

Quarterly Meeting Minutes

Tualatin Valley Fire Station #267

October 21, 2017

- The meeting was called to order at 10:05 a.m.
- Owners in attendance # 3, 13, 14, 25, 28, 29, 31, 32, 49

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.

The Board approved the 2018 Budget.

President's Report

The President would like to thank the Board for the work that they do; it's not always visible to owners but a lot gets done that otherwise goes unnoticed around the property.

Maintenance Update

Gutter cleaning will occur in Mid-December. Owners are to be aware that they may see maintenance crews working around the property during that time.

Hose-bib shut-off notices will be distributed after gutter cleaning occurs, or before the first freezing temperatures, whichever occurs first.

Snow removal and deicing preparations were discussed. It was determined that the board would purchase a snow shovel and deicer to be kept in Garage 29 and that snow removal and deicing would be done on a volunteer basis. Owners are asked that, if they are able-bodied and own a snow shovel, that they consider volunteering to help shovel the sidewalks around their buildings and the property in the event of snow. The more volunteers we get for such projects the faster they go and the safer the conditions around the property remain for those of our neighbors who many not be able-bodied.

The Board will obtain a quote for cleaning the parking lot catch basins.

The lock on Garage 29 is scheduled to be repaired as it is no longer functioning properly.

General maintenance of the light fixtures around the property was discussed. The Board is taking under consideration the possibility of a future project to switch the current light fixtures (in the entry breezeways, on the garages, and the building flood lights) to new LED fixtures. At this time no action will be taken aside from pricing new fixtures and getting an idea of the cost of such a project.

Restriping of the parking lot was discussed. It was noted that it is on the maintenance list as needing to take place every two years. It was also discussed that if striping needs to be redone every two years that we should look into a new vendor that uses a more long-lasting paint as restriping is expensive.

If a resident notices a maintenance issue on the property, please report it through the Stephanie Terrace website (www.stephaniterrace.com) via the Contact tab.

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

Other Business

The motion light requested for the walkway leading to units 49-50 is being installed.

Board Member Steve provided his first report on the state of the various cracks and splits in the wood posts and beams around the property. The report will be made available in the PDF version of these meeting minutes posted to the Stephanie Terrace website (www.stephaniterrace.com).

New Business

Due to a perceived decline in quality of service from our current landscaping company, and an increase in rates that would have been passed on to owners in HOA dues the Board is currently in the process of switching landscaping companies.

The Board would like to remind all owners considering selling their units to review the rules in the Bylaws (Article X, Section 12(b)) and House Rules (Section C, Signs) regarding For Sale signs and to make their real estate agents aware of them. "Colonial Post-Style" For Sale signs are forbidden due to concerns about puncturing the in-ground sprinkler system on the property and leaving unfilled holes in the landscaping. Please note that any damages to the property from a realtor installing such signs will be billed back to the unit owner who hired the realtor. For Rent or For Sale signs for posting along Farmington Road are available from the Association. Please contact a board member should you need one.

The Board would like to remind all owners of the rules regarding window coverings. Per the Bylaws, Article X, Section 4(d), windows must be covered with draperies, curtains or blinds. Covering windows with sheets or blankets will be considered a violation of this rule. In addition, each owner is required, per the Bylaws, Article X, Section 2(k), to, at [their] own expense, keep [their] unit and its equipment and appurtenances in good order, condition and repair, including windows. The Board considers window screens as part of the window unit and asks that those window screens with obvious damage be fixed or replaced. The Board reserves its right to impose fines on residents found not to be in compliance with the Bylaws and House Rules and who do not take action to rectify their nonconformance once notified.

The Board asks all owners to review the Bylaws (Article X, Section 9(b)) and the House Rules (Section C, Noise and Other Disturbances) regarding the rules about noise and other disturbances one may cause a neighbor. As new owners move in, there is a general trend toward pulling out carpet and installing hard-surfaced floors. Owners should be aware that such action can cause serious disturbances to neighboring units, both upstairs and downstairs, regarding increased ability to hear foot traffic, television or stereo sounds, and even general conversation amongst residents. The Board encourages residents to communicate with each other regarding ways to mitigate noise pollution between units and to work cooperatively with each other to come up with solutions, such as using carpets or not wearing shoes whenever possible.

Front entrance improvements were discussed including removing the existing landscaping at the corner, reflectors to delineate the driveway entrance better, and possibly installing a new, more visible sign. Ideas are currently being considered but no action will be taken until a more full understanding of the cost of such improvements is gained.

Garage 29 will house any emergency supplies owners would like to donate, including blankets (in vacuum-sealed bags), first aid kits, or other items. Contact a board member if you would like to donate any supplies.

The date for the next Annual Board Meeting is January 20, 2018.

Meeting adjourned at 11:45.

Splits in wooden beams

All measurements were taken in October of 2017.

Measure yearly to see if the gaps are getting larger.

All Marks are marked with a scribe and a white paint pen.

- Vertical beam by garage #44. 1' up = 0.234" – 3' up = 0.235"
- Vertical beam by garage #34. 20" up = 0.165"
- Vertical beam by garage #36. 3' up = 0.234" – 20" down from top = 0.220"
- Vertical beam by garage #42. Approx. 4' up = 0.315"
- Horizontal beam by garage #42.
- Left end gap = 0.246
- 59" from the left = 0.229
- 8" before the center post = 0.223"
- 41" after the center post = 0.281
- 56" from the right side = 0.381
- Right side end gap = 0.249