

GLENWOOD PLACE BOARD MEETING MINUTES

June 13, 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 Kitz Anderson (Maintenance).

RESIDENTS ATTENDING:

Attendees were Carol Hunt, Sunni Walton, Tama October, Bob Dragoon, Bobbi Pincetich, Roy Hyer, Carol Manzano, Gretchen George, Gretchen Weston, Kathy Okay, Jan Woodcock and Lori Lochelt.

MINUTES:

Minutes of May 9, 2025, were approved as presented. Ashleigh made the motion; Marcia seconded.

BOARD REPORTS:

Chair: Judy Evans discussed the written report she submitted.

- We have connected with Portland Fire and Rescue and the permit is in for entering Glenwood Place buildings in an emergency situation. The Knox Box, which will keep entrance keys safe and secure, will be purchased after the permit is received.
- The board is currently in the process of revising the Estate Sales Resolution to clarify expectations.
- The Bylaws Committee is represented by Lori Lochelt, Diane Larson and Judy Evans. Following is a summary of their activities to date and future plans:
 - February 21, 2025 – Meeting was held to go over documents and provide digital and paper copies.

- May 7, 2025 - Changes proposed by the Attorney were reviewed and revisions were made. Lori provided her questions, which will be forwarded to board members to review, after which they may submit questions or comments back to Lori.
- Lori will prepare herself for a Bylaws meeting to be held after the June 13th 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.
- Should a revised version of the Restated Declaration and Bylaws be 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 May/June: \$1,704.00.

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

- Sierra Northwest Landscaping Co. completed weekly landscaping maintenance, which includes mowing, trimming, fertilizing, weed control and the removal of dead plant material. As requested, Sierra dialed back irrigation levels.
- The following was approved and will soon be scheduled: Sierra to correct the drainage issue along garage 24 (mailbox area) and the three additional drainage issues for buildings 5, 6 and 18. SaveATree is to remove dead tree limbs.
- Power washing was completed for all entryways and 13 garage ends, plus additional garages were cleaned at no charge.
- Oregon Chimney Repair & Cleaning, Inc. completed inspections on chimneys for buildings 12, 13, 14, 15, 16, and 17. The quote to repair is \$28,825, and we have an additional \$26,177 in the chimney budget for 2025. A deposit of \$14,412.50 is needed to schedule repairs. Water sealing is an additional \$5,753 and will be done in the fall with payment due in spring 2026.
- Entryway carpet cleaning for all units is scheduled for June 16th through June 25th.

Plans for the balance of 2025:

- Plant a 7 to 8 foot Leyland Cypress tree to replace the spruce that was removed in the northeast corner by the highway wall. This is planned for October or November.
- Repair the brick wall along the northeast corner of Glenwood and miscellaneous building brick repair.

Budget plans for 2026:

- Hydro Power to provide a quote to clean all roof ridge siding areas.
- Sierra Northwest to provide a quote to bark all building fronts and along Glenwood Drive and plant the front of building 11.

Maintenance: Kitz Anderson discussed the written report she submitted.

Completed Projects:

- Roof over building 6 finished.
- Building 5 completed on June 13th.
- Leak inspections on buildings 15 through 18 done. No problems found. Important to note: Many of the water tanks are older as they were installed in 1985.

Open Projects:

- Motion made by Ashleigh to replace garage roof on #19 through #24. Estimated cost is \$23,115+. Motion seconded by Marcia, and passed unanimously.
- Paint Radon pipes on buildings #10 and #11.
- Paint resident's conduit pipes for heating and cooling. (Resident to reimburse the board.)
- Repair gutter and roof over garage #109.
- Repair and paint man doors. (Buildings to be determined.)
- On selected garages: paint doors; repair and paint trim.
- Replace roofs on buildings 15, 16, 17 and 18.
- Repair water shut-off valves.
- Complete pressure reducing valves (11 buildings).
- Treat moss on seven garage roofs.
- Perform "critter control" (buildings to be determined.)
- Repair deck #135 for \$3,736.80.
- Shed cleaning project on Wednesday, June 18th at 8:30 a.m. Volunteer help requested.

Treasurer: Ashleigh Norment discussed her written report.

We had three missing payments for May. The three homeowners received invoices with late fees and accrued interest. One of the units is empty and will eventually be put on the market. We will collect what's owed to the Association at closing time. Another

one has since been paid and, in the third case, we will be following the steps outlined in our resolution.

Bank Balances:

Operating Income:

• OnPoint Operating Account	\$ 84,967.50
• <u>OnPoint Savings Account</u>	<u>100.32</u>
	\$ 85,067.82

Reserves

• Northwest Bank Savings Account	\$ 23,868.82
• Riverview Bank 6-month CD	\$166,521.15
• <u>Northwest Bank 12-month CD</u>	<u>\$115,443.98</u>
	\$305,833.95

At the end of 2024, the level of our Reserves was \$282,498.70. That's an increase to Reserves of \$23,335.25 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. We're not halfway through the year yet, so we're looking good for achieving, and even surpassing, that goal.

Financial Projection

Our Operating Balance above looks quite healthy, but it is all earmarked for projects, including:

- June and July
 - Garage #24 Reroof at \$23,000
 - Carpet Cleaning at \$4,625
 - Drainage Work at \$5,000
 - Pressure Washing at \$2,040
 - Bylaws Work at \$10,000
 - Quarter 2 Water Bill of \$42,000
- August through December
 - Chimney Work at \$28,285
 - Second Roof at \$65,000
 - Quarter 3 Water Bill of \$42,000

We must still 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

- Unit 135 closed on June 10th.
- Units 28, 34, 36, 54, 56 and 62 are on the market.
- The owner of Unit 93 has died and the family's plan is to relist that unit also.

COMMITTEE REPORTS:

Avoid Verbal Requests (AVRs):

- AVRs outstanding are 23 in number.
- After a discussion among board members, it was agreed to allow a variance to the style of windows being installed in Unit #72 of Building #10.

Electric Vehicles: Bob Dragoon of the Electric Vehicle Committee requested that Tom Flaming be excused from the monthly charge for owners of electric vehicles due to the fact that he only charges off-site when in northeast Portland, and rarely uses the condominium (only five days the last six months.) The request was allowed.

Garbage Grabbers: Tama October passed around a sign-up sheet for everyone who would like to join the Neighborhood Clean Up planned for Saturday, July 12th, with a picnic to follow. We will be joining two other homeowners' associations in the area for a "triple threat" event! All residents of Glenwood Place and Summerplace are invited to join in the fun!

UNFINISHED BUSINESS:

- Radon Testing Promotion: As a follow up to the presentation that was made by Environmental Works, they are offering discounted rates for Group Radon Testing. There is a sign-up sheet on our website, glenwoodplacehoa.com, if a resident is interested. Get together with your neighbors for a group rate!
 - Environmental Works Discounted Group Rates

1-9 Tests = \$95 each	30+ Tests = \$55 each	60+ Tests = \$25 each
10+ Tests = \$75 each	40+ Tests = \$45 each	
20+ Tests = \$65 each	50+ Tests = \$35 each	
- Water Usage in Glenwood: The board, in its quest to improve efficiency of water usage in our complex, will continue to research unit usage, building usage and

grounds usage. We are pleased with the savings we have experienced so far, and hope for continued success.

- Board Openings Next Year: The board hopes you all agree that qualified and talented leadership is essential in a smoothly running HOA. As the year draws to a close, we extend an invitation to Glenwood Place residents to consider running for a board position. We need to have applications filled out by the end of October, so don't put off saying YES!
- Real Estate Sales Resolution: This is a "work in progress." We hope to have a final document by the July board meeting.
- Back Taxes: Our attempt to file overlooked taxes from years past is progressing. To date, the State of Oregon has fined us \$109 for unfiled back taxes.
- Garage Man Doors: As reported by Roy Hyer, the garage man doors are a weak area as far as security goes in Glenwood. There are a few simple ways to keep them less susceptible for break-ins.
 - If lights are out, check them. They may have been unscrewed.
 - Keep track of your keys. Don't leave them lying about.
 - Be sure your door is closed and locked when it is unattended. There are sensors you can purchase that will indicate if the door is open.
- Bylaws Update: Target date for an update to the Bylaws is the July 11th Board Meeting.
- Master Key Register Log: Judy will oversee the creation of a master key register log for the purpose of tracking master keys to the Glenwood Condominium Buildings. Be sure to let her know if you have a master key in your possession.

NEW BUSINESS:

- The board will retain CALG for professional advice as we update our documents.
- Portland Water Bureau Backflow Tests: The tests have been completed and evaluated. Residents whose equipment needs attention have been advised.
- Waste Management: In order to provide the most efficient waste removal, Waste Management has been adjusting its schedule for Glenwood. Their current schedule can be found at glenwoodplacehoa.com, and changes will be noted in the Summerplace News.
- Budget Mid-year Corrections: The budget with mid-year corrections will be presented at the Bi-Annual Meeting on July 17th.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Glenwood Corner and Glenwood Webpage: For updated information about your Glenwood community, be sure to check out glenwoodplacehoa.com and Glenwood Corner in the Summerplace News monthly newsletter.
- Previous meeting minutes are located on the Glenwood HOA website at glenwoodplacehoa.com and in the library.
- Next **monthly HOA meeting** is July 11th at 10:00 a.m. in the Klickitat Room.
- **Bi-Annual Meeting** is July 17th at 7:00 p.m. in the Ballroom.
- **Annual Budget Meeting** is October 16th from 6:00 to 8:00 p.m. in the Klickitat Room.
- **Annual HOA Board Meeting** is November 20th at 7:00 p.m. in the Ballroom.
- Remember to use Summerplace Neighborhood Alert.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

- Water-saving tip from a resident: Don't leave the water running while you brush your teeth.
- Expenses: The board is reviewing many ways to cover the expenses of maintaining our complex. Raising the initiation fee at time of purchase is one of them.
- Paint request: The board will research the possibility of repainting the white edges of the steps leading into our buildings.
- Reminder: To save the outside decks:
 - Do not use large and heavy plant pots.
 - Put plant pot caddies under the pots that remain.
 - Do not use rugs on the decks.
- Website Calendar request: Include events such as vent cleaning and bug spraying.

Meeting adjourned at 11:17 a.m.

Respectfully submitted,

Diane Larson, Secretary

