

# **GLENWOOD PLACE BOARD MEETING MINUTES**

September 12, 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), Ashleigh Norment (Treasurer), Diane Larson (Secretary), Marcia Andri (Landscaping and Maintenance) and Kitz Anderson (Maintenance).

## **RESIDENTS ATTENDING:**

Attendees were Debbie Adamson, Kathy Caricchio, Bob Dragoon, Nancy Earl, Sharon Fraley, Melissa Hayden, Carol Hunt, Roy Hyer, Lori Lochelt, Carol Manzano, Ingeborg Mussche, Cathy Rodgers, Nancy Stathas, and Sunni Walton.

## **MINUTES:**

Minutes of August 8, 2025, were approved as presented. Kitz made the motion; Marcia seconded.

## **BOARD REPORTS:**

Chair: Judy Evans discussed the written report she submitted.

- The Knox Box from Portland Fire and Rescue has been purchased, delivered, and installed. Portland Fire and Rescue now has the ability to enter a Glenwood building in case of an emergency.
- The Bylaws Committee, headed by Lori Lochelt and Judy Evans, has been busy revising and updating our current Bylaws. The revisions are to be reviewed and then submitted to the Attorney, who will complete preparation of the Amended and Restated Declaration and Bylaws. After legal review the bylaws will be presented to the unit owners for approval by a majority vote.
- Volunteer positions are just that . . . volunteer. If resident volunteers can't get the job done, then we'll be looking to turning the complex over to a management company. It is a fact that this will incur additional costs to our residents and a slower response to your AVRs (Avoid Vocal Requests). If you're not ready to become a Board member, you could consider volunteering to join a committee in order to get involved.
- Please use the AVRs to communicate any concerns you might have. Emails are not to be answered, as the exchange of information needs to be documented by use of an AVR.
- Legal Billing for September: \$153.00.

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

- Sierra Northwest Landscaping Co. completed weekly landscaping maintenance which includes mowing, trimming, fertilizing, and the removal of dead plant material. The drainage issues at the front of Buildings 18A and 5B were completed. When Jaime Sierra was following up on irrigation concerns, he discovered that the water meter for Building 1 was leaking. The stoppage of the leaking water and the repair were completed at no cost to Glenwood since this issue was the responsibility of the Water Bureau.
- Marcia met with Jaime Sierra and walked through Glenwood to discuss plans for service and irrigation in 2026.

Quotes were requested for:

- Updates to the front of building 11, side of building 12, and the turf area behind buildings 19 through 21
- Drainage around the gas meter in front of building 19, and the parking area by building 10
- Bark for all the building fronts and along Glenwood
- Oregon Chimney Repair & Cleaning, Inc. repaired chimneys for buildings 12, 13, 14, 15, 16, and 17, and the chimney for building 1, unit #5.
- Bugs Buddy has been setting more rat traps and treating for wasps.
- Hydro Power submitted a quote to clean all roof ridge siding areas. At \$50 per ridge, the total cost is \$3,800.

Plans for the Balance of 2025:

- Plant a 7-to-8-foot Leyland Cypress tree to replace the spruce that was removed at the northeast corner of the highway wall. This is planned for October or November.

Plans for 2026:

- Schedule Oregon Chimney Repair & Cleaning, Inc. to inspect chimneys for buildings 1, 2, 3, 4, 8 and 9.

Maintenance: Kitz Anderson discussed the written report she submitted.

Completed Projects:

- Repair railing for building 1.
- Complete roof replacement for building 18.
- Schedule repairs for man doors 10, 11 and 89.
- Paint three entry doors.
- Repair man door 139
- Report on Project Critter Control indicates multiple units impacted.
- Green Yard Debris Bins are for yard waste only. They should not be used to dispose of food scraps, as that attracts vermin.
- Schedule gutter cleaning for first week of November.

Open Projects:

- Request for gutter cleaning in early summer and fall.
- Quotes for roofing project.
- Complete 2025 deck inspection – Remaining units will be seen by appointment.
- Complete Pressure Release Valves (11 buildings).
- Replace man doors 31 and 117.
- Repair rotted wood on garages and man doors throughout the complex.
- Dryer vent cleaning scheduled for February – March.
- Replace, repair and paint roof line boards throughout the complex.

Treasurer: Ashleigh Norment discussed her written report.

We had two missing payments for August. One of the units has been delinquent for a long period of time and has been turned over to Collections. A lien has been put on the unit, and we will collect the amount due when the unit is sold. The second missing payment was a transaction in error that is being resolved.

**BANK BALANCES:**

- Operating Income:

○ OnPoint Operating Account	\$ 33,370.31
○ OnPoint Savings Account	<u>100.35</u>

TOTAL	\$ 33,470.66
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- Reserves:

○ Northwest Bank Savings Account	\$ 31,268.58
○ Riverview Bank 6-month CD	166,521.15
○ Northwest Bank 12-month CD	<u>116,936.72</u>

TOTAL	\$314,726.45
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We've increased our Reserves by \$32,227.75 to date and our goal for the year is to increase reserves by \$38,640.

**FINANCIAL PROJECTION**

We have another \$11,500+ payment to make for the roofs that have been completed this year. We have about \$15,000 in brickwork and chimneys to pay this month. In early October we will be paying the third quarter water bill at about \$38,000. Of course, there will be other projects in quarter four, but right now our Cash Flow Projection shows an end-of-year balance of

\$98,000. Of that, \$50,000 will be needed for water and insurance in January. Any amount over that will be applied to the roofing projects that must be finished next year.

Sawtooth Roofing Company has advised us that four roofs need to be completed in 2026 for \$254,000+. In a separate discussion and document, we will review four funding scenarios to support this project which will last three years. We are also asking two other roofing companies to submit their evaluation and estimates.

#### UNITS SOLD AND FOR SALE

- Units 28 and 93 closed in August.
- Units 54 and 56 are pending.
- Units 10, 14, 34, 36, 51, 62 and 106 are on the market.

#### COMMITTEE REPORTS:

Avoid Verbal Requests (AVRs): Sharon Fraley reported the following:

- 2025 AVRs outstanding are 18 in number.
- 2024 AVRs carried over are six in number.

Safety – Etc.: Kathy Caricchio reported as follows:

- The Board has noticed an increase in theft in the past month. It is important to keep your vehicle and garage locked when you are not in them, and to always keep your keys with you.
- Follow the guidelines with your waste disposal. The Yard Waste Bin is for leaves and flowers and small branches, not last night's leftovers from dinner.

Sunshine Over Glenwood: Nancy Earl submitted the following:

- The committee's gatherings and gifts are quite popular (with 180 cards given out each year!), so a request was made for a budget of \$300 to help with expenses.

Water Resource: Bob Dragoon, Water Resource Coordinator, reported the following:

- The committee is researching ways residents can reduce our water usage in the wake of citywide fee increases next year.
  - One idea is to install a high-performance toilet. The average toilet consumes 24% of daily water usage (the most of any indoor appliance). A new high-performance toilet could reduce your water usage by 4,000 gallons. The Portland Water Bureau is offering a \$70 rebate when a customer installs a new toilet with a WaterSense label by the end of the year. Some rules apply.
  - Another quick and effective idea for reducing water usage is to install a high efficiency shower head (1.8 gallons per minute or less).

Welcome: Diane Larson reported as follows:

- Procedures and documents are being updated to create a more consistent and welcoming experience for new owners. Marcia offered to help with the planning. Building representatives will continue to be an important part of the process.

## **UNFINISHED BUSINESS:**

- Revised forms to be distributed are:
  - Temporary Visitor Vehicle Parking Resolution and Registration forms
  - Estate Sale Resolution and Application form
  - Index of Forms
- Board election guidelines are available on the website, by email, and hand delivered.
  - The board job descriptions and the application form are available at [glenwoodplacehoa.com](http://glenwoodplacehoa.com).
  - The application form must be completed and returned to the Association mailbox no later than noon on October 8, 2025.
- The Reserve Study for 2026 is in progress.
- Motion was made by Kitz and seconded by Marcia to purchase 250 vehicle parking stickers for the purpose of identifying residents' cars. Approval was unanimous. The motion was amended after further discussion to allow for the purchase of 300 stickers.
- Ashleigh prepared a comprehensive report regarding the replacement of building roofs, which she presented at the meeting. The roofs are to be replaced according to condition and necessity. In addition, the financial implications are being taken into consideration. A copy of the report will be posted on [glenwoodplacehoa.com](http://glenwoodplacehoa.com). The issues will be discussed again at the Budget Meeting in October.
- Complex updates:
  - Unit #5: The chimney repair was completed.
  - Unit #68: Safe Electric inspected the unit on behalf of the HOA, and the issue is the owner's responsibility.
  - Unit #118: The Board agreed that when the unit goes up for sale the owner and realtor must disclose the fact that repairs to the deck are the owners' responsibility. That includes removal of the cement slab and replacement of the waterproof membrane.

## **NEW BUSINESS:**

- Judy reminded us that the Budget Meeting will be held on Thursday, October 16<sup>th</sup>, from 6:00 to 8:00 p.m. Residents are welcome to attend, but their participation will be limited to post-meeting comments.
- The HOA maintains a Roster of information for each member household which is derived from the Resident Contact Information sheet that the owners fill out. The information obtained is critical for emergency situations, and to maintain up-to-date member information. We will be adding the following to the list:
  - Number of occupants
  - Sign off sheet confirmation (for welcome visit)
  - Parking sticker number
  - Number of pets
- Keeping up to date on the information we provide for proper recycling activity is something we are all passionate about. We will be distributing Portland city brochures on the subject in the near future.

- Moderating costs:
  - Dryer vent cleaning is scheduled for February/March 2026.
  - Security Cameras purchase has been tabled.
  - CALG document update has been tabled.

#### **ADDITIONAL INFORMATION FOR RESIDENTS:**

- Previous meeting minutes are located online at [glenwoodplacehoa.com](http://glenwoodplacehoa.com) and in the library.
- Next monthly HOA meeting on October 10<sup>th</sup> at 10:00 a.m. in the Klickitat Room
  - **Annual Budget Meeting** on October 16<sup>th</sup> at 6:00 to 8:00 p.m. in the Klickitat Room
  - **Annual HOA Board Meeting** on November 20<sup>th</sup> at 7:00 p.m. in the Ballroom
- *Summerplace Neighborhood Alert* and Glenwood Place's *What's Happening* will keep you informed of the important events in our community.
- We have volunteer opportunities for everyone. Just ask us!

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

- The Knox Box, provided by Portland Fire and Rescue, has been installed and the emergency key lies within providing access to our buildings in case of an emergency.
- Protecting your possessions from thievery falls to you.
  - Keep your building and unit doors locked.
  - Keep your garage doors locked.
  - Keep your vehicle doors locked.
  - Don't leave your keys unattended in your car.
- Make sure your license plate stickers are up to date.
- Use the most current AVR Forms. They can be found online.

Meeting adjourned at 11:38 a.m.

Respectfully submitted,

Diane Larson, Secretary