

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

MEETING MINUTES

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF:
STEPHANIE TERRACE CONDOMINIUMS**

LOCATION : Zoom Meeting held at remote locations
DATE & TIME : 04/27/2023 at 6:00 PM
CALLED TO ORDER : 6:04 pm
QUORUM PRESENT : Yes

ATTENDEES (Board Members Bolded)

| | |
|------------------------------------|-------------------|
| Chris Demke - President | Maria Schultz |
| Karen Van Raden - Secretary | Janice Chisum |
| Jeremy Ferris - Treasurer | Richard Maslen |
| Debbie Webster - Director | Sandi Cooper |
| Steve Lechleiter - Director | Marlon Sumagaysay |
| Brittney Etzel - Director | |
| | |
| Mark Vandervest - FSRE | |
| Cindy Vandervest – FSRE | |
| Sunny Arruda - FSRE | |

The meeting was called to order by President Chris Demke. She welcomed everyone in attendance and introduced the Board of Directors that were present at the meeting. Chris then turned the meeting over to Community Manager Mark Vandervest of FRESH START Real Estate, Inc. to facilitate the meeting.

OWNER'S FORUM

- An owner complained that she had moved her flower pots away from the fence as asked yet noticed several others still had pots out by the fences and there was a BBQ out near the fence now. Community manager Mark, will walk the property and let others know they need to move their items up to their own units.
- An owner stated her daughter had moved the BBQ out away from the building to use it and was not able to move it back immediately because it was too hot, but it has been moved back now.
- An owner wishes to install Air Conditioning and asked for direction from the board. She was guided to the website, under the forms tab, to the ARC form and she will be able to request approval for her plan.

OPENING BUSINESS

- A motion was made & seconded to approve the Agenda as written. Without further discussion the motion passed unanimously.
- A motion was made & seconded to approve the Minutes from the previous quarterly meeting of October 20, 2022 as written. Without further discussion the motion passed unanimously.
- The minutes from the Annual Meeting held on January 26, 2023, were offered for review, though they will remain in draft form until reviewed and approved or modified at the next Annual Meeting. No changes were requested.

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FINANCIAL REPORT

Financial Reports

1. Due to concerns regarding financial fraud, the Treasurer's Report will be read out during the meeting but will not be included in the meeting minutes. It will be available to any owner that requests to see it. Such requests should be directed to Management.
2. Supporting statements and reconciliations are sent to the Board of Directors separately. The Board is encouraged to review the Expense report as that will be the best way to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

MANAGER'S REPORT (04/25/2023)

1. REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

- a. Concrete sidewalk/stair/broken curb replacement completed
- b. Crack in garage foundation repaired at Unit #13
- c. Siding crack repaired on back side of Unit #13
- d. Stop sign installed at cross entry
- e. Electric meter box repaired at Unit #37
- f. Parking spots and curbs re-painted
- g. Lighting maintenance is ongoing

ADMINISTRATION

a. Violations (01/27/2023 thru 04/25/2023):

For informational purpose:

1. Noise Violation
2. Parking Violation

b. Homeowner Correspondence and Administration

For informational purpose:

1. Crawlspace mitigation required and scheduled under Unit 13. Mark will meet with contractor and inspect other issues mentioned by the new owner.
2. One owner complained they pay the same dues as the units towards the front of the community but did not receive bark dust as the front units did. It was explained the bark dust will be installed in phases for budgetary reasons. One half of the property (the front portion) was completed in 2022, and the second half will be completed in 2023. This process will additionally help to ensure that all of the complex is addressed at least every two years to keep things looking fresh.

c. Owner correspondence for Board Review

Board action requested:

1. None

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ON-GOING BUSINESS

Smoking Amendment to Bylaws Passed

The smoking amendment to the Bylaws did pass. Next step will be for the board Chair & Secretary to meet with notary on Friday April 28, 2023, to sign the documents and return them to Community Manager, Mark for filing with Washington County. This amendment includes all kinds of smoking, not just tobacco products and applies to any type of inhaled smoke, including cigarettes, cigars, pipes, vaping, e-cigs, marijuana, etc. Residents will need to go outside of the property to smoke. The amendment reads as follows:

***Article X, Section 15: Smoking Prohibition.** The Stephanie Terrace Condominiums is a non-smoking community. Smoking of any kind is prohibited everywhere within the boundaries of the condominium property, including, but not limited to, all dwelling units, decks, terraces, patios, parking areas, and all general and limited common element areas of the condominium. "Smoking" is defined as inhaling, exhaling, burning or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e. e-cigarettes or vaping products), whether legal or illegal. Cigarette butts shall not be disposed of anywhere on the ground or in common or limited common areas. Violations of this paragraph will result in fines pursuant to the Association's Enforcement & Fine Resolution, as may be amended from time to time, or as may be determined by the Board of Directors. Owners shall be held responsible for violations by tenants and guests. No warning shall be provided or required for any violation of this provision.*

The effective date will be June 1, 2023. Notices will be posted through the community. Permanent No Smoking signs will be posted. Smoking receptacles will be placed on the edges of the property as soon as they arrive.

Reserve Funds Interest Rates

The community has a lot of money in the same bank which puts the funds over the FDIC limit. Mark suggested opening CD accounts or at least open a new account at a different bank. Mark will put Treasurer Jeremy in touch with his contact at Edward Jones to discuss the best strategy for the reserve funds and the community's future needs.

Items being stored against the fence

A barbeque grill, wooden lattice, pots and planters, and other odds and ends are being lined up along the fence along the east side of the community. Storage of personal property in the common areas is not allowed and is subject to a violation and fine. Management will notify residents to correct the violation and remove the items from the common area.

NEW BUSINESS

Exterior Lighting Replacement

- The plan is to change out any lights that are not yet LED
- It was brought up that the 2nd story entries are always dark even during the day and the lights should be brighter or left on all day.
- Brighter lights around the garages will be considered too.

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Bylaws, Rules & Regulations Update

- Bylaws and Rules & Regulations (House Rules) need to be reviewed by an attorney to be sure everything is compliant with state law changes.
- Mark offered to get a Representation Agreement for Jeremy James – Attorney. Once this is signed by the Chair & Secretary, he can then look over the governing documents and make suggestions.
- A motion was made and seconded to engage Jeremy James. Without further discussion, the motion passed unanimously.
- The board would like to consider adding the parking easement to the Bylaws if possible to make it permanent and end the need to vote on it every two years as a formality.
- It was mentioned that it would be great if all of the little rules and policies were added to the Bylaws and/or the House Rules so they could all be found in one place.

ADJOURNMENT

NEXT MEETING DATES: Thursday, **July 27, 2023 at 6:00 PM via Zoom**
The Board of Directors intend to meet quarterly on the last Thursday of every 3rd month. Mark your calendars! We hope you can attend!

MEETING ADJOURNED: **7:04 PM**

--- END OF MEETING MINUTES ---

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**
Community Manager