

GLENWOOD PLACE BOARD MEETING MINUTES

January 9, 2026 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Judy Evans opened the meeting. She welcomed those in attendance, and roll was called.

ROLL CALL:

Board members in attendance were Judy Evans (Chair), Ashleigh Norment (Treasurer), Diane Larson (Secretary), Kathy Caricchio (Landscaping), and Kitz Anderson (Maintenance).

RESIDENTS ATTENDING:

Attendees were Marcia Andri, Sarah Balliet, Bob Dragoon, Nancy Earl, Sharon Fraley, Melissa Hayden, Carol Hunt, Alan Levy, Carol Manzaro, Tama October, Lori Pesavento, Bobbi Pincetich, Beth Sendre, Nancy Stathas, Sunni Walton, and Jan Woodcock.

MINUTES:

The minutes of December 12, 2025, HOA Board Meeting were adopted as presented. Kitz made the motion. Ashleigh seconded. The motion passed unanimously.

BOARD REPORTS:

Chair: Judy Evans presented her report.

- Open legal issues:
 - 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 Clean Air Act may provide further guidance regarding 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.

- The 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 January: \$00.00

Landscaping: Kathy Caricchio discussed her report.

- The unexpected need for drainage repair for Building 5, Unit #30 was discovered and completed. The issue was traced to a drainage pipe that had never been extended so that it connected to the main drain system. Sierra Northwest Landscaping Co. identified the problem and performed the necessary repair work which will restore the proper draining away from the porous brick and mortar of the building.

Plans for 2026:

- Focus on reduction of irrigation water usage by working with Sierra NW to maximize our wi-fi weather sensitive controllers and to cap unnecessary sprinkler heads.
- Sierra NW will submit a quote for a possible update to the front of Building 11.
- Oregon Chimney Repair & Cleaning, Inc. will inspect and repair chimneys for Buildings 1, 2, 3 and 4.
- Bill Cave will provide a quote for painting the edges of our outdoor building entry steps.
- We will be working with Portland Water Bureau to monitor water usage and identify ways to conserve our use of it.

Maintenance: Kitz Anderson discussed her written report.

Completed Projects:

- Repaired the back door of the shed which was damaged during the break-in. Kitz is asking for additional information regarding the break-in for the police report. Also, be sure to advise contractors who are using the shed to lock the door as a safety measure.
- Repaired the lock for building 2.
- Critter control was administered to Unit #110 to eradicate the fly problem.

Open Projects:

- Replace roofs on buildings 11, 12, 13 and 15.
- Clean dryer vents is scheduled. We need to have access to the lower units only.
- Begin repairs of trim surrounding garage doors.
- Attend to Water Shut Off Valves for Unit #100.
- Complete Pressure Release Valves Project for 10 remaining Buildings.
- Critter Control Remediation will be conducted as needed.
- Electrical access will be assessed for the east and west entrances.
- Doorbell Upgrade Project is planned.
- Inspection of dryer vents is planned.

Treasurer: Ashleigh Norment reviewed her written report.

We had two missing payments for December. We have since received one payment. For the second unit, we will continue with the Collections process until the unit is sold.

BANK BALANCES:

• <u>Operating Income:</u>	
○ OnPoint Operating Account	\$ 82,200.49
○ OnPoint Savings Account	<u>100.39</u>
TOTAL	\$ 82,300.88
• <u>Reserves:</u>	
○ Northwest Bank Savings Account	\$ 48,012.43
○ Riverview Bank 6-month Certificate of Deposit (CD)	170,398.49
○ Northwest Bank 12-month CD	<u>118,127.55</u>
TOTAL	\$ 336,538.47

BUDGET AND FINANCIAL PROJECTION:

Our fourth quarter water bill came in at \$34,000+, which is \$10,000 under what we had projected. Our insurance premium renewal has come in at \$71,723, which is \$3,000 less than what we had projected. We have already paid the water bill and with the \$82,000+ balance above, this gives us plenty of wiggle room to pay the insurance bill at the end of January. This also helps to get us into position to amass the down payment for roofs to start in the spring.

Our status with the \$300 Special Assessment is that of the \$43,200 to be raised, \$8,887.50 has been deposited. This helps us even further to be in position to get the roofs started in the spring.

UNITS SOLD AND FOR SALE:

- Unit #118 closed in December.
- Unit #36 is Contingent and Unit #106 is scheduled to close on 01/16/26.
- Unit #62 is on the market.

RESERVES:

Our goal is to increase Reserves this year by \$56,298. We have just deposited \$2,735 in Reserves from the closing of Unit #118, and we will remain focused on this objective during the year through a combination of transfer fees, \$10 of each condo fee, and interest on our CDs and High Yield Savings account.

TAXES:

We will be sending 1099 information to our tax accountants today to meet Internal Revenue Service (IRS) deadlines. Then we will collect all reports and documentation necessary for the tax accountants to file our 2025 taxes. There are still some loose ends with the IRS from the back filing of previous years' taxes. The problem lays with a backlog at IRS and mistakes they are making in reviewing our returns. We hope to resolve these lagging issues during the first half of this year. We are letting our tax accountants take the lead on these conversations with the IRS.

COMMITTEE REPORTS:

AVR: Sharon Fraley reported the following:

- Avoid Verbal Requests (AVRs) that were carried over to the new year are 11 in number.
- 2026 AVRs outstanding are five in number.

Please keep your AVRs to one issue per report, which makes it much easier to deliver the report to the correct Board Member. Also, please take your time and make the reports readable! And, Board Members, be sure to enter your comments on the AVR log.

Christmas Lights: Jan Woodcock reported on availability of electricity at the entrances to Glenwood for the purpose of having a Christmas light display in 2026. She stated that there is electric current, but the outlets don't work. In April, when the weather improves, the issue will be addressed.

Disaster Preparedness: Lori Pesavento reported that the next committee meeting will be on April 22nd at 10:00 a.m. Our website at glenwoodplacehoa.com is a good source of information in the meantime, as you plan ahead for a possible disaster.

Glenwood Garbage Grabbers: Tama October invited anyone who is interested in this committee to join them today at noon for a little litter pick-up "meeting." She mentioned that we have volunteers from Summerplace, Jasper Heights and Rivercliff Estates who have joined the group, too.

Safety Committee: Now that Kathy Caricchio is a member of the HOA Board, she asked if there was someone who would like to take over the position as head of this committee. It would be appreciated.

Sunshine Over Glenwood: Nancy Earl announced that a family picnic on July 4th is in the works to celebrate our nation's 250th birthday. She suggested that it's never too early to start planning the red, white and blue decorations for your decks and patios!

Water Usage: Bob Dragoon reported that next Friday he and Rick McWhorter of Rent A Laidoff Husband would be visiting Buildings 12, 13 and 14 to survey water usage in each condominium unit. They are testing each toilet, shower and sink for efficiency of operation. The potential savings in water cost to Glenwood is substantial.

Welcome Committee: Diane Larson reported that after the Summerplace Welcome Committee completes an update of their Welcome Packet, Glenwood will finalize their update as well. Judy plans to meet with the Summerplace Welcome Committee for further information.

UNFINISHED BUSINESS:

- The Board agreed to buy 400 parking permit stickers from Great American Property Management Products.
- The Roster List and Resident Contact Form are being updated with additional information that will assist in emergency situations and in monitoring resident activity.
- As we gather water usage information for the buildings, there will be updates on our website for interested residents.

NEW BUSINESS:

- Insurance policy:
 - The Glenwood insurance policy for 2026 is up for renewal.
 - The renewal rate increase is about \$6,000, which is less than we budgeted for.
 - We will not include a terrorism clause.
 - The deductible for homeowner claims will remain at \$10,000.
- Finance:
 - The final bid for new roofs on buildings 11, 12, 13 and 15 is expected, with construction planned for this spring.
 - Some of our residents have generously offered to donate funds to help with the high costs of building maintenance. A donation letter was drafted to be signed by the homeowners who wish to donate. Kitz made a motion to approve the letter. Kathy seconded the motion which was unanimously approved.
 - Required building inspections will be scheduled for 2027. Bids will be requested.
 - The reserve study in 2027 will be Level II Full Study at a cost of \$2,750.
- Deck and patio inspections will be conducted by the Board.
 - Outstanding issues will be reported to residents, along with required repairs needed.
 - A follow-up contact will determine repair status.
- Legal counsel:
 - New legal counsel will be hired, as our previous legal counsel has downsized their operation and is not available to us.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes are located online at glenwoodplacehoa.com and in the Summerplace Library.
- The next monthly HOA meeting is Friday, February 13th, at 10:00 a.m. in the Klickitat Room.
- The next Building Representative meeting is Saturday, March 7th, at 10:00 a.m. in the Klickitat Room.
- The General Association Meeting is Thursday, July 23rd, at 7:00 p.m. in the Summerplace Ballroom.
- The Annual Budget Meeting is Thursday, October 1st, at 6:00 p.m. in the Klickitat Room.
- The Annual Association Meeting is Thursday, November 19th, at 7:00 p.m. in the Summerplace Ballroom.
- Remember to use Summerplace Neighborhood Alert.
- Check smoke and carbon monoxide (CO) detectors regularly. Radon testing is best done in the fall or spring for an accurate reading. Keep patio and deck lights on all night.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

- Melissa Hayden reminded us that there should be no cost for vent cleaning if a unit is ductless.
- Alan Levy told us he has good luck with Young Electric for special electrical jobs. He also mentioned a mud pit and an area of dead grass caused by a leaf pile not being removed. (These comments can be addressed with an AVR.)
- Bob Dragoon mentioned the fact some doorbells don't work. (This is one of the projects Kitz listed in her report of future projects.)
- Lori Pesavento wanted to know what the best way was to distribute information to residents. She was directed to the Glenwood website.
- Kitz expressed thanks for female assistance on maintenance work. Judy mentioned the need for help on maintenance and landscaping projects. Please refer to the final bullet under "Additional Information."

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Diane Larson, Secretary