

2025 ANNUAL GLENWOOD PLACE HOA BOARD OF DIRECTORS MEETING MINUTES

November 20, 2025 – 6:00 p.m.

Summerplace Clubhouse Ballroom

GUEST SPEAKER:

Bob Dragoon presented Jeff Sandberg from the Portland Water Bureau, who has been working with Glenwood to evaluate our consumption of water with the goal of lowering our water usage bills. He came to the meeting to answer questions the residents may have about this issue, so they can be a part of the solution to save money. At this point in time our water bill equals approximately 25 percent of our budget.

WELCOME AND INTRODUCTION OF THE BOARD OF DIRECTORS:

Judy Evans welcomed those in attendance at the Board Meeting. The following board members introduced themselves: Judy Evans (Chair), Ashleigh Norment (Treasurer), Diane Larson (Secretary), Marcia Andri (Landscaping and Maintenance), and Kitz Anderson (Maintenance).

ADOPTION OF THE MINUTES:

The minutes of the November 14, 2025, board meeting were approved as presented. Marcia made the motion. Ashleigh seconded. Motion passed unanimously.

WELCOME TO NEW RESIDENTS:

The following residents who joined the HOA during 2025 were recognized by the Chair. They were asked to stand and received a round of applause.

Ingeborg Mussche	Janus Brown	Richard Emmet & Margaret Hull
Joyce Sullivan	Ron & Beth Sendre	Michael Leary & Paul Griffitts
Byron & Jacob Schatzer	Pamela Boehm	Gale Moses
Sarah Balliet	Tim Messmer	Susan & John Schneider
Michelle Wulfe	Patty Mayer	Pierre Bourque
Deborah Adamson-White	Pamela Winetrout	Jane E. Pinkerton

VOLUNTEER COMMITTEES:

Our volunteer committees provide valuable information and countless hours of their time to the HOA's governing body. Following is a list of the committees and their leaders.

Avoid Verbal Requests (AVRs) – Sharon Fraley	Recycling – Jan Clark
Building Representatives – Irma Molina	Safety, Etc. – Kathy Caricchio
Disaster Preparedness – Lori Pesavento	Security – Alan Levy
Electric Vehicles – Bob Dragoon	Sunshine Over Glenwood – Nancy Earl
Garbage Grabbers – Tama October	Water Usage – Bob Dragoon
Newsletter/Info Distribution – Joanne Cairns	Website – Claudia Lashley & Sunni Walton

We have additional neighbors who help with landscaping. They are Debbie Adamson-White, Sarah Balliet, Kathy Caricchio, Gary Hall, Lori Lochelt, Tina Miller, and Ingeborg Mussche. Lori Lochelt is also assisting with Bylaw updating; Kathy Okay is backup for Finance; Roy Hyer and Dave Conrad assist with electronic issues. Kip Goehrend assists with Maintenance and Randy Polivka, along with many new neighbors, assists in keeping our community beautiful.

The committee volunteers were asked to stand and were given a well-deserved round of applause.

ANNUAL ELECTION OF BOARD MEMBER:

- There was one position to be filled on the Board of Directors this year. The term runs from January 1, 2026, to December 31, 2028. Our single nominee, Kathy Caricchio, has been a resident of Glenwood for five years and brings with her over 29 years of homeowners' association experience. With a ballot being unnecessary, Kathy was elected through acclamation.
- An organizational meeting of the Board of Directors will follow this meeting to assign responsibilities to the new Board member.

RESOLUTION FOR CARRYOVER OF EXCESS 2025 OPERATING FUNDS:

- The Chair called for a quorum. There were 74 total attendees and proxies. A quorum was had.
- A vote was held in accordance with IRS Ruling 70-604 relating to excess funds. The proposed resolution provides that any excess of membership income over membership expenses for the year ended December 31, 2025, be applied against the subsequent tax year assessments. The resolution was passed.

BOARD OF DIRECTORS' REPORTS:

- LANDSCAPING AND MAINTENANCE: Marcia Andri discussed her written report.
 - Landscaping our 5+ acres is very important to Glenwood owners and the Board is committed to maintaining our beautifully landscaped community. As our buildings age, expenses rise and landscaping matures; it has been necessary to reduce landscaping expenses but also to maintain the outdoor space. In 2014 the landscaping budget was \$100,000; in 2022 - \$100,000; in 2024 - \$90,000; in 2025 - \$82,650; and the 2026 budget is \$75,000. This year with the help of volunteers we

divided over 40 perennials to fill in where shrubs have died and a donated tree and shrubs were planted.

- Sierra Northwest Landscaping Co. has done a wonderful job in their first year of providing our landscaping service with cost savings of over \$13,000 compared to our previous landscape service. Extensive repairs were made to irrigation for improved coverage and to improve water usage. Drainage issues were corrected for buildings 5, 6, 7, 18 and 19, and between garage 24 and the mailbox area. Backflow tests were performed, and they passed Portland Water Bureau standards with no adjustments needed. When irrigation was dialed back too far behind buildings 14 and 15, the area was reseeded at no cost to us, and irrigation adjustments were made. Annuals were planted at the back entrance at no cost to us and a Leyland Cypress was planted to replace the spruce that was removed at the northeast corner of the highway wall.
- 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 reconducted in two to three years.
- We have an agreement in place with Sierra Northwest for on-call snow removal on streets to allow emergency access. The board will decide when it is necessary to have streets plowed.
- All outside entryways and handrails were power washed.
- All building entryway carpets were steam cleaned.
- Oregon Chimney Repair & Cleaning Inc. repaired chimneys for buildings 12 through 17 and building 1, unit #5.

Plans for 2026:

- We will focus on irrigation reduction by working with Sierra Northwest to maximize our Wi-Fi weather sensitive controllers and by capping selected sprinkler heads.
- Sierra Northwest will submit a quote to update the front of building 11 as a project possibility for 2026, quarter 4.
- Oregon Chimney will inspect and repair chimneys for buildings 1 through 4.
- Bill Cave will provide a quote to paint outdoor entry step edges.
- MAINTENANCE: Kitz Anderson reviewed her written report beginning with accomplishments of 2025.
 - Repaired man-doors for units #72, #76, #80, #119 and #139.
 - Repaired water damage on ceiling in unit #40.
 - Repaired deck and replaced membrane for unit #135.
 - Repaired sewer drains to units #33 and #34.
 - Repaired iron gate.
 - Painted garage doors for units #72 and #76, as well as grates and radon pipes.
 - Painted three entryway doors including buildings 4 and 17.
 - Repaired three streetlights.

- Replaced breaker box in garage for unit #14.
- Repaired fire alarm in building 18.
- Rewired attic for units #109 and #110.
- Replaced motion detector light and four outdoor lights near to building 9.
- Rekeyed buildings 13 and 17.
- Reattached siding to buildings 13 and 18.
- Repaired garage for unit #24 with new man-door and mold mitigation.
- Conducted critter control inspections and sealed entrances for buildings 6A, 10A&B, 14, 15 and 17.
- Cleaned gutters and used moss control on all buildings and garages.
- Repaired gutters on buildings 1 through 8B, 11, 47 and 76, and garage 109.
- Replaced roofs on buildings 6 and 18.
- Replaced garage roofs for units #5 through #10 and #19 through #24.

Projects for 2026:

- Replacement of roofs on buildings 11, 12, 13 and 15.
- Replacement of man-doors on units #31 and #117.
- Cleaning of dryer vents.
- Critter control remediation.
- Repairing and painting wood around man-doors and main garage door trimming.
- Electrical repairs to damage by critters.
- Complete work on water valve issues.
- Cleaning of gutters twice per year.
- Building, electrical and plumbing inspections.
- Barge rafter replacement, repair and painting, as needed throughout the complex.

2026 OPERATING BUDGET AND ANNUAL ASSESSMENT:

- PRESENTATION: Ashleigh Norment provided a detailed overview of Glenwood's financial structure over the past decade along with a peek into the future. The report included:
 - Level of Reserves Over the Past 11 Years – This section included the dollars spent on roof replacement to date and projected in 2026.
 - Condo Fee Research – Eight condo associations in the area were highlighted.
 - 2026 Fiscal Year Budget –
 - Commentary included details concerning the 2026 Special Assessment of \$300 per unit which must be paid by June 30, 2026, in whatever installments the resident prefers.
 - Where Does My \$435 Condo Fee Go? – The breakdown is by dollar amount and percentage.
 - Where Does My \$300 Special Assessment Go? – The entire amount will be needed to help with roof replacement expense.
- The Chair announced adoption of the approved 2026 Operating Budget and Annual Assessment.

MEMBER COMMENTS:

- Question: How does a member let the board know they are making an extra payment?
 - Answer: Send a note in conjunction with the payment.
- Question: How are we taking care of the rest of the roofs after 2026?
 - Answer: The dollar amount will decrease for the years following 2026. It is way too soon to anticipate what may be needed in the 2027 budget, but we are committed to minimizing the pain for homeowners while conducting the maintenance work that is needed.
- Question: Does the price quote for roofing include boards that need to be replaced?
 - Answer: In 2025, we paid an extra \$90 outside our contract for a board that needed to be replaced. We anticipate the extra cost for replacement boards in 2026 will not be significant.

ADDITIONAL INFORMATION:

- Minutes for previous meetings are located on our website at glenwoodplacehoa.com or in a binder in the library.
- If you have any questions or concerns, report them on an AVR and submit them for review.
- Please leave patio and deck lights on at night. Use 1500 lumens bulbs for your outdoor lighting.
- The next monthly HOA Board meeting will be on December 12th at 10:00 a.m. in the Klickitat Room.

The meeting adjourned at 7:48 p.m.

GLENWOOD PLACE BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES

November 20, 2025 – 7:50 p.m.

Summerplace Clubhouse, Ballroom

CALL TO ORDER:

Judy Evans, Chair, called the Board of Directors to order for the purpose of holding the Organizational Meeting of the Glenwood Place Homeowners Association.

ASSIGNMENT OF RESPONSIBILITIES:

Newly elected Board Member Kathy Caricchio was assigned the Landscaping responsibilities.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Diane Larson, Secretary