

**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 :** 07/27/2023 at 6:00 PM  
**CALLED TO ORDER :** 6:04 pm  
**QUORUM PRESENT :** Yes

**ATTENDEES (Board Members Bolded)**

<b>Karen Van Raden - Secretary</b>	Janice Chisum
<b>Jeremy Ferris - Treasurer</b>	Sandy Cooper
<b>Debbie Webster - Director</b>	Marlon Sumagaysay
<b>Brittney Etzel - Director</b>	
<b>Absent - Chris Demke - President</b>	
<b>Absent - Steve Lechleiter - Director</b>	
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

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

**APPROVAL OF THE AGENDA**

A motion was made & seconded to approve the Agenda as written. Without further discussion the motion passed unanimously.

**OWNER'S FORUM**

- An owner asked if there had been a maintenance issue with the roof because she had noticed workman on the roof. Mark, from FRESH START answered that it was routine roof and gutter inspection and cleaning.
- An owner stated there is a huge thistle plant blooming just off the property against the other side of the fence and the seeds from the plant are floating over to the community which will become a problem on the lawns. She asked if there was anything that could be done about it. Mark responded he would have the maintenance crew look at the plant and try to reach it to remove it or spray it.
- An owner asked when the next phase of putting down bark dust would begin and was answered it was actually scheduled for next week.
- An Owner asked if the fire hydrant that had been hit by a car was going to be replaced. Mark answered yes and the Tualatin Valley Fire Department is the responsible department for replacing it as soon as they can get the community on their schedule. The actual hydrant has been ordered.

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- The Light post at the corner of the property entrance which was also knocked down by a car, is scheduled to be replaced by Mike's Electric and will also be repaired and will work again after having been broken for a long time.
- BBQ grill was reported to still be up against the back fence and weeds are growing up around it. Mark will look at the fence line this week and he will make sure it is removed along with any other items that should not be there. He reminded the owners that storing items along the fence or in any common area is a violation of the Bylaws and fines could be issued.
- An owner mentioned he's seen several window screens with holes in them lately and wondered if there was a plan to fix or replace them. Mark answered the owners are responsible for maintaining their properties in a timely manner.
- An owner reported there was water gushing from the adjacent property on to the community. Mark will find out who the responsible party is for that property and let them know it needs attention.
- An owner inquired if the Money Market transfer had been completed yet. Mark and Jeremy (board member) will go over the current options and present back to the board so a decision can be made soon.
- An owner wanted to know what the percentage of owner occupied and rentals currently was. Cindy with FRESH START looked up the info and reported 42 units are owner occupied and 12 are rentals at this time.
- An owner asked if the unit that had been in arrears so long ever paid their dues. Mark answered that yes, that unit had been sold and closed at the beginning of July. The funds for all arrears had been received and would show on the July Financial Statement.
- An owner mentioned the lights seem to remain on the garages during the day and must be a waste of electricity. Mark responded he would have Mike's Electric check the photocells to see if one or more need to be replaced or reset. They will be on the property soon to replace the broken light pole at the entrance.

#### **APPROVAL OF PREVIOUS MINUTES**

- A motion was made & seconded to approve the Minutes from the previous quarterly meeting of April 27, 2023 as written. Without further discussion the motion passed unanimously.

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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. Balcony rot repaired at Unit 8.
- b. Foundation vent covers removed for the season.
- c. No smoking signage installed.
- d. Smoking receptacles installed at Farmington Rd.
- e. Mailbox Bank flyer boxes installed.
- f. Bird prevention repair at Unit 32.
- g. Cleaned up accident damage at corner of entry and Farmington.
- h. Refrigerant lines painted at Unit 18
- i. Rodent bait station maintenance is ongoing.
- j. Lighting Maintenance is ongoing.

**2. ADMINISTRATION**

**a. Violations (04/27/2023 thru 07/26/2023):**

*For informational purpose:*

05/17/2023	Garbage Can Violation (23)
06/06/2023	Common Area Violation (53)
06/16/2023	Animal Violation (38)
07/17/2023	Common Area Violation (42)
07/17/2023	Smoking Violation (42)

**1. Homeowner Correspondence and Administration**

*For informational purpose:*

None

**c. Owner correspondence for Board Review**

*Board action requested:*

None

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**ON-GOING BUSINESS**

**Exterior Lighting Update**

The hope is to have the work on the exterior lighting completed by mid October, depending on weather and contractor availability.

**Bylaws, Rules & Regulations Update**

The review of the Bylaws and Rules & Regulations (House Rules) remains a work in progress.

**Reserve Funds Interest Rates**

Mark will be emailing Ted Martin(Edward Jones) and Jeremy (board member) tomorrow with ideas and items to consider. A recommendation will be presented to the board as soon as all of the information has been looked at.

**NEW BUSINESS**

**Bark Mulch for this year**

- The plan is to apply fresh bark dust to the back area of the property including all areas that were not done last year. The entrance will also be included in this year's plan to make sure the front always looks fresh.
- The bushes around the front entry that have grown up to partially block the site line will be looked at by the landscapers and possibly replaced or refreshed in the fall of this year.

**Sidewalks**

- Areas where the sidewalks slope down towards the parking lot pose a danger when moss grows on them and will be power washed as needed to prevent slipping.
- Unit 39 has requested an ADA ramp and will be instructed to send in an ARC form for review and approval of their plans.

**ADJOURNMENT**

NEXT MEETING DATES:

Thursday, **October 26, 2023 at 6:00 PM via Zoom**

**This will be the annual Budget Meeting**

*The Board of Directors intend to meet quarterly on the last Thursday of every 3<sup>rd</sup> month. Mark your calendars! We hope you can attend!*

MEETING ADJOURNED:

**7:00 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY:

**FRESH START Real Estate, Inc.**  
Community Manager