

# GLENWOOD PLACE HOA BOARD MEETING MINUTES

Date/Time: 1/12/24

Summerplace Clubhouse, Klickitat Room

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

**Board Members Present:** Judy Evans (Chair), Marcia Andri (Landscaping), Bill Byrne (Maintenance), Anne Crockatt (Secretary) Georgia Gates (Treasurer)

**Residents attending:** Nancy Earl, Suzanne Blake, Carol Hunt, Sunni Walton, Nancy Stathas, Bernadette Lockmanese, Sharon Fraley, Diane Larson, Cathy Rodgers, Melissa Hayden, Ashleigh Norment, Roy Hyer, Tama October

Minutes of previous meeting approved as corrected

## COMMITTEE REPORTS:

**Chair:** Judy Evans provided written report.

Bill made motion to have Judy report communications with our attorney monthly. Georgia seconded. All approved.

**Landscaping:** Marcia Andri provided written report. Marcia has scheduled interviews with three landscaping companies, will probably schedule a fourth. Our contract with East and West ends 2/25. She provided. Board members with a grid showing the frequency of routine duties and the statement of intent provided by East & West in 2022. When interviews take place, she recommended that board members place the proposals from each landscape company in the folder provided. Interviews will be held in closed meetings, Decision made in open meeting.

**Maintenance:** Bill Byrne provided written report. Approval given for replacement of Unit 142 garage door by Metro Overhead Door at a cost of \$1396. Bill made motion. Marcia seconded. All approved. Lovett Plumbing made bid for five water valve access replacements estimated at \$8,699.08. Bill made motion to accept, Georgia seconded. All approved.

Bill is to ask Doug and Tim for estimate of cost to replace all doorbells. This would not take place until 2025 and would need to be added to the 2025 budget.

**Treasurer:** Georgia Gates provided bank balances information:

Units for Sale

Unit 81 fell thru

Unit 128

Unit 50 will go on market this month

## Bank balance as of December, 2023

### OPERATING

OnPoint CU	\$38,702.18	\$ 38,702.18
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### RESERVES:

Homestreet (MM)	\$ 87,470.24	\$ 87,470.24
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transferred \$20,000.00

# 2110(CD)	\$108,586.49	
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# 9519(CD)	\$158,689.97	<u>\$267,276.46</u>
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<b>TOTAL</b>		<b>\$393,448.88</b>
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### YEARLY INTEREST UMPQUA

	\$ 4,749.16
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	\$ 3,955.03
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<b>TOTAL:</b>	<b>\$ 8,704.19</b>
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Georgia reported that we only have one resident in arrears. Several have not paid the right amount so far in January, due to the increase in monthly fees.

**Secretary:** Anne Crockatt reported that in the past year, during her term as Secretary, she has been unable to locate the minutes from board meetings prior to July of 2022. That is as far back as the minutes located in the binder in the library go. She sent three separate emails to Laura O'Bryant, the previous secretary, with no response. Additionally, she found that the last financial statement for Glenwood that was posted on the Summerplace website was for June of 2022. If anyone has knowledge of the location of these documents, please notify Anne.

**AVR/Welcome:** Sharon Fraley, AVR's still not being completed properly

**Building Reps:** Irma has provided building reps with updated snow patrol list

**Sunshine over Glenwood:** Nancy Earl waived giving report due to time constraints

**Recycling:** Tama October presented new recycling poster which was approved by board and is to be reproduced and placed in each entryway.

### UNFINISHED BUSINESS:

Carol Hunt will chair Electric Vehicle Committee, assisted by Bill Byrne. Anne to provide list of current EV owners.

Georgia has discussed our possible liability of personal injury accidents on common elements. Has been advised that when dealing with issues of snow and ice we should continue to do what we have done in the past, which is nothing.

Bill Cave to be advised to cease blowing leaves from garbage areas and entryways as East and West both blows and removes. His contract to be reduced by \$2400 annually.

## **NEW BUSINESS:**

Later in the year we will investigate changing Christmas light contractors.

Bill was instructed to get bids for replacement of all doorbells. This would be an item to be added to the 2025 budget for possible completion that year.

Irma Molina has prepared a revised AVR form which was approved by the board and is to be presented to building reps at the March meeting and begin to be used at that time.

Documents continue to be added to the Summerplace website. Anne to try to find assistant to oversee this responsibility. Minutes to be added monthly

Board minutes to be emailed to members within one week of meetings. Minutes to be corrected or approved by email within n\ more than one week after receipt.

Board meeting agenda to be emailed to members at least 24 hours prior to meetings.

Submitted by Anne Crockatt, Secretary

Next meeting 2/9/24, Summerplace Clubhouse, Klickitat Room

**GLENWOOD PLACE HOA BOARD MEETING  
AGENDA**

January 12, 2024 - 10:00 a.m.  
Summerplace Clubhouse, Klickitat Room

**OPENING:**

- Welcome, Introduction & roll call
- Adoption of minutes

**BOARD REPORTS:**

- Chair - Judy Evans
- Landscaping - Marcia Andri
- Maintenance - Bill Byrne
- Treasure - Georgia Gates

**COMMITTEE REPORTS**

- AVR/Welcome - Sharon Fraley
- Building Reps. - Minutes/Snow Patrol
- Sunshine Over Glenwood - Nancy Earl
- Recycling - Tama October

**UNFINISHED BUSINESS:**

- Electric Vehicles
- Review by-laws to reflect the current Oregon laws
- Liability on common elements

**NEW BUSINESS:**

- Christmas Lights
- Doorbells and Repairs
- Revised AVR
- Reporting issues:
  - Temporary Parking/Visitors
  - Anonymity
  - Break-Ins
- Website documents
  - Newsletter, Glenwood mtg. calendar - completed and confirmed with [hoasummerplace@gmail.com](mailto:hoasummerplace@gmail.com)
  - To send updated documents or forms use: [summerplacwebmaster@gmail.com](mailto:summerplacwebmaster@gmail.com)
  - When Selling Your Unit
  - Certificate of Insurance - due 1/29/2024
  - Operating Budget

- Balance Sheet
  
- Assessment Enforcement
- Minutes
  - Approval
  - Distribution
  - Building Rep mtg minutes
  - Board minutes prior to 2022

**ADDITIONAL INFORMATION FOR RESIDENTS:**

- Previous meeting minutes located in binder in the library
- Next monthly HOA Board meeting will be on February 9, 2024
- Volunteers are always welcome

**QUESTIONS AND ANSWERS:**

**ADJOURNMENT:**

## Chair's Report – January 2024

As Chair of the Glenwood HOA, I would like to remind the Board members that this is a volunteer position and each member is assigned a task. Overstepping boundaries by directing others with their work will not be accepted. Meetings will be conducted in a civil matter with the intention of resolving issues within the community.

**Legal:** The following information in parenthesis is from Samantha Brown our attorney. I will provide full the email to board members.

1. Board Meetings:

“The notice requirement for Association meetings is 7 days Section III.5, but the notice requirement for Board meetings only requires a three-day notice Section IV.5 and notice can be posted in one or more places or some other method, ‘reasonably calculated to inform owners of such meeting.’”

2. Emails:

“Remember that to properly make a Board decision over email every person would need to sign the decision, and then it would need to be ratified at the next meeting. Simply exchanging emails, even if everyone agrees is not sufficient under the statute. You can however have Zoom meetings and make these decisions, if you have directors who do not live in the community, are traveling, or cannot make a physical meeting.”

3. Email Correspondence:

Because of miscommunication within emails, jumping around in subjects, not respecting boundaries and overstepping positions, I am using the attorney's suggestion "...to provide a quick legal update at each meeting so the rest of the Board is aware of everything that's going on..."

4. ARC/Summerplace:

RBR has been submitted to clarify that we still need to submit request for changes to Summerplace as per Bylaw Article 5, Sec. 5

5. A closed meeting needs be scheduled regarding legal issues.

Legal Billing for December: \$410.00

Summerplace Events for January - Music with Mario on January 19<sup>th</sup>

Thank you,  
Judy Evans

## **Landscaping Report - 1/12/2024**

- Scheduled an appointment to meet with Sierra Northwest on 1/25/24. We will walk through Glenwood and discuss landscaping needs and a contract proposal.
- Pacific Landscaping has been contacted twice for an appointment and has not responded to phone calls.
- After researching HOA landscaping services, Simple Lawns and Landscape Design was contacted. Waiting for a call back to discuss Glenwood needs and to set up a meeting.
- East & West removed remaining leaves and storm debris on 1/9.
- A copy of the current East & West landscaping contract will be provided to the board at the meeting on 1/12. The next meeting with East & West is scheduled for 2/8.

### **Q1 2024**

- In January or February, a Canadian Hemlock will be planted at the corner of building 19, additional Photinia planted along the back wall and several boulders placed in the front gate area and in the parking area by building 9 & 10.
- Pruning, trimming and pre-emergent weed control will be applied in February
- The drip irrigation in front of building 10 will be replaced with an in-ground irrigation system this spring.
- Sav-A-Tree will treat birch trees for birch borer.
- Portland Water Bureau and East & West will meet to discuss reducing water pressure when the irrigation system is restarted in the spring.

## Maintenance Report - 1/12/2024

### Old Business:

#### Circuit breaker replacements:

Adrian at Safe Electric is still trying to source replacement parts for the 5 large circuit breaker boxes. Apparently, manufacturer no longer makes these parts.

#### Deck repairs:

Vendor (Balance Painting) is double-checking quote before sending over contract for Bldg. 2, Unit 12. The original estimate was \$3325 to \$5825, depending on what's uncovered once work begins. Upon receipt board will need to approve bid and send a check for deposit. Work to begin late February early March.

#### NEW BUSINESS- Action Needed:

Garage door Unit 142

Metro Overhead Door has submitted a bid for replacement of garage door. Cost is \$1396. Requires board approval and deposit for work to proceed.

#### Water valve replacements:

Indoor water valve shutoffs in five units need to be replaced: Bldg. 7l#5} Bldg. 9l#63 &.63; Bldg. 13196l.Bldg 151rc7. Lovett plumbing has submitted a bid to replace the valves and ensure they are accessible. Total estimated cost is \$8699.08 (#50 - 1487.93; #63 &64-2515.88; #96-t545.57; #to7 -3149.70). Requires board approval to accept the bid and schedule the work.

#### New Business – Ongoing:

#### Doorbells:

Residents are submitting AVRs regarding defective doorbells. I will ask Doug and Tim to repair and replace where possible. If issues remain, I will bring it to the board.

#### Lists -. Bldg. 5:

It appears the walkway/pagoda lights in front of Bldg. 5 are all out. I see this was a previous issue that we thought had been fixed. I will ask Safe Electric to take another look.

- Bill Byrne  
01.01.24