

# GLENWOOD PLACE HOA SEMI-ANNUAL MEETING MINUTES

Date/Time: 7/18/24

Summerplace Clubhouse, Ballroom

**OPENING:** Judy opened meeting and roll was called

**ROLL CALL:** Board Members Present: Judy Evans (Chair), Marcia Andri (Landscaping), Bernadette Lockmanese (Maintenance), Anne Crockatt (Secretary), Ashleigh Norment (Treasurer)

Judy acknowledged new residents Tricia DiVito, Tina Miller, Gina Andersen, Bob and Susie Dragoon, Leann and Hans Kochs, Carol Manzano and Gail Gates.

Volunteer committees and members acknowledged were building representatives, AVR's, Sunshine Over Glenwood, Recycling, Website, Electric Cars, Roy Hyer, Randy Polivka, Gary Hall, Lori Lochelt, Kathy Okay, Kathy Caricchio

## COMMITTEE REPORTS:

**LANDSCAPING:** Marcia Andri: written report received

**MAINTENANCE:** Marcia Andri: written report received

**MAINTENANCE:** Bernadette Lockmanese: Has been absent due to family matters and illness, but back on board. Will contact residents about work to be completed.

**TREASURER:** Ashleigh Norment: written report received

## FINANCIAL REPORT:

OnPoint Bank Accounts:

Operating Account Balance.     \$ 18,834.37

OnPoint Savings Account:         \$     100.21

HomeStreet Money Market:       \$ 19,854.56

(This account is used for Capital Improvement Expenses in this year's budget)

Reserve CDs:

Umpqua CD 1.                         \$161,412.09

Umpqua CD 2.                         \$110,714.65

**Total Reserves:**                   \$272,126.74

Ashleigh also presented a mid-year corrected budget and a pie chart showing how our \$325 condo fee is spent. Both written reports received.

### **NEW BUSINESS:**

Glenwood Parking Lot Sale, August 3rd, 9:00 AM - 1:00 PM

Building Representatives will be posting signup sheets and a volunteer entry form in entryways.

Sunshine Over Glenwood is planning a Fall gathering in late September.

By-law issues being dealt with through our attorney.

Follow up to balcony inspections will begin in August.

We have two board positions expiring in December. See a board member if you are interested in running. Applications available at the sign-in table.

We had reports of fireworks on the Fourth of July (7/5 about 1:00 to 2:00 AM). Fireworks are illegal in Portland and will not be tolerated in Glenwood.

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

Revised forms are available online and at the sign in table.

Previous meeting minutes are in a binder in the Summerplace library.

Report concerns on an AVR.

Leave patio and deck lights at night.

Next monthly HOA Board meeting will be August 9, 10:00 AM, Klickitat Room.

Annual Budget Meeting is on October 2nd from 6:00 to 8:00 PM in the Klickitat Room, Summerplace Clubhouse

Next Annual HOA meeting will be November 14, 2024, at 7:00 PM in the Summerplace Ballroom

Meeting adjourned 7:51 PM

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Respectfully submitted,  
Anne Crockatt, Secretary

## **Landscaping Report: January - July 2024**

- The winter storm Clubhouse, required extensive clean up at the cost of \$3,290 and the loss of many shrubs and the necessity to remove an Alaska Cedar before the fall to prevent possible winter damage to building 6.
- The contract with East & West will expire at the end of January 2025. Two new landscaping companies were interviewed and proposals received for a start date of February 2025. The new contract from East & West has a 5% increase over the current agreement. The board has a meeting scheduled with Jaime Sierra, president of Sierra Northwest to review his proposal.
- SaveATree treated the birch trees for birch borer.
- The drip irrigation in front of building 10 was replaced with an in-ground irrigation system.
- Perennials were divided and planted throughout Glenwood.
- The mid-season irrigation test was completed and repairs have made. Waiting for the report before approving additional repairs.

### **Landscaping Plans for the balance of 2024**

- SaveATree will treat the Doug Fir and Big Leaf Maples with a subsurface injection of nutrients and kelp to provide root system development to avoid storm damage and aid in summer heat recovery, scheduled for October.
- SaveATree will remove damaged limbs on two Douglas fir trees from storm damage and dead limbs on the birch tree in front of building 21.
- Photinia will be planted along the back wall to fill in where others died.

Marcia Andri

## **Maintenance Report - March - July 2024**

- Pressure Washing - Hydro Power Wash cleaned 9 trash areas, 6 garage side walls, 2 garage ends and 8 entry side walls. They did miss two areas and will be back to finish. The areas that were cleaned look good.
- Deck Inspections - 70 decks have been reviewed to ensure that the waterproof membrane has not been damaged and to determine if any repairs are needed. In summary, one deck needs a minor repair, 9 decks need some paint on rails, one deck needs the top Trex rail replaced and 17 units need to correct a variety of issues - remove rugs, remove or move heavy pots, place pots on caddies, paint mini split conduit brown, add HVAC PVC drain pipes and paint brown, paint deck door and trim brown.
- Brick Repair - S&R Construction completed brick & mortar repairs, curb repairs and adjusted several sidewalks to prevent tripping.
- Chimney Repair - Oregon Chimney completed repair to 4 chimneys and inspected 20 chimneys at no charge, saving us \$1,700. The repaired chimneys will be water sealed at the end of July. Most of the 20 chimneys that were inspected need repairs and we will have a quote that will note serious work that needs to be done this year.

### **Going Forward & Balance of 2024**

- Squirrel prevention - Work needs to be done in August or September to close off the opening in building 5 & 6 to prevent squirrels from entering the attic space.
- Entry Cleaning - Bill Cave submitted a list of 15 electrical receptacles that need to be replaced in entry areas. The list was sent to Gary Hall to schedule replacements.
- Obtain quotes for 2025 budgets - pressure washing, pest control, brick & chimney repair, entry carpet cleaning.

Marcia Andri

## Maintenance Report - July

### 1. Building 5 - Lights out issue.

Adrian /Electrician and he came out and he believes that this problem is not related to the other issue that caused the lights to be out. He is looking at the Big Light pull with a bush surrounding it. He needs this to be trimmed to get to the base of the light. Once this is done, he will come back out and see what he can find. If this isn't this issue then he will have to go to plan B.

I contacted Marcia about the needed trimming and East/West were asked to do it this week but did not get done. After shrub is trimmed Adrian will come out and complete the job.

### 2. Three AVR's from Unit 40.

- Short hand railing in the entry way going up her stairs to her unit.
- 2. Water spots on ceiling. I explained to her that we would need a bid from Charter Construction to get this fixed. Charter was already out to fix her other water spot problem.
- 3. AVR about the carpets in her building being dirty. I told her that the carpets would not be cleaned if at all until this summer or fall. I think that this is something that the board will need to be decide/

### 3. Siding Issue on Garage 64 siding.

Update: Talked to Douglas about this today as a follow up and he will come out and do what he thinks needs to be done next week.

### 4. Directory Map at Glenwood entrance

Update: Talked to Douglas today as a follow up...He will take care of this next week.

Gary Hall

## Treasurer's Report for July Board Meeting

We are missing 2 payments from the month of June. One of those cases involves a unit being handled by our attorney. The other appears to be a check lost in the mail. An invoice with late fees has been sent to the first case and the other homeowner is in the process of issuing a new check.

### Bank Balances:

- Onpoint Operating Account \$15,563.32
- Onpoint Savings Account \$ \$100.21

### Reserves

- Home Street Money Market \$20,384.56
- Umpqua CD 1 \$110,714.65
- Umpqua CD 2 \$161,360.55

### Units for Sale

- #4 Closed, we should be receiving the Transfer fee in a few days
- #26 Closing on 7/12, should be receiving the Transfer fee in a few days
- #96

Unit 58 is now in probate, so there will be some delay in its going on the market

### Financial Projection

We paid the Q2 water bill on time and are now moving money over to the money market for spending this Summer and Fall on the capital improvement projects in this year's budget.

## HOW OUR CONDO FEES ARE SPENT

<u>Budget Area</u>	<u>Annual Spend</u>	<u>Percentage of Budget</u>	<u>Your Condo Fee</u>
Maintenance	\$ 327,858.00	48%	\$ 154.52
Landscape	\$ 115,142.00	17%	\$ 54.27
Insurance	\$ 54,000.00	8%	\$ 25.45
Water	\$ 150,000.00	22%	\$ 70.69
Electricity, Garbage, Recycling	\$ 25,000.00	4%	\$ 11.78
Legal	\$ 15,000.00	2%	\$ 7.07
Administration	\$ 2,600.00	0%	\$ 1.23
<b>Total Budget</b>	<b>\$ 689,600.00</b>		<b>\$325.00</b>