

GLENWOOD PLACE BOARD MEETING MINUTES

February 14, 2025 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Judy Evans opened the meeting, which was conducted via Zoom. She welcomed those present, and roll was called.

ROLL CALL:

Board members present: Judy Evans (Chair), Marcia Andri (Landscaping and Maintenance), Ashleigh Norment (Treasurer), Diane Larson (Secretary).

Board member absent for health reasons: Bernadette Lockmanese (Maintenance).

RESIDENTS ATTENDING:

Attendees were Carol Hunt, Nancy Earl, Sharon Fraley, Sunni Walton, Melissa Hayden, Tama October, Michelle Wulfe, Jan Woodcock, Carol Manzano, and Kathy Caricchio.

MINUTES:

Minutes of January 10, 2025, were approved as presented. Ashleigh made the motion; Marcia seconded.

BOARD REPORTS:

Chair: Judy Evans discussed the written report she submitted.

- The legal billing for January was \$0.00.
- VF Law is being retained to handle Association collections.
- A Reserve Study has been solicited, and the necessary information has been researched and submitted.
- A proposed amendment revision of the Owner Maintenance Fee, which links Glenwood's actions to those of Summerplace, has been put on hold.
- An ad-hoc Bylaws Committee has been created for the purpose of revising the Amended and Restated Declaration and Bylaws. The members are Lori Lochelt, Diane Larson and Judy Evans. Kelsey Marea has agreed to provide

examples of bylaws from other communities. The board will review and approve the revisions, which will be submitted to our legal counsel for finalization according to Oregon Statutes and filing with the State.

- The Occupancy Contract, which is the responsibility of the Bylaws Committee, has been put on hold.
- Diane Larson is joining Sharon Fraley on the Welcoming Committee and documents and procedures are being reviewed.
- Jan Woodcock has spearheaded an effort to identify residents who would be available to assist with small jobs around the community.
- The Safety Committee, headed by Kathy Caricchio, has provided valuable assistance in facilitating the towing of abandoned cars.
- Job descriptions for Officers and Board Members will be reviewed and updated. This will be required as we pursue the improvement of our bylaws.

Landscaping and Maintenance: Marcia Andri discussed her submitted written report.

- Landscaping service with Sierra Northwest Landscaping Company started on February 6th with heavy pruning to rejuvenate and encourage growth of our plant material.
- The drainage project and landscaping enhancements behind Buildings #5 and #6 are under way.
- Sierra is requesting that we approve \$325 for lawn moss control, which needs to be applied by March.
- We have \$2,000 budgeted for power washing this year. In order to use those funds efficiently, all garages and roof ridge siding areas have been reviewed to determine need. Three separate quotes have been requested from Hydro Power, the contractor we used last year, as follows:
 - * Power washing all 38 entryways, including the wrought iron handrails.
 - * Power washing 23 ridge siding areas.
 - * One quote for the following: 13 garage ends, seven back garage areas, two garage door areas, five trash areas.

Plans for 2025

- Sierra Northwest will relocate the large boulders that are located in the circle area behind building #20 and #21 to the edge of the circle. (A large truck ran over the edge of the landscaping.)
- Plant perennials at the Glenwood entrances. This will eliminate the cost of landscapers planting annuals. We are looking for volunteers that are interested in helping.
- Schedule Oregon Chimney to inspect the 26 chimneys on Buildings 12, 13, 14, 15, 16, and 17.
- Repair the brick wall at the far end of the east side of Glenwood.

Maintenance: In Bernadette Lockmanese' absence, Judy Evans discussed the written report.

- There are 15 open carryover AVRs from 2024 and five open AVRs for 2025.
- Replace roofs on Buildings 15, 16, and 17. (Scheduled for spring.)
- Repair final shut-off valve.
- Complete PVR valves.
- Quotes have been requested for:
 - *Painting radon pipes on Buildings #10 and #11, and residents' conduit pipes for heating and cooling and grills. (Resident will reimburse the board.)
 - *Paint garage doors and repair trim and paint. (Buildings to be determined.)
- Repair deck on Unit #12.
- Repair Unit #72 garage man door.
- Investigate sewer line to Unit #33.
- Critter control for Unit #102.
- Future project: rewiring doorbells.

Treasurer: Ashleigh Norment discussed her written report.

We had two missing payments from residents for January 2025. One is the empty unit that is six months in arrears. It has been turned over to Collections and a lien is being put on the unit. The second homeowner has received an invoice including late fees.

Bank Balances:

Operating Income:

- | | |
|-----------------------------|---------------------|
| • OnPoint Operating Account | \$ 39,814.05 |
| • OnPoint Savings Account | 100.28 |
| | \$ 39,914.33 |

Reserves

- | | |
|-------------------------------------|---------------------|
| • Northwest Bank Savings Account | \$ 14,433.29 |
| • Riverview Bank 6-month CD | \$163,126.17 |
| • <u>Northwest Bank 12-month CD</u> | <u>\$112,562.28</u> |
| | \$290,121.74 |

Since there is no plan in the 2025 Budget to use the money in the NW Bank Savings account, we are now counting that as part of Reserves. At the end of 2024, the level of our Reserves was \$282,498.70. That's an increase to Reserves of \$7,623.04 through transfer fees and interest and the \$720 monthly that is sent to Reserves from our condo fees (\$5 per unit per month.) Our goal for the year is to increase reserves by \$38,640, so we are well on our way.

We are catching up on filing past years' tax statements. The statement for 2021 has been filed, and 2022 is being processed now. The cost is \$500 for each year's tax statement.

Financial Projection

We paid a water bill of \$34,000+ and our annual insurance renewal of \$69,724.50 in the month of January. We are doing well at amassing the down payment for the three roof replacements to start in spring.

As a reminder, our monthly income from condo fees is \$57,600.

Units Sold and for Sale

- Units 95, 116, and 58 have sold.
- Units 88, 129, 93, and 97 are on the market.
- Units 24 and 139 are pending.

All Transfer Fees will be deposited in our semi-Reserves Savings account at Northwest Bank.

COMMITTEE REPORTS:

Welcome Committee: Sharon Fraley reported that AVRs are going smoothly. She is anxious to design some improved practices and documents for the Welcome Committee.

Garbage Grabbers: Tama October reported that, due to inclement weather, her committee is on hiatus. They are planning a big community clean-up in the spring.

Recycling: Ashleigh is pursuing some issues with our recycling company. We are in need of replacement receptacles and there is some confusion as to how many stations they are scheduled to service. If a receptacle is full of recyclables, try another bin that can properly contain your refuse.

Safety Committee: The abandoned truck has been towed away. BB gun shots have been reported in the neighborhood. Be sure to let local law enforcement know about it.

Website: Sunni Walton reported that security precautions have caused a delay in the opening of the Glenwood website. They are, however, confident in the final result, which is coming soon.

UNFINISHED BUSINESS:

Deck Inspection Letters: As a follow-up to the recent deck inspections, Diane sent letters to owners where action is required.

Reserve Study 2025: Further study continues, including status of updates to building roofs.

Radon Presentation: The original presentation was cancelled due to inclement weather. Sue Slingerland is working with Environmental Works to reschedule the event.

Annual Alarm Inspection: The inspection was completed on January 22nd. The report is pending.

Water Usage: A study of water usage by building per year has showed which buildings are using excessive water. A letter has been sent requesting residents to examine their unit for leakage and seek repairs.

NEW BUSINESS:

Gardeners 2025: A discussion was had to change the annual garden watering fees to \$25 for a small garden plot and \$35 for a large plot. Ashleigh made the motion and Diane seconded it.

Window Replacement: Unit #4 needs a window replacement. The request must be signed.

Reference List: Carol Hunt has agreed to create a reference list of contacts for residents to handle both small and large issues in our condos.

Roofing Completion: It was moved by Judy and seconded by Marcia to form a committee that will research financing for roof replacements for our condominium buildings.

Website Security: A motion was made by Marcia and seconded by Diane to provide \$1,000 for security provisions to be made to our Glenwood website. In addition, a concerted effort is being made to collect and input up-to-date resident information via our 2025 Resident Contact Information forms.

Committee News:

- Safety Committee: The Safety Committee will take on the additional responsibility of assuring that vehicles parked on the property are authorized to be there. A new towing agreement has been arranged with 21st Century Towing. They will remove abandoned vehicles with no charge to Glenwood. Their contact information is:
 - Charles White
21st Century Towing
Sales & Marketing
503-799-3395
charlesbwhitejr@gmail.com
- Welcoming Committee: Diane Larson has been appointed to join Sharon Fraley on this committee.
- Bylaws Committee: For information, see the Chair's report.

- Committee on Committees: Jan Woodcock explained that this committee is available to match talented volunteers with a position that matches their skill set.

Maintenance Assistance: A call is out to residents who might be interested in filling this volunteer position.

New Board Member Training: Untrained board members (Diane Larson, Bernadette Lockmanese and Ashleigh Norment) will be scheduled for HOA training.

ADDITIONAL RESIDENT INFORMATION:

- Previous meeting minutes and reports are located in a binder in the library.
- Next monthly HOA meeting - March 14th at 10:00 a.m.
- **Bi-Annual Meeting** – July 17, 2025, at 7:00 p.m. in the Ballroom
- **Annual Budget Meeting** – October 16, 2025, from 6:00 to 8:00 p.m. in the Klickitat Room
- **Annual HOA Board Meeting** – November 20, 2025, at 7:00 p.m. in the Ballroom
- Remember to use Summerplace Neighborhood Alert.
- Volunteers are always welcome.

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Diane Larson, Secretary