

# **GLENWOOD PLACE BOARD MEETING MINUTES**

November 14, 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 Sarah Balliet, Kathy Caricchio, Bob Dragoon, Nancy Earl, Sharon Fraley, Mercedes Fullerton, Melissa Hayden, Carol Hunt, Allen Levy, Joy Levy, Carol Manzano, Toni Omura, Cathy Rodgers, Alice Snyder, Sunni Walton.

## **MINUTES:**

Minutes of October 10, 2025, were approved as presented. Kitz made the motion. Marcia seconded. Motion passed unanimously.

## **BOARD REPORTS:**

Landscaping and Maintenance: Marcia Andri discussed her written report.

- Sierra Northwest Landscaping Co. completed weekly landscaping maintenance which included mowing, trimming, and removal of dead plant material. Turf drains were cleaned and leaves were removed, which will continue through December. A donated Japanese maple and a hydrangea were planted. Jaime Sierra confirmed that irrigation was not done twice a day this year.
- Sierra NW corrected the drainage issues behind units #49 and #50, and at the side of building #19.
- Sierra NW submitted a service agreement for snow and deicing services which recommended the option for parking lot plowing to allow for emergency vehicle access upon the Board's request. Marcia made the motion to approve; Ashleigh seconded. Motion passed unanimously.
- Brick work on unit #93 was completed after new windows were installed.
- The Board, Kathy Caricchio, Bob Dragoon and Alan Levy toured the Glenwood property to view irrigation areas that have been reduced in the past, and to consider irrigation reduction options for 2026 and the future.

#### Plans for 2026:

- Oregon Chimney Repair & Cleaning, Inc. will be scheduled to inspect chimneys for buildings 1, 2, 3 and 4 in early June.
- Sprinkler heads to be capped will be flagged and we will be working with Sierra NW about irrigation efficiency.
- Sierra NW will submit a quote for updating the front of building #11 as a possible project for Quarter 4 of 2026.

Maintenance: Kitz Anderson discussed her written report.

#### Completed Projects:

- Three garage man doors have been repaired after break-ins. Kitz suggested that residents purchase door alarms for their man doors to deter such activities.
- Gutter has been cleaned out on the garage by building #5.
- Gutter cleaning for the rest of the complex is scheduled to begin on November 17<sup>th</sup>. Be sure to move patio furniture and other items on your patios and decks so they will not be damaged during the cleaning process.

#### Open Projects:

- Ice melt will be available for pickup at the back garages on Saturday, November 22<sup>nd</sup> from 9:00 to 11:00 a.m. Building representatives can fill up their building containers and obtain spigot covers.
- Critter control requires electrical repairs followed by remediation.
- On November 18th the electrician will also address the blinking streetlights and silent doorbell.
- Letters with results of deck and patio inspections will be sent out.
- Pressure Release Valves Project has 11 buildings remaining.
- Man door replacement is planned for Garages #31 and #117.
- Rotted wood surrounding garage doors and man doors throughout the complex will be addressed in 2026.
- Dryer vent cleaning is scheduled for February – March.
- Barge rafters will be replaced, repaired and painted, as needed, throughout the complex in 2026.

Treasurer: Ashleigh Norment reviewed her written report.

We had two missing payments for October. One of the units has been in collections for some time. A payoff was sent by the lender to the attorney, and we should have the distribution soon. We will continue with the collections process until the unit is sold. The second missing payment was late for medical reasons.

## BANK BALANCES:

- Operating Income:
  - OnPoint Operating Account \$ 37,033.85
  - OnPoint Savings Account 100.37
  - TOTAL \$ 37,134.22
- Reserves:
  - Northwest Bank Savings Account \$ 42,152.16
  - Riverview Bank 6-month CD 166,521.15
  - Northwest Bank 12-month CD 116,936.72
  - TOTAL \$325,610.03

Our goal for the year was to increase reserves by \$38,640. At this point, we have increased Reserves by \$37,210.03. There are three more units pending at this point, which will add \$6,000 more and we do expect several more units beyond that to go pending before the end of the year.

## BUDGET AND FINANCIAL PROJECTION:

We came out of the October Budget Meeting with a plan which will allow us to replace four roofs in 2026 while growing the Reserves. The roofs will be paid out of the Operating Budget so that we continue our steady increase to the Reserves.

At this point our Cash Flow Projection shows us ending the year with \$51,000+ in our Operating Account. But there will be expenses we don't yet know about. And in January we will be paying \$74,326 in insurance and our fourth quarter water bill which could be as high as \$44,000. Our monthly income will be \$62,640.

We appreciate our volunteers who are actively working with the Board on indoor and outdoor water usage. This will be a key to the success of our budget in the new year.

## UNITS SOLD AND FOR SALE

- Units 10, 14, 51 and 56 closed in October.
- Units 34, 36 and 62 are pending.
- Units 108 and 118 are on the market.

Chair: Judy Evans discussed the written report she had submitted.

- Judy personally thanked the residents who have recognized the HOA Board's efforts and devised committees to assist. The committees' research to provide us with information keeps our momentum to complete a varied number of projects.
- Security issues are being researched by Alan Levy, and he will present his findings to the Board at the December meeting.
- Bylaw Committee: Lori Lochelt, Judy Evans
  - The HOA's input of revisions are to be reviewed and then this will be submitted to the Attorney for updating and revising the Amended and

Restated Declaration and Bylaws. The completed documents will be presented to unit owners for majority approval.

- Avoid Verbal Requests (AVRs): This form has been created so that residents can address problems, issues or concerns with proper documentation and evidence of follow-up. The system is working.

Emails, especially to a personal email address, will not be answered. All Board members are volunteers, and they donate numerous hours to achieve their goals. They are entitled to their personal time. Please show restraint and contact them through an AVR form.

- Legal Billing for October is \$455.00.

## **COMMITTEE REPORTS:**

AVR: Sharon Fraley reported the following:

- 2024 AVRs carried over are three in number.
- 2025 AVRs outstanding are 22 in number.

Disaster Preparedness: Lori Pesavento advised us that a meeting is scheduled for January 7, 2026, in the Wy'East Room to discuss ways to be ready for a disaster in our area.

Newsletter/Information Distribution: Joanne Cairns is the Chair of this committee.

Glenwood Garbage Grabbers: Tama October reported that we have new members on the committee from neighboring condominiums who are joining us to clean up our community.

Safety-Etc.: Kathy Caricchio reminded us that our neighborhood enforcement office has regular meetings that are open to the public. The added hours of darkness this time of year create more dangerous situations and require more diligence on our part.

Sunshine Over Glenwood: Nancy Earl reported the following:

- The Second Annual Holiday Decorating Contest will be held in December.
  - December 1<sup>st</sup> – Sign up sheets available. Numbers will be assigned. Activities In Action will provide judges.
  - December 10<sup>th</sup> – Final day to sign up.
  - December 15<sup>th</sup> – Judging will be this week.
  - January 15<sup>th</sup> – Decorations must be removed.
  - Good luck!
- Request was made for \$30-\$40 to purchase cookies for the Fire Department as a thank you gift. Kitz made the motion; Marcia seconded. Motion passed unanimously.
- The Committee anticipates planning day trips in 2026 that would involve groups traveling in carpools to nearby destinations.

Water Usage: Bob Dragoon leads the search for ways to decrease water usage in our buildings. Roto-Rooter will visit next Friday to look for aged toilets and water leaks in units.

Specific buildings will be targeted each time they visit. Reminder: Portland Water Bureau's offer of a rebate for purchasing a new efficient toilet continues through December 31<sup>st</sup> only. Bob has arranged a presentation by the Portland Water Efficiency Program which will be held on November 20<sup>th</sup> at 6:00 p.m. in the Summerplace Ballroom right before our Annual Meeting.

Alan Levy and Marcia Andri are concentrating on outdoor water usage. Alan is pursuing ways to compare our usage figures with others in the area.

Welcome: Diane Larson reported that the committee is moving along with efforts to refine and improve documents presented to Glenwood newcomers. We will be including each owner's mailbox key number as an added improvement in the welcoming process.

### **UNFINISHED BUSINESS:**

- Completing the Reserve Study for 2026 requires our Board members to anticipate future needs of the community and to be intentional with expenditures. The most up-to-date information regarding the Reserves can be found on the Glenwood Place website at [glenwoodplacehoa.com](http://glenwoodplacehoa.com).
- The best place to purchase vehicle parking stickers is still being reviewed. Their use will be initiated in 2026.
- The Master Roster List and Resident Contact Information Sheets will be enhanced to include number of occupants, sign off sheet confirmation, vehicle parking sticker number, pet information, and mailbox key number.
- The Board has reviewed three estimates for replacement of the remainder of the building roofs. Judy proposed that we stay with Sawtooth Roofing Company to complete the building roofing project. Kitz made the motion. Marcia seconded the motion. The motion passed unanimously.
- The 2026 Budget was approved with two adjustments.
  - \$10.00 from each condo fee will be deposited to the Reserve Fund.
  - Legal Fees of \$2,720.00 will be postponed.

Marcia made the motion to approve. Ashleigh seconded the motion. The motion passed unanimously.

- A discussion was held regarding the request for a mini split on Unit #10 which is a ground level unit. The single HVAC unit will be allowed right off the patio with vent pipe work only, and the connection will go right through the brick. This concept will not be possible for a bedroom HVAC unit. Kitz moved to approve the request. Ashleigh seconded the motion. The motion passed unanimously.
- Judy requested that Building Inspections be added to the 2027 Budget, as they are a city requirement.

### **NEW BUSINESS:**

- 2026 Board Meetings

- Judy moved that in 2026 we do not hold the July and November monthly meetings because of the General and Annual Meetings in those months. Kitz seconded the motion. The motion passed unanimously.
- The set-up procedure for the ballroom will be reviewed and adjusted as needed.
- Secretary to reserve rooms at Summerplace for meetings in 2026.
- 2026 Forms to be Updated:
  - Welcome Packet
  - HOA Fee Notice
  - When Selling Your Unit
- The Security Committee will be led by Alan Levy. Congratulations, Alan!
- Reminders:
  - Check smoke and carbon dioxide detectors.
  - Your radon test readings are most accurate when done in the spring or fall.
  - Keep your patio and deck lights on all night.
- Retaining Community Association Law Group, PLLC, for updating documents has been tabled.
- Ashleigh discussed the fact that residents have offered to help pay for someone else's Assessment Fee. These are transactions in which the Board cannot directly participate.

Residents have also offered to donate funds to deposit in the Reserves. This we can accept along with a signed "letter of resolve." Ashleigh made a motion to approve a Reserve Donation Deposit. Kitz seconded the motion. Motion was approved unanimously.

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

- Previous meeting minutes are located online at [glenwoodplacehoa.com](http://glenwoodplacehoa.com) and in the Summerplace Library.
- Annual Meeting is on November 20<sup>th</sup>.
- Next monthly HOA Meeting is December 12th, at 10:00 a.m. in the Klickitat Room.
- Remember to use Summerplace Neighborhood Alert.
- Volunteers are always welcome.

### **QUESTIONS AND ANSWERS:**

- Bob questioned the legality of the letter mentioned above. It would be researched before it was used.

The meeting adjourned at 11:11 a.m.

Respectfully submitted,

Diane Larson, Secretary