

GLENWOOD PLACE BOARD MEETING MINUTES

December 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 were Judy Evans (Chair), Ashleigh Norment (Treasurer), Diane Larson (Secretary), Marcia Andri (Landscaping and Maintenance), and Kitz Anderson (Maintenance).

RESIDENTS ATTENDING:

Attendees were Kathy Caricchio, Bob Dragoon, Nancy Earl, Sharon Fraley, Melissa Hayden, Alan Levy, Joyce Levy, Carol Manzaro, Tama October, Lori Pesavento, Bobbi Pincetich, Cathy Rogers, Beth Sendre, Nancy Stathas, Sunni Walton, and Jan Woodcock.

MINUTES:

The minutes of November 20, 2025, Annual Meeting were adopted as presented. Ashleigh made the motion. Kitz seconded. Motion passed unanimously.

BOARD REPORTS:

Chair: Judi Evans presented her report.

- Open legal issues were discussed:
 - Glenwood residency restrictions for a child of over 18 years old were enacted as of June 12, 2023. Our legal counsel recommends against this clause due to issues of discrimination.
 - Glenwood marijuana growing and use was restricted as of September 22, 2023. The Board approved the rules based on Oregon law. Residents are limited to marijuana growing of four plants only. Marijuana smoke must not impede limited or common areas. Research into the Oregon Indoor Clean Air Act may provide further guidance in possible restrictions on these activities.
 - Glenwood maintenance fee guidelines are dated October 17, 2024. Our legal counsel confirmed that the maximum increase by the Board could not exceed the 3.6% Consumer Price Index (CPI). The Board agreed to make a change when the Bylaws are amended.
 - Glenwood Bylaws regarding support animals is dated September 22, 2025. Legal counsel advised that, in some cases, restrictions may be waived for emotional support animals. The Board will continue with the two-pet limit but will improve the wording in the amended Bylaws.

- Schedule of Fines will be reviewed for applicable revisions.
- The Bylaws and Declaration are scheduled for review and amendments as needed.
- Legal expenses:
 - Legal billing for December: \$396.00
 - Resident activities
 - Support animals

Landscaping and Maintenance: Marcia Andri discussed her written report.

- Sierra Northwest Landscaping Co. has completed leaf removal and landscaping services for 2025. As our contract guarantees, we will receive two service days in December and January, which is the same service that was provided by our previous landscaper. If we require additional service due to storm damage, an additional fee may be charged.
- A service agreement is in place with Sierra NW to allow for on-call parking lot plowing if the Board decides action is necessary.
- Our custodian, Bill Cave, was notified of the need to replace a total of eight lights, and he will provide a list of bulbs that are needed to replace the bulbs that were stolen during the shed break-in.

Plans for 2026:

- Oregon Chimney Repair & Cleaning, Inc. will be scheduled to inspect chimneys for buildings 1, 2, 3 and 4 in early June.
- Selected sprinkler heads will be capped, and we will work with Sierra NW regarding irrigation efficiency.
- Sierra NW will submit a quote for the updating of the front of building 11 as a possible project for Quarter 4 of 2026.
- An appointment will be scheduled for late February with SaveATree to have an arborist determine the health of our newest tree. This is a free service.
- Bill Cave is to provide a quote for painting the edges of our outdoor steps.
- Brick work repairs will be scheduled for buildings 1, 8 and 12. The remainder of the buildings will be reviewed to determine if any additional brick repairs are needed.

Maintenance: Kitz Anderson discussed her report.

Completed Projects:

- The shed break-in damage was repaired at a cost of \$1,000.
- Fly infestation in Unit 110 was taken care of.
- All buildings received gutter clean-up and application of moss control.
- The lock for building 2 was repaired.
- Doorbell was repaired for Unit 110.
- Inside door handle in building 6B was repaired.

Open Projects:

- Replace roofs on buildings 11, 12, 13 and 15.
- Clean dryer vents.
- Attend to shut off valves.
- Repair gutter and roof over garage 109.
- Pressure Release Valves Project has 11 buildings remaining.
- Repair rotted wood surrounding garage doors.
- Replace man-doors for garages 10 and 117.

Treasurer: Ashleigh Norment reviewed her written report.

We had two missing payments for November. We did receive a payoff distribution from the lender for the unit that is in Collections. The amount was for everything owed through October 2025, including late fees and accrued interest. We will continue with the Collections process until the unit is sold. The second missing payment is in the mail.

BANK BALANCES:

- Operating Income:
 - OnPoint Operating Account \$ 58,095.12
 - OnPoint Savings Account 100.38
 - TOTAL \$ 58,195.50
- Reserves:
 - Northwest Bank Savings Account \$ 45,168.51
 - Riverview Bank 6-month CD 166,521.15
 - Northwest Bank 12-month CD 118,127.55
 - TOTAL \$ 329,817.21

BUDGET AND FINANCIAL PROJECTION:

At this point our Cash Flow Projection shows us ending the year with \$55,000+ in our Operating Account. But there will be at least some expenses we don't yet have scheduled. 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. Those two bills alone total \$118,326, and our monthly income in 2026 will be \$62,640. So, if you do the math, our 2025 year-end projected balance would just get us through January. Then we begin accumulating the first down payment for our four roofs to be completed in 2026. Five homeowners have already paid the \$300 special assessment in full.

UNITS SOLD AND FOR SALE:

- Unit 33 closed during the past week.
- Units 36, 106 and 118 are pending.
 - Unit 118 – scheduled closing 12/29/25.
 - Unit 36 – scheduled closing 12/31/25.
 - Unit 106 - scheduled closing 1/15/26.

- Unit 62 is on the market.

RESERVES:

We started the year with \$282,000 in the Reserves. Our goal was to add \$38,640 during 2025. We have actually added \$47,817.21. We will have another healthy increase to Reserves in January 2026 with the proceeds from the three scheduled closings in late December/early January.

COMMITTEE REPORTS:

AVR: Sharon Fraley reported the following:

- 2024 AVR's carried over are two in number.
- 2025 AVR's outstanding are 12 in number.

Disaster Preparedness: Lori Pesavento reminded us of the upcoming meeting scheduled for January 7, 2026, at 10:00 a.m. in the Wy'East Room. The agenda will include discussing ways to keep building reps involved and dates for future quarterly meetings.

Glenwood Garbage Grabbers: Tama October reported that the notion of group gatherings to regularly pick up litter in the neighborhood is spreading and we are accumulating members from the area to help us.

Recycling: Judy Evans offered seasonal tips for recycling. 1) Gift wrap or cards that are shiny or sparkly are not recyclable. 2) Disposal of Christmas trees may be accomplished through the Boy Scouts' recycling programs. As always, Jan Clark is available to answer recycling questions at 303-903-9577.

Security: Alan Levy focused on the value of increased lighting at the exterior of the individual units. We must be careful not to shine lights into our neighbors' windows, however. Alan offered to help with the installation of security lights.

Sunshine Over Glenwood: Nancy Earl reported that there were 15 entrants in the Holiday Lighting Contest and judging will be on Monday next. She mentioned that the "Thank You Cookies" for the Fire Department would be delivered this afternoon.

Welcome Committee: Diane Larson reported that efforts are being made to coordinate Glenwood information disbursal with the Summerplace welcome program.

UNFINISHED BUSINESS:

- Roster and Resident Contact Information List will be enhanced to include additional information including number of occupants, sign-off sheet confirmation, parking sticker number(s), number of pets, and mailbox key number.

NEW BUSINESS:

- 2026 Board Meetings:
 - The monthly meetings in July and November will not be held, as we hold the General and Annual Meetings during those months.
 - As soon as we receive confirmation of the 2026 meeting dates we will print and distribute the new calendar to be posted in each building.
- Finance:
 - We will be gathering cost information for roof replacements and plan to start the replacement process in March.
 - With exact information regarding door sliders and casement windows proposed for Unit 51, we can approve the changes requested.
 - Building inspections of the entire complex are required on a regular basis. A cost analysis will be requested for the 2027 inspection.
 - A Level II Full Reserve Study will be ordered in 2027 at the cost of \$2,750.
- Water Usage Documentation:
 - Bob Dragoon will accompany Rick from Rent-A-Husband next Friday at 9:00 a.m. for an inspection of buildings 4 and 5. New toilets ordered by residents through the end of the year will qualify for a discount from Portland Water Bureau.
- Patio and Deck Inspections:
 - It is important to examine and report current issues of the deck membrane, brick walls, and window awnings and coverings of all types during the deck and patio inspections.
 - Documentation should be provided to the resident and a follow-up procedure established.
- Holiday Lights:
 - Jan Woodcock volunteered to coordinate finding a supplier of holiday lighting that would provide a display for Glenwood next year, and to manage the erecting of the final display.
- New Legal Counsel:
 - Judy will research finding new legal counsel as our current legal counsel has downsized their operation.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes are located online at glenwoodplacehoa.com and in the Summerplace Library.
- Next monthly HOA Meeting is January 9th, at 10:00 a.m. in the Klickitat Room.
- Next Building Representative Meeting is January 10th, at 10:00 a.m. in the Klickitat Room.
- General Association Meeting is July 23rd, at 7:00 p.m. in the Summerplace Ballroom.
- Annual Budget Meeting is October 8th, at 6:00 p.m. in the Klickitat Room.

- Annual Association Meeting is November 19th, at 7:00 p.m. in the Summerplace Ballroom.
- Remember to use Summerplace Neighborhood Alert.
- Check smoke and Carbon Monoxide (CO) detectors. Radon testing is best done in fall or spring for an accurate reading. Keep patio and deck lights on all night.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

- Today was Marcia's final meeting as a member of the Board, and the attendees applauded her as a "thank you" for her service.
- Appreciation was expressed for the beautiful upkeep given to the community.
- Ashleigh was thanked for her superior reporting of complex subject matters.
- Jan Woodcock was thanked and noted for her success in helping to implement a strong committee culture in our meetings.
- Congratulations were given to Sunni and Claudia for the website they have created.
- A detailed question was asked about the Reserve Study. The study can be found in its entirety on the Glenwood website.

The meeting adjourned at 11:39 a.m.

Respectfully submitted,

Diane Larson, Secretary