$282,498.70. That’s an increase to Reserves of \$13,551.09 through transfer fees and interest and the \$720 monthly that is sent to Reserves from our condo fees (\$5 per unit per month.) Our goal for the year is to increase reserves by \$38,640, so we are well on our way. Through sales in April we should be adding at least \$4,000 more.

Financial Projection

Although our Operating Cash Balance looks very healthy at the moment, it is all earmarked to pay several large expenses in the month of April.

- Quarter 1 water bill of \$36,000+
- Final payment of \$32,650 for completion of roof on Building 6
- \$27,000 for an unexpected plumbing repair in Building 5
- \$5,000 repair for water damage in Garage 24
- \$4,000 for irrigation repair

We will probably need to postpone the roofing of Building 18 until we can amass enough cash flow again.

We may need to pay late fees on the water bill until our cash flow can meet the amount needed.

As a reminder, our monthly income from condo fees is \$57,600.

Units Sold and for Sale

- Unit 88 sold in March.
- Units 129 and 139 are pending.
- Units 93, 54, 34 and 36 are on the market.

COMMITTEE REPORTS:

AVR Committee: Sharon Fraley reported 14 AVRs outstanding from 2024 and 17 for 2025. She mentioned that several had been taken off since she made that count.

Garbage Grabbers: Tama October's GGG committee is taking advantage of the spring weather and expanding its cleanup area. They are also planning a big summer community cleanup, which is open to all residents!

Recycling and Waste Disposal: Improvements have been made to the efficacy of our waste disposal and recycling services due to the diligent communications by our volunteers with the companies we have hired. Now it's our turn to put our waste and recyclables in the right place and in the right way!

Safety Committee: Watch for email alerts in order to keep up-to-date on the latest concerns in our community.

Website: Sunni Walton reminded us that there is no need to sign up for community announcements any longer. Just take a look at the "What's

Happening?” portion of our website (glenwoodplacehoa.com) for a complete review of current and past notices.

Committee on Committees: Jan Woodcock reviewed with us how her committee works, and how the addition of volunteer committees to “share the load” has increased the efficiency of the homeowners association.

UNFINISHED BUSINESS:

Radon Presentation: In Sue Slinger’s absence, Diane Larson reminded those in attendance that the presentation is scheduled for Thursday, May 29th, at 3:00 p.m. in the Summerplace Ballroom. Seating will be at the tables. There will be a video and brochures to supplement the presentation by Environmental Works. Portland area has a higher than average radon level which increases the risk of lung cancer.

Welcome Committee:

- Sharon Fraley reported that the Welcome Committee had stocked up on the white binders which are then filled with important HOA information and given to new residents. The committee is planning new procedures to streamline the welcoming process. There will be a sign-off sheet for the Bylaws to encourage new residents to review them at time of moving in.
- Plans are to use parking stickers to help identify residents’ cars and permitted temporary parkers. It was suggested by attendees at the meeting that the stickers do not identify where the car owner lives, and that all the users be required to put them in the same place on their vehicle.

Reference List: Carol Hunt reported that this list will be on the website. There will be paper copies for the binders. A suggestion was made to use three-hole punches on all important documents so they could be easily filed in the binder.

Annual Portland Fire and Rescue Property Inspection: The inspection was completed on January 22nd. The report indicated we were in compliance.

Easter Egg Hunt: Nancy Earl alerted all those within bunny-hopping range that there would be an Easter Egg Hunt in a variety of secret places next week. “Seek and you shall find.”

NEW BUSINESS:

Portland Fire and Rescue Knox Box: A Knox Box is a secure, wall-mounted safe used to store keys for emergency services, primarily fire departments, to quickly gain access during emergencies. These boxes allow first responders to bypass security barriers and enter buildings without damaging property or delaying response time. The motion to purchase a Knox Box for \$375 was approved by Ashleigh, and seconded by Kitz.

New Board Member Training: Training videos that are available on YouTube will be utilized by new HOA board members.

Dryer Vent Cleaning: Due to budget constraints, dryer vent cleaning will most likely be postponed until 2026.

ADDITIONAL RESIDENT INFORMATION:

- Previous meeting minutes are located on the Glenwood HOA website at glenwoodplacehoa.com.
- Next monthly HOA meeting -- May 9th at 10:00 a.m. in the Klickitat Room
- **Bi-Annual Meeting** – July 17, 2025, at 7:00 p.m. in the Ballroom
- **Annual Budget Meeting** – October 16, 2025, from 6:00 to 8:00 p.m. in the Klickitat Room
- **Annual HOA Board Meeting** – November 20, 2025, at 7:00 p.m. in the Ballroom
- Remember to use Summerplace Neighborhood Alert.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

- Neighborhood Alerts can be found on summerplacehoa.com.
- The research into Glenwood Place securing a loan to finance new roofs has been put on hold.
- Using a compost bin is not being considered at this time.
- An increase to the Glenwood Place transfer fee would require a change to the Bylaws.
- Waste Pickup Schedule:
 - Trash bins are every Monday.
 - Recycle dumpsters are every Wednesday.
 - Glass recycle is the first, third, and fifth (if there is one) Tuesday.

- The organics are serviced on an on-call basis.

Meeting adjourned at 11:29 a.m.

Respectfully submitted,

Diane Larson, Secretary