

GLENWOOD PLACE HOA BOARD MEETING MINUTES

August 8, 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: Judy Evans (Chair), Marcia Andri (Landscaping and Maintenance), Ashleigh Norment (Treasurer), Diane Larson (Secretary) and Kit Anderson (Maintenance).

RESIDENTS ATTENDING:

Attendees were Carol Hunt, Sunni Walton, Tama October, Roy Hyer, Kathy Caricchio, Nancy Earl, Melissa Hayden, Ingeborg Mussche, Toni Omura and Nancy Stathas.

MINUTES:

Judy reminded meeting attendees that the minutes for the June 13th Board Meeting had been approved at the General Board Meeting on July 17th. The completed July 17th Board Meeting minutes will be presented for adoption at the Board Meeting on September 12th.

BOARD REPORTS:

Chair: Judy Evans discussed the written report she submitted.

- Portland Fire and Rescue: The Knox Box has been installed on an outside brick wall on Building 1. The Knox Box, which will keep entrance key safe and secure, is used to hold key for entering buildings in an emergency situation.
- The Bylaws Committee: Lori Lochelt, and Judy Evans are the members.
 - The Homeowners Association's (HOA's) input regarding bylaw revisions is to be reviewed and then submitted to the attorney, who will update and revise the Amended and Restated Declaration and Bylaws.
 - The goal is to increase the clarity of the HOA Bylaws as presented.
- Garage Sales:
 - Article IX, Section 5(l) reads "No garage sales may be held, but estate sales are permitted in any unit for two days."

- It had previously been our practice to participate in the Summerplace Garage Sale, which was held in their parking lot. However, Summerplace had difficulty getting people to run the event two years ago, so they opened it up to residents in the development who had houses that would accommodate a garage sale.
- We, at Glenwood, tried to continue the event in our area even though we had many complaints of visiting cars blocking garages and roads. Due to lack of interest by Glenwood residents and not enough people offering to guard the entrance ways and manage traffic, the HOA Board cancelled the event. Interest in the garage sale failed again last year. This year the HOA Board did not extend the opportunity to Glenwood residents.
- Summerplace HOA votes on having a Garage Sale at their annual meeting. Judy proposed that Glenwood Place does the same, and asks their residents if they want to hold this event at the same time Summerplace has theirs. It would be necessary for a committee to come forward to handle the advertising, the volunteers to guard the entranceways, a list of the units participating, and the cleanup after the event. The garage sale would no longer be the HOA Board's responsibility.
- Legal Billing: Total for this pay period was \$0.00.

Landscaping: Marcia Andri discussed her submitted written report.

- Sierra Northwest Landscaping Co. completed weekly landscaping maintenance, which includes mowing, trimming, fertilizing, and the removal of dead plant material. The turf area behind Building 14 was reseeded and irrigation adjustments were made.
- SaveATree applied another treatment to kill aphids that are infecting our beech trees.
- Bugs Buddy treated several areas to kill yellow jackets.

Plans for the Balance of 2025:

- Plant a 7 to 8 foot Leyland Cypress tree to replace the spruce that was removed at the northeast corner of the highway wall in October or November of last year.
- Oregon Chimney Repair & Cleaning, Inc. will repair chimneys for Buildings 12, 13, 14, 15, 16, and 17. A deposit of 50% (\$14,412.50) is needed to schedule repairs. Water sealing is an additional \$5,753 and will be done in the fall with payment due in spring of 2026.

- Sierra Northwest Landscaping Co. will correct the drainage issues at the front of Buildings 18A and 5B.

Plans for 2026:

- Repair the brick wall along the northeast corner of Glenwood and miscellaneous building brick repair.
- Schedule Oregon Chimney Repair & Cleaning, Inc. to inspect chimneys for Buildings 1, 2, 3, 4, 8, and 9.
- Hydro Power to provide a quote to clean all roof ridge siding areas.
- Sierra Northwest to provide a quote to bark all building fronts along Glenwood Drive, and plant the front of Building 11 and west side of Building 12.

Maintenance: Kitz Anderson discussed the written report she submitted.

Completed Projects:

- Completed garage roofs for 5, 10, 9, and 24.
- Started replacement of roof on Building 18.
- Completed deck repairs for Unit #135.
- Completed fire alarm for Building 18.
- Gate repaired.
- Repaired damaged gutter over Unit #47.
- Cleaned out compost material from yard debris bin.
- Scheduled critter control for Buildings 17, 15, 10A, 10B, and 6A.
- Fixed electrical for lights in Garage 5.
- Fixed street light.
- Completed Knox Box installation.

Open Projects:

- Gutter cleaning scheduled for the first week in November.
- Roof replacement for Buildings 15, 16 and 17 scheduled for 2026.
- Deck inspection in August.
- Replace man doors for Garages 31 and 117.
- On selected garages: paint doors; repair and paint trim.
- Complete pressure release valves (11 buildings).

Treasurer: Ashleigh Norment discussed her written report.

We had one missing payment for July. This unit has been delinquent for a long period of time and has been turned over to Collections. We will collect what's due when the unit is sold.

Bank Balances:

Operating Income:

• OnPoint Operating Account	\$ 48,642.72
• <u>OnPoint Savings Account</u>	<u>100.34</u>
	\$ 48,743.06

Reserves:

• Northwest Bank Savings Account	\$ 26,400.29
• Riverview Bank 6-month CD	\$166,521.15
• <u>Northwest Bank 12-month CD</u>	<u>\$115,443.98</u>
	\$308,365.42

At the end of 2024, the level of our Reserves was \$282,498.70. We've increased our Reserves by \$25,866.72 to date and our goal for the year is to increase reserves by \$38,640. We have a unit just closed and three units pending right now, so \$8,000 more should be added soon.

Financial Projection:

The second and final payment on our roofing projects for the year will be paid in August at \$44,000. The next water payment will be due in early October at \$42,000. We see no difficulty in getting these bills paid and we are still projected to have a balance of \$50,000 at the end of the year, which is what we need to get through January water and annual insurance bills.

Units Sold and for Sale:

- Unit 28 has closed.
- Units 54, 56 and 93 are pending.
- Units 34, 36, 51 and 62 are on the market.

COMMITTEE REPORTS:

Avoid Verbal Requests (AVRs): Diane Larson reported 11 AVRs from 2024 are outstanding and 17 AVRs from 2025 are outstanding as well.

Welcome Committee: Eight welcome visits have been completed this year to-date, with three visits planned for next month.

Glenwood Garbage Grabbers: Tama October reported that for her committee, which is dedicated to picking up the litter in our neighborhood, “less is more.” (*Less* litter means a *more* pleasing and sanitary neighborhood.) And, to that end, they have been successful. Tama also extended her congratulations to Kathy Okay, who is the GGG Volunteer of the Month!

Recycling: Judy reminded us all that, if you have any questions about recycling, the name to remember is Jan Clark. The phone number to remember is hers: (303)903-9577.

Safety – Etc. Committee: Kathy Caricchio heads up this new committee. Here are the items of interest she shared with us today:

- Lighting at night is important. The best way we can all help is with a bright light shining on our porch or deck every night.
- The container for yard waste (weeds, leaves, grass, etc.) is not for compost (food scraps) or potting soil.
- Fluorescent tubes and Styrofoam are not recyclable in our bins. Call Jan Clark for advice. See her number above.
- Put large cardboard throwaways in a large bin after they have been flattened. (This leaves more room for other similar waste items).
- In Glenwood there is a pet weight limit (per animal) of 40 pounds at maturity.
- If you feel the need for additional security, door alarms are available for purchase at the hardware store or online.

Sunshine Over Glenwood Committee

Nancy Earl extends an invitation to the residents of Glenwood Place to participate in the Sunshine Over Glenwood mission to celebrate the important events and people in our lives. Let someone know we’re thinking of them with a meaningful card from their friends. The event could be a birthday or an anniversary. The message could be sympathy or get well wishes. Just contact Nancy at (607)437-4116 and she’ll be sure to brighten someone’s day!

UNFINISHED BUSINESS:

- Deck and Patio Inspections: Residents can expect deck and patio inspections in the near future, time and weather permitting.
- Revised Forms: Informational forms are being revised and will be distributed to residents. They include the Temporary Visitor Vehicle Registration, the Estate Sale Resolution and Application, and the Index.
- Board Elections: Information regarding the procedure to elect Board members will be available on the Glenwood website and there will be information sent out via email, as well.
- Reserve Study 2026: The proposal for the Reserve Study has been approved.
- Parking Stickers: In order to easily and efficiently identify vehicles that belong to Glenwood residents, individual parking stickers will be used. They will be available in the near future.
- Roof Replacement: Due to the age and environmental concerns regarding the roofs on our buildings, we have had them inspected and rated as to when they will need to be replaced. The suggested schedule provides a three-year time frame to complete the project.

NEW BUSINESS:

- The board will retain CALG for professional advice as we update our documents.
- The Committee for New Residents will review introductory documents to be handed out to new residents. These will include:
 - Procedures to follow when a unit goes on the market
 - Welcome packet for Summerplace introductory meeting, including
 - Welcome letter
 - Resident Information form
 - How to Pay Your Bill information sheet
 - Resident Reminders sheet
 - Forms left for new resident
 - White binders
- Motion by Diane to purchase Bill Cave a congratulatory card and \$100 gift card to celebrate his 25th anniversary. Second by Marcia. Unanimous approval.
- Technology Committee will revise Roster List to include:
 - Number of Occupants
 - Sign Off Sheet Confirmation
 - Vehicle Parking Sticker Number
 - Pets: how many and what kind

- The electrical issues in Unit #68 will be remedied by following the contractor's recommendations.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Glenwood Condo Corner and Glenwood Webpage: For updated information about your Glenwood community, be sure to check out glenwoodplacehoa.com and Glenwood Condo Corner in Summerplace News, the monthly newsletter.
- Previous meeting minutes are located on the Glenwood HOA website at glenwoodplacehoa.com and in the library.
- Next **monthly HOA meeting** is September 12th at 10:00 a.m. in the Klickitat Room.
- **Annual Budget Meeting** is October 16th from 6:00 to 8:00 p.m. in the Klickitat Room.
- **Annual HOA Board Meeting** is November 20th at 7:00 p.m. in the Ballroom.
- Be sure to refer to Summerplace Neighborhood Alert.
- Volunteers are always welcome, just ask!

QUESTIONS AND ANSWERS:

- Be on the alert for roof staples that have fallen off the roofs being repaired.
- Be sure to break down cardboard boxes when disposing of them.
- Remind contractors to dispose of their waste properly.
- A suggestion was made to have a disclaimer on Summerplace e-blasts.
- Portland has resumed construction of a new water treatment facility at Oxbow Park. This will increase our water rates substantially, and begs the question of our continuing to water our lawns.

Meeting adjourned at 11:13 a.m.

Respectfully submitted,

Diane Larson, Secretary