

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: 04/25/2024 at 6:00 PM  
CALLED TO ORDER: 06:03 PM  
QUORUM PRESENT: Yes

**ATTENDEES:**

**Board Members:**

Karen Van Raden, Secretary  
Jeremy Ferris, Treasurer  
Debbie Webster, Director  
Brittney Etzel, Director  
Steve Lechleiter, Director  
Absent - Chris Demke, President  
Absent - Jason Duggan, Director

**Owners & Guests:**

Sandy Cooper

**Management:**

Mark Vandervest - FSRE  
Cindy Vandervest - FSRE  
Sunny Arruda - FSRE

**CALL TO ORDER:**

In the absence of President Demke, Secretary Karen Van Raden called the meeting to order and thanked all of the Board Members and owners for attending. Karen then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

**APPROVAL OF AGENDA:**

Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the Agenda as written. The motion was approved unanimously without further discussion.

***NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Board of Directors.***

## **OWNER'S FORUM:**

1. **Trade Vehicles:** An owner asked if she was required to ask for prior approval before having a company come in to the community to perform work in her Unit. Last summer she had a carpet cleaning company in and was told by someone she believed was part of association management that the trade vehicle was only allowed to park for 20 minutes. Manager Mark answered this is not the case and she does not need prior approval. He did not know who would have told her something like this. However, he stated if the work vehicle was blocking a resident's access to come into, or leave the community, they would need to move their vehicle to allow access.

## **APPROVAL OF MINUTES FROM PRECEDING MEETING:**

1. **October 26, 2023 Regular Meeting Minutes:** A request to modify the minutes was received from Jeremy Ferris, who had been marked as absent in the minutes when he had been in attendance. A motion was made and seconded to approve the Regular Meeting Minutes from October 26, 2023 with the modification as requested. There was no additional discussion and the motion passed unanimously.
2. **January 18, 2024 Annual Meeting Minutes:** The minutes from the Annual meeting held on January 18, 2024 were presented for review only and will remain in draft form until the next annual meeting where they can be approved.

## **FINANCIAL REPORT(S):**

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 in writing to Management.

*Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board 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 contact management if you have any questions.*

## **MANAGER'S REPORT (as of 4/25/2024):**

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
  - a. Gutters cleaned & Roofs were blown off at the same time.
  - b. Dryer vents cleaned from exterior of building
  - c. Foundation vent blocks and hose bib frost protectors were removed.
  - d. Mailbox bank and concrete slab were pressure washed.
  - e. Security lights are scheduled to be replaced on buildings 1 and 2 to light up the mailbox area better
  - f. An atomic timer is scheduled to be installed on the back of the first garage bank. This will reduce the lights staying on during daylight hours.
  - g. Onsite garbage mitigation is being performed as needed. Someone has been dumping a large amount of mattresses recently. Please let management know if you see anyone leaving mattresses or other large items at the dumpsters.
  - h. Baiting rodent stations ongoing. Pest spraying services have been increased to deal with the ant invasions.
  - i. Monthly lighting maintenance is ongoing.
  - j. Monthly tree pruning is ongoing.
  - k. Cigarette receptacle cleaning is ongoing.
2. **ADMINISTRATION:**
  - a. **Violations (since last meeting – for informational purpose):**
    - i. None
  - b. **Owner Correspondence & Administration (for Board information only):**
    - i. None
  - c. **Owner Correspondence & Administration (Board Action requested):**
    - i. None

## **OLD BUSINESS:**

1. **Smoking Ban:** One owner obtained an attorney to fight the smoking ban. The attorney representing the association responded and explained how the voting was conducted properly and verified a significant majority of owners wanted the community to be smoke free. There was a 99% response. Only one owner abstained from voting. No further action has been noted.
2. **Community Lighting:** Samples of the light fixtures were shown to the board and 2 fixtures have been installed for in person viewing. The project consists of 105 fixtures for the corridors, garage fronts and porches for bid of \$65.00 per fixture plus \$45 per fixture for installation. This expense has been planned for in the reserve study. Photocells will be evaluated by location to find the ones that need to be replaced. Security lights are \$673.00 each (Labor & Material) and Timers are \$145.00 (Labor & Material) and 2 units are needed. A motion to order the decorative fixtures and bulbs was made and seconded. The motion passed unanimously without further discussion.

## **NEW BUSINESS:**

1. **Patios:** Lots of patios have been noticed with unpermitted items stored on them. A general notice will be sent out reminding everyone to bring their patios into compliance to avoid fines. Also, the pressure washing of the buildings will be coming up soon and anything on the patios could be ruined.
2. **Power Washing buildings:** All buildings will be pressure washed yearly, including entry, stairs and sidewalks.
3. **Signage Needed:** Beaverton Towing will install new signs.
4. **Ratify Decision:** A motion to ratify the board decision to install security lights on building 1 and 2 was made and seconded. The motion passed unanimously without further discussion.

## **ADJOURNMENT:**

**Next Meeting Date:**

**Thursday, July 25, 2024 at 6.00 pm via Zoom**

*It is the Board's intention to hold meetings quarterly on the 4<sup>th</sup> Wednesday of every third month. Mark your calendars! The meetings in 2024 are to be held on 7/25/2024 at 6:00 pm (Regular Meeting), and 10/24/2024 at 6:00 pm (Budget Meeting) We hope you can attend.*

**Meeting Adjourned:**

**7:15 PM**

**Minutes Prepared By:**

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