

# **GLENWOOD PLACE BOARD MEETING MINUTES**

May 9, 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) and Kit Anderson (Maintenance).

## **RESIDENTS ATTENDING:**

Attendees were Carol Hunt, Nancy Earl, Sharon Fraley, Sunni Walton, Tama October, Cathy Rodgers, Nancy Stathas, Ingeborg Mussche, Ron Sendre, Beth Sendre, Bob Dragoon Kathy Caricchio, Jan Clark, Lori Pasavento, Sue Slingerland, Diane Dempsey and Bobbi Pincetich .

## **MINUTES:**

Minutes of April 11, 2025, were approved as presented. Marcia made the motion; Ashleigh seconded.

## **BOARD REPORTS:**

Chair: Judy Evans discussed the written report she submitted.

- Judy will be connecting with Portland Fire and Rescue regarding the purchase of the Knox Box with recently appropriated funds.
- The board will update and/or revise the Estate Sales Resolution to clarify expectations.
- The Bylaws Committee is represented by Lori Lochelt, Diane Larson and Judy Evans.
  - They met on February 21<sup>st</sup> to go over documents and provide digital and paper copies.

- They met on May 5<sup>th</sup> to review changes proposed by the Attorney and made revisions. Lori provided her questions, which will be forwarded to board members to review and submit questions or comments back to Lori.
- Lori will prepare herself for a Bylaws meeting to be held after the June 13<sup>th</sup> Board Meeting. This will be to firm up the HOA's input for submission to the Attorney, who will update and revise the Amended and Restated Declaration and Bylaws.
- When a revised version of the Restated Declaration and Bylaws is completed, the Board will adopt the document and present it to each owner.
- Job Descriptions for Officers and Board Members are to be reviewed and updated. This is an integral part of the updating of our Bylaws.
- Legal Billing for April: \$435.00.

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

- Due to cash flow issues, only regular weekly landscaping maintenance was done, which included mowing, trimming, fertilizing, weed control, and the removal of dead plant material.
- Bill Cave replaced ten lights – pagoda, hall, spot lights and garage lights.

Plans for 2025:

- Entryway carpet cleaning should be scheduled for the beginning of June. Requesting approval in the amount of \$4,625. Marcia made the motion, and Ashleigh seconded it.
- Sierra Northwest will correct the drainage issue along garage 24 (mailbox area) for \$550.
- Sierra Northwest will correct three additional drainage issues for buildings 5, 6 and 18.
- SavATree will be scheduled in the late summer or fall to remove dead tree limbs at a cost of \$2,614.
- Power washing is budgeted at \$2,000. Requesting approval to have all entryways and 13 garage ends power washed in June in the amount of \$2,040. Motion made by Ashleigh, and seconded by Kitz.
- Plans are to schedule Oregon Chimney Repair & Cleaning, Inc. to inspect 26 chimneys on buildings 12, 13, 14 15, 16, and 17. We have \$33,000 budgeted for chimney repairs.

- A spruce or pine tree will be planted to replace the spruce that was removed in the northeast corner by the highway wall. This is planned for October or early November.

Maintenance: Kitz Anderson discussed the written report she submitted.

- The bid for painting certain radon pipes, AC grids and garage doors: \$1,390. Items already approved.
- We have two bids to replace flooring in Unit #33.
- Request for four new double-hung windows in Unit #139 was approved by a quorum of four Board members. Mention was made that the outside window trim must be painted to match the brick exterior.
- An AVR form was submitted with a request to redirect a unit's rain gutter because of the noise of the flowing water. The request was denied.
- Electrician has submitted a bill for \$1,725. His jobs include the following:
  - Fire alarm for Unit # 18. Parts are needed to complete the repair.
  - Replaced breaker panel for Garage #14.
  - Replaced light fixture for Garage #63.
  - Replaced four outdoor bulbs.
  - Repaired light by man door for Garage #136.
- Handyman has submitted a bill for \$1,546. His jobs included the following:
  - Removed moldy sheet rock, sprayed and replaced new man door for Garage #24.
  - Fixed loose siding for Garage #18
- Replaced the roof on Building 6. Will wait until fall to consider another replacement.
- Had meeting with Wolcott on May 12<sup>th</sup> regarding water issues with Buildings 15, 16, 17, and 18.
- Plans for 2025:
  - Unit 12 needs repairs to deck.
  - Replacing pressure relief valve (PRV).
  - Critter control inspection is due for late summer.
  - Water issues remain.
- Introduction: Before continuing with Board reports, Judy introduced us to her table ornament -- a ceramic pig with wings. The lesson here: If a pig can fly, our team can do anything we set our minds to!

Treasurer: Ashleigh Norment discussed her written report.

We had two missing payments for April. The two homeowners have received invoices with late fees and accrued interest.

Bank Balances:

Operating Income:

• OnPoint Operating Account	\$ 24,773.51
• <u>OnPoint Savings Account</u>	<u>100.31</u>
	<b>\$ 24,873.82</b>

Reserves

• Northwest Bank Savings Account	\$ 23,809.84
• Riverview Bank 6-month CD	\$163,126.17
• <u>Northwest Bank 12-month CD</u>	<u>\$114,017.76</u>
	<b>\$300,953.77</b>

At the end of 2024, the level of our Reserves was \$282,498.70. That’s an increase to Reserves of \$18,455.07 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 almost halfway there.

Financial Projection

Our monthly income each month is \$57,600. In the first four months of the year we have paid:

- 2024 Quarter 4 water bill of \$34,050
- Quarter 1 water bill of \$36,000+
- Annual insurance renewal of \$66,531
- \$65,000 for the roofing on Building 6
- \$9,000 for an unexpected plumbing repair in Building 5
- \$4,000 for irrigation repair
- Our regular monthly expenses.

We were able to do this because of a cash balance at end of year 2024 of \$60,000.

It will probably behoove us to aim for a substantial cash balance at end of year 2025, because expenses in January of each year go way beyond our monthly income.

## Units Sold and for Sale

- Units 129 and 139 sold in April.
- Units 93, 54, 34, 36, 99 and 135 are on the market.

## COMMITTEE REPORTS:

Avoid Verbal Requests (AVRs): Sharon Fraley reported that the AVR process was working smoothly, and that there were 14 AVRs outstanding from 2024 and 17 for 2025.

Electric Vehicles: Bob Dragoon requested that the Board approve the 2025 rate for electric vehicle reimbursement. He also asked if the board would begin accepting payment at the new rate in May 2025.

- PGE Schedule 7 effective 2024: 16.336 cents per kWh.
- PGE Schedule 7 effective 2025: 11.416 cents per kWh.

He requested that the EV Committee be notified when electric vehicles were added or deleted from Glenwood's inventory, and offered to maintain a list of EV vehicles owned by our residents.

Garbage Grabbers: Kai Jordan has been named GGG's Volunteer of the Month for April! She excelled in *solitary collecting activities* and in *volume of garbage collected in a single outing*. Tama October reports plans for a community clean-up on Saturday, July 12, with a picnic to follow. All residents are invited to join in the fun of an unforgettable event!

Recycling and Waste Disposal: Jan Clark probably knows whatever it is you don't know about recycling and waste. And, she will be happy to share her knowledge with you! Her contact number is 503-206-4872. Another source for such tidbits is our website [glenwoodplacehoa.com](http://glenwoodplacehoa.com).

Safety Committee: Kathy Caricchio urged us all to use the large recycling bins for our flattened cardboard as it is the most economical choice.

Sunshine Over Glenwood: Nancy Earl thanked her helpful bunnies who assisted with the Egg Hunt last month. And she will be having a meeting to plan for the GGGs' "Picked-up Picnic."

Website: Sunni Walton reminded us that our website will go down in Glenwood history as our first ever! And, here's a constructive way to use it: before you start to fill in an

AVR, check out the bulletin board at [glenwoodplacehoa.com](http://glenwoodplacehoa.com) to see if your question has already been answered!

#### **UNFINISHED BUSINESS:**

- Radon Presentation: Sue Slingerland reminded those in attendance that the radon presentation is scheduled for Thursday, May 29<sup>th</sup>, 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. You owe it to yourself and your loved ones to protect them from this silent and invisible enemy.
- Welcome Committee: The Committee has identified three goals to upgrade their efficiency.
  - Include Building Representatives more often in the process of welcoming new residents.
  - Review and update our white binders to make sure they are accurate and useful for both our new and current residents.
  - Provide individual stickers for residents' and visitors' vehicles in order to provide secure parking in our complex.
- Portland Fire and Rescue Knox Box: Judy reported that when the Knox Box has been purchased, it will provide efficiency and speed in emergency situations, as well as helping to add to the life of our door locks.
- Dryer Vents: Cleaning of the dryer vents in each unit is scheduled for the spring of 2026.

#### **NEW BUSINESS:**

- Future Funds: The new roof for Building #18 will be put on hold.
- Garage Man Doors: Roy will give a report at next month's meeting. Further action is postponed until that time.
- Back Taxes: Our accountant has completed and submitted the HOA's 2024 Tax Statement. Now, the Tax Returns for 2021 through 2023 will be filed, as they were not submitted by a previous administration.
- Attorney to Handle Liens: We are now in the process of interviewing candidates to become our lien attorney.
- Estate Sale Resolution: This form is being revised.
- Master Key Log: In order to keep informed of who among us has a master key to the buildings, a Master Key Log will be created. Judy will be Master of the Master Key Log.

- Upcoming Board Opening: Marcia's term on the Board expires at the end of 2025. If you are interested, please contact a current board member for further information.

#### **ADDITIONAL RESIDENT INFORMATION:**

- Previous meeting minutes are located on the Glenwood HOA website at [glenwoodplacehoa.com](http://glenwoodplacehoa.com) and in the library.
- Next monthly HOA meeting is June 13<sup>th</sup> at 10:00 a.m. in the Klickitat Room.
- Meeting to discuss edits to the Bylaws follows the monthly meeting on June 13<sup>th</sup> in the Klickitat Room.
- **Bi-Annual Meeting** is July 17<sup>th</sup> at 7:00 p.m. in the Ballroom.
- **Annual Budget Meeting** is October 16<sup>th</sup> from 6:00 to 8:00 p.m. in the Klickitat Room.
- **Annual HOA Board Meeting** is November 20<sup>th</sup> at 7:00 p.m. in the Ballroom.
- Remember to use Summerplace Neighborhood Alert.
- Volunteers are always welcome.

#### **QUESTIONS AND ANSWERS:**

- If you are worried about your flower pots being stolen, there are tracking devices you can buy.
- Some restaurants will accept food scraps to be processed into compost.
- If you know an electrician for small jobs, please send his name to [glenwoodplacehoa@gmail.com](mailto:glenwoodplacehoa@gmail.com).
- In order to extend the life of condo door locks and keys, purchase replacements from a locksmith.

Meeting adjourned at 12:02 p.m.

Respectfully submitted,

Diane Larson, Secretary

