

**Stephanie Terrace**  
**CONDOMINIUMS**  
**Home Owner's Association**

**2020 ANNUAL MEETING MINUTES**

LOCATION: Tualatin Valley Fire Department #267  
 DATE: 01.25.2020  
 CALLED TO ORDER: 10:00 am

**OWNER ATTENDEES**

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<b>PV</b> 12	<input checked="" type="checkbox"/> 23	<b>PV</b> 34	<b>PV</b> 45
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 13 – Board	<b>PV</b> 24	<b>PV</b> 35	<b>PV</b> 46
<input checked="" type="checkbox"/> 3 – Board	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> 36	<b>PV</b> 47
<input type="checkbox"/> 4	<input type="checkbox"/> 15	<b>PV</b> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<b>PV</b> 5	<input checked="" type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input checked="" type="checkbox"/> 49 – Board
<input type="checkbox"/> 6	<input type="checkbox"/> 17	<input checked="" type="checkbox"/> 28	<input type="checkbox"/> 39	<input type="checkbox"/> 50
<b>PV</b> 7	<b>PV</b> 18	<input checked="" type="checkbox"/> 29 – Board	<input type="checkbox"/> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<b>PV</b> 19	<input checked="" type="checkbox"/> 30 – Board	<input type="checkbox"/> 41	<b>PV</b> 52
<input type="checkbox"/> 9	<input type="checkbox"/> 20	<input checked="" type="checkbox"/> 31 – Board	<b>PV</b> 42	<input type="checkbox"/> 53
<input type="checkbox"/> 10	<b>PV</b> 21	<input checked="" type="checkbox"/> 32	<b>PV</b> 43	<b>PV</b> 54
<b>PV</b> 11	<input checked="" type="checkbox"/> 22	<b>PV</b> 33	<input type="checkbox"/> 44	

Owner in attendance      **PV** Owner returned proxy vote, not in attendance       Owner not in attendance

**OPENING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
30 Proxies were received and a quorum verified.		Closed
2019 Annual Meeting Minutes were read out.		Closed
Proxy votes were reviewed; Jeri, Christina, and Gail will begin their new terms on the board. Nominations from the floor were taken and Jeremy Ferris, Unit 22, was elected to the Board to fill the vacancy left when Sharon moved. Officers will be elected during the Board Meeting following the Annual Meeting.		Closed

**TREASURER'S REPORT**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
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.		Closed

**PRESIDENT'S REPORT**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
After thoughtful consideration, Scott has decided to resign as Board President. A new president will be elected at the Board Meeting immediately following the Annual Meeting.		Closed

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**MAINTENANCE**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Gutter Flushing</b> Completed in January.		Closed
<b>Water Shut Off Notices</b> Notices were distributed after gutter flushing had been completed.		Closed
<b>Foundation Vent Blocks</b> It was noted that installation of the foundation vent blocks has been inconsistent this year with some buildings having had them installed and others having been missed or overlooked.	Volunteers	Open
<b>Building 9 Main Drain Flush</b> Completed.		Closed
<b>Dryer Vent Cleaning</b> Needs to be bid/scheduled. The question was raised about whether we should replace all of the dryer vent covers on the building since some repeatedly get knocked off the buildings. The Board will look into this.	Superior / Board	Open

**ANNUAL BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
A motion was made, seconded and approved that Temporary Easements for parking and air conditioners will be extended for another two years.		Closed

**ON - GOING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Eave Repairs</b> A bid for repairing eaves at units 32 and 34 was presented to the Board. The bid was approved; Superior can move forward scheduling the work to be completed. Vendor/Superior to coordinate with the affected unit owners regarding dates/times work will be completed.	Bid Approved  Superior	On-Going
<b>Concrete Repairs</b> The concrete steps at buildings 9 and 11 appear to be subsiding from the buildings, and various repairs to the concrete sidewalks around the property appear in need. A bid was received to complete the concrete work at building 9, but it was missing work at building 11. Furthermore, Scott mentioned that he has a contact in the concrete business that he will reach out to for a bid on the work needed around the property. It was noted that Scott's contact should perform the same scope of work outlined in the proposal. The Board is awaiting further information.	Additional Bid Coming  Superior / Board / Scott	Open
<b>Breezeway Ceiling Repairs, Building 4</b> A bid was received for repairing the failing gypsum board ceiling in the breezeway of Building 4 was presented to the Board. The bid was approved; Superior can move forward scheduling the work to be completed.	Bid Approved  Superior	Open

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<p><b>Leak Repair, Unit 43</b>  An emergency leak repair was reported at unit 43 involving the water shut-off valve. Repairs were made and a new valve was installed. The Board is awaiting invoicing for this repair work.</p>	<p>Awaiting Invoice  Board</p>	<p>Open</p>
<p><b>2021 Reserve Study</b>  The Board received a bid from PONO to complete an on-site visual inspection of the property to gain a better understanding of the building and property components of the community and ensure we are budgeting for future projects responsibly. The Board approved the reserve study proposal. The secondary proposal to do an in-depth study of the building envelopes was rejected. Superior can move forward scheduling PONO's site visit(s).</p>	<p>RS Bid Approved; Building Envelope Bid Rejected  Superior</p>	<p>Open</p>
<p><b>Moving Fee Resolution</b>  Due to repeated problems regarding dumpsters being over-filled when residents move in/out and the Board incurring additional fees to pay for waste management to make special trips to clear out the dumpsters, a Moving Fee was proposed as a potential method for remedying this problem. Attendees raised questions about how much the fee would be, whether it would be retroactive to current residents, and more. The Board determined that it would like to look into possible resolution language before further action is taken. Superior mentioned they could provide such examples.</p>	<p>Superior / Board</p>	<p>Open</p>
<p><b>Parking Lot Resurfacing Project</b>  The Board is awaiting bids on this project. The possibility of revising the types and locations of speed bumps was discussed. It was noted that appropriate speed bumps for the community speed limit should be installed. No action can be taken until bids are received.</p>	<p>Awaiting Bid  Superior</p>	<p>Open</p>
<p><b>Mailbox Replacement Project</b>  It was determined that the mailboxes and parcel boxes should be replaced due to their age and the easy with which they can be broken into. The Board is awaiting bids on the cost of replacement.</p>	<p>Awaiting Bid  Superior</p>	<p>Open</p>
<p><b>LED Lighting Project</b>  Scott presented his findings regarding the upgrading of the community's site lighting to LED fixtures. Priority for the time being is to upgrade the metal halide flood lights. Scott reported that there are approximately 15 such lights on the property and LED fixtures would cost \$350-450 per fixture, approximately \$6000± total, not including labor. Scott will look into how to get the Community on account with his company so we can get fixtures for a lower initial cost.</p>	<p>Superior / Scott</p>	<p>Open</p>
<p><b>Building Unit Number Stickers</b>  A review of the buildings' unit numbers will be conducted and replaced on an as-needed basis. Steve volunteered for this task.</p>	<p>Steve</p>	<p>Open</p>
<p><b>Unit 28 Welcome Package</b></p>	<p>Superior / Board</p>	<p>Open</p>

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The owner of unit 28 reported that he recently purchased and hasn't yet received his welcome package or payment coupon in the mail. The Board will follow up on this with Superior.

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--- END OF ANNUAL MEETING MINUTES ---

A D J O U R E D :                      11:00 am

**BOARD MEETING**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Officer Elections</b> After voting, Christina was elected President; Gail was reelected Vice President; Karen was reelected Secretary; Jeri was reelected Treasurer.		Closed
<b>Website</b> The Board will be looking into updating the Community website to make it easier to navigate. Project will be on-going throughout the year.	Christina	On-Going
<b>Welcome Packages</b> The Board discussed the possibility to keeping a few hardcopy welcome packages with members so that they may be hand-delivered to new residents to alleviate the issue the new Owner of 28 is experiencing. The Board will discuss this possibility with Superior.	Superior / Board	Open
<b>Parking Waiver</b> Jeri noted that she had received a parking waiver request for a timespan of two months. The Board agreed that it was right that this request was denied on the grounds that, according to the House Rules, parking waivers are not issued for longer periods than two weeks, the visitor parking area is for temporary parking on occasional guests, not for storage of vehicles.		Closed

**2020 Board Members**

Christina Demke	<i>President</i>	Unit 30	<a href="mailto:cdemke@hotmail.com">cdemke@hotmail.com</a>
Gail Stone	<i>Vice President</i>	Unit 49	<a href="mailto:gailstone1@frontier.com">gailstone1@frontier.com</a>
Jeri Hinkle	<i>Treasurer</i>	Unit 13	<a href="mailto:jhinkle38@hotmail.com">jhinkle38@hotmail.com</a>
Karen Van Raden	<i>Secretary</i>	Unit 29	<a href="mailto:kvanraden@hotmail.com">kvanraden@hotmail.com</a>
Steven Lechleiter		Unit 3	<a href="mailto:stevelechleiter44@gmail.com">stevelechleiter44@gmail.com</a>
Scott Glavan		Unit 31	<a href="mailto:sglavan@frontier.com">sglavan@frontier.com</a>
Jeremy Ferris		Unit 22	<a href="mailto:ferrisjer@hotmail.com">ferrisjer@hotmail.com</a>

--- END OF MEETING MINUTES ---

N E X T M E E T I N G :              Saturday, **April 18**                      Quarterly Meeting  
   Saturday, **July 18**                         Quarterly Meeting  
   Saturday, **September 12**                 Budget Meeting  
   Saturday, **October 17**                      Quarterly Meeting

A D J O U R E D :                      11:30 am