

GLENWOOD PLACE BI-ANNUAL MEETING MINUTES

July 17, 2025 – 7:00 p.m.

Summerplace Clubhouse, Ballroom

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), Melissa Hayden (alternate secretary) and Kitz Anderson (Maintenance).

MEETING NOTICES:

- Notice was delivered on the website and an e-blast was sent to residents on July 7, 2025.
- Notices were placed on the bulletin boards in each building on July 12, 2025.

ACKNOWLEDGEMENTS:

- New residents in 2025:
 - Ingeborg Mussche
 - Joyce Sullivan
 - Byron and Jacob Schatzer
 - Michelle Wulfe
 - Sarah Balliet
 - Deborah Adamson-White
 - Janus Brown
 - Ron and Beth Sendre
 - Pamela Boehm
- Volunteer Committees:
 - Building Representatives – Irma Molina
 - AVR's and Welcome – Sharon Fraley
 - Electric Vehicles – Bob Dragoon
 - Garbage Grabbers – Tama October
 - Recycling - Jan Clark

- Safety – Kathy Caricchio
- Sunshine Over Glenwood – Nancy Earl
- Website – Sunni Walton, Claudia Lashley, Tama October, Ashleigh Norment
- Volunteers – Gary Hall, Kathy Caricchio, Kathy Okay, Lori Ochelt, Ingeborg Mussche, and all the other residents who assist in committees and in keeping our community beautiful

BOARD REPORTS:

Landscaping and Maintenance: Marcia Andri submitted her written report.

- Sierra Northwest Landscaping has done a wonderful job this year and has provided better service at a cost savings of over \$13,000 as compared to our regular landscaping service. Extensive repairs were made to irrigation for improved coverage and to minimize water usage. Drainage issues were corrected behind buildings 5 and 6, and between garage 24 and the mailbox area. Backflow tests were performed and passed Portland Water Bureau standards with no adjustments needed. Annuals were planted at the back entrance at no cost.
- SaveATree removed a hazardous tree and dead limbs, and pruned several trees in the courtyard. Birch borer and wooly aphid treatments were applied.
- A tomography test was conducted on a damaged maple tree between buildings 2 and 3. The tree was found to be sound, but it is recommended that the test be conducted again in two to three years.
- All outside front entryways and handrails were power washed.
- All building entryway carpets were steam cleaned.
- Volunteers planted perennials at the entrances.
- Fireplace cleaning is available for residents at a discounted rate of \$129. Additional information was sent via email and on a website post.
- Plans for the remainder of 2025:
 - Plant a 7-8 foot Leyland cypress tree to replace the spruce that was removed at the northeast corner of the highway wall last fall.
 - Oregon Chimney will replace chimneys for buildings 12, 13, 14, 15, 16 and 17. A deposit of 50% (\$14,412.50) is required to schedule repairs. Water sealing for an additional \$5,753 will be completed in the fall and will not have to be paid until spring 2026.
- Plans for 2026:
 - Hydra Power will provide a quote to clean all roof ridge siding areas.

- Sierra will provide a quote to bark all building fronts and areas along Glenwood Drive, as well as plant the front of building 11 and the west side of building 12.
- Repair the brick highway wall along the northeast corner and other miscellaneous brick repair.
- Schedule Oregon Chimney to inspect chimneys on buildings 1, 2, 3, 4, 8 and 9.
- Bill Cave to provide a quote to paint step edges.

Treasurer: Ashleigh Norment submitted her written report.

- We had two missing payments for June. One of the homeowners received invoices with late fees and accrued interest, while the other had been delinquent for 90 days and was turned over to our attorneys for collection. We will collect what is due when the unit is sold.
- Bank Balances:
 - Operating Income:

▪ OnPoint Operating Account	\$ 25,131.10
▪ OnPoint Savings Account	<u>\$ 100.33</u>
▪ <u>TOTAL</u>	<u>\$ 25,231.43</u>
 - Reserves:

▪ Northwest Bank Savings Account	\$ 26,607.89
▪ Riverview Bank Six-Month CD	\$166,521.15
▪ Northwest Bank Twelve-Month CD	<u>\$115,443.98</u>
▪ <u>TOTAL</u>	<u>\$308,573.02</u>
- At the end of 2024, the level of our Reserves was \$282,498.70. We've increased our Reserves by \$26,074.32 to date and our goal for the year is to increase Reserves by \$38,640. So we are on target to meet and exceed that goal.
- Financial Projection:
 - In June we paid 50% down (\$44,000+) on the roofs for building 18 and garage 24 and all connected garages. We also paid our Quarter 2 water bill at \$35,000+. As a reminder, our monthly income from condo fees is \$57,600.
 - In June we worked on a Mid-year Correction to the Budget for 2025 and approved it. It will be presented at the Bi-Annual Board Meeting on July 17th. It shows us having a year-end balance of \$50,000+ which is necessary to get through January 2026, our most expensive month of the year.

- Units Sold and For Sale:
 - Unit 28 is pending.
 - Units 34, 36, 51, 54, 56, 62 and 93 are on the market.

Maintenance: Kitz Anderson submitted her written report.

- Completed Projects:
 - The roof on Building 6 was replaced.
 - Plumbing repairs for Building 5 were completed.
 - Two garage doors were replaced due to damage from vandalism.
 - Gutters were repaired in response to four AVR requests.
 - Paint of the matching color was applied to radon fixtures, grids, and garage doors.
 - The HOA storage shed was cleaned out and organized.
 - The gutter that was mistakenly damaged by an Amazon truck was repaired.
- Open Projects:
 - Garage roofs for Units 5 through 10 and 19 through 24 are to be replaced.
 - The roof on Building 18 is to be replaced.
 - The deck for Unit 135 will be repaired.
 - The latch on the iron gate will be repaired.
 - Deck and patio inspections will be completed.
 - Water shut-off valves will be repaired.
 - Pressure reducing valve project in 11 buildings will be completed.
 - Six garage roofs will receive moss treatment.
 - After a thorough inspection, buildings requiring critter control treatment will be so treated.
 - Man doors on garages for Units 31 and 117 will be replaced.
 - For garage and man doors throughout the complex, damaged and rotting wood will be repaired.
 - Electrical issues with Building 5 will be addressed.

NEW BUSINESS:

- A Reserve Study for 2026 will cost \$900. A motion was made by Marcia to approve the purchase, with a second by Kitz. Approval was unanimous.
- A board position is expiring at the end of December. We have applications and proxy vote sheets available on the table. You are welcome to talk to a board member if you are interested. Also, later in the year we will have the notice for the November Annual Meeting on the bulletin boards.

- Bylaws and Issues: The board has been receiving AVR's about repairs that residents feel are the HOA's responsibility. We want to remind you that the HOA is not like an apartment complex; repairs are paid for out of your HOA fees. The board will be adhering more closely to the bylaws about maintenance and repair.

Please refer to Article IX, Section 1(a) – Maintenance and Repair: “the resident is responsible for performing all cleaning, maintenance and repair work within their unit, which if omitted would affect the common elements of the condominium or parts thereof belonging to other owners and shall be responsible for the damages and liabilities from their failure to do so.”

- Deck inspections are coming up. Deck membranes are extremely expensive and please be reminded that deck repair comes out of YOUR HOA fees.
- We have six (6) condos for sale and three (3) pending. To address the Maintenance (Initiation/Transfer) Fee for Glenwood, we know Summerplace has increased their Initiation Fees to \$3,000, and we are revisiting our bylaws for the purpose of allowing Glenwood to increase its Maintenance (Initiation/Transfer) Fee.
- We have retained an attorney to properly handle liens.
- Temporary Visitor Vehicle Registration Form and Permit was updated to include registration end date on the form. Marcia made the motion; Kitz seconded it; and all approved.

OLD BUSINESS:

- Portland Fire and Rescue will be installing a box that provides entrance to the condominium buildings in case of an emergency, so there is no need to place a lock box at your door.
- The Estate Sale Resolution and Application has been revised and finalized.
- High water usage through buildings 15-18 was investigated and it has been mostly attributed to old bathroom fixtures. There were quite a few replaced and, compared with last year's numbers, we saved \$3,000. Thank you to those who made the upgrade. Not only did you add value to your home, but saved money in our budget--it's a “win-win.” We now see that we should consider other meters showing discrepancies and keep the trend of saving water and money.
- Bylaws are being updated and changes reviewed. Next will be a meeting with the attorney.

ANNOUNCEMENTS:

- Once again, Glenwood is being offered a discount rate for fireplace cleaning. We need at least eight units to email and schedule a cleaning in order to receive the discount rate of \$129.00. (The regular rate is \$199.00.) If you are interested, please email: pdxfireplaceguy@gmail.com. The available dates are August 7, 8, 14, and 15. Saturday, August 9th, may be an option if a weekday does not work for you. Please include your name, unit number, building number and date preference in your email.
- A radon testing presentation was made on May 29th in the Summerplace Clubhouse. Please refer to our website for how you can get tested if you feel the need. The best time to get tested is in the fall or spring when your house is a closed environment.

ADDITIONAL INFORMATION FOR RESIDENTS

- Revised forms are available online through the Summerplace website and at the table by the sign-in sheets.
- Previous meeting minutes are located on the Glenwood HOA website at glenwoodplacehoa.com and in the library.
- In order to report concerns, fill out an AVR form and place it in Glenwood's drop box by the mailboxes.
- Patio and deck lights should be on at night.
- Next monthly HOA board meeting will be on August 8, 2025, at 10:00 a.m. in the Klickitat Room.
- Annual Budget Meeting is October 16, 2025, from 6:00 to 8:00 p.m. in the Klickitat Room.
- Annual HOA Board Meeting is November 20, 2025, at 7:00 p.m. in the Ballroom.

QUESTIONS AND ANSWERS:

- Deck and patio tips:
 - When moving your plants on the deck, don't drag them. It damages the flooring membrane.
 - Use bright lights on your porches and decks.
- Building representatives have parking passes that can be issued for up to thirty days per calendar year.
- Recycling:
 - Be sure your items for recycling are rinsed and clean.

- Used tissues, used paper towels, and Styrofoam are not recyclable at this time.
- If you have clam shell-type containers, or bubble wrap, contact Jan Clark at 303-903-9577 for disposal advice.
- Kathy Caricchio has been carefully monitoring Waste Management as the company becomes accustomed to the location of Glenwood's waste containers.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Diane Larson, Secretary (as recorded by Melissa Hayden)