

Annual Meeting Minutes

Tualatin Valley Fire Station #267

January 19, 2019

- The meeting was called to order at 10:00 a.m.
- Owners in attendance # 3, 12, 14, 23, 25, 28, 29, 31, 32, 34, 49
- Board Members in attendance: Scott Glavan, President; Karen Van Raden, Secretary; Gail Stone; Steven Lechleiter; Sharon Niemczyk
- 28 proxies were received and a quorum verified for the meeting.
- October Meeting Minutes were approved.

Treasurer's Report:

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 a Board Member.

President's Report

On December 30, Building 9 experienced a water main break. This necessitated an emergency plumbing service call and resulted in the complex being without water overnight. It was determined that the break occurred at the connection between a copper line and a PVC line and was due to the downward pressure of another pipe that passed over the top of this line. The work to repair the line is complete but resident noted that the vault to access the building shut off valve for Building 9 has not been replaced. Scott will follow up on this issue.

Over the winter two units, #43 and #52, reported that they were either unable to turn off their outside faucets per notices given out in November, or that their line was experiencing a slow leak. A plumber was called out to determine the problems but found none. In the process of resolving this issue, the board was notified of a small knob on the shut off valves in the upper units that has never been used before. In the spring, the Board will conduct some tests of this knob to determine if it affects the valve's shut off capabilities.

Maintenance

Dryer vent cleaning occurred November 20.

Fire extinguisher inspections occurred December 6.

In March vent covers will be removed and outside water will be turned back on.

Building painting needs to be scheduled for this year. The Board is reviewing three bids for this work. A resident asked for clarification on whether the bids included painting the trash enclosures. The Board will get clarification on this question and make sure they are included.

Stains on Building 10 were brought up again. It was noted that they were not removed by pressure washing. Karen will look at them and determine if they can be removed with a stiff brush. If not, A1 Remodeling will be scheduled to come take a look at what might be causing them. A resident asked if funds were allocated for siding maintenance and, if not, suggests that dues be raised for this budget line item. The Board will get clarification from Superior Management on this issue.

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

A resident noted that the sealing done on the entryways of Buildings 9, 10 and 11 does not eliminate the problem of water seeping under the entryway siding and into garages so the Board will continue to have those entryways hand washed when power washing is scheduled.

#43 noted that some of the wood slats on her balcony may need to be replaced and that her storeroom door needs to be replaced. According to the As&Os document outlining the responsible party for various maintenance/repair items, the balcony slats are the responsibility of the Association; the Board will have the balcony slats inspected for dry rot and replace them as necessary. The replacement of doors is the responsibility of the unit owner.

Cracks and sidewalk lifting was noted at the ramp from Visitor Parking to the upper parking lot between Buildings 9 and 10. The Board will assess the lifting and take action to remediate this issue as necessary.

A resident commented that the hose bibs may benefit from being greased so that difficult hose bibs to shut off become easier.

Other Business

A motion was made, seconded and approved that Temporary Easements for Parking and Air Conditioners will be extended for another two years.

Karen walked the property with Todd of Forever Green to discuss ideas on the landscaping, specifically the front entry area. The conversation included moving the sign and associated electrical to a more visible location and Todd proposed \$1,000 be put into new landscaping at the entryway corner. Cost of moving the sign would not be included in that price. Additional recommendations across the property included bark dusting the entire property, that Forever Green would like to start tackling some of the major pruning, discussed the hedges that are growing over the sidewalks and potentially replacing them, and areas where the Association could add new plantings. At this time, the Board is pursuing bids on moving the front sign and will determine if it is cost prohibitive. Further discussions on implementing changes to the landscaping will be ongoing.

New Business

Scott would like to have a serious discussion in the coming years about replacing site and building lighting and converting fixture to LEDs. According to the Reserve Study, the building light fixtures have a remaining useful life of 6 years so the Board would like to have this conversation before that date.

The dates for all future Association meetings are as follows:

Saturday, April 20	Quarterly Meeting
Saturday, July 20	Quarterly Meeting
Saturday, September 14	Budget Meeting
Saturday, October 19	Quarterly Meeting

All meetings are held at Fire Station 267 at 13810 SW Farmington Rd, ½ mile east of Stephanie Terrace.

The meeting was adjourned at 11:05 a.m.

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

Board Meeting Minutes

January 19, 2019

After reviewing the proxies, Scott, Karen, and Steve's new terms on the Board will begin.

The Board agreed that a painting vendor should be selected ASAP so that the project can be scheduled for this year.

Karen and Christina have been looking into updating the website to be more user friendly and easier for Board members to update. This project will be ongoing.

Due to the water main break in December, Karen created a twitter account for the Association (@StephTerrHOA) to facilitate communication with owners and residents. The Board may also pursue direct text options for situations such as the water main break where all residents need to be notified of an emergent situation on the property. Such an option would only be used in emergency situations or situations that affect all units on the property.

The meeting was adjourned at 11:30 a.m.

2019 Board Members

Scott Glavan, <i>President</i>	Unit 31	sglavan@frontier.com
Gail Stone, <i>Vice President</i>	Unit 49	gailstone1@frontier.com
Jeri Hinkle, <i>Treasurer</i>	Unit 13	jhinkle38@hotmail.com
Karen Van Raden, <i>Secretary</i>	Unit 29	kvanraden@hotmail.com

Members at Large

Steven Lechleiter	Unit 3	stevelechleiter44@gmail.com
Sharon Niemczyk	Unit 28	sharon_niemczyk@comcast.net
Christina Demke	Unit 30	cdemke@hotmail.com